



## FULL GOVERNORS' MEETING: WEDNESDAY 30 JANUARY 2019 AT 7.00PM

**Attendees:** Mrs H Hogg, Mrs K Slater, Mrs J Thompson, Mrs N Tompson, Mr A Vintner, Mrs F Moore, Mrs C Hetherington, Mrs S Briggs, Mrs N Read (Chair), Cllr J Harrison.

**Apologies:** Mr R Grover, Mrs D Holt

**Clerk:** Mrs V Lindsay

<p>1. <u>Apologies and Declarations of Pecuniary Interest</u></p> <p>1.1 Governors accepted the apologies noted above.</p> <p>1.2 There were no declarations.</p>	
<p>2. <u>Minutes of the meeting held on 5 December 2018 and Matters Arising</u></p> <p>2.1 VL has amended the October minutes to make it clear that the Keeping Children Safe in Education is a document not a policy (2.15)</p> <p>2.2 The SIAMS document is complete and to be discussed during the meeting (4.3)</p> <p>2.3 DCC made a decision in cabinet in July 2015 that instead of three yearly rechecks they instead have a section in the contract stating employees must inform their manager after any change. A letter out every year to remind them. They do not recheck them unless they have reason to believe their situation has changed. <b>Action</b> SB to check DCC staff are receiving these reminders. (6.2)</p> <p>2.4 VL has amended the wording on the Personal and Intimate Care Policy (12.1)</p> <p>2.5 VL has replaced the references to nappies on the Personal and Intimate Care Policy (12.2)</p> <p>2.6 The correct version of the Physical Intervention Policy has been circulated for ratification in this meeting (12.3)</p> <p>2.7 Play and Supervision must be a lone policy (12.4)</p> <p>2.8 HH has compared government guidelines with the Mental Health and Wellbeing Policy (12.6) <b>Action</b> SB to review HH comments on document.</p> <p>2.9 Hard copies of policies sent to JH (12.7)</p> <p>2.10 No date agreed for budget meeting. <b>Action</b> SB to contact Finance Officer to check date of budget review (14.1)</p> <p>2.11 VL and SB have looked into putting trellis on the fence but do not feel this will prevent balls going over. <b>Action</b> SB to ask neighbour if we can call round occasionally to retrieve balls (14.2)</p>	






3. **Correspondence**

RG raised during the December meeting that his emailed comments on the Headteacher's Report discussed in October were not acknowledged in the meeting minutes. This was because SB had not read the email prior to the October meeting. SB addressed the points raised by RG during the meeting.

3.1 **Number on Roll**

SB said the first choice data was no longer available, however we have 15 new pupils this year with 12 being first choice.

3.2 **Behaviour and Safety**

-  SB confirmed that the SEN is compliant with statutory guidelines
-  All staff and pupils knew the lock down procedure. This will be revisited next year on a different day to ensure all staff have taken part.
-  Dave Newbury visited the school. No urgent areas for development were identified. Health and Safety will continue to be audited on a regular basis.
-  The impact of behaviour and safety is that policies, drills and training ensure safeguarding is consistent across the school.
-  Behaviour at lunchtime is dealt with consistently and children are aware of the high expectations expected of them. Informal observations show that behaviour has improved at lunchtimes.





3.3 **Pupil Premium**

The impact and statement is on the school website. Separate Pupil Premium reports are presented to the Pupil Premium Governor who has in depth knowledge of progress.

3.4 **Exclusions**

The Physical Intervention policy addresses the impact of physical abuse and is available on the website.

3.5 **Achievement and Progress**






-  The results are for the same cohort.
-  How the results look for Pupil Premium and SEN v non-other.  
KS2 a) No SEN b) 1 PP  
KS1 a) 2 SEN below b) 1 PP below
-  In response to us being happy with exceeding, SB referred to another SATS document shared at the October Governors meeting, which analysed the progress of groups.
-  The SEN report was presented to governors in the October meeting which shows achievement and progress.






3.6 **Quality of Teaching**

Areas for strength and development are not in the document as we have to be mindful that teachers can easily be identified.

3.7 **Leadership and Management**

All areas have an impact on S&D. These will be detailed in the new report.

<p>3.8 <b>EYFS</b></p> <ul style="list-style-type: none"> <li> The phonics screening outcome shows a good level of development. This is available on the attainment page on the website.</li> <li> SEND and disadvantaged children show progress but they are unlikely to get to KS1 and KS2 standards.</li> <li> The impact of Forest School in the curriculum could be linked with RE enquiry led approach in SIAMS documentation.</li> </ul> <p>A lot of the information within the Headteacher's report can be found in more detail on the school website or through documents circulated to governors. These will be referenced in future reports.</p>	
<p>4. School Improvement Plan – Key Priorities 2018/2019</p> <p>4.1 SB discussed the content of the Headteacher's report.</p> <ul style="list-style-type: none"> <li> There were nine admissions in Reception, this has now increased to 11. We have had 15 new pupils across all years.</li> <li> Parents have been invited to SATS workshops in February</li> </ul> <p>4.2 CH discussed the SIAMS inspection. This was more of a health check and it went very well. We now have an action plan to put in place by the summer term. We are putting a case forward for 'excellent' and the inspector confirmed this "is within our grasp" CH discussed each of the seven strands and targets. The inspector confirmed our judgements and agreed with our targets. We need to gather plenty of evidence to support our case.</p> <p>4.3 SB raised that the inspector asked if our parents/community knew our vision statement. This is going to be referenced whenever we have parents visiting the school.</p> <p>4.4 <b>FM asked if we reference the statement on every Golden Worship?</b> SB said the Christian Values are referenced during Golden Worship</p> <p>4.5 SB thanked KS, NR and JT for coming into school during the inspection.</p> <p>4.6 <b>NR asked if the children use the worry boxes and how often these are checked.</b> CH confirmed Merlin's are checked at least once during her working week. <b>Action</b> SB will request that this is done at least once a week for all classes during the staff meeting on 31<sup>st</sup> January.</p> <p>4.7 SB discussed the contents of the Curriculum Folders. FM agreed that having this continuity year after year is something you strive to have.</p> <p>4.8 <b>HH asked if Ofsted could fall back on this passport as a way of assessing our curriculum.</b> SB said it is only a model and not all schools are expected to follow.</p> <p>4.9 SB discussed the Pupil Premium Report. NR and SB got together to produce the anonymous report. The report shows that low ability children do make progress.</p> <p>4.10 JT asked if it made a difference if the children were inspired by other children. SB confirmed that the younger children do look up to year 6 children.</p>	

