



FOLKSWORTH C of E (C) PRIMARY SCHOOL
MINUTES OF A FULL GOVERNING BODY MEETING OF THE
GOVERNING BOARD
Monday 10th December 2018 7.30 p.m.
at Folksworth C of E (C) Primary School

Governors:

Michelle Norbury (MN – (Headteacher) Clare Kirk (CK, Chair), Becky McKinnon (BM), Katie Hart (KH), Bernadette Duckett (BD), Stacey Rees (SR), Amy Pickstone (AP), Stephen Peacock (SP) (until 9:05pm)

Also in attendance:

Nicky Sawyer, Deputy Headteacher
Laura Corcoran, Clerk
Jenny Hall, Prospective Parent Governor
Caroline Munroe (CM) (7.30-7.50pm)
Jules Perry (JP, SENDCO) (7.30-8.15pm)

The meeting was quorate.

1 Welcome, Prayer and Apologies for absence.

The Meeting opened with a prayer. The Chair welcomed everyone to the meeting. Apologies had been received and accepted from Richard Orton and Roy Duncan.

Action

2 Declarations of Interest relating to items on this agenda

None declared.

3 Requests for Any Other Business

MN requested that the budget and solar panels were discussed as a matter of urgency. Governors agreed for these items to be tabled.

4 Solar Panels

The finance manager (CM) led on this item and explained that the school had been approached by the LA in the form of a business plan. This was about the addition of solar panels in order to generate income. After agreeing at Resources that this would not be pursued at the current time, Jonathan Lewis (Director for Children's Services) has now urged the school to consider this further. CM / MN had therefore only recently obtained the required information. In answer to a question CM advised that £20,000 had been invested for sustainable schools. The money will only be given if the school complete this initiative by the end of March; this is a government timescale. CM/MN responded to a governor's concern that the recent reported subsidence would not impact on this project. In response to a query about the reported income for the school. there is 9 years where we would be able to break even; at a cost of £1500-£2000 per year, the council loan (£30,000 including interest) is 15 years and the saving after this would be £6000-£7000. The cost of the solar panels would therefore cover the cost of the loan. The chair asked how much our bills are each year; they are currently £3000. A governor asked who is liable for the upkeep. CM confirmed that the warranty is for 10 years and after that the school would be liable. The servicing and cleaning would be every 2-3 years. CM confirmed that there would be no electricity bills with the addition of the solar panels. The saving is guaranteed. A governor asked what the incentive is for the LA. It is thought that the LA are making interest on the loan and that the LA would be meeting environmental needs. A governor asked if the solar panels are fixed. CM said that the solar panels are guaranteed for 15 years. The next stage would be to survey the roof at a cost of £800. A governor asked who the contract would be and whom we would raise concerns with. Does this have an impact on buildings

Action insurance? It was agreed that CM would look into this. CM

A governor said they were concerned about the length of the loan and said that this is a long time for a repayment period. It was suggested that the GB seek the view of the Diocese on the matter. Governors discussed the fact that there are alternative deals in terms of loans. Chair

It was proposed that a formal vote took place and that governors should vote in favour or against moving to the next stage in the form of paying £800 to carry out the detailed survey on the roof. On further discussion governors agreed that they were not ready to make a decision at this stage and commit to the cost of the survey. It was agreed that governors would be sent further reading to enable them to respond via email with their comments. CM will enquire about the financial guarantee and put forward the agreed questions raised by governors. CM was thanked for her input and then left the meeting. CM/ Chair

5 SEND Update for Governors

Jules Perry was introduced as SENDCO and circulated the following documents
-SEND Development Plan 2018-19
-Whole school categories of need

JP advised that upon her appointment there was no paper trail of assessments of SEND children. Documents had been started but not consistently updated. There was no SEND register or list of children who were being monitored.

-All staff now have a SEND folder in their classrooms. This contains a SEND register, provision maps, extra SEN information about pupils.

-SEND handbook-maintained by the SENDCO and containing all data

The gap nationally is not increasing. We are hoping this will decrease by the end of the year.

