



# Cheriton Primary School Minutes – Full Governing Body

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**Date:** 28th November 2019 **Time:** 19.00 – 20.53

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**Location:** Cheriton Primary School

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**Present:**

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|---|-------------------|
| Andrew Goldsworthy (Head Teacher)         | Catherine Hackett |
| Simon Murfitt (Chair)                     | Rebecca Haskins   |
| Elizabeth Brett                           | Rachel Holmes     |
| Clare Cholerton                           | David Jacobs      |
| Paul Debont                               | Frances Lawrence  |
| Revd. Christopher Durrant (arrived 19.12) | Nicholas Parmley  |

**In attendance:** Hayley Bach (Cover LA Clerk)

## 1. Welcome and Apologies

None. All Governors present. The meeting was quorate throughout, the quorum being 50% of governors.

## 2. Requests

Discuss service Level Agreement renewal.

## 3. Declaration of pecuniary interests/conflicts of interest

None declared.

## 4. Minutes of previous meeting september 2019

Approved and signed by the Chair. Proposer: Nicholas Parmley.

Secunder Paul Debont.

## Actions arising from last meeting

- **Re-advertise governor vacancy** - HT told the governors that he had not advertised the role currently, but that there had been one person who had expressed interest in the role.

Q: *Is it likely that a new governor will be found?*

A: *Yes, one parent is very keen and the role will be readvertised to gain further applicants. The recruitment process should be finished by the end of term.*

Q: *If there is already someone keen to take on the role do we need to advertise still?*

A: *Yes, there needs to be the opportunity for others to apply who may also be interested in the role.*

- **Write what being a governor entails:** A governor states useful discussion has taken place.

Q. *Should the school website be updated to reflect this?*

A: *The website is fine as it is.*

- **HT to confirm reappointment of Data Protection Officer and who the checks are undertaken by**
- **Safeguarding Audit and submission report:** Completed by HT and Safeguarding governor.
- **Health and safety Audit report:** This will be completed next week by DJ.

## 5. Headteacher's report

**OFSTED:** HT highlights in his report schools inspected under OFSTED's new Inspection framework have found inspectors taking a very different approach. There is a clear focus on the foundation subjects in which a technique known as a "Deep dive" is being used to look in great depth at a limited number of subjects. All schools inspected under the new framework have had reading through the school examined in depth. The role of the subject leader is becoming more pivotal in these inspections. Inspectors have been refusing to look at internal data which is offered to them to demonstrate progress through the key stages. This again reflects our experience where judgements about progress and learning were made through examining children's books and talking to them to gain an understanding of the depth of their learning. Our outstanding judgement from May, under current legislation, makes us exempt from the usual cycle of inspections but the inspection framework will still be the guiding force for school self-evaluation and improvement planning.

**NQT:** In September we welcomed Ryan Robertson to the staff teaching team. He is a Newly Qualified Teacher (NQT) and will be mentored by Kim Reed during this important year. He is also supported by County who run their NQT training program. We have been selected to be moderated by County for our support of Ryan this year.

**Moderation in Early Years Foundation Stage (EYFS):** We will be moderated in the EYFS, Class 1 this year. We received our first visit on the 22nd November by a member of the County EY advisory team, Nicky Crosland who will return towards the end of the year to assess our assessment procedures and accuracy.

**19.12: Reverend Durrant arrives. Meeting is paused for introduction of Governors.**

## 19.17: Meeting resumes.

**Building repairs and maintenance:** The extensive repair work to the floor of the central corridor and part of Class 1 was completed over the summer holidays. The wall between the staircase and class 1 was removed and rebuilt during this work. Heavy rain in September resulted in a significant leak in the office ceiling. This was caused by water entering around the skylight, an issue we encountered last year and supposedly fixed. A more thorough repair was carried out and the school is now waiting for the water damaged ceiling to be repainted.

**Admissions:** Number of pupils currently on roll: 94  
Number who have joined the school: 2  
Number who have left: 2

Pupils enrolling and leaving is a result of families moving to the area and moving out of the area.

**Attendance:** HT explains actual attendance is currently 97.1%.

The number of authorised absences is 2.2% and unauthorised 0.7%.

5 pupils have exceeded the 10% threshold for sessions missed and are considered persistently absent. Of these:

- 1 pupil is not yet 5 and so legally does not have to attend school yet. To help keep this pupil in attendance the mini-bus is collecting the pupil in the morning and returning at the end of the day. An LSA is traveling in the bus with the pupil to ensure adequate supervision.
- 2 pupils have had authorised absences due to ill-health.
- 2 pupils have had unauthorised absence due to family holidays taken during term time. Fixed penalty fines have been issued to these families.

HT reports that there has been a growing number of children arriving at school soon after 9.00. They are arriving in class before the 9.15 deadline after which they would be recorded as an unauthorised absence for the session. Now that children are allowed in the building at 8.50 a child who is arriving at 9.05 is potentially in school for 15 minutes a day less than other children each day which could then be 1 hour 15 minutes a week which over a 14 week half term is potentially 17.5 hours.

