

**SUMMER TERM 2017**

**BUCKINGHAMSHIRE LEARNING TRUST**

**MINUTES** of the meeting of the Governors of Robertswood School held at the School on Wednesday July 12th 2017 at 7.30 p.m.

**PRESENT:**

Mrs Darby	
Mrs Davison	
Miss Ford	
Mr Greenhalgh	
Mr Kite	
Mrs Parkin	
Dr Penman	Chair
Mrs Pope	
Mr Richings	Headteacher
Mr Woodhead	

**IN ATTENDANCE:**

**ABSENT:** Mrs Carrington  
Mrs Chawan  
Mr James  
Mrs Rishiraj  
Mr Wheatcroft

Apologies received

		<b>ACTION</b>
<b>1</b>	<b>WELCOME</b> The Governors welcomed Mr Trevor Greenhalgh, the new parent governor.	
<b>2</b>	<b>VOLUNTEER MINUTE TAKER</b> Mrs Parkin agreed to take minutes when no one more suitable came forward.	
<b>3</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>  Children and staff surveys Invitation from Mr Greenhalgh	
<b>4</b>	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest in items covered at this meeting.	

**5 MINUTES AND MATTERS ARISING****5.1 MINUTES**

The Minutes of the meeting held on May 17th 2017, having been circulated, were confirmed and signed by the Chairman as a correct record.

An additional copy of the Minutes was signed by the Chairman and handed to the Headteacher for display in the School.

**Headteacher****5.2 MATTERS ARISING****5.2.1 BLT's Proposed support to schools**

Further discussion on the packages available from BLT for support and clerking arrangements for 2017-18. A governor questioned whether a clerk should be a minute taker or someone who also gives guidance and support. It was decided to come away from the expensive county package and ask the office to seek an independent clerk.

**Mrs Chawan****5.2.2 Twitter**

The plan to increase the use of Twitter is on hold while other priorities are focused on.

**5.2.3 Health and Safety compliance**

The report is on track to be submitted by the end of term.

**Headteacher****6 STRATEGIC MANAGEMENT****6.1 Headteacher Report**

- Interviews are taking place for the remaining post in September. A governor asked if there had been concern from parents about the lack of teacher in year 5? Mr Richings informed the Governors that a letter had been sent out today to reassure parents.
- This term has seen initiatives to prepare children for life in modern Britain. A lot of work revolving around the concept of democracy at election time and My Money week in June. Mr James visited for the governing body during this week and his report underlines the effectiveness of teachers to engage the children in this important topic.
- Star Time figures continue to show positive improvement. The children's excellent behaviour was commented on by the Ofsted Inspector and other visitors. The Governor visit to the School Council and a group of Year 6 ready for

transition confirmed the success of the behavioural system. When asked which was the most important Star value, a reply from a child was “ all of them – if someone had all of them they would be a perfect person”.

- The governors scrutinised the latest data and noted that
  - for the third year Good Level of Development in Reception is above National Average (NA) with 2017 moving well above average.
  - Year 1 phonics now sits well above the NA and Year 2 phonics maintains a comparison above the NA for the third year and is a reflection of the additional staff in the year group.
  - Attainment in Year 2 shows continued improvement to be inline or above the NA because assessment is settling down and there is consistent, good teaching and learning.
  - Test results in Year 6 puts the school in line for Maths and above in Reading and GPS. Writing has closed the gap on NA. Mrs Davison reminded governors of the concern last year that we undersold ourselves on Teacher Assessment. It is clear that Robertswood has an excellent knowledge of individual children from the match of Teacher Assessment and test data. She confirmed that our assessment systems are robust.

## 6.2 Ofsted letter

The Governors thanked the staff for their consistent hard work that resulted in a good inspection. Mr Richings stated that the school is already working on the 3 identified actions from the inspection. A governor asked in what way the strategic deployment of staff reflect the first two points raised by Ofsted. Mr Richings described how he ensured experienced leaders in each year group and matched staff to the needs of the children. He pointed out the correlation between on-going professional development and the retention of staff.

## 6.3 School Development Plan

Deferred until September 2017

## 6.4 Governor Self Evaluation Form and Action Plan

Most actions had been achieved and the rest were ongoing. It was agreed that the action plan gives focus for committees and should flow from the School Development Plan. The first committee meeting of new year should look at this.

