



Fen Ditton C. P. School

Minutes of the Meeting of the Governing Body
Monday 10th July 2017 at 6.15pm
Version Final

Present;

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

Supporting Documentation:

- [1] Governor Induction Policy
- [2] Complaints Policy
- [3] Head's Report
- [4] Single Central Record Governor Visit
- [5] SAT's Observation Governor Visit

1. Meeting Attendance

Apologies were received and accepted from Tom Barden.

2. Register of Pecuniary Interests

There were no declarations for the meeting.

3. Minutes from meeting held on 2nd May 2017

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

4. Matters arising

4.1 Newsletter Boilerplate – JP has started work on this. Governors discussed the content. JP will finalise, and send to MA for inclusion on future newsletters. **ACTION JP**

4.2 JW has made updates to the Governor Induction Policy, and passed it to the Clerk for tidying up before filing. **ACTION CLERK**

4.3 JP will meet our new Councillor next week, and invite her to join the Board. MA has a meeting with Anglian Learning (AL) this week, and will enquire as to the role of an LA appointed governor within a MAT local governing body, and the required size of a local governing body in a MAT. **ACTION JP and MA**

4.4 Safeguarding documents for governors to read annually are now in a folder on the gdrive along with a signing sheet. All governors are required to confirm they have read the documents by signing. **ACTION ALL GOVS**

4.5 HTPM will take place next Monday, and VB will observe the process.

4.6 RP met with CJ regarding the recent SEND audit, and tabled his governor visit report. Actions from the audit were website improvements (done), more regular checks on the work of the school (being covered in Standards) and monitoring CJ's workload (she is not class teaching next year). MA has not checked the report yet, so it will be circulated at the next meeting.

BG joined the meeting 6.35pm

4.7 Academisation – covered on this agenda.

4.8 Website – clerk will meet with Angie Nicholls next week to finish website updates of governor pages.

4.9 Attendance Policy – this was updated at Standards, two typos need correcting, and the clerk is waiting to receive a clean copy from MA to file and circulate. **ACTION MA**

4.10 EYFS Canopy Funding – Clerk forgot to raise this at the previous Resources, will flag for September. **ACTION CLERK**

4.11 e-Safety Policy – MA reported that this has been flagged up with Angie Nicholls for updating. This should come to Resources once updated for ratifying. **ACTION MA**

MA has asked our IT consultant to provide a link from the school website to information on e-safety and safeguarding, but this is not in place yet. Governors discussed the need for a 'little and often' approach to information dissemination on safeguarding/e-safety, and suggested a standing item on the newsletter template. MA will action this. **ACTION MA**

4.12 Recommendation for an audit of staff knowledge on e-safety – questionnaires for this audit on staff and pupil knowledge are not complete yet. Carry forward. **ACTION carry forward**

4.13 Website – VB reported that the new simple site is looking good, with a couple of little niggles. VB will begin a ‘niggle list’ on the governor gdrive, and all governors are asked to add to it as they explore the new website. **ACTION VB and all govs**

4.14 Parking outside school – there were no new ideas to deal with this ongoing issue, but governors are aware that the scheduled road improvements will solve the problem.

4.15 CR hopes to visit Miss Rogan to discuss art/music next week – there has been very little time to fit in the visit so far.

4.17 SW reported that the proposed social event for staff/governors was not well received, but governors are welcome to contribute to staff end of term drinks.

5. Website

This was covered in matters arising.

6. Policies

Governor Induction Policy [supporting document 1] – ratified.

Complaints Policy [supporting document 2] – ratified.

7. Pupil Premium Spending and Report

MA reported that he is currently reviewing data on PP spending and analysing outcomes. He will bring a PP report on spending and outcomes in the last year to the next Standards meeting, and a PP spending plan for the next year to Resources. **ACTION MA**

8. Academisation

After voting to proceed through Gateway 1, we are now in Phase 2 of the academisation process. Staff have had feedback from the gateway meeting, and MA will find out more at an AL meeting tomorrow.

A governor asked what the feeling in the staffroom was regarding academisation?

