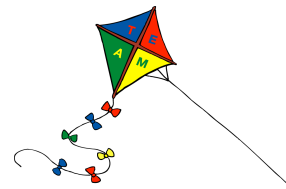


Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

Wednesday 26 March 2014 18.30

Present:

Lin Brewer (LB)	Staff Governor
Louise Chapman (HT)	Headteacher (HT) & Governor
Sandra Cheek (SC)	Community Governor
David Cohen (DC)	Parent Governor
Nigel Close (NC)	Foundation Governor
Tracy Curds (TC)	Staff Governor
Jennifer Lauté (JLa)	Local Authority Governor

Cynthia English (CE)	Foundation Governor
Nicole Gabriel (NG)	Parent Governor
Bruce Greig (BG)	Chair & Parent Governor
Sarah Hawkins (SH)	Foundation Governor
Lucy Hutchin (LH)	New Parent Governor
Wendy Sullivan (WS)	Local Authority Governor
Jonah Watts (JW)	Foundation Governor
Jenny Lomas (JLo)	Community Governor

Apologies:

Tim Nice (TN)	New Parent Governor
Sarah Pearson (SP)	Clerk

In Attendance:

Alison Lloyd (AL)	Deputy HT
Lynne Bardell (Clerk)	Cover Clerk Governor Services

Absent:

Steve Bailey	Associate Member
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Start:

6.30pm

Finish:

8.45pm

The meeting was quorate at all times.

[Governors' questions and the responses are recorded in blue.](#)

1 **Welcome & Apologies for Absence**

- 1.1
 - The chair welcomed everyone to the meeting.
 - Apologies had been received and accepted from Tim Nice.
 - No apologies had been received from Steve Bailey.

2 **Declaration of Pecuniary Interests**

- 2.1
 - The chair reminded all members of the requirement to declare any pecuniary or other related interests in any of the agenda items that have not already been noted.
 - No interests were noted.

3 **Approval of minutes of the FGBM on 5 February 2014 and matters arising**

- 3.1
 - The minutes of the meeting held 5 February 2014 were accepted as a true record of the meeting. Minutes were signed by the chair and passed to LB for filing.
 - Clerk (SP) will send a copy of the minutes to HT and Angie Wood for the school website, and also to Governor Services for their records.

Clerk

4 **Actions from Previous Minutes**

- 4.1 • All actions from the previous meeting are either complete, in-hand or covered on this agenda, with additional points noted:
1. Ref item 4.1.1: Deputy HT to re-email Single Equality Scheme to governors.
 2. Ref item 4.1.3: HT informed governors that this would be completed next Spring. CPLO training was only required every three years, but the school reviewed it every two years.
 3. Ref item 4.1.6: The Annual Safeguarding Return had been submitted to HCC as required.
 4. Ref item 4.1.7: LB confirmed that the off-site school visits did not have to be countersigned, the HT can authorise them.
 5. Ref item 4.1.9: Complete.
 6. Ref item 6.3: The chair informed the meeting that TN was considering role of H&S Link Governor but as he was not at the meeting they would not be able to discuss this with him. Governors discussed that they did need a governor in this role, however, the Environment Committee could carryout some of the functions such as the buildings check with the Caretaker until someone was appointed. CE informed governors that she would be happy to undertake this role until a permanent Link Governor could be identified.
 7. Ref item 9.2: LB confirmed that the SFVS had been completed and would be typed and submitted by 31 March 2014.
 8. Ref item 10.1.6: The HT informed governors that she had met with Joyce Johnson and that they were ready for the SIAMS Inspection and were preparing an action plan.
Q. How much notice will you get of the Inspection? A. About one week, however, they understand that this Inspection can't be at the same time as the Ofsted and HMI Inspections, so it might have to be postponed if this happens.
 9. Ref item 10.2.1: The HT informed governors that this is not an action plan and has already been dealt with.
 10. Ref item 10.2.2: Governors confirmed that these had been put in the diary to be completed.
 11. Ref item 10.2.3: The Pupil Questionnaire had been completed that day and it is possible that another school will be looking at their questionnaire and the HT would be speaking with the school's HT.
Q. When will it be done again? A. Summer term.
Q. Will you be analysing the date? A. Yes, it will be ready for the next FGB meeting.
 12. Ref item 10.2.4: Complete.
 13. Ref item 10.2.5: Complete.
 14. Ref item 10.2.6: Complete.
 15. Ref item 10.3: Complete.
 16. Ref item 10.4: This had not been completed and the Environment Committee would present it at the next FGB meeting.
 17. Ref item 10.5.3: This should read 'Trustees' not 'residents'. The HT reported that this was all in hand and governors agreed to show as complete.
 18. Ref item 10.6: Complete