Q: *Is this a problem? Lessons have not begun then.*

A: *Children will have been settled and working on a meaningful activity prior to lessons starting. Pupils arriving late are missing this activity and a calming start to the day.*

Q: *This is powerful data. Should it be given to parents?*

A: *Yes, it could be included in the school's newsletter.*

Q: *Could rewards be given to the class with the least lates?*

A: *No, this may lead to animosity to pupils who are late, and their lateness may not be their fault.*

**Safeguarding:** There have been no safeguarding incidents this term. Currently there are no pupils with a Child Protection plan in place. Since 3rd September 2019 there has been one incidence of a pupil requiring physical restraint. Since this incident courses have been undertaken in dealing with such situations. All teaching and support staff are currently up to date with general safeguarding training.

**Behavioural report:** There has been no permanent or fixed term exclusions.

**Pupil Premium Grant:** Currently 5 pupils are in receipt of Pupil Premium Grants (PPG).

Q: *How much money does this provide the school with?*

A: *£1,300 (one thousand, three hundred) per child.*

**Health and safety:** Fire exit doors in the hall were sticking due to the catch mechanism catching at the bottom of the door. Repair of this is currently underway.

## 6. School Improvement Priorities (SIP)

To raise the percentage of pupils achieving Age Related Expectations (ARE+) in reading, writing and maths as a combined score at the end of KS2. To improve the progress of pupils in maths through KS2 as evidenced by SATs results at the end of Year 6. To improve attainment in grammar, punctuation and spelling through the school. Develop the planning, resources and staff expertise to deliver the SRE curriculum from September 2020. Create guiding principles for the internal learning environment. Begin to develop staff's capacity to deliver the Leader in Me program which teaches Cobey's 7 habits of success. Staff, after training, will be able to deliver this to pupils. Governors are to develop systems to begin building a deeper awareness and understanding of the wider curriculum. Develop communication systems with all stakeholders through the clarification of policies and procedures.

**Review of school improvement plan (Milestone 1):** HT discusses Venn diagrams identifying children's attainment in Reading, Writing & Maths. These have been used to guide discussions with teachers about targeting individuals for improving rates of progress in subjects so that they will achieve age related expectations and beyond( ARE+)in reading, writing and maths by the end of KS2. An audit of handwriting through the school has begun through work sampling of taught handwriting sessions and from other written work in book.. This will be used to identify any actions which may be necessary to improve practise.

Additionally, teachers have put together some principles of teaching and learning. There are many different ways in which a teacher can teach a lesson. There is constant advise on how the needs of different learners within a lesson can be met. It is clear that there is no definitive "correct" way to teach. It is imperative that teachers feel supported in teaching in a way that suits them; trusting them to make the right decisions regarding the pitch and pedagogy that allows every child to make the required progress and personal development. HT suggests that a set of principles against which every lesson can be judged is necessary. These principles will form the basis for discussions with staff in any activity which aims to improve the quality of teaching and learning at Cheriton and ensure all children are making progress, with teachers adjusting lessons to fit the needs of pupils and not ploughing on. These will be reviewed regularly to ensure they are fit for purpose and are providing sufficient criteria to raise standards. Pupils should be given self help skills to become resilient and accomplished learners. Teachers should ensure every lesson counts and pupils should constantly be moving forward. There should be no ceiling for pupils learning, with extension tasks for the more able pupils. Lower ability pupils should be given support to reach their full potential. The tone of excellence should be replicated through the school with model aspirations on boards. Primary colours should be toned down to reflect a calm environment. The HT asks if there are any questions regarding the report.

Q: *Will written reports be shared regarding early years moderation?*

A: County have not written full reports as this is costly, instead advise regarding changes that can be made has been given. HT will ask for written feedback which can be included in SIP.

Q: Will you be sharing Venn diagrams with parents?

A: Yes, parents are crucial in helping pupils and these diagrams will be shown to parents at parents evening. Parents will be given the means to provide support. Leaflets with games that can be played and how support can be given will be issued.

Q: The parents meet the teachers meeting was positive. Through discussion it was apparent that parents do struggle in particular with maths and the 'My Maths' programme, as the way in which maths is taught has changed. How can we help parents? The evening meeting regarding reading was well attended could one be held for maths?

A: There are video help files available on the website. An evening meeting can be arranged to help parents, with 30 minute inputs to give parents a better understanding of how maths is taught and the My Maths online learning.

**Sex education:** New sex and relationships policy comes in to force September 2020. There needs to be consultation with parents regarding how this will be delivered. A decision will need to be made about what we teach.

Q: Time is ticking and we need to write this policy. Would a gantt chart be useful which can be used to record key milestones and who is involved? It will be easily visible then, the impact of missing a deadline and people will be able to see months in advance what deadline we are working towards. It will also enable us to clearly understand and see all governors and staff involvement.

A: This sounds really useful. Yes, we should do this. HT training regarding the curriculum will be in January 2020.

Q: This is going to be a hot topic but primary school requirements are minimal?

A: Yes, this is correct.

