



FOLKSWORTH C of E (C) PRIMARY SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING OF THE
GOVERNING BOARD
Thursday 18th July 2019 7.30 p.m.
at Folksworth C of E (C) Primary School

Governors:

Michelle Norbury (MN – (Headteacher) Clare Kirk (CK, Chair), Amy Pickstone (AP), Jenny Hall (JH), Yasmin Rogers (YR), Katie Hart (KH)

Also in attendance:

Sally Miles
Iain Gamage
Nikki Sawyer
Laura Corcoran (Clerk)

The meeting was quorate.

1 Welcome, Prayer and Apologies for absence.

Action

The Meeting opened with a prayer.

The Chair welcomed everyone to the meeting. Apologies had been received and accepted from Bernadette Duckett, Stephen Peacock, Becky McKinnon and Stacey Rees.

Sally Miles and Iain Gamage attended the meeting to observe the GB with the view to being appointed under the current constitution.

2 Declarations of Interest relating to items on this agenda

None declared.

3.0 Presentation from the Headteacher – Ofsted inspection updates

The HT reminded governors that the school are likely to receive an Ofsted inspection within the coming year. As a small school it is likely that Folksworth will receive a one-day inspection. There is the likelihood of a 90-minute phone call prior to the inspection.

New inspection judgements from September 2019 overall effectiveness

- Quality of education
- Behaviour and attitudes
- Leadership and management
- Personal development

Quality of education judgement

- Focus on curriculum at the heart of the inspection
- Less focus on ‘teaching to the test’
- Curriculum design, coverage, appropriateness and delivery
- Teaching (pedagogy)
- Assessment (formative and summative)
- Attainment and progress (including national tests and assessments)
- Very large focus on reading
- Readiness for the next stage of education
- What is the intent of our curriculum what we are trying to achieve and how we

are implementing this. What is the impact?

-Model for quality of education

-Top level view

-Deep dive, bringing it together, triangulation of strategies to ensure that teaching is as described. This is to ensure that the vision the HT has filters through to what the child is experiencing

What will be included in the deep dives?

-Scrutiny of pupils' work

-Discussions with senior leaders/pupils/teachers/curriculum leaders

-Visits to a connected sample of lessons

Secure judgments for personal development and behaviour and attitudes

Introducing 2 separate judgements – personal development, welfare and behaviour – personal development and behaviour and attitudes

-Recognition of the importance of pastoral care

-Revision to the grade descriptors to address concerns around how bullying will be inspected

Use of internal assessment data for inspectors

-We will proceed with inspectors not looking at non-statutory progress and attainment data

-Inspectors will ask what leaders understand about progress and attainment in school

What we are doing in response

-Reduction of data collection points to support teacher workload. Daily assessments will be happening but there will be more time on quality teaching

-Monitor progress in other ways i.e. books and looking at the quality of teaching and learning

-We have listened to the concern about the proposal and will not introduce on-site preparation

-90-minute phone call

-Developing a new curriculum, intent, implementation and impact

-The HT has spent time reviewing and speaking to Sue Bowman and staff. We realise that not all our children are passionate about reading. Our own curriculum focus will therefore be on reading throughout the year

-Children have enjoyed focusing on one book as a project. We are able to link other areas of the curriculum from this such method such as school educational trips. Themes will start with reading in the first instance followed through to an activity such as making a recipe based on the theme.

-RWI in early reading to support this

-Staff meetings have taken place linking in different areas of the curriculum

We want the themes to very much stand out as people walk through the school and the writing to be very evident.

-Every day will start with a reading session and the order of teaching will be flexible depending on what works best for the teacher and pupils

-We have chosen the 'knowledge-engaged' approach

-We have shared themes with parents in celebration of learning events

-Linking of different subjects

Progression, progression, progression!

-Subject milestone documents, know the children's prior knowledge and plan accordingly

-Make sure they are ready for where they are going at the next stage

-We have put together a plan of themes for the whole year linking what we already had to books and adding in extra topics

-Our intent is about developing a love of reading and to explore this

Governor questions

Is there a way of parents finding out about a particular book?

The HT said that at this stage we are pulling together what the curriculum will look like but in the Autumn we will do a relaunch and inform parents of the books their children will be reading. The HT demonstrated the topic overview document which will come home to parents as information

How have the teachers responded to the new framework? Staff have been involved. The DHT confirmed this. Have children been involved? We have tried to pick topics which are very appealing to both genders. In the Romans there will be historical aspect as well as what is happening currently. We are trying to be broad with what we choose and will review this to see how it is working. There will generally be one book between two children. This will be reviewed dependent on children's engagement.