<p>4.11 <b>FM asked if SB is ever fearful of the intervention being lost further up in ability</b>          SB confirmed that the previous system focused on moving to expected rather than greater depth. High and low ability intervention is being monitored, we have got to make sure we push high ability and make the same progress as those working below expected.</p>	
<p>5. <u>Chair of Governors Communication</u></p> <p>5.1 NR discussed some of the content of the National Governors Association Guidance for School Visits. NR focused on the Do's and Don'ts and the School Visit Record that needs to be completed after every visit. <b>Action</b> VL to email School Visit template to NR. <b>Action</b> NR to email Guidance for School Visits to Governors.</p>	
<p>6. <u>Governor Feedback</u></p> <p>6.1 NR met with Helen Fenlon to look at reading within the school. The following action points raised were:</p> <ul style="list-style-type: none"> <li> Survey the children to find out what books they enjoy and order more</li> <li> Parent reading volunteers</li> <li> Encourage male relatives to volunteer for reading</li> <li> Termly assessments and tracking</li> <li> Children to complete questionnaire after reading a book</li> </ul> <p>6.2 SB said the year 5/6 pupils have been doing paired reading with children in Merlin class.</p> <p>6.3 SB said reading books are being linked to topics.  <b>FM asked if parents are aware of the class books</b>          SB confirmed they weren't at the moment</p> <p>6.4 NR asked if anyone had any Ofsted questions to email them to her.</p>	
<p>7. <u>SEN</u></p> <p>No update</p>	
<p>8. <u>Safeguarding</u></p> <p>8.1 <b>Action</b> VL to check when Safeguarding training is due for Governors.</p>	

<p>9. <u>Health &amp; Safety</u></p> <p>No updates</p>	
<p>10. <u>Staffing</u></p> <p>10.1 VL will be covering hours for Rachel Brooks between 31 January – 14 February whilst she visits India.</p>	
<p>11. <u>Finance</u></p> <p>11.1 JH discussed the contents of the Governor Finance Report</p> <p>SB highlighted that the report is based on an intake of 15 pupils each year and we need to achieve this intake.</p> <p>11.2 <b>Action</b> SB to call admissions to see if there is an option to apply for the Chellaston Fields Primary School</p>	
<p>12. <u>Policies &amp; Statutory Documents</u></p> <p>The following policies were ratified by governors.</p> <p>12.1 Grievance Procedure</p> <p>12.2 Private Fostering</p> <p>12.3 Behaviour and Physical Intervention</p> <p>12.4 Code of Conduct (Governors)</p> <p>12.5 Physical Activity</p> <p>12.6 Pay and Conditions</p> <p>12.7 HH asked if all staff are aware of the Private Fostering Policy, SB confirmed it is part of safeguarding and will check that all staff have signed this <b>(Action)</b></p>	
<p>13. <u>Academy Sub Committee Report</u></p> <p>No update</p>	

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14.	<u>AOB</u>	
14.1	SB asked if governors to consider termly meetings instead of monthly. This will be looked at the start of the 2019/2020 academic year.	
14.2	All agreed that HH would become the Governor for Mental Health.	

Interrogation/critical evaluation by Governors is highlighted in red

<b>Action Points</b>			
<b>What</b>	<b>Minute</b>	<b>When</b>	<b>Who</b>
Check DCC staff are receiving DBS change reminders.	2.3	27/03/19	SB
Review HH comments on Mental Health Policy.	2.8	27/03/19	SB
Contact Finance Officer to check the date of budget review	2.10	27/03/19	SB
Ask neighbour if we can call round occasionally to retrieve balls lost over the fence.	2.11	27/03/19	SB
Request that worry boxes are checked at least once a week for all classes.	4.6	27/03/19	SB
NR to email Guidance for School Visits	5.1	27/03/19	NR
VL to email School Visit template to NR	5.1	27/03/19	VL
VL to check when Safeguarding training is due for Governors	8.1	27/03/19	VL
Call admissions to see if there is an option to apply for the new local Primary School, Chellaston Fields Primary School	11.2	27/03/19	SB
Check that all staff have read and signed the Private Fostering Policy.	12.7	27/03/19	SB

Next Meeting:- 7.00 pm Wednesday 27 March 2019