Deputy HT

Environment

5 **Standing Items**

- 5.1 • **Governing Body Vacancy Management**
The chair informed governors that the size and function of the governing body would be discussed in item 10. The chair informed the meeting that his current tenure finished in February 2015.
- 5.2 • **Safeguarding**
The chair confirmed with governors that there were no issues or concerns to discuss.

5.3 • **Health & Safety**
The chair confirmed with governors that there were no issues or concerns to discuss.

5.4 • **Governor Training**
Two governors reported that they had attended a briefing regarding the new primary curriculum and one governor had attended their induction training.

Q. When does the new curriculum start? A. September 2014 for Years 3 and 4. The next INSET Day will be used to continue with the planning for it. It is about what ethos and values the school wants to teach.

Q. Only Years 3 and 4? A. They will do it more broadly, as we have split classes it will be taught across the school. Years 6 and 2 will be tested on the old style SATS.

Q. In broad terms, what sorts of changes are there? A. The core subjects, Reading, Writing and Maths will continue to be regulated by Government. However, subjects such as History, Geography and Languages will be uncoupled from core subjects and the school can decide what it would teach, such as less but more in depth.

Governors discussed the impact the new curriculum will have on the school and the key points are:

- They will need to strip out some of the current lessons and decide what they want to include;
- The new curriculum should be a standing item on the Environment Committee agenda for the new academic year. Clerk
- Levels are going as a method of assessment, but no replacement has been decided yet.
- Charlotte Wright will make a presentation for governors at the next FGB meeting. Clerk
- This was an important subject and the GB needed to ensure that it got into it next term.

5.5 Two governors had attended Spirituality Days and a governor had attended Personal, Social, health and Education (PSHE) training.

• **Link Governor Updates**

5.6 SC, SH and CE reported that they had had a Maths Link Governor Meeting. WS reported that she had had a SEN Link Governor meeting with the SENCO.

• **Correspondence**

- The chair confirmed that no correspondences had been received or was outstanding

6 Policies

6.1 • **Brief review of continuity planning in light of recent flood.**

The HT informed governors that the continuity plan was not a policy, so did not need to be reviewed in the same way as other policies. Governors discussed the potential issues that might arise if the area was to suffer similar or worse flooding than they had just experienced. The key points are:

- If they needed to evacuate the school, they had two possible short term locations the children could be taken to.
- The school would go onto a part time timetable if the children were moved to different locations.
- If the incident were more serious and longer term, Hampshire County Council (HCC) would be responsible for organising alternative accommodation, recently they found temporary classes for another school within two days of an incident.
- The school has an Emergency Plan that contains the names of the key individual who would need to be contacted.
- The Continuity Plan should be reviewed to ensure that contact numbers were all up to date. HT

The HT informed governors that Lindsay Dobner had re-organised the policies on website to put them all on one page, in alphabetical order.

7 Report from Environment Committee

- 7.1
- **Summary of governor Actions in HMI Plan**
 - JLo informed governors that the minutes of the Environment committee meeting had been agreed and circulated. SC provided governors with a Science Report and governors discussed arranging the Learning Walk for May 2014. The key points of the discuss are:
 - Only two governors should visit a class at any one time, otherwise it can be distracting for staff and the children.
 - The HT or a senior member of staff will brief the governors before they commence their Learning Walks with key objectives in line with the HMI Plan.
 - The chair asked that governors let the HT know as soon as possible if they are able to attend the Learning Walk.
 - The chair asked governor if they had any questions, there were none. There were no other current points on the Governor Action Plan to discuss at this meeting.
- 7.2
- **Updated Policies: School Travel Plan**
 - The chair informed governors that TN had been managing the on-line responses to the survey and they have received at least 60 responses in total. Governors commented that this was a good return and the school could now progress developing the travel plan.

