



FOLKSWORTH C of E (C) PRIMARY SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING OF THE
GOVERNING BOARD
Monday 1st April 2019 7.30 p.m.
at Folksworth C of E (C) Primary School

Governors:

Michelle Norbury (MN – (Headteacher) Clare Kirk (CK, Chair), (KH), (BD), Stacey Rees (SR), Amy Pickstone (AP), Roy Duncan (RD), Becky McKinnon (BM)
Jenny Hall, JH
Yasmin Rogers, YR

Also in attendance:

Laura Corcoran, Clerk
Wendy Reynolds,

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 Steve Peacock and Bernadette Duckett. Apologies had not been received from Richard Orton. Governors noted that they had not heard from Richard regarding his position on the GB.
- 2 **Declarations of Interest relating to items on this agenda**
None declared.
- 3 **Training and the TA role**
Wendy Reynolds (WR) gave an overview of training and the TA role. Governors noted the following key points:
 - The TA role has changed dramatically and TAs are now focused solely on supporting the children and less on administrative tasks. This is through intervention, 1:1 or in the classroom.
 - The current involvement enables TAs to feel as though they are making a difference to the children.
 - TAs at Folksworth had recently received a lot of training including fire awareness, GDPR, safeguarding, prevent, manual handling, asbestos, first aid, fire warden and food hygiene. WR added that TAs are given the time and support to do this and this is offered to all TAs. Requests for further training are always well received and positive.
 - TAs have been doing increased intervention work with the children and are due to attend a Read Write Inc course. This gives TAs the tools to support the children.
 - TA meetings with the HT take place once per half term where all information is given and TAs get an opportunity to share their thoughts.
 - TAs are also now on the email system and are kept informed in all school matters.
 - TAs are receiving appraisals on a regular basis, monitored by the HT. The process is positive and requests are always followed up so that matters don't get overlooked.
 - WR added that she feels the role has changed a lot and is now much more positive and worthwhile. WR said that she feels valued.
 - A governor asked if there could be any improvements. WR said that if she had more time she would be able to achieve more in terms of intervention. It is getting recognised now that intervention is equally as important and TAs are utilised for this.
 - The chair asked about the appraisal process and how targets are agreed.

- A governor acknowledged that Wendy is integral to breakfast club and after school club.
- A governor asked whether WR had seen individual children progress. WR confirmed that she had definitely seen evidence of improvement in spellings.
- A governor asked about lunchtime involvement. WR said that TAs are not involved in lunchtime activities or interventions as per the old structure.
- The chair asked about raising concerns and the route in which WR would take in terms of following this up.
- A governor asked whether there had been a national or local change in the role and expectations for TAs. The HT confirmed that the national changes had steadily shifted over recent years.

Governors thanked WR for her useful presentation and her continued support to the school.

WR left the meeting.

4 Welcome and appoint new governor

YR gave an overview of her background. YR was formally appointed as co-opted governor. The vote was unanimous.

5.1 Approval of the Minutes of 12th February 2019

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

5.2 Matters arising

- MN advised that following the consultation the school had made the decision to offer a navy knitted jumper. The sweatshirt version is still an option for parents.
- Governors confirmed that monitoring visits were booked for the summer term and would be discussed under item 8.

6 Presentation and approval of the budget

Governors referred to the budget as recommended by the Resources Committee. Governors noted that the budget had been looked at in detail at the Resources Committee meeting on 21st March.

-The chair asked about the carry forward. CM said that this is now around £13,000.

-The HT drew governors' attention to the following key points

-Income – this is higher than expected as it is based on 97 children.

-A governor asked if pupil premium is likely to go down. We have allocated some of the TA pay to link to the interventions being run for PP children.

-A governor asked if the total revenue income had changed. MN clarified that we aim for an in-year budget which balances. The money pays for the salaries and money to be used for the current cohort of children. Some of our carry forward will also be used for these areas.

Expenditure – salaries – staffing structure: we have allowed for a full-time teacher in the class. We have also factored in a maternity leave cover for one year. We have included TA hours and the pay rises from 1st April.

A governor asked if there have been pay evaluations for TAs. CM said that this will just be the national NJC pay rise and the annual increase (cost of living rise and any due increments) which they are entitled to. The HT explained the line management structure relating to support staff.

-MN explained that she is planning on purchasing new chairs and upgrading the school furniture so they are more comfortable and safer for the children.

-A governor asked about the PAN and whether we had considered increasing this due to the recent demand and the current waiting list. MN said that this had been thoroughly considered however in order for this to be sustainable numbers would stay at 15 for the time-being and explained the reasons for this.

-A governor asked what the biggest risk to the budget was at present. It was confirmed that the boiler is the most-costly area to the school as this has not historically been serviced and maintained adequately. The chair suggested that a CIF bid is put in in the first instance.

-Governors acknowledged that the second risk to consider is if pupil numbers were to reduce and that the budget should therefore be monitored closely

The budget was proposed by KH and seconded by RD. The budget will be submitted to the LA.

CM/HT

7 Governance

a) Confirm Governor Appointments

Action

YR was formally appointed as co-opted governor. It was noted that YR had introduced Ian Garnage who is a resident within the local community and he will be invited to attend the next Resources meeting in June.

Clerk

b) Confirm Committee Membership for Governors

Action

It was confirmed that JH would be allocated to the Standards committee and YR to the Resources committee.

Clerk

c) Governing Body Vacancies & Recruitment Strategy

It was confirmed that there would be a vacant parent post from November 2019 at the end of Richard Orton's term of office.

d) Committee Meeting Updates (Ethos, Standards, Resources)

Standards meeting 25/3/19

-Book scrutiny and detailed look at data. It has been highlighted that writing is an issue across school and intervention is in place. Phonics has not been going as well as hoped and we have introduced RWI. There is a gap relating to pupils in Year 1 where they are behind. There were concerns over Year 6 outcomes in writing and how this could impact combined scores.