Do the children use the library? The chair suggested making links with other local libraries. There is also the option of a kindle version.

The HT confirmed that there will be a RWI information evening for parents. Governors are also welcome to attend.

4.0 Minutes of the last meeting held on 22nd May 2019

4.1 Approval of the Minutes

The minutes were approved as a true record and duly signed.

4.2 Matters arising

There were no matters arising

5.0 Governance

5.1 Confirm Governing body membership and appoint new governors

The two prospective governors SM and IG gave an overview of their professional backgrounds.

The two governors left the room for the appointment process.

Sally Miles was appointed as parent governor.

Iain Gamage was appointed as co-opted governor.

Action Clerk to confirm appointments with Cambridgeshire and arrange induction training.

Clerk

5.2 Review committee structure and membership

The GB reviewed and updated the committee membership as follows:

-SM and IG to be added to Resources committee.

Action -JH to be allocated HT performance review – Clerk to book training

Clerk

-AP and KH to be allocated growth mindset

-SP has stepped down as chair of Resources committee

-RD to chair the first Resources meeting in the Autumn

-BM has stepped down as chair of standards

-SR to stand in as chair for the first meeting in the Autumn

Action Clerk to update committee membership and circulate
Clerk to circulate email to confirm correct list for governors' contact numbers.

Clerk

5.3 Review Governor attendance and Pecuniary Interest Register

The clerk has uploaded the 2018-19 FGB governor attendance to the portal. The publishing of governor attendance and the Pecuniary Interest register is a statutory requirement.

5.4 Updates from Committee chairs

5.4.1 Minutes of the Resources meeting held on 13.6.19

RD updated governors on the following aspects discussed at the meeting:

- First quarter budget review
- School income is down on swimming as all payments have not been received by parents
- Stay and Play Club - new system is being introduced but there is still outstanding debt
- Expected carry forward of £8546.
- Parents are keen to reinstate the PTA but the committee discussed this was for further consideration by the HT if a suitable chair comes forward
- Review of contracts was labelled with renewal dates and is now on the governor portal
- Premises matters discussed – subsidence matter is still ongoing
- The fire detection system has been updated
- The Year 1-2 teacher has been appointed to start in September
- Report on sports funding

5.4.2 Standards meeting held on 11.7.19

JH gave an overview of topics discussed as follows:

- Parent / pupil survey - feedback from parents was that children were achieving well and happy in school. The pupil survey was also positive
- Book scrutiny of EYFS there was a clear progression on writing with a good progress being shown from all levels
- Very positive SATs results with full breakdown of groups provided
- Year 1 phonics screening 11/14 working at expected level
- Year 2 combined 60% expected standard
- Year 6 expected standard 70%. Pupil premium children also achieved expected level and committee feel school are closing the gap
- TALE reports produced from subject leads
- Staffing updates and discussions
- Governors congratulated the staff and children on the SATs results

5.4.2 Ethos working group held on 23/5/19

MN updated governors as follows:

The group reviewed and discussed the links between the community, the school and the church. The group had already reviewed the school's Vision Statement and the focus group had also spent time discussing how they envisaged this to look, comparing this with the school's old vision statement. This was therefore updated accordingly and is now in its final draft version. At this point the HT labelled an example of the new vision statement in the form of the school headed paper. The chair added that as part of the process, they had looked at other schools and also the Ely Diocese website in order to look at quotes and bible stories so that when this is introduced to the children there is a link to our school values.

Governors agreed that the wording of the vision statement was exactly right and thanked the working group for their time and effort in producing a statement that encapsulated the ethos and vision of the school

A governor asked about the history of the crest in the logo and raised the concern that visually there were too many images particularly on the letter head. A short debate followed. The HT asked that further ideas are emailed to herself outside the meeting to enable the document to be implemented in September.

6.0 Headteacher's Items, to include:

- School Improvement Plan
- Safeguarding Review – Final report
- Whole School Data

6.1 Governors referred to the HT report as uploaded to the portal. The chair referred to the paragraph about mistakes relating to the fact that many children still see this as a failure despite work on growth mindset this year. The HT responded that whilst setbacks are normal, we do use the word 'perseverance' a lot, however this is not as embedded as much as we had hoped.