8 Report from Resources Committee

- 8.1
- **SFVS for submission by 31 March 2014**
 - The chair confirmed that the SFVS was being dealt with and would be submitted by the 31st March.
 - The chair informed governors that the Resource Committee had nothing further to report since their last meeting.
 - The chair informed governors that they had received information from HCC about a mutually funded insurance policy to cover claims against the school under the Disability Discrimination Act. The chair stated the premium worked out at 35p per child, which was about £60 per year and it was cheaper getting it through HCC, rather than a commercial company. The chair said that the other advantage of taking this insurance out through HCC was that they had knowledge and experience of claims in Hampshire Schools. Governors discussed the necessity to have the insurance and agreed that the school should subscribe to this.
- 8.2
- **Updated Policies: Best Value Statement**
 - Governors discussed the need for this to be reviewed each year and it was agreed that that the Resources Committee should carryout the review and make any amendments required.
 - The chair asked governor if they had any questions, there were none.

Clerk

9 Head Teacher's Written Report and Discussion to include

- 9.1
- **Expected YR numbers in 2014/2015**
 - The HT informed governors that she would provide highlights on the data that had been circulated to them. The HT reported that they had 166 children on role, which was healthy. The HT reported that four children had left the school for various reasons, some they were aware of, other they weren't. The HT also reported that they had had seven admissions since September.
 - **Q. What are the admission numbers for next year? A. We don't officially know until the 16 April.**

- **Q.** What is the maximum number? **A.** 170. We have six classes of 30 children, so HCC will assume we can continue to take the same number.
- **Q.** Are you expecting the same as last year then? **A.** Yes.
- **Q.** Year 5 is a small group? **A.** Yes, they are mixed age ranges. There are two scenarios in the how the children should be split. The key point is that the classes should not be too large. We will have a clearer idea of the number and split for the next FGB meeting.
- The HT reported that she had checked with parents and staff and there hadn't been any reports of bullying incidents.
- The HT informed governors that they were considering having more student teachers in the school next year following this years success.
- The HT informed governors that they were in the process identifying three YR children to move from one class to another. This wouldn't necessarily be a full time swap and they could return to see their friends from the other class at breaks and in the afternoon. The HT stated that they were waiting for confirmation from the relevant parents that they were happy with this move.
- **Q.** Are there any concerns with the size of Year R? **A.** No they have a teacher and two LSA and are well supported.
- **The next part of the Head Teacher's Report and discussion relate to school personnel and are contained in the confidential minutes of the same date.**
- The HT reported that there had been two Parent Forums, one before and one after half term and unfortunately they weren't well attended. Governors agreed that even though they weren't well attended at the moment, it was important that they were held.
- **Q.** What came out of them? **A.** Behaviour, parental responsibility, there were some interesting discussions. Two other points raised by parents were the children being bare feet in the hall and eating lunches outside.
- **Q.** What was the issue with the Epi pens? **A.** We will offer training for parents in September when the staff have their training. We will mention it at the Parent Forum.
- The HT stated that all the points raised were low level and the HMI had commented that parents hadn't come up with any questions about 'learning'. The HT stated that weren't any comments about issues such as too much homework.
- The HT informed governors that there had been some comments about the parking in Queen Street, however, she had mentioned it in the newsletter and things had improved recently.
- The HT informed governors that she had conducted an audit of the Parent's Concern log and they were all low level comments.
- **Q.** A teacher has helped to set up a 'Friendship Circle'? **A.** Yes, the SENCO, the parent said things are better now.
- The HT reported that parents were generally happy and that the children seemed to be settling in to school.
- **Q.** Following the cyber bullying incident, which took place outside of school, is there something that can be circulated? **A.** A policy is being prepared on IT safety and this will be covered. This particular incident occurred outside of school.
- **Q.** Outside visitors were mentioned in the Parent's Concern Log, what was that about? **A.** This related to a supply teacher who has since left the school.
- Governors thanked the HT for her update and commented that the Parent's Concern Log was an excellent document, was clearly being managed properly and was a good thing for the school to have.
- The HT asked governors if they had any questions regarding Teaching and Learning.
- **Q.** To reach 'outstanding' what do we need to do? **A.** It is how we look at the success criteria and information from the children to ensure that the lessons are the 'right fit' for those children. The children tell me what they expect to get from a lesson, the

challenge throughout their classes, is to be thinking about what is next for them.

