

Bevendean Primary School

Heath Hill Avenue

Full Governing Body

Minutes of the meeting on Thursday 18th July 2019
at 5.00pm.

Present: Eugene Arnold, Rachal Daniels, Helen Emerson, Martyn Giddens (Headteacher), Teresa Goble, Katharine Winks, Emily Winslade (Vice Chair), Mark Dally (Associate Member), James Baird (prospective Co-Opted Governor), Daniel Hewitt (prospective Co-Opted Governor), Lydia Majic (prospective Co-Opted Governor), Andy Thomas (Clerk).

Apologies: Hasan Kara, Adrian Strange (Chair), Fiona Macbeth (prospective Co-Opted Governor), Stuart Cager (prospective Co-Opted Governor).

Absent: Juliet McCaffery.

1. Opening Remarks

EJW opened the meeting in the absence of AS and welcomed those present, including three new prospective Co-Opted Governors James Baird, Daniel Hewitt and Lydia Majic.

2. Quoracy of meeting

The meeting was quorate.

3. Apologies/ attendance list

An attendance list was circulated and signed by those present. Apologies had been received from Hasan Kara, Adrian Strange, Fiona Macbeth (prospective Co-Opted Governor) and Stuart Cager (prospective Co-Opted Governor). Juliet McCaffery was absent.

Introductions were conducted for the benefit of JB, DH and LM.

4. Consideration of apologies

Apologies were duly accepted.

5. Declarations of Interest

None were declared.

6. Minutes of previous meeting(s)

a) Minutes of FGB meeting held on Thursday 6th June 2019

A provisional draft of the minutes of the previous meeting had been circulated. A number of proposed amendments had been received from MG in advance of the meeting.

b) Approval of minutes

It was agreed that a redraft of the minutes, incorporating amendments received, would be referred to the next FGB meeting. It was also agreed that the reference to 'Safeguarding training' in respect of Action Point 11 would be amended to read 'Safer recruitment training'. **ACTION - AT**

c) Matters arising from above

I. Action Points

The Action Points were reviewed. It was noted that all had been completed other than the following:

AP6 Disabled children: To be checked/ followed up. **ACTION – MG/ AT**

AP7 Acronyms use: Noted that ES had undertaken work on this – to be forwarded on to MG. **ACTION – EA**

AP8 "Operation Encompass": In hand and all staff trained. It had also been discussed by the Curriculum Committee.

AP9 Safeguarding/ Child Protection and Complaints Policy: Noted as completed.

AP10 Physical intervention policy: The school did not restrain pupils, but there was a policy in place if needed. ***In response to a question*** it was stated that the policy had not been discussed with staff as restraint was not used – if there were issues with particular pupils reference would be made to the policy as necessary.

AP11 Safer recruitment training: Noted as completed.

AP12 Alternate school/ LA Safe & Well surveys: Ongoing.

AP13 Include Operation Encompass numbers in school data: Noted as completed.

AP14 'Communications strategy/ website' item title: To be checked/ followed up. **ACTION – AS/ AT**

AP17 JM to undertake Link Visits: To be followed up. **ACTION – JM/ AT**

AP19 Further H&S Visit report: To be followed up. **ACTION – AS/ AT**

AP20 Governor Visits and reports: Governors to inform AT of dates and submit reports. **ACTION – Govs.** The use of OneDrive for Visit reports to be looked into. **ACTION – AT**

AP21 Report of 7th March Governor Visit: To be followed up. **ACTION – AS/ AT**

AP22 Skills audit: To be followed up and hard copies to be tabled at the next meeting for completion as necessary. **ACTION – AT/ Govs.**

AP23 OneDrive familiarisation/ training: Governors to contact MG as required. **ACTION – Govs.**

AP24 Programme of Meetings: On the agenda.

It was agreed that more detail should be included on the Action List going forward in order to fully clarify/ contextualise agreed Actions. **ACTION – AT**

II. Any other matters

There were no other matters arising.

