



Minutes – Full Governing Body

Date: 30th Jan 2020

Time: 7.00 – 8.25pm

Location: Cheriton Primary School

Present: Andrew Goldsworthy (Headteacher) Catherine Hackett
Rachel Holmes Rebecca Haskins
Clare Cholerton Nicholas Parmley
Elizabeth Brett (Vice Chair) Paul Debont

Apologies: Revd Christopher Durrant Simon Murfitt (Chair)
Frances Lawrence

In attendance: Fiona Greenwood (clerk)

Item	Action
<p>1. Welcome & Apologies</p> <p>In the Chair's absence the vice-chair Elizabeth Brett chaired this meeting. Apologies received from Revd Durrant, Fran L and Simon Murfitt.</p>	
<p>2. Correspondance and request for AOB</p> <p>No correspondance and two items of AOB</p>	
<p>3. Declarations of Pecuniary interest</p> <p>None</p>	
<p>4. Minutes of previous meeting November 2019</p> <p>Approval minutes deferred as amendments to be made. Cheque not check and dates on bottom of page. Action assigned to CC should be NP referring to debt collection. Approved subject to changes made above.</p>	Clerk

<p>CC proposed PD 2nd. Will be signed at next meeting.</p> <p>Actions arising:</p> <p>Governor vacancy – two applications for two positions so no vote required. Too late to invite them to next meeting but will start induction process. A buddy system suggested to ease transition.</p> <p>Rachel Holmes– Peter Sharp</p> <p>Catherine Hackett – Emily Moorhouse</p> <p>Paul Debont – Revd Durrant</p> <p>Governors were informed that Dave Jacobs has stood down due to his work commitments – he was thanked for his contribution and enthusiasm.</p> <p>Health and Safety audit – was assigned to Dave Jacobs. It was completed.</p> <p>Debt recovery – assigned to NP instead of CC. Came through resources and questions raised. All complete and published.</p> <p>Fitness and suitability – health checks interview has been changed to may instead of will. Meaning checks can be done but may not be.</p> <p>Employment policy – query regarding casual workers and casual works policy. There is one in MOPP so covered under this.</p> <p>Complete skills audit – still some outstanding. If have not complete please do as soon as possible. New governors will be sent the skills audit to include them also.</p> <p>Q – When does the Key for Governors require renewal and is it same time as the Leaders Key?</p> <p>A – HT is unsure but will check.</p> <p>Q – Has membership of NGA expired?</p> <p>A – Yes it has and decided not to renew as not used. Advice should be available from Governor Services. School has legal advice SLA also.</p>	<p>FL</p> <p>HT</p>
<p>5. Headteacher’s Report</p> <p>School Improvement Visit was held with the Lead Learning Partner (LLP) Jane Wilson. She first visited school September 2018 and presented a report that included a lot of actions. The first report was going to trigger a visit from School Improvement Manager also. But this was scheduled just before Ofsted visited so was decided not to proceed with second visit/inspection. The report from most recent visit does include actions. Pleased with how reception environment had changed.</p> <p>An actions was development of teacher intervention for high achievers – HT doesn’t consider this a school problem as the data shows high attainers do achieve well. This came from one observation during the visit. It will be looked into since an action to ensure no issue.</p> <p>Q – The data shows issue with maths high attainments is this what she is referring to?</p> <p>A – No it wasn’t</p> <p>It has raised questions and will be monitored to ensure not overlooked.</p> <p>Looked at SIP with milestones and SEF. Made suggestions on whether it could be changed.</p> <p>Comment on teaching is being considered and this was being addressed anyway. The lesson observed did not show them at the best.</p>	