- **Q.** How are we going to do it? **A.** I will sit in classes and observe how the teacher is using the learning criteria. We are also going to be introducing peer teaching after Easter as well as HT observations. I will be holding more staff meetings to look at what each other are doing and to learn from each other. This will be a focus in Summer and Autumn terms.
- **Q.** Do you have a target date for getting to 'outstanding'? **A.** By the end of the Autumn ter.
- **Q.** How we will notice? **A.** An upping of the levels of engagement in the children.
- **Q.** Could we do a 'litmus test' now? **A.** We could, but we have done a lot of other questionnaires and surveys recently.
- The HT reported that she had had a Learning Walk with the LLP on the 18 March and she had received the draft report from her. The HT informed governors that it was very positive and she would provide governors with a copy of the final report at the next FGB meeting.
- The HT reported that there hadn't been any exclusions and school attendance was positive at 96%. The HT reported that unauthorised absences, usually due to holidays, did need to be addressed.
- **Q.** 39 pupils were absent for no reason, is that correct? **A.** Yes, parents often don't inform us that their child will be absent, we have a duty of care to the children and will be calling parents when a child doesn't attend in the future.
- Governors discussed the reasons why parents don't call to inform the school that that their child won't be attending. Governors agreed that it would be useful to contact parents when a child is absent without a reason and this should go out to parents in the newsletter.
- Governors discussed the ability for a school to impose a fine on parents if their child is absent without a reason. It was agreed that this was important area and all governors will read the DFE Guidance on unauthorised absences and it will be an agenda item for the next FGB meeting.
- **Reading and Writing**
- The HT summarised the data and the key points are:
 - Year 4 we are looking at a split year group with SN children.
 - They are generally at 3a, which is above national levels already.
 - If they are coming in at 3a at the end of the year, it is a big jump to level 4.
 - Although they are doing well, they still need to make progress.
 - They are now writing about their reading activities.
 - Nationally Year 4 is where children often plateau.
 - The school is doing the Reading Aware Scheme and guided reading.
 - The children are being encouraged to read more at home.
 - The children will be having a go at a test paper.
- **Q.** Are there any difference between boys and girls? **A.** Boys generally aren't making as much progress as the girls..
- **Q.** Year 4, you are not seeing any issues? **A.** They are making progress to be on track for Year 6.
- **Q.** So they are expected to make roughly three points of progress? **A.** Yes
- **Q.** How do you know when they will plateau? **A.** It is cohort driven.
- **Q.** So you have picked up a few things in reading and writing for Year 4? **A.** It is about the moderating. Across the school we have had new staff this year, so I am looking at consistency on marking.
- **Q.** Are Year 3 on track, they are not mentioned in your report? **A.** Yes, on track and making progress.
- **Q.** Year 5 was down a bit, are they on track now? **A.** It is a small cohort with only 15

Clerk

- children, so the data is influenced a large amount by a few children. Some will not reach Level 4 by the end of Year 6.
- **Q. Year 6 is already performing points ahead of last years Year 6? A. It is the quality of marking and the teacher setting high expectations. For example one child is so motivated by the teacher she has set her own target to reach Level 6 and all the children are helping each other out in the class.**
 - The HT highlighted the key points of the behaviour data and governors discussed the details of the number and types of lost Golden Time. Governors agreed that they were looking at this data in much greater depth than would normally be expected in a FGB and were satisfied there were no issues to be addressed.
 - **Ofsted Action Plan Progress**
 - The chair informed governors that 'Teaching and Learning' was on track and there were no other outstanding actions for this meeting.
 - **Update from Communications Working Group by Nicole Gabriel**
 - Nicole Gabriel (NG) reported that she had circulated the summary from the Communications Working Group. NG informed governors that there were three items for governors to consider from the external review, however, there was probably no longer a need for a separate Communication Working Group, as the FGB could now move these things forward.
 - **Q. Do we think we are doing a better job of engaging with parents? A. Yes, however, it is difficult to know how well things have improved until parents need to communicate with us about something again. The Concerns and Complaints Policy will be reviewed and re-circulated to parents.**
 - Governors discussed the importance of them having a strategic overview and that they do not become the 'link' between the parents and the school.
 - **Monitor Pupil Premium & Primary Sports funding spend**
 - The HT reported that the Sports funding was £8,500 and they were looking at funding a six week course in the Summer and Autumn terms run by the Sustainable Centre which would be a fantastic learning opportunity for Year 3.
 - **Q. Are there extra hours of PE being funded? A. It is different ways of providing the same activities, such as using professional coach for the football club rather than using teachers.**
 - **Free School Meals for Year R, 1 and 2 children from Sept 2014.**
 - There were no current issues to be discussed.