-Interventions – Sensory circuits, cushions for children, fiddle toys, headphones
We have had to invest in this area as there were minimum resources previously

--There are 10% SEND children in school. This is high for a small school.

-Teachers have been proactive in the process of paperwork

-JP confirmed that extra meetings had taken place with parents to address their concerns.

-A governor asked about TA training and JP gave details of the two courses booked. MN added that training around children's needs is being modelled by the SENDCO and discussions with staff about expectations.

A governor asked further about the absence of key documents which had not been in place previously. How do we know as governors that plans are in place and reviewed efficiently? JP suggested that the SEND link governor comes into school to check her paperwork. In response to a further question BM said that she had been told last year on her visit that systems were in place. It is clear that there are strategies in place this year and there is a clear paper trail. BM will be carrying out a further monitoring visit to review this. Governors discussed the importance of regular monitoring in order to validate the work and systems which are being reported.

A governor asked if there are sufficient resources and if there are further items required.

A governor asked about the impact of the money invested. We should have more of an insight into consequences later on in the year. MN said that this is reviewed regularly and our data will hopefully reflect the investments we have made in this area. We are monitoring the impact of children on an individual basis.

JP said that teachers are requested to fill out a concern form in the first instance which instigates the paper trail.

JP was thanked for her informative presentation and left the meeting.

6a Approval of the minutes of 13.9.18

The previous minutes were agreed as a true record.

MN was thanked for creating the governor portal. The chair confirmed that the expectation would be for governors to read all papers prior to the meeting and to access these from the portal.

6b Matters arising

There were no outstanding matters arising.

7 Governance

Appoint New Governors

BD was appointed as staff governor.

The chair explained that the application for AP had not yet gone through to the Diocese; a situation which we hadn't envisaged. Governors agreed to appoint AP as foundation governor as this had already been approved by PCC and Reverend Richard.

It was explained that JH had expressed an interest to join the GB as parent governor. It was agreed that JH would be formally appointed at the next meeting after she had made an appointment with the chair.

Clerk

Action Confirm Governing Body Vacancies & Recruitment Strategy

The chair advised that there are two further co-opted governor vacancies. There has been an expression of interest regarding the co-opted vacancy.

It was agreed that the HT would put a piece in the newsletter about new governors and advertise the co-opted vacancy. AP and JH will send their introductions through to the HT.

MN/JH/A
P

Agree Link Governor Roles for new Governors

Committee membership was agreed for the new governors.

Meeting Updates (Ethos, Standards, Resources & HTAR Panel)

Ethos

The chair advised that the HT had met with the vice chair in place of an Ethos meeting. The chair clarified that this is a group not a committee and all governors are welcome to attend.

Standards

BM advised the GB as follows:

Standards committee met on 22 November

Items discussed and reviewed were the data drop, SDP, review of safeguarding action plan, attendance policy, Early Years policy, celebrations in school.

The FGB ratified the committee Terms of Reference for 2018-19.

Resources

SP advised that a short meeting took place pre-training to review and ratify policies, safeguarding and child protection, discussion re solar panels, potential subsidence.

The FGB ratified the committee Terms of Reference for 2018-19.

The HT then gave an update on this area as follows. The site team came out to put a camera through the drains and will return with a jet tomorrow to clear the drains. It appears that the drains are blocked up having maybe never been cleaned since the school was built.

MN

Action The next steps will be for the HT to approach PCM about the next stage and the required work.

MN

The chair asked for the Resources committee to be sent the budget figures on a

monthly basis.

Agree updated GB Standing Orders

Governors agreed the updated standing orders to include the agreement for governors to make decisions by email and how this should be conducted.

Agree Governor Email Protocol

Governors agreed the governor email protocol regarding code of conduct for email usage.

7

Headteacher's Updates

Governors referred to the HT report and all accompanying documents uploaded to the Governor Portal in advance of the meeting.

- Budget

The HT circulated the budget. There were 96 children in school on census day.