Governors discussed the topic and agreed that this would be incorporated into the school's vision and relaunched with parents in September. A governor suggested that there is a more discreet communication between the school and preschool so that our values can be embedded into children's first years. The Chair confirmed that this link is already incorporated into the SDP.

6.2 It was noted that during the Maths Learning walk it was observed that there were also issues with differentiation in this subject area. This is particularly evident in the level of challenge offered to higher ability children. Governors agreed that further work will need to take place next year to make sure this is addressed.

6.3 A governor said that whilst faith is covered within collective worship, perhaps more could be done to strengthen this in terms of the family and friendship and links with the community. The HT said that the school are trying to pick up on things happening in the village and make the appropriate links.

6.4 The SDP is on the portal and has been updated.
Whole school data – SATS results are also on the portal and were discussed in detail at the Standards meeting. There are areas for improvement and these were also highlighted and discussed at the meeting.
The HT advised that the 2019/20 SDP areas for improvement have been updated under the new Ofsted categories. The HT asked that governors let her know if they feel there are any missed areas. A governor asked if the GB should be added to the SDP as governors remit sits under the L&M heading. The HT said she feels that governors now have a good understanding of different subject areas and will therefore be able to talk to Ofsted confidently about this.

7.0 Chair's items

7.1 LA review

Action The chair advised that the LA support meeting due to take place yesterday was cancelled. The meeting before has been given issues for action and have been followed up.

Clerk

Clerk to change title to primary adviser note of visit

7.2 Governor visits calendar

It was noted that a total of 40 visits had been carried out this year and notes of visits have been uploaded to the portal.

Governors should try to visit at least once a term depending on their focus. The

HT added that staff are appreciative of the work of governors and thanked them for their commitment.

7.3

Governor training

The GB referred to the governor training calendar the clerk had put together showing attendance at training events over the last 3 years. Governor induction training is a mandatory requirement.

Governors should let the clerk know if there is any training they wish to attend

Governors should also consider if they feel they require training for Ofsted

The SIAMs training will take place on 1st October at Alconbury

Reverend Richard is delivering distinctiveness training in the Autumn term.

8.0 Policies for review

The Annual safeguarding audit was approved by governors.

9.0 Correspondence

9.1 The HT advised that the school had received a letter from the PTA and the bank account has now been closed. The account has also been closed on the Charity's commission.

9.2 The HT advised that she had received a request from the Yaxley Runners to hire parts of the building whilst building work takes place at the village hall. There is a post-Christmas run on 29th December and the group have asked to use the facilities as well as a storage area, for example the library. The group also intend to put portaloos at the front of school. It was agreed that the club will be allowed to use the school under the agreed charges and terms as outlined in the school's Lettings policy.

Action The HT will meet with the club on Monday and respond accordingly.

HT

10 Election of chair and vice chair of governors

10.1 -Following the elections process, the clerk confirmed that she had received one nomination for the role of chair for 2019-20. CK was elected as chair of governors.

Action -The clerk had received two nominations for the role of vice chair. JH and BM were both elected as co-vice chairs

JH to book onto new governor induction training

JH

11.0 Date of next meeting and agree items for discussion

Confirmed as Thursday 19th September

-Review Committees Terms of reference x 3

-Appoint Committee chairs and confirm membership

-Review instrument of Government and terms of office

-Confirm Clerking arrangements

-Review KCSIE documents

-Update Pecuniary interest register

-Co-ordination of Skills audit

-Review Governor code of conduct document

-Review Governor confidentiality policy

-Review Governor GDPR / IT policy /Teams training

-Review GB Standing orders and procedures

-Arrange Prevent training for governors and agree training focus for 2019-20

-Arrange 'Talking to Ofsted' training

Clerk

Meeting finished at 9.35pm

Agreed Actions Summary

Clerk to update committee membership and circulate

Clerk to draft all business documents for approval at the FGB business meeting in September

Clerk to circulate email to confirm correct list for governors' contact numbers.

HT to meet with the Yaxley Runners and respond to lettings request

JH to book onto new governor induction training

Clerk to confirm appointments with Cambs Governor Services and arrange induction training for two new governors

Clerk to send 2018-19 governor attendance data to school for uploading to website

Clerk to change title of LA review visits

DRAFT