

# Minutes – Full Governing Body

**Date:** 5th June 2019

**Time** 7.05 – 9.20pm

**Location:** Cheriton Primary School

**Attendance:**

Andrew Goldsworthy (Headteacher)	Catherine Hackett
Clare Cholerton (Chair)	Rachel Holmes
Simon Murfitt	Frances Lawrence
Elizabeth Brett	Nicholas Parmley
Rebecca Haskins	Dave Jacobs
Paul Debont	Fiona Greenwood (Clerk)

	Item	Action
1	<p>Welcome by the Chair &amp; Apologies</p> <p>The meeting commenced at 7.05pm and the Chair welcomed everyone to the meeting. Apologies received and accepted from Catherine Hackett. Governors were thanked for attending the additional FGB.</p> <p>Governors were informed of the resignation of Ben Ward. Headteacher has mentioned the Governor vacancy in newsletter but not had any interest so far. Will put in another newsletter.</p> <p>The Chair reported that they went to the induction of the local minister. Chair suggested asking him to be Governor or possibly as an associate. Could help with succession planning having. Governors agreed.</p>	HT
2	<p>Correspondence and request for AOB</p> <p>None</p>	
3	<p>Declarations of Pecuniary interest</p> <p>None</p>	
4	<p>Minutes of previous meeting</p> <p>27<sup>th</sup> March – approved 22<sup>nd</sup> May – approved</p> <p>Actions arising:</p> <ul style="list-style-type: none"> <li>● Summary of SIP – one-page overview is on governor visit form</li> <li>● Visit report from St Johns – action complete and distributed</li> <li>● Amend impact section – complete but may revert to key functions of Governor</li> <li>● Arrange Chairs meeting – has taken place and notes distributed. Now google calendar. Had a long discussion on link governors and allocating governors to SIP items. Link governors traditionally linked to subjects but may request that subject leaders attend learning committee to present their subject to the whole committee. Would strengthen links. Timings and frequency of meetings also discussed. Resources may be on different days to learning going forward.</li> </ul> <p>Another Chairs will be held before end of term.</p> <ul style="list-style-type: none"> <li>● Discuss community fund with Boomtown – via Parish Council received £850 which was put toward picnic benches.</li> <li>● Brexit effect on non British staff – actioned and moving forward</li> </ul>	

	<ul style="list-style-type: none"> <li>Year 4 appeal – school made their case, parents did not attend but put across their case by email. Panel found in favour of the parents.</li> </ul> <p>Q – Next year when that year moves up will it have any implications to be considered?  A – Potentially would mean 31 in class.</p> <p>Headteacher pleased that the decision was made by panel not by school as the process has to be followed.</p> <ul style="list-style-type: none"> <li>National data with SATs – will be done when results are available</li> <li>Healthy school logo – removed</li> <li>Website - suggestion for new Ofsted result to be prominently promoted.</li> <li>Meeting timings to ensure maximise attendance – covered within Chairs meeting.</li> <li>Values words from parents evening – actioned</li> </ul> <p>Suggestion to be put back to parents that their input has been used.</p> <p>Q – The curriculum on website – can this be on website as a link so it is updated?  A – Outlines will be put up</p> <p>Q – Will they then be static or evolve?  A – The documents will remain the same, but it does evolve and will be updated as required.</p> <ul style="list-style-type: none"> <li>Skills audit – everyone returned their audit. Needs to be updated again in Autumn or Spring. From The Key have found a much better template which is more relevant and easier to use. Should identify more gaps. The areas where weaker currently are finance and property. Can be used to identify training courses to fill gaps. Newsletter advert did mention finance expertise so trying to target governors. Results also distorted by new governors still learning the role.</li> </ul> <p>Q – Do you still get list of governors attending courses?  A – It has changed everyone can see their own.</p>	<p>Chair</p> <p>HT</p>
5	<p>Measures undertaken by the Chair and or Vice Chair on behalf of the GB</p> <p>Proposal for agreement to collaboration to be put in place. If a panel is ever needed there could be a reciprocal swap. Chair met the Chair from Otterbourne Primary who would be willing to enter into agreement. It seems to be common practice to have this in place.</p> <p><b>Agreed.</b></p> <p>Pending on Otterbourne’s FGB approval also.</p> <p>Governors reminded that they could be called on to fill panel places there.</p>	
6	<p>Headteacher’s report including</p> <p>Since the report two extra pupils have left school. From September there will be an additional year 1 place filled.</p> <p>Q – Was surprised at how few hours the sports coach has – has this changed?  A- It has halved since last year. NQT needed more non-contact time last year and this was covered. Now just covers PPA. The cost effectiveness of how we provide PPA cover for teachers is under review.</p> <p>Comment - KS1 SATS results are very good.</p> <p>Q – The children that did not meet ARE was this expected?  A – These children have made excellent progress but due to needs this was expected result.</p> <p>Q – T reported that Class 2 teacher has handed in her notice and that he has already put out an advert for the vacancy - when is closing date for job?  A – Tomorrow. Will advertise again if necessary.</p> <p>Q – Who is deputy DSL?  A – Helen Phillips</p> <ul style="list-style-type: none"> <li>Agree dates for Professional Day closures for 2019/20</li> </ul> <p>Deferred to next meeting as trying to agreement with other cluster schools.</p>	

7	<p>Analysis of Parent View data following the Ofsted Visit</p> <p>Q – How in context is the results?</p> <p>A – Of the total number of potential responses approx. 25% have responded.</p> <p>8 responses have strongly disagreed with the school dealing effectively with bullying and also dealing with concerns raised. Chair has looked at other schools and this is not uncommon to have results like this. The perception of behaviour and bullying would need to be addressed. A session is being planned for an inset day and all staff will be attending and the lunchtime assistants will be invited also.</p> <p>Q – Do all bullying incidents need to be recorded?</p> <p>A – Formal reporting only covers homophobic and racist bullying. But other incidents are recorded in school.</p> <p>Chair suggested having a governor