CJ and JH commented that due to the busy nature of the end of term, staff have barely spoken of it. The only real concern is over employment contracts, and MA has just had confirmation that all employment contracts will be honoured by AL.

Governors discussed the need to inform parents of progress and the consultation period in September. JP will draft a note for the newsletter and the staffroom board. **ACTION JP**

9. Head's Report [supporting document 3]

Governors discussed school admissions and the Pupil Admission Number (PAN) and it's effect on class sizes and capacity.

Attendance has improved a tiny amount. It has gone up in four year groups and down in two.

Staffing is quite stable, and TA's on temporary overtime will return to their old hours from September for financial reasons. There has been an application for a midday supervisor role, and if successful, this may allow us to dispense with Premier Sports cover for lunchtimes.

The school has achieved very good results this year – governors congratulated the staff for all their hard work towards this great result.

The SLT will meet next week to plan next year's SDP.

A governor asked what 'promoting the house system' means?

MA explained that the four school houses allow opportunities for cross-age group projects, most recently on sports day. CJ and JH commented on how motivated the children are by these house activities.

MA thanked all the staff for their hard work, and the governing board for their support and challenge over his first full year at the school.

10. Standards Committee Feedback

RP reported that Standards Committee have focussed on attendance (promoting via parents – CR is researching) and Classroom Monitor data (comparisons of target groups) this half term. Mr Richardson has talked to the committee about teaching and learning in Maths. There have been several curriculum visits, and RP would like to map out a programme of visits in September, to be more organised and driven by the new SDP. We need to think more about what we're looking for during a visit, and why, or how it relates to the SDP.

MA will evaluate the SDP over the Summer, and circulate to governors. In September, governors would like to focus on the new SDP, rather than looking back at the previous year. **ACTION MA**

11. Resources Committee Feedback

JW reported that Resources Committee have looked at capital spending planning, and the creation of an asset register and future wish list of expenses for the school. Resources have also looked at staffing and the financial constraints of a three-year plan.

MA informed governors that a 'condition survey' of the school buildings is being carried out by PCM on 25th July. Governors asked that the outcome of this survey be shared at the next Resources meeting.

ACTION MA and CLERK

12. Annual Report from Governors

JW has researched this requirement, and found conflicting advice on whether an annual report is still required. SW advised that the Cambridgeshire LA website (updated February 2017) does state it is required.

Governors discussed setting aims and KPI's for themselves, and then creating a report at the year-end which can be circulated. In order to start a discussion over email regarding proposed aims/KPI's, the clerk will circulate a template audit of governor effectiveness and a calendar of governor priorities.

ACTION CLERK

SW will create a short report of the previous year for September which can be presented on the school website.

ACTION SW

13. Safeguarding

MA reported that lockdown and fire drills have both been carried out this half term. RK has carried out a Single Central Record check visit [supporting document 4]. This has flagged up the requirement to redo eligibility checks for reappointed governors, and the need to inform governors that they must inform the Chair if anything changes which could affect the outcome of a DBS check during their term. The clerk will add this statement to the Governor Induction Policy.

ACTION CLERK

There is new safeguarding information presented in the entrance area, easily visible to visitors and parents.

14. Staff Wellbeing

SW reported that staff enjoyed their night out last Friday.

15. Governor Recruitment

Governors agreed that this is not the time for a recruitment drive, and are wary that a smaller Board may be required after academisation.

16. Governor Visits

SAT's testing was observed as a governor visit [supporting document 5]. BG reported that the guidance recommends that the governor observing has had 'test administration guidance' training, which could be flagged for next year.

17. Meeting Dates

Meeting dates were decided, and the clerk will circulate.

ACTION CLERK

18. AOB

18.1 BG questioned the situation with checking chemicals in the school pool, as he reported that his experience had been that most swimming lessons had been cancelled due to incorrect chemical levels. MA replied that it has been a learning curve this year, with the temperature of the pool affecting chemical readings, and several days of thunder causing cancelled lessons.

18.2 As this was JW's last meeting, governors thanked him for all his time and hard work for the school, and wished him well for the future.

There being no other business, the meeting closed at 8.35pm.

The next meeting of the Governing Body

is on Monday 16th October 2017