



Fen Ditton C. P. School

Minutes of the Meeting of the Governing Body
Monday 16th October 2017 at 6.15pm
Version Final

Present;

Jess Hemmingham	Staff Governor
Stuart Wood	Co-opted Governor
Claire Hawkins	Clerk
Mark Askew	Headteacher
James Pilgrim	Parent Governor and Chair
Tom Barden	Co-opted Governor
Bryn Garrod	Co-opted Governor
Ray Pallister	Parent Governor
Clare Rosscornes	Parent Governor
Rob King	Co-opted Governor
Charlotte James	Deputy Head

Supporting Documentation:

- [1] HTPM Review Report
- [2] Pay Review Committee Minutes
- [3] PP 2016/17 Impact Statement
- [4] Governor Priorities 2017-18
- [5] SDP 2017-18
- [6] Head's Report
- [7] Governor Visits Schedule
- [8] Standards Committee Report

1. Meeting Attendance

Apologies were received and accepted from Vicky Barden.

2. Election of Chair and Vice Chair

James Pilgrim agreed to continue as Chair, and Stuart Wood as Vice-Chair, both unopposed, therefore accepted to the posts.

3. Register of Pecuniary Interests

All governors present updated the declaration of pecuniary interests register. There were no declarations for this meeting.

4. Minutes from meeting held on 10th July 2017

The minutes were accepted as a true record of the meeting, and signed by the chair (JP).

5. Matters arising

5.1 Newsletter Boilerplate – JP has sent content to MA, for inclusion on the next newsletter.

5.2 Governor Induction Policy - Now completely updated. Governors were happy to **ratify**.

5.3 JP reported that our new LA Councillor is not interested in becoming a Governor at present. As an academy, we do not require an LA Governor. Therefore, either TB may become our LA Governor briefly, or we may do without one for a few months.

5.4 RK reported that only two governors still need to sign the safeguarding reading document. This will be complete by the end of the week.

5.5 Headteacher Performance Management Review (HTPM) has taken place, SW has produced minutes of the Pay Review Committee meeting, and notes from the HTPM meeting. [supporting documents 1 and 2]. Governors were happy to **ratify** both these documents.

MA commented that it was helpful to have Pru Raynor present, it had been a positive process with targets linked to the SDP.

5.6 SEND Governor Visit Report – MA is happy with the report and has uploaded it to the gdrive during the meeting.

5.7 Attendance – this policy was ratified at Standards, and has now been filed.

5.8 EYFS Canopy – this has now been discussed at Resources, any improvements might not be good value for money. This is being followed up by Resources.

5.9 E-Safety Policy – The new computing leads Sally Prosser and Helen Ingham are aware of the need to update this policy, it is likely to be done during the Spring Term. This is being followed up by Resources.

5.10 A link on the school website to information on e-safety is now in place. Regarding a standing item on the school newsletter for safeguarding/e-safety information, MA commented that some weeks there is nothing to report, but the school will keep up a little and often approach to dissemination of information regarding safeguarding.

5.11 Staff audit of knowledge on e-safety – SP and HI are leading this, they have a suitable questionnaire for staff, and aim to have them completed after half term.

5.12 Website – VB has not set up a ‘niggle list’ for the website. **ACTION carry forward**

5.13 Pupil Premium – MA has circulated an impact statement for PP funding in 2016/17. [supporting document 3]. He has not yet set PP spending for the 2017/18 year, although it will be broadly similar to the previous year.

A governor asked if the impact report showed evidence of the gap closing?

MA replied that it really depends on how the data is manipulated – in some cases yes, but in others no. CJ and Andy Richardson are currently working on a tracking spreadsheet for every PP pupil from Y0-6, to identify the gap over time. Governors asked if this document could be seen at the next Standards meeting on 20th November. **ACTION MA, CJ**

5.14 Academisation – Letters to parents have gone out on time and the consultation documents too.

5.15 The School Development Plan was circulated, and had been discussed at Standards. Governor visits and targets have been planned.

5.16 The condition survey of the school premises has been discussed at Resources.

5.17 Governors have set priorities for themselves [supporting document 4].

5.18 SW has produced a report of governor activities. Clerk will circulate and send to Angie Nicholls for inclusion on the website. **ACTION CLERK**

5.19 Clerk has made changes to the governor induction policy. SW will redo a DBS check as a reappointed governor. **ACTION SW**

5.20 Clerk will remind governors of joining SAT's observation training in May.

5.21 Meeting dates have been circulated.

6. School Development Plan 2017-18 [supporting document 5]

This has been discussed thoroughly by Standards. MA urged governors to focus on the priorities pages, as the whole plan is very long and detailed.