Resources meeting 21/3/19

Large focus on end of year budget and full preparation for 2019/20 budget as presented by the finance manager. Subsidence issue discussed and drainage is to be looked at over the Easter holidays. NJP pay awards for non-teaching staff which will come into effect 1st April. Draft SFVS submitted for governors' input and approval and a brief discussion about contracts. Mick George Refuse taking on contract for bins. Fire contract due for renewal and we are awaiting quotes.

Ethos committee to meet on 14/5/19

8 Headteacher's Updates

Governors thanked the HT for uploading the full report in advance of the meeting. The HT invited questions from each section of her report:

A governor asked about the process for parents who had not been able to attend parents evening. MN confirmed that the school followed up with parents who could not attend and all parents were accounted for.

A governor asked how parental communication is progressing on the new electronic system. MN explained that there had been some technical issues resulting in a number of parents not receiving some key documents. MN said that she has apologised to the parents concerned and has re-issued the relevant information.

MN added that following the recent survey, the feedback from parents about communication was generally positive. Parents are also using the school Twitter page to receive and share information.

A governor asked how the school will benefit from being a member of the Deputy Headteacher's cluster. MN explained that this involves coaching and training which is led by an external consultant. MN advised that she also attends the HTs A1 cluster half termly meetings. It was suggested that training sessions are shared with other governing bodies so that sessions are viable.

Action A governor commented that the frequency and variety of trips has been commended by staff and parents. The chair asked for thanks to be passed onto staff. **HT**

Action The chair suggested that teacher wellbeing is followed up later in the year and monitored by governors. **HT**

A governor asked for a school update on ethos and values.

-MN advised that we have started to review the spiritual side of school and this has involved visiting other local schools.

-Reverend Richard has been in and the children have been involved with reviewing the school prayer. A governor suggested that some sign language is incorporated into the prayer.

-Easter service will take place on 4th April at 9.30am at St Helen's.

-We will be reviewing our core values and will be writing this with staff with the view to consulting with parents.

A governor asked about the breakdown of religions in school or whether this was generally Church of England. MN advised that there are some families who have no religion.

A governor asked about story time and whether bible stories were incorporated.

Action MN referred to the curriculum but said that recent discussions took place about having more freedom and flexibility particularly in the order of items for example collective worship. YR was asked to translate the foundation document. **YR**

Action Pupil voice – the chair asked for clarification on some of the content. It was noted that there had been some very positive comments about staff. For the next steps it was agreed that governors SR and KH would come into school to speak to children. **SR / KH**

A governor pointed out that there were comments about personal safety and that there had been some talk on social media about dangerous parking outside the school. A full discussion followed. The HT confirmed that a risk assessment is in place and that the Parish Council were also intending to discuss it. MN confirmed that in terms of children who walk home alone, they are able to access school until 6pm if there is an issue. This item will go to the Resources committee for further discussion.

Action The HT will follow up the parent survey in the Summer term. **Clerk**

Action Professional standards – agreed that these will be referenced when carrying out appraisals **MN**

9 Chair's items

Governor Monitoring Calendar / Governor Visits

Governors were asked to let the clerk know if any visit dates were missing from the updated monitoring calendar. The clerk advised that she had added the priority areas from the SDP and adjusted the headings so they were clearer.

Action **All**

LA Review Meetings

The chair advised of the following feedback following the reviewed meeting with the LA (Sue Bowman)

-Effective governor monitoring is taking place.

-Training is in place for governors

- Website audit is taking place this term
- The management of governor attendance is going well.
- Governors are working well with the school to review and approve policies. Governors had an increased awareness of the current position of the school
- The portal is a good way of ensuring that governors are kept informed and prepared for meetings.

- Action** Issues for action
- HT appraisal – booked for end of April
 - GB to continue to support the work of the HT
 - Chair to be able to share and pass on additional governor responsibilities

Chair

The chair thanked governors for their enthusiasm and input, particularly the commitment and work produced at committee level.

A discussion took place about the support provided from the Cambridgeshire Advisory Team and what the school's options were in terms of local authority support.

- 10 Policy ratification**
- Governors ratified the policies proposed for Spring 2019 (all documents had been uploaded to the governor portal) and it was agreed that the HT would upload the statutory policies to the website. HT

- 11 Approval of SFVS**
- The Resources committee had already reviewed the document subject to further consideration. It was confirmed that the chair had requested some further changes and that she would go through these with the finance manager. The HT will then circulate this to governors for approval to reply by 10th April. HT

- 12 Correspondence**
- No correspondence had been received.

- 13 Any other business**
- Action** It was confirmed that KH and JH would attend school assemblies to talk to the children about future careers. KH

- Action** JH to carry out a learning walk w/c 6 May – confirm date with clerk. JH

Meeting finished at 9.25pm

Date of next meetings

Standards - Tuesday 14th May at 7.30pm

FGB Thursday 23 May 7.30pm (to be attended by Penny Conway)

Resources - Thursday 13th June at 7pm

Agreed Actions Summary

Potential new co-opted governor to be invited to the next Resources meeting

CM to submit signed 2019-20 budget to the LA

The HT will follow up the parents survey

SR and KH to make an appointment to carry out pupil voice monitoring visit

Parking issue to go to Resources committee for further discussion

Updated version of SFVS to go to governors for approval via email.

HT to pass on recognition and thanks to staff regarding school trips

Teacher wellbeing to be followed up later in the year and monitored by governors

Governors to let MN know if they can participate in assemblies talking about future careers

YR to translate the school foundation document