



FOLKSWORTH C of E (C) PRIMARY SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING OF THE
GOVERNING BOARD
Thursday 12th December 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), Roy Duncan, (RD), Wendy Reynolds (WR), Sally Miles (SM), Katie Hart (KH), Stacey Rees (SR).

Also in attendance:

Nicki Sawyer, deputy Head (NS)
Barry Mather (cover 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 Iain Gamage and Stephen Peacock, the latter having resigned from the Board, and (after the meeting) Becky McKinnon.

The Chair was keen to use the meeting as an opportunity to review the Ofsted inspection and to identify lessons learnt.

2 Declarations of Interest relating to items on this agenda

None declared.

3 Read Write Inc (RWI) and Writing - a presentation

The deputy Head tabled two papers and governors read them closely, being invited to ask questions and comment, as follows -

- **Q - what were 'non-negotiable statements'?** A - these were sets of five sentences deemed to be high priority objectives as required in the National Curriculum for each year group, which if achieved will significantly improve the quality of a pupil's writing. The performance of the current Yr 2 served to confirm the absence of this disciplined approach in their earlier years.

- **Q - how can governors recognise and monitor how pupils are responding to RWI initiatives?** A - through comments made within PupilVoice; in the imagery and textual input of pupils in displays prompted by class topics e.g. Great Fire of London.

- **Q- what sizes are the writing groups?** A - they vary from 4 or 5 in the less able groups up to 15 in the most able. NS took governors through the day to day organisation of the groups and their work.

- **Q - was the community involved to any extent or could they be?** A - some already were and more could be promoted, but it was critical that such support fitted in with the RWI approach and with the trained teachers and TAs

- **Q - what happens after pupils have completed the RWI programme?** A - they

move into the 'accelerated reading' system and guided reading.

- Q - can we assume that all pupils will have reached the required standard by the end of Yr 2? A - options have been considered, including new intervention strategies and keeping a pupil in RWI for a term or two in Yr 3.

- Q - could governors actually watch RWI in practice? A - this is encouraged and can be organised in the new year when the reading groups have been re-populated. A monitoring visit had been scheduled but was cancelled due to Ofsted. Gov'rs

4 OFSTED feedback

The Chair invited reactions from governors following their involvement with the Inspector and after the end-of-inspection review meeting. Was there anything which could have been done better, could they have been better prepared?

- it would have been helpful to have more information on the non-core deep-dive subjects, such as Science. The suggested solution could be Standards Committee receiving regular trend data which would ensure governors were more fully in tune with the sort of responses/comments made by staff during inspections. Clerk

- were the Governor Visit reports adequate? Yes, they were all in one file and seemed to meet with the satisfaction of the Inspector.

- the log of governor training did not seem as up to date as it could have been, perhaps caused by the loss of the Clerk whose role included maintaining that log. The Chair asked governors to ensure their own records were complete. Gov'rs

- some Code of Conduct and Register of Interest forms had not been completed, and the log of governors having read the KCSiE documentation was not fully completed in the Single Central Register. Gov'rs

- the Chair and Head thanked all governors and staff who had been involved so well on the day; staff had expressed their pleasure at the way governors had contributed and supported them. Governors also paid tribute to the time and effort the Chair had given to preparation ahead of and on the day.

5 Approval of the minutes of 19th September 2019

The minutes were approved as an accurate record and signed by the Chair.

6 Action points and matters arising

6.1 Most actions had been followed through; additional comments were as follows -

- the Chair asked for the outstanding Skills Audits to be sent to her. Gov'rs

- a new Clerk was in place for January onwards, Janet Harris.

- the first Governor section of the Newsletter had yet to be produced; the Chair welcomed a volunteer to coordinate its compilation and urged governors to produce articles for it, alongside her own planned material. Gov'rs

- the Head was asked to amend the Governor Visit Policy to include reference to the Vision/Ethos/Values statement, and to add a question relating to Safeguarding. Head

6.2 On the matter of communication with parents, it was noted that eight had made

unsupportive comments in the ParentVoice shared by the Ofsted inspectors (out of 36 responses) and it was important that governors better understood what might be behind these comments; the Head took governors through some of them and these were discussed. It was agreed that there ought to be some communication with parents ahead of the publication of the inspection report. We should also somehow get the message across to parents that unsupportive posts on Facebook/Twitter did not help the school and their childrens' education as they risked hampering recruitment of the best teacher candidates; better to discuss concerns directly with the Head rather than publicly. Returning to the newsletters, governors agreed who would act as the point of contact for each year group, with their school email addresses and photos being published in the newsletter and elsewhere.

Gov'rs

7 Instrument of Governance 2015

The latest iteration was now in Teams. Governors accepted it unanimously.

Head

8 Future meeting dates

To accommodate the new Clerk's other commitments, Resources Committee meetings will now move to 28th January and 5th May.

9 Headteacher's Report

MN's report had been circulated ahead of the meeting and the Chair was concerned to devote this time to comments and questions for the Head -

- Q - examples of interventions prompted by the pupil progress meetings with teachers, and when can governors review their impact? A - The Head described some of the interventions within each core subject and skill, and anticipated that the Standards Committee following the next data-drop will receive more detailed information on impacts.

- Q - will the reading survey be repeated in order to measure change? A - Yes; after a period of time.

- Q - does the school require pupil feedback after trips and use it when assessing pupil progress? A - Not at present, but the Head thanked the governor for the suggestion and will do so for future trips.

- Q - it was encouraging to see the considerable amount of CPD available to and taken up by staff. A - once the year groups and staffing were fully established and as staff experience and knowledge levels grew, there was much more that would be pursued, led by performance appraisals and individual needs, subject to it being available and relevant; confidence levels continued to grow.

- Q - what had been the impact of the one member of staff who required additional support The Head took the meeting through the readjustment of contract lengths and the difficulties in recruiting suitable experienced staff. The well-being survey had helped identify the relative capabilities of individual staff.

- Q - how had the lockdown drill gone? A - felt to be very successful, with pupils responding well.

The Chair thanked the Head for a well-presented and informative report.

10 Governor and LA Adviser Visit reports

- 10.1 The Chair reported on the School Intervention Service 'Keeping in Touch' visit report, which she had usefully received ahead of the Ofsted inspection. The Head expressed gratitude to Sue Bowman for her on-going support and especially during the inspection.
- 10.2 The Chair encouraged fellow governors to commit to Visits, ideally one per term, carefully linked to their aspects of the SDP. Governors listed when they planned to make visits.

11 Committee Reports

- 11.1 *Standards and Ethos Committee meeting 14th November* - SR, as Standards Chair, took the meeting through the main matters on the agenda.
- 11.2 *Resources Committee meeting 29th November* - RD, as Resources Chair, took the meeting through the Finance, Staffing, Premises and Health & Safety matters reviewed at the meeting. Minutes were already in Teams.

12 Governor training

The Chair urged governors to keep updating their own training log in anticipation of the new Clerk taking over that role; 'training' could include, for example, reading articles in NGA literature and online.

13 Policies for review

The Complaints Policy & Procedures was agreed as presented.

14 Any Other Business

The Chair took another chance to record her appreciation to all staff and governors who were involved on the Inspection day. WR and NS echoed the sentiment, with NS of the view that the recent years of difficulties were now fully behind the school, and WR stressing the togetherness of the whole team.

15 Date of next meeting and agree items for discussion

Confirmed as Thursday 13th February.

Meeting finished at 9.20pm