7. Minutes of sub-committees

a) Curriculum, Standards and Welfare – Thursday 27th June 2019

The draft minutes of the 27th June meeting had been circulated in advance. These were noted and Governors were invited to review these following the meeting.

ACTION – Govs.

b) Finance, Personnel and Premises Committee – Thursday 16th May

The draft minutes of the meeting held on 16th May had been circulated. These were noted and Governors were invited to review these following the meeting. **ACTION – Govs.**

8. Headteacher's Report

MG delivered a detailed presentation to Governors covering the three main key areas set out below. The focus was on priorities and data.

a) SDP 2018/19 review

MG made reference to a number of aspects as follows:

- *School Priority 1 - Writing:* Outcomes, milestones and way forward. Outcomes had been Red, Green and Amber (RAG) rated and all were Green except for one Amber. Writing would continue to be a main focus in the following year.
- *School Priority 2 – Monitoring/ Quality First teaching:* Outcomes, milestones and way forward. Outcomes had been Red, Green and Amber (RAG) rated and all were Green except for one Red concerning Governor awareness of monitoring systems. Following discussion it was agreed that this would be changed to Green. **ACTION – MG In response to a question** it was stated that teachers did not know in advance about drop-ins. A QFT whole-school practice toolkit was in place.
- *School Priority 3 - Interventions:* Outcomes, milestones and way forward. Outcomes had been Red, Green and Amber (RAG) rated and all were Green.
- *School Priority 4 - Attendance:* Outcomes, milestones, attendance data and way forward. Attendance had been 95.6% to the end of the year (excluding travellers). There was a high level of absence from term-time holidays (350.5 days). Outcomes had been Red, Green and Amber (RAG) rated and most were Amber, with one Green. Attendance would continue to be a main focus in the following year.

The following questions were asked:

- ***Did 100% attendance indicate that the pupil had been present on all school days?*** Yes.
- ***Had the 2-week half-term October break had an impact on term-time absences?*** Any impact was included in the data. Fines did not deter parents as they were less than what could be saved by taking holidays in term-time.
- ***Were any parents failing to pay fines?*** The school did not have the data as the Local Authority was responsible for dealing with this.
- ***Was there a way of determining whether absentee pupils had been taken on holiday?*** Families were called on a daily basis and it was sometimes obvious that they were abroad.

- **How were trends arising from absences/ holidays managed?** There were managed through procedures on persistent absence and absent in education.
- **What was the value of the fines?** These were £60 per child per parent.
- **Did the Local Authority keep matters under review?** There was ongoing action and review by the Local Authority. Attendance across the City was down. The 2-week October half term had been a Local Authority initiative to reduce term-time holidays.
- **To which Year groups did the school's attendance strategy apply?** Early Years; and KS1&2. Absences had a detrimental impact on Learning and parents needed to be convinced of this.
- **Did some domestic circumstances make it difficult for pupils to attend?** This was noted.
- **Another school had for example provided a bus to get pupils to school?** This was noted but the question was 'where do you stop?' The school was putting significant efforts into this area but unreasonable expectations may be raised from such initiatives. Parent engagement had improved.

MG continued as follows:

- **School Priority 5 - Maths:** Outcomes, milestones and way forward. Outcomes had been Red, Green and Amber (RAG) rated and all were Green except for one Amber relating to Governor feedback. **In response to a question** it was stated that teaching materials would be shared during Governor Visits.
ACTION – MG It was acknowledged that there was a need for Governors to embed knowledge of maths mastery (as reflected in the plan). Maths would continue as a 'maintenance priority'.
- **School Priority 6 - Appraisals:** Outcomes, milestones and way forward. Outcomes had been Red, Green and Amber (RAG) rated and all were Green except for one Amber relating to two staff not having yet received adequate reviews. Governors had an assigned role in ensuring the application of appraisal processes.