The staffing budget is overspent due to the staffing in the last academic year. **A governor asked about the consultancy budget.** it is expected that this is a cost from last year for Clare Matthews.

The governor services budget is overspent due to the extra meetings which had been scheduled.

A governor asked about the colour references in the form of bullet points. The abbreviation codes are at the bottom of the page however it is not known what the colours relate to.

There is an overall overspend of £18,000 predicted. The HT said that there had been a lot of changes the last financial year with the change of headteachers and consultancy staff as well as the need to purchase resources at the start of the Autumn term. We expect this to settle down once the new budget is set in April.

- Staffing

There were no further updates.

- Whole School Data

The HT talked governors through the data table and confirmed that through target tracker we are able to monitor progress and attainment. Children should make 1 point progress each term. Early years are slightly behind in reading. This is normal for the first term and the setting of baselines, we expect this to be a much better picture at the next data drop.

Year 3 attainment is below where we expected to be. There are several SEND children working below. Progress is looking strong however. We are now fully understanding Target tracker.

Year 5 and year 6 progress is strong. The MOCKS were based on the 2017 paper and we have a lot of children who are coming out as a score of 100 – there are two children who we do not expect to achieve this. We are focusing on the children who are able to get to greater depth. The next round of pupil progress meetings will focus on interventions and target setting. **In answer to a question the HT confirmed that the next MOCK will take place in the spring and will be based on the 2018 paper.**

In answer to a question about writing the HT said that this subject is difficult for some children and we have a lot of work to do in this area. The LA has been in to provide support. The grammar across school is weak so we have brought in a new scheme which is being taught across the whole school.

The SENCO has carried out assessments with some children in order to ascertain whether they will require extra time in their SATs.

In answer to a question the HT said that there should be a LA adviser specially for Maths but they have not been in touch with the school. The HT will follow this up with Sue Bowman.

A governor asked about moderation and the HT and DHT gave details of the external moderation which has taken place with other schools.

MN

A governor asked about the progress data and whether this relates to our own current data or SATs progress measures. The HT confirmed that this relates to the progress on target tracker and the expectation of making 6 points progress each year. Children below target are expected to make 7 or 8 steps progress. Governors revisited the concern about writing and challenged the HT who had said that some children had lacked key skills for several years. The DH as the school's Writing lead gave details of the new scheme which will be launched in January at the staff training day. The scheme had been recommended by the LA and the Literacy adviser had been very positive about this. The DH gave further information about the course she had attended that day which related to this area of focus.

ASP data

Governors referred to the inspection dashboard data uploaded by the HT. We have concerns about progress particularly the 20% writing which has been in the bottom for the last two years. Governors should be mindful that Ofsted will refer to this information during an inspection. SP gave his apologies and left the meeting.

- SEF

Governors confirmed that they had obtained the SEF from the portal. The MOCK data is looking promising.

A governor asked what the impact had been from the list of events reported in the HT report. The HT confirmed that these relate to the targets outlined in the SDP. An example of this is the newsletter being sent out on a weekly basis relate to our target of better communication with parents. A governor asked if training had been disseminated to staff members. The HT confirmed how the process is carried out. In terms of evidence, the staff governor confirmed that staff meetings are all minuted.

The chair asked about attendance from EY class at parents evening. The HT confirmed that this equates to 15 out of 17 families. The remaining two families were consulted on separate occasions.

A governor asked about the barriers to learning and how these were addressed. The HT explained that the different aspects such as perseverance has been explained by talking to children. Children are being challenged and work has been done on Growth Mindset in assemblies. At a staff meeting different options for the different types of learning behaviours were reviewed. There are 5 Rs which are being fed through assembly on a weekly basis; these will then go up as posters in the classrooms. Governors noted that growth mindset is a large issue nationally. KH is meeting up with NS this week as link governor.

A governor asked about the target of developing the role of TAs. The HT said that this would be carried out through training and developing expectations in class.

A governor observed that there was not sufficient evidence within the overall effectiveness section. The HT said that this is merely an overview of all sections and relates to the key areas which run through the other sections. Can there be more sections specifying what the examples of evidence should be? The HT gave details of some of these areas.