<p>Termly evaluation against SIP – refers to milestones and how it is recorded. Should have document to share with governors soon.</p> <p>Deploying of Ta’s more effectively was one the original issues raised so now being deployed more effectively.</p> <p>A governor reported the meeting felt very positive and for HT and the staff this is very positive that the hard work is recognised. She did raise governor monitoring.</p> <p>It is an external report that has come after Oftsed that refers to it and still shows good progress.</p> <p>Q – What happens with this report?</p> <p>A – It is not published but fed back to county and also used for SIP.</p> <p>Q – Is she coming back?</p> <p>A – Still have half day to take before April. Might suggest discussing SEF that works well in other schools.</p> <p>She doesn’t like when asked questions of HT that it has to be looked up on target tracker. Comment that sometimes how the data is presented is important and raw data. One way of looking a data should be used. Target tracker can be used to produce anonymised information for governors also. It is trying to find a way of doing the data analysis once. The learning committee has got better and finding the data they want.</p> <p>Equalities Objectives</p> <p>There is a requirement it is reported to FGB what progress is being made against the objectives.</p> <p>There is a plan to celebrate diversity via curriculum theme days. Assembly timetables have been put together for the year to cover the different religions at appropriate times. Also looking a multi-cultural approach in relation to food.</p> <p>There is a aim for vulnerable pupils to make good progress and achieve age related expectations – this is covered and pupil premium pupils are tracked. Currently this is five pupils – last year there was four. Hard to look at with percentages as the children involved changes. The reading, writing and maths combined score achieved and ARE or above in the separate subjects. They have learning plans and targeted by teachers. The initial findings is some of these children are now on track where they were not last year. Data will be brought to Learning Committee.</p> <p>After school provisions should be equal to girls and boys. On average it is 42% boys and 58% girls with a school population of 51% boys. Some of the groups are gender heavy with football being more popular with boys and dance with girls. The office are now examining if there are any children that are not engaging with any of the clubs and the reason for this. If it is they are doing clubs elsewhere or whether it is transport issues.</p> <p>Q- Have you given message to parents that club membership is beneficial?</p> <p>A – If there is data backing this up happy to share with parents.</p> <p>The music lessons are 70% girls and unsure why.</p> <p>Equalities targets is in meeting folder with information. The biggest concern is the music gender imbalance.</p>	<p>PD</p>
<p>6. Budget revision</p>	

<p>The governors were made aware that with the meeting scheduling there would only be one day before the end of term for the budget submission after the May FGB. The governors need to have time to fully examine budget and seek clarification on any items and this timeframe may be a bit tight.</p> <p>Proposed to move FGB to the 14th May instead of 21st May. Agreed.</p>	
<p>7. Agree budget for staff training and development</p> <p>Deferred to next meeting as FL absent.</p> <p>Suggested it is considering what training has been done and measuring the impact rather than approving a budget.</p>	Clerk
<p>8. Governor attendance and dates at Spring Parents Evenings</p> <p>The next parents evenings are on Tuesday 24th (3.45pm till 7pm) and Thursday 26th (3.45 – 5.30pm) of March.</p> <p>Last time for parents evening the governors did not have a focus or pre-set agenda and were just available to parents and provided refreshments. Suggestion to do the same again – and have the communication policy available for comment if ready. Also science week will be in March so could ask for parent feedback.</p>	EB
<p>9. Policies for Approval</p> <p>Learning</p> <p>Safeguarding – new policy from Hampshire policy</p> <p>First Aid – namely updating members of staff that have undertaken training. The paediatric training covers children up to ages of 5 which raised questions on the rest of the school. A letter was sought from first aid provider who assured relevant for children to ages 11.</p> <p>Assessment for Learning – when this was first brought in it was aspirational where as now it is achievable.</p> <p>Home School Agreement – not required but decided good to keep. Will be mentioned in reading diary.</p> <p>Q – How will parental expectation be communicated?</p> <p>A – It will be in homework diary.</p> <p>Sex and Relationship Education – HT course is tomorrow.</p> <p>Governors felt the information session from xx who??? was very useful</p> <p>Resources</p> <p>Pay Policy – question raised over whether this was final draft as still had the draft watermark. HT to check and feedback to NP.</p> <p>Debt recovery policy – approved at resources</p> <p>More governors required on this committee but will wait till new governors have started as may have relevant skills for this committee.</p>	HT
<p>10. Governor Visits</p> <p>A new format is being tried out for recording governor visits – the form needed re-tweaking for reception visit to be appropriate for curriculum that is going on in there.</p> <p>The feedback was that the form did work well. The HT suggested to go through with the teacher what the objectives of the lesson would be to be aware of the lesson and then do discussion on the end of how the lesson went. This would give extra depth to</p>	