10 Discuss initial report from External Review of Governance and agree actions

- 10.1
- The chair summarised the governance review recently carried out and stated that although they might not necessarily agree with all the observations and conclusions, there were some key points for them to work on.
 - Governors discussed key points of the report which included:
 - The size of the governing body that currently stood at 17 plus one Associate Member.
 - The timings of the committee meetings in relation to the FGB meeting, currently one week, however, two weeks before would be more appropriate.
 - Committee and sub-committee structures and ensuring they are clear on their functions.
 - Ensuring they were all engaging in effective questioning and debates.
 - Ensuring that governors had the right skills in relation to the roles they were undertaking.
 - Ensuring that governors really understood what their role was and that currently each governor might rank each of the nine criteria for being a governor differently, so there was little consistency across the GB.

- Ensuring all documents are sent to governors at least one week before the FGB meeting, to ensure they are able to debate and consider all the relevant information.
 - The chair asked governors to consider the following questions and respond with their thoughts:
 - Q. What would happen to the school if the governing body didn't exist?**
- Key points of the discussion are:
- The school can use governors as a 'sounding board' for ideas and direction.
 - The governing body is able to look at issues at a strategic level for the school.
 - The governing body can be a 'critical friend' in their role as the employer, in appointing the HT and Deputy HT.
 - It is not always just about the FGB and committee meetings, but also other activities such as the school visits and Learning Walks.
 - The GB is able to hold the school's Senior Management Team to account and ensure transparency.
 - The teaching staff would miss the huge amount support governors give them.
 - The GB gives staff the opportunity of showing the excellent work they are carryout and achieving.
- The chair thanked everyone for their contributions.
 - The chair said that the first priority was to consider if they were the right size and the structure of the governing body. The chair stated that it would not be possible to discuss these issues during this meeting and proposed that they set up a small working party that would report back to the next FGB meeting on the 14 May 2014.
 - Governors discussed the remit and membership of the working party. Governors are agreed that the members would be:

Clerk

Dave Clarke, Jenny Lomas, Bruce Greig, Jennifer Lauté and Louise Chapman.

- Governors agreed that the members would agree the chair and set the parameters of the working party and their remit was 'reviewing governance'.

11 A.O.B.

- 11.1 • Date of next Governor Local forum Meeting – 29 April 2014
- There were no items of AOB.
- The meeting finished at 8.45pm

12 Date of next meeting: 14 May 2014

Summary of Actions

5/2 Ref 4.1.1	E-mail SES to gov's	Deputy HT	14/05/14
5/2 Ref 10.4	Monitor HMI Action Plan at Environment Committee and present summary To FGB.	Environment	14/05/14
Ref 5.4	New curriculum standing item on Environment Committee agenda	Clerk	Summer
Ref 5.4	New curriculum presentation at next FGB meeting.	Clerk	14/05/14
Ref 6.1	Review Continuity Plan	HT	14/05/14
Ref 8.2	Resource Committee to review Best Value Statement	Clerk	14/05/14
Ref 9.1	Unauthorised absences on FGG agenda	Clerk	14/05/14
Ref 10.1	Governance Review Working Party agenda item for FGB meeting.	Clerk	14/05/14

Glossary of Terms used in these minutes and associated documents:

ELSA	Emotional & Literacy Support Assistant		
FFT	Fischer Family Trust	FGBM	Full Governing Body Meeting
FMSIS	Financial Management Standards In Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council

HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years 1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self Evaluation Form
PTA	Parent Teacher Association	SEN	Special Education Needs
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SIP	School Improvement Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference

Signed by	Date.....
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