MG stated that the school had done exceptionally well in an incredibly busy year. There was lots going on.

b) 2018/19 data presentation

MG made reference to a number of aspects as follows:

- **Whole school attainment data:** Reading, writing, maths and science. Data was also broken down by disadvantaged vs. non-disadvantaged; boys vs. girls; and SEN vs. non-SEN
- **Whole school attainment trends:** Reading, writing, maths and science. Data was broken down by disadvantaged vs. non-disadvantaged; boys vs. girls; and SEN vs. non-SEN.
- **EYFS progress and attainment:** School data compared to other local schools, Local Authority and National.
- **EYFS attainment trends:** Data for 2017, 2018 and 2019.
- **Phonics attainment 2019:** School data compared to other local schools, Local Authority and National.
- **Phonics attainment trends:** Data for 2017, 2018 and 2019.
- **Year 2 attainment:** Reading, writing, maths, science and reading/ writing/ maths. School data compared to other local schools, Local Authority and National.

- *Year 2 attainment trends*: Data for 2017, 2018 and 2019.
- *Year 6 attainment*: Reading, writing, maths, science and reading/ writing/ maths. School data/ SATs results compared to Local Authority and National SATs. The school was proud of its SATs results.
- *Year 6 attainment – Greater Depth*: Reading, writing, maths, science and reading/ writing/ maths. School SATs results compared to Local Authority SATs.
- *Year 6 attainment – groups*: Reading, writing, maths, science and reading/ writing/ maths. School SATs results broken down by gender and disadvantaged.
- *Year 6 progress*: Floor standard definition.
- *Year 6 attainment and progress trends*: Data for 2017, 2018 and 2019.
- *Other schools' SATs data comparison*: No data was available as yet.
- *KS1 progress (groups)*: Reading, writing, maths and science. Data broken down into SEN vs. non-SEN.
- *KS2 progress (groups)*: Reading, writing, maths and science. Data broken down into SEN vs. non-SEN.
- *Whole school progress (groups)*: Reading, writing, maths and science. Data broken down into SEN vs. non-SEN.

MG stated that school success was not measured only by numbers and percentages. Triangulation was important together with the quality of teaching.

Reference was made to a 'minutes late' chart. This equated to lost Learning time and mounted up to a significant amount.

c) School priorities 2019/20

MG invited Governor to put forward ideas in respect of school priorities for the coming year. The following aspects were suggested:

- Attendance, including parent engagement, creative support and more effective sanctions.
- Greater depth (including writing) and associated interventions.
- Higher expectations.
- Attainment of boys, disadvantaged and SEN.
- Interventions (including targeted and for Greater Depth).
- Maths maintenance/ management.
- Boys 'across the board'.
- Governors' engagement/ Visits/ subject lead contact.
- Writing, including SEN.
- Governors' knowledge/ communications.

MG referred to the SLT's proposals set out in his presentation document as follows:

- *Writing and reading*: Broken down into disadvantaged/ non-disadvantaged; boys/ girls; and SEN/ non-SEN.
- *Maths (maintenance)*: Broken down into disadvantaged/ non-disadvantaged; boys/ girls; and SEN/ non-SEN.
- *Social, emotional and mental health (SEMH)*: Attachment and emotion coaching.
- *Interventions (maintenance)*: Broken down into disadvantaged/ non-disadvantaged; boys/ girls; and SEN/ non-SEN.

- *Attendance*: Broken down into disadvantaged/ non-disadvantaged; boys/ girls; and SEN/ non-SEN.
- *Curriculum*: Intent, implementation and impact.

EJW remarked that during a Governor Visit she had been impressed by the school's work in relation to 'barriers for Learning' [see Item 10].