A discussion followed about the preparation the HT had done for our Ofsted inspection and how governors can work collaboratively to support with the evidencing of this. Governors' link roles should also link with the SDP and the SEF.

-Safeguarding

There were no further updates for governors.

Chair's items

Governance Review

Item to be removed as standing agenda item.

Governor Monitoring Calendar / Governor Visits

Governors were thanked for adding their visit dates. Governors were asked to add one visit per term and to advise the clerk so she can update the calendar.

LA Review Meetings

Governors had been circulated the notes of visits.

In terms of leadership and governance the chair said that advice had been given.

Governors noted that Governor whole team training had taken place and observed that this was useful and productive.

The chair said that she had been introduced to a model chair of governors and will meet with her in the new year. The person is chair of a local IEB.

9

Policy ratification

Governors ratified all Autumn 2018 Policies as follows:

Appraisal and capability

Code of conduct

Disciplinary rules

Disciplinary misconduct

Discretionary leave of absence

Equality of Diversity

Grievance

Health and safety

A governor asked about the fire drills process and the frequency of this. The HT gave details of the process.

The fire wardens will be trained in January.

Governors discussed the importance of emergency contact numbers for staff family members.

A governor asked about the policy for parking on site and if there is a reverse parking policy. The HT said that this is in the Risk assessment.

-Acceptable use of mobile devices and cameras policy.

-Staff volunteer and induction policy

-Management of sickness absence

-Children missing in Education

-Management of medicines

-Prevent

-Recruitment and selection

SEND

-Whistleblowing

-Data Protection Policy.doc

-EYFS

-Folksworth Governor Visits Policy and Proforma.doc

-Safeguarding and Child Protection

-Pay policy

-Online safety

-Lettings policy

-Intimate care

-Positive behaviour

Governors ratified the policies above and it was agreed that the HT would upload the statutory policies to the website.

HT

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Correspondence

Chair's item – email received

The chair explained that she had received an email questioning the school's exceptional circumstances clause outlined in the attendance policy. The chair gave anonymous details about the situation relating to a family who had taken unauthorised absence. The chair clarified that this was a new query (as opposed to a formal complaint against the HT) from a parent about what constitutes an exceptional circumstance.

A detailed discussion followed. The HT confirmed to governors that before she had issued the fine to the family, she had taken advice from the EWO, followed our own school policy and looked at what other schools had done in similar situations.

The chair suggested that it would be a good time for governors to look at this particular area of the policy. Governors discussed the fact that exceptional circumstances should be made very clear in the form of examples as this does appear to be a grey area. A governor suggested that the leave request form should be softened and more user-friendly. Could we give parents the option of attending a meeting with the HT as opposed to just returning the form?

In response to detailed scrutiny over the policy, The HT clarified that the rationale must be an exceptional and urgent circumstance.

Governors agreed the importance of fostering good relationships with all our families and were reminded of the importance of directing queries to the HT in the first instance, particularly in the case of 'playground grumbles' so that these matters can be dealt with swiftly and professionally.

Governors were satisfied that the school's policy had been followed in this situation and agreed to support the HT's decision. Governors agreed that the family could be directed to the EWO by the HT if required.

Action Governors further agreed to review the exceptional circumstances clause at a future Standards meeting so that there is greater clarity on the matter.

HT

Clerk

11 Any other business

There was no further business.

Meeting finished at 10.05pm

Date of next meeting - Tues 12 February at 7.30pm.

Agreed Actions Summary

CM to circulate solar panels additional info to governors

HT to speak to the Diocese regarding alternative options for Solar Panels

HT to put a piece in the newsletter about new governors and advertise the co-opted vacancy. AP and JH will send their introductions through to the HT

HT to approach PCM about the next stage and the required subsidence work.

Resources committee to be sent the budget figures on a monthly basis.

The HT to follow up Maths Adviser visit with Sue Bowman.

Standards Committee to review exceptional circumstances clause in Attendance policy