Q: Returning to creating a calm learning environment, this seems very much like the school will be Autism friendly. Could the principles of this be given to parents to set up a learning area at home?

A: Yes, environment can have a real impact. Parents could be given a tool regarding this. Action point HT/chair.

Q: The format of the School Improvement Plan (SIP) is easy to read, making it more useable. The key column is monitoring. Could it be colour coded as parts are achieved. So, if it is complete it could turn green?

A: This is something we could look at.

## 7. Budget revision

Year 3 is difficult and expenditure forecast is greater than income. Whilst allocation is unclear, and political impact is unknown there is nothing significant to do at present. HT states restructuring has given more flexibility with regards to the budget. Although before and after school clubs are an asset, they must not start to become a financial drain. Current budget is approved.

## 8. Interim Performance Management Audit

Q: *Are there better, more constructive ways to organise performance management?*

A: *Yes, our aim is to build better teachers and not just give judgements on a lesson.*

Q: *Is performance linked to salary?*

A: *There is a partial link.*

## 9. Class Link Governors and update of status of first visits

The chair of the learning committee explains a document they have produced which aims to make classroom visits more focussed. Governors will go into their link class, all with the same focus and a clear idea of what a good lesson looks like. Teachers will be told what the focus of the visit will be. By all governors focussing on the same objective, visits will not be wasted. A general feel of the school on that particular day will also be gained. Visits will firstly need to gain an understanding of how children are learning and then move on to look at the wider curriculum. This new visit format can also be linked to SIP. The document that will be completed at visits will list the focus of the visit but also the SIP objective. The impact of the visit can also be evaluated. Reports from classroom visits will become more consistent and have an impact on the School Development Plan (SDP).

Q: *Will governors liaise directly with the class teacher to arrange visits?*

A: *Initially governors should go via HT.*

Q: *When will visits commence?*

A: *It will be best to start in the new term after Christmas, but dates for visits should be decided before the end of this term.*

Q: *Some visits such as Health and Safety are very specific and have their own paperwork to complete. Should we still be looking at the focus you have identified?*

A: *Yes, it would be useful to be able to feedback, even if it is not on that particular document.*

## 10. Policies for Approval

**Debt Recovery:** The finance Manager is concerned over the number of weeks in the policy. There is also no mention of an appeal process.

Policy is not approved and referred back to Resource Committee.

**Equal Opportunities:** This is deemed as inline with the Equalities Act.

Proposer: Nicholas Parmley

Secunder: Frances Lawrence

Policy Approved.

**Fitness and Suitability:** The policy is based on the Manual for Personnel Practise. A governor identifies that step 2 states pre interview references will be requested, and that this is not always the case.

Policy is not approved and will be for review at next FGB.

**Recruitment:** A governor comments that the policy is not clear in that it is only for paid staff. 5.5 refers to a casual worker policy and the governors are unsure whether there is a casual worker policy in MOP.

Subject to the above changes the policy will be approved.

**Child Protection:** Policy is added to, to include Safeguarding leader and Deputy leader. It also reinforces that everyone has a duty to report safeguarding issues.

Proposer: Elizabeth Brett

Seconder: Paul debont

Policy approved.

## 11. Agree GB Development Plan

A governor suggests that an audit of skills within the governor team should be undertaken over the coming year. Training should be used effectively and create a culture in which governors will step up for roles such as Chair. Succession planning breeds success. A governor suggests it will be helpful if all governors undertake the Skills Audit for Governors based on DFE competency framework.

Action - all governors to complete before next FGB.

## 12. Published Admission Numbers

Current number to take in Year R is 15 plus any children in care in addition to this..

Q: *Do you propose to change this?*

A: *No.*

## 13. GB Monitoring opportunities and governor visit plan

This has already been covered in the meeting.

## 14. Stakeholders

Parents evening was a positive experience. It was much more casual, flowed better and good conversations were had with parents.

Q: *What involvement will be expected of Governors at the next Parents Evening?*

A: *This can be discussed at next FGB.*

Q: *Were any conversations had with parents that need sharing?*

A: *No.*

The open day was well attended with many putting Cheriton as their first choice. HT is sending email reminders to those who attended but haven't yet completed application forms. Prospective parents were impressed by current pupils and the before and afterschool clubs.

## 15. Impact

New governor has been welcomed, policies have been approved, format for governor visits have been discussed. Budget has also been approved as well as Service Level Agreements (SLA).

## 16. AOB

SLAs need to be renewed in December. Encompasses Shared services, school library services and occupational health/staff wellbeing.

*Q: The phone helpline for staff is not an insignificant amount. Have any staff utilised this service?*

*A: I am unsure, it is confidential.*

It is felt that due to time constraints these should be renewed now, but alternatives should be looked at the last resource meeting of this academic year.

Meeting concludes at 20.53

# Actions

Item	Action	Assignee
4	Advertise governor vacancy	HT
4	Health and safety audit	DJ
10	Re-review Debt Collection Policy	NP
10	Re-review Fitness and suitability Policy	CC
10	Modify Employment Policy	CC
11	Complete skills audit for governors	All Governors