<p>the visit and what was going on in classroom. The additional questions were useful as relate to the feel of the school and relate to the school as a whole.</p> <p>Once visit has been completed the monitoring schedule to be updated to keep the visits record in once place.</p> <p>SEN visit done and a deep dive done into two pupils journeys to what has been put in place to meet their needs. It was amazing to see what can be offered to the pupils in terms of resources. It was really positive to see the collaboration between the SEN and all teachers. The action raised relates to parent liaison and making this more frequent so not such an enormous task to collate information. Looked at SEN policy and implementation and whether it is being done across all classes.</p> <p>Discussions on cooling off period in policy but importance of parents signing the document in meeting rather than waiting. Agenda for learning next time</p>	
<p>11. Stakeholders:</p> <p>Communication Policy has been taken to staff and comments been made and it has been returned to Chair.</p> <p>Q – Anything problematic raised?</p> <p>A – Some of the wording was very authoritative ‘you will’ suggested to soften. Also about managing use of DOJO.</p> <p>Q – Is conversation history lost?</p> <p>A – It can be got but not as easy as email history. The use of it has got better but need to ensure staff do not use it during evenings as then sets expectations.</p> <p>Useful tool on The Key regarding social media an complaints and appropriate communication channels. Governors felt the HT newsletter mention was well worded regarding social media.</p>	
<p>12. Governor Self Evaluation</p> <p>The SIP has targets relating to governors. Target developing understanding of curriculum. The other target relates to communication with stakeholders.</p> <p>Request from a school to met with governors to share good practice on monitoring. Agreed to proceed as useful to share practice.</p>	
<p>13. HT PM Panel</p> <p>Requirement to report to FGB that the annual HT performance management process has been complete. There are interim meetings then final meeting held with Jane Wilson (LLP). The HT PM committee then made recommendations to pay committee by the December deadline.</p>	
<p>14. Impact</p> <p><i>Ensuring clarity of vision, ethos and strategic direction</i></p> <p>HT report – strategic deadline</p> <p><i>Holding leaders to account for educational performance of school and all its pupils</i></p> <p>External report – impact will be monitored throughout year</p>	

<p><i>Ensuring school fulfils its statutory duties</i> Policies and budget</p> <p><i>Ensuring financial probity</i> Ensuring budget will be given time to be fully considered.</p> <p><i>Safeguarding</i> Now on monitoring visit form – considered at every visit</p> <p><i>Communication/Stakeholders</i> Been mentioned</p>	
<p>15. Any other business</p> <p>Q – Is there any information on admissions yet? A – Not on comms yet</p> <p>Renewal of Clerk service to be sent to NP to circulate and discuss.</p>	Clerk
<p>Meeting concluded at 8.25pm and was quorate at all times.</p>	

Item	Action	Assignee
4	Amend November minutes	Clerk
4	Send skills audit to new governor and reminder to governors who have not yet completed it	FL
4	Check if The Key for leaders renews at same time as The Key for Governors	HT
5	Send data to HT with information that back ups club membership being beneficial	PD
7	Agree staff training budget item deferred to next agenda	Clerk
8	Send date poll for cover for parents evening	EB
9	Pay Policy – confirm if final and remove DRAFT watermark	HT
15	Clerk renewal – send to NP	Clerk

Date of FGB meeting	Papers to be circulated by
26 th March 2020	19 th March 2020
14 th May 2020 ** change of date**	7 th May 2020
9 th July 2020	2 nd July 2020