The SLT's recommended school priorities for 2019/20 were agreed. **ACTION – MG**

MG reported that the new School Development Plan (SDP) for 2019/20 would be finished in the following week and submitted for discussion at the next FGB meeting in September. **ACTION – MG/ AT**

Thanks were expressed to MG for his report. It was remarked that the data was impressive. The Governing Body expressed its thanks to all staff and it was agreed that a letter from the Governing Body should be sent. **ACTION – AS/ EJW**

9. Link Governors

a) Updated allocations

A list of updated allocations had been circulated in advance and this was noted.

b) Reports – Safeguarding (x3)

Three Safeguarding reports from RD had been circulated in advance. These were noted. It was noted that Safeguarding documents could potentially be stored in OneDrive.

c) Record of Visits

The Clerk was maintaining a record of Link Governor visits. It was noted that this could prove important for Ofsted purposes. Governors agreed to both report the dates of visits and submit reports. **ACTION – Gobs.**

10. Governors' Visit – Thursday 13th June 2019

EJW referred to her report that had been circulated in advance. It had been a good day and Governors had been impressed.

11. Safeguarding

A detailed report had been made to the last meeting of the Curriculum Committee. It was stated that there was nothing further to update at this stage.

12. Current membership of Governing Body/ vacancy filling

a) Co-Opted Governor applications

There were five applicants for four Co-Opted Governor vacancies. Three applicants were present at the meeting – JB, DH and LM. MG and AS had also met with them previously and were due to meet the other two applicants – SC and FM – the next day.

It was agreed that:

- JB, DH and LM should be appointed as Co-Opted Governors. **ACTION – AT**
- SC and FM should be invited to the September FGB meeting with a view to considering their appointment as Co-Opted Governor and/ or Associate Member. **ACTION – AT**

b) Other

There were no other vacancies.

13. Skills Audit

It was agreed that this should be followed up at the September FGB meeting.
ACTION – AT/ Govs.

14. Policy Reviews

No policy reviews were due.

15. Chair's correspondence

a) Holiday Pay

Reference was made to an item of correspondence issued in advance of the meeting. It was agreed that Governors should fully review/ consider the content of this letter. **ACTION – Govs.**

Holiday Pay for term-time only staff had been wrongly calculated. The school was liable for back pay of £25k. The Local Authority had suggested that the school should cover 50% of the cost and that the other 50% would be covered by an interest-free loan. It was agreed that this issue, including the question of whether it was wrong for the school to meet the cost, would be discussed further at the first FPP meeting of the next academic year on 24th October. **ACTION – RD/ AT**

The following questions were asked:

- ***Was there a conflict of interest on RD's part as both a member of affected staff and chair of the FPP?*** This was considered unlikely but would be checked. **ACTION – AT**
- ***In what context had the Holiday Pay issue arisen?*** This was a Local Authority / national issue.
- ***Despite this the school had been asked to pay?*** This was indeed the case.

16. Clerk's matters

There were no items.

17. Programme of Meetings 2019-20

Reference was made to the discussion at the previous meeting on this matter. A requirement had arisen for six budget reports to be made to Governors during the course of the year, and a number of options to deliver this had been identified.

MG tabled a further proposal to the meeting. An associated handout, also setting out proposed dates for meetings, was distributed to those present. This proposal was to:

- Retain the status quo in respect of frequency of meetings and Committee structure.
- Submit reports to three meetings of the FPP.
- In addition make reports available to Governors at the end of each month.

This approach was agreed, together with the associated meeting dates. **ACTION – MG/ RD/ AT**

18. AOB

a) Items notified in advance (5 days required)

RD raised the matter of purchase authorisation in respect of Smart TVs. A quote had been obtained in the amount £6,358 – which was above the Headteacher's spending limit of £6k.

The following questions were asked:

- ***Were there additional monthly subscription fees?*** No.
- ***Was a warranty included?*** This would need to be checked but the quote was competitive in any case.

Purchase was agreed. **ACTION – MG**

b) Emergency items (requiring advance discussion with the Chair)

There were no items.

19. Review of Action Points

The Action Points established during the course of the meeting were reviewed by the Clerk and agreed [Action List refers].

20. Date of Next Meeting

The next meeting was scheduled to take place on Thursday 26th September 2019 at 5.00pm.