Clerk will add the priorities pages to every meeting folder, in order to focus discussion on SDP priorities. **ACTION CLERK**

Governors agreed to **ratify** this SDP.

A governor asked what processes are used to check that the school is on track with all priorities?

MA replied that the half termly workplan details the focus and monitoring happening, and SLT meetings are linked to this too. Middle leaders are taking more accountability for SDP priorities, and MA meets with them to ensure that they are up to date with these responsibilities across the curriculum. In addition, a weekly memo goes to all staff to remind them of current priorities, monitoring, and the SDP.

7. Head's Report [supporting document 6]

A governor asked why the PP gap seems wider now than in 2016?

MA replied that the PP cohort last year was unusual, with fewer barriers to learning. This year is very different, and the small sample size in both years presents a skewed picture. This year we have 11 PP and 5 SEND in the year 6 cohort, which presents a big challenge, but this group have been receiving targeted intervention throughout the school, and this can be clearly evidenced.

MA reported that lunchtime staffing continues to be problematic. Gill Topley has increased her hours to cover lunchtimes, but TA's are still being used too. MA is investigating the cost of having the catering staff set up and clear away the hall, rather than using our staff for this, which could ease the situation.

Data presented by the LA through 'Perspective Lite' shows a positive picture.

A governor asked if we would still have access to this data presentation after academisation?

This is unclear. The LA will still require us to submit data, but we may not continue to have access to how it's presented. The same could happen with the Fischer Family Trust data.

A governor noted the large drop in KS1 science attainment last year, and asked why this had happened?

MA responded that the interim framework had many more success criteria, and pupils needed to succeed at all. Working with mixed year groups was difficult in this respect, and also some students were let down by the 'write up' aspect of the curriculum.

Three teachers are taking an emerging leaders course. JH may report to Standards on progress in this. Governors congratulated CJ on her SENCO award. She has increased her knowledge, and has a network of support, and feels much better prepared for her role this year.

Learning walks recently have focussed on children's learning behaviours. Sometimes small tweaks in teaching practice can have a big impact on learning. For example, using deeper knowledge questions across more subjects.

EYFS baseline data has been submitted. There are some challenges present, but a lovely cohort, with more than half having a sibling in school already.

8. Governor Visits

Governors set out who would complete visits across all priorities during the year [supporting document 7].

Governors decided to raise Pupil Progress meetings at every other Standards meeting, in order to understand the process.

JP will update the governor visits table, and circulate.

ACTION JP

9. Policies

Child Protection and Safeguarding Policy

This has been updated by the LA and personalised by the clerk. MA and RK have checked it. Governors were happy to ratify the policy.

2017 Pay Policy

SW reported that some time had been spent trying to align this EPM Pay Policy with AL's Pay Policy conditions. Our percentage increases are now in line with AL. SW will email a clean copy to the clerk for filing when ready. Governors ratified the policy.

Governor Terms of Reference

Clerk has not had time to make the necessary updates to this. Carry forward.

10. Governor Visits

Governor visits on music and the Single Central Record have been completed. A SEND visit report was brought to the meeting.

MA has completed an online safeguarding report, governors asked for a printout of the report to be circulated.

ACTION MA

An SEND Report is required, and an annual update of the SEND Policy. CJ will prepare these for the next FGB meeting.

ACTION CLERK, CJ

11. Sub Committee Reports

Standards Report – [supporting document 8]

BG reported that Resources have been looking at creating an asset register, and a school wishlist.

12. Governor Recruitment

CR will stand down from the Board of Governors at Christmas, which will cause a Parent Election process to begin. Governors decided to defer a decision on the election until after 31st October, when we should have a clearer idea of the shape of the Board after academisation. JP will contact Kate Evans to find out what will be required. **ACTION JP**

13. Academisation

The parent consultations have been carried out and questionnaires returned. The results will be published on the website, and via parentmail. JP has met with other Chairs, and finance meetings with Rebecca Walsh and MA have also taken place. Gateway 2 meeting is on 31st October, as many governors as possible are required to attend.

14. Staff Wellbeing

SW reported that he has carried out two exit interviews with midday staff, and needs to follow this up. He visited three staff for a chat, and will visit TA's after half term.

15. Safeguarding

Nothing extra to report.

16. AOB

MA asked if governors felt the £960 spent on availability of governor training courses from the LA was good value for money. Governors would like to find out what training would be available through AL, and what online training is available for governors.

There being no other business, the meeting closed at 8.30pm.

The next meeting of the Governing Body is

on Monday 4th December 2017