**Committee  
Chairs**

		<b>ACTION</b>
<b>6.5</b>	<p><b>Feedback from MATs meeting</b></p> <p>A discussion took place about the need to be proactive in researching the best way for Robertswood to position ourselves in the new educational landscape of Multi Academy Trusts. In many ways we are acting like an academy as a cheque book school, moderating and training with other schools and looking elsewhere for services formally obtained from BLT.</p> <ul style="list-style-type: none"> <li>• A working group will be set up in the Autumn</li> <li>• Dr Penman could ask the Chair of Governors at Chesham Bois to talk to us if this would be relevant as church school</li> <li>• Mr Richings continue to talk to liason group</li> </ul>	<p><b>FGB</b></p> <p><b>Chair</b></p> <p><b>Headteacher</b></p>
<b>7 DELEGATED REPORTS - COMMITTEES</b>		
<b>7.1</b>	<p><b>Finance and premises committee</b></p> <ul style="list-style-type: none"> <li>• At the last meeting a health and safety walk round had been undertaken and the improvements to the nursery noted.</li> <li>• The visit of the Responsible Officer has been postponed because of the compassionate leave of the burser. It will be completed in early September.</li> </ul>	<p><b>Mrs Chawan</b></p> <p><b>Mr Woodhead</b></p>
<b>8 DELEGATED REPORTS - GOVERNORS</b>		
<b>8.1</b>	<p><b>Report of chair</b></p> <p>The Chairman had not taken any action under emergency or delegated powers.</p> <p>There has been one formal complaint that is being dealt with.</p>	
<b>8.2</b>	<p><b>Report of development governor</b></p> <p>There has been a good take up of training opportunities this term. After withdrawing from BLT package training will still be available online. Robertswood will provide governors with safeguarding training and data training internally.</p> <p>Appropriate induction training for new governors will be considered.</p>	
<b>8.3</b>	<p><b>Send report</b></p> <p>It has been a busy term with the workload of Annual Reviews and statements/EHCPs. We have successfully obtained 'special' school places for 3 children from Nursery and Reception. There is concern about the allocation of Reception children from County with SEN only notified at a very late stage. Governors thanked Mrs Chaplin and Miss Ford for their work in this.</p>	

**8.4 EYFS report**

Nursery refurbishment to date has had a very positive impact on staff and children.

By September there should be a fully functioning garden in the reception playground.

Over the summer further refurbishments will take place in the nursery. The main room will be reviewed and updated. This will enable the opportunity to review the learning space and reconfigure it in order for it to be as learner friendly as possible. There will be a real focus on reading and developing a specific book/reading area.

Having an experienced teacher in nursery will be beneficial specifically in relation to assessments.

Consider raising the profile of our Early Years provision on the website.

**Headteacher  
Miss Ford**

**8.5 Safeguarding governor**

There has been a significant rise in the child protection level of work.

A governor asked if this was driven by more scrutiny or a change in demographics.

Mrs Davison replied that we have always been robust in safeguarding and safeguarding goes across all sections of society.

**8.6 Equalities/diversity governor**

See report of 1<sup>st</sup> June 2017

**8.7 Governor visits**

Governor visits have been carried out this term to monitor policies in action. These have included:

The School Council

My Money Week

Maths Learning Walk

Transition to secondary school/safeguarding

See separate reports and item **6.1**

**9 OTHER MATTERS****9.1 Performance management**

Jen Gamble agreed to be new SIP. Date to be set in September

**Headteacher**

**9.3 Succession planning**

Governors noted that Dr Penman would be standing down as Chair in the Autumn Term.

Thanks were passed to Mrs Carrington for her work as a governor as she would be standing down at the end of the summer term.

**ACTION**

**10 RECURRING ITEMS**

**10.1 Date and times of next meetings**

It was agreed that the next meeting date would be:

**Full Governing Body meeting September 12th 2017 @7.30pm**  
(To be chaired by Mrs Parkin)

**All Governors**  
**Mrs Parkin**

**11 ANY OTHER BUSINESS**

**11.1** Mr Greenhalgh invited governors to visit the site of a new school before the handover. He will provide details nearer the time.

**11.2** Mrs Davison shared the results of the Pupil surveys carried out recently. It was both informative and reassuring to learn how well Robertswood children are known and cared for.  
If we are trying to build resilience we need to be able to make sure that we are by looking at children's self esteem and perception. The children proved to be very reflective and any concerns have been passed onto new class teachers.

The governors have not carried out a staff survey for a few years and it would be important to do so in the Autumn.

**Chair**  
**Mrs Davison**

**12 EVALUATION OF MEETING**

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes.

The meeting closed at 10.00pm

Signed ..... Date .....

CHAIRMAN