***** Please see Action Points from this meeting on the following page**

Action points from FGB meeting held on 18th July 2019

Action	By	Person responsible
1. Amend draft minutes of previous meeting on 6 th June as indicated and refer to the next meeting (Item 6b).	26 th September FGB	AT
2. AP6 (disabled children) from previous minutes to be checked/ followed up (Item 6c(i)).	26 th September FGB	MG/ AT
3. AP7 (acronyms use) from previous minutes - ES to forward work on to MG (Item 6c(i)).	26 th September FGB	EA
4. AP14 ('Communications strategy/ website' item title) from previous minutes to be checked/ followed up (Item 6c(i)).	26 th September FGB	AS/ AT
5. AP17 (JM to undertake Link Visits) from previous minutes to be followed up (Item 6c(i)).	26 th September FGB	JM/ AT
6. AP19 (Further H&S Visit report) from previous minutes to be followed up (Item 6c(i)).	26 th September FGB	AS/ AT
7. AP20 (Governor Visits and reports) from previous minutes - Governors to inform AT of dates and submit reports (Item 6c(i)).	26 th September FGB	Govs.
8. The use of OneDrive for Governor Visit reports to be looked into (Item 6c(i)).	26 th September FGB	AT
9. AP21 (Report of 7 th March Governor Visit) from previous minutes to be followed up (Item 6c(i)).	26 th September FGB	AS/ AT
10. AP22 (Skills audit) from previous minutes - to be followed up and hard copies to be tabled at the next meeting for completion as necessary (Item 6c(i)).	26 th September FGB	AT/ Govs.
11. AP23 (OneDrive familiarisation/ training) from previous minutes - Governors to contact MG as required (Item 6c(i)).	26 th September FGB	Govs.
12. Include more detail on Action List to clarify/ contextualise agreed Actions (Item 6c(i)).	Ongoing	AT
13. Governors to review 27 th June Curriculum Committee minutes (item 7a).	26 th September FGB	Govs.

14. Governors to review 16 th May FPP minutes (item 7a).	26 th September FGB	Govs.
15. Change RED risk on School Priority 2 to GREEN (Item 8a).	ASAP	MG
16. Share Maths teaching materials during Governor Visits (Item 8a).	In due course	MG
17. Implement agreed school priorities for 2019/20 (Item 8c).	Immediate	MG
18. Discuss new SDP at September FGB (Item 8c).	26 th September FGB	MG/ AT
19. The Governing Body to issue a letter of thanks to all staff in relation to positive 2018/19 outcomes (Item 8c).	ASAP	AS/ EJW
20. Inform AT of the dates of Governor Visits and submit reports for circulation (Item 9c).	Ongoing	Govs.
21. Establish JB, DH and LM as Co-Opted Governors (Item 12a).	ASAP	AT
22. Invite SC and FM to the September FGB meeting in order to consider appointment as Co-Opted Governor (one remaining vacancy) and/ or Associate Member (Item 12a).	26 th September FGB	AT
23. Follow-up Skills Audit at the September FGB meeting (item 13).	26 th September FGB	Govs./ AT
24. Governors to review/ consider Holiday Pay letter circulated in advance of the meeting (item 15a).	FPP meeting on 24 th October	Govs.
25. Discuss Holiday Pay [see '24' above], including the merits of the school being asked to cover the cost, at the FPP meeting on 24 th October (Item 15a).	FPP meeting on 24 th October	RD/ AT
26. Check possible conflict of interest arising on RD's part from the FPP discussing Holiday Pay for term-time only staff, given her status as both FPP chair and one of the affected staff (Item 15a).	FPP meeting on 24 th October	AT
27. Implement programme of meetings, table budget reports to FPP meetings and make monthly budget reports available (Item 17).	Immediate/ ongoing	MG/ RD/ AT

28. Proceed with purchase of Smart TVs (Item 18a).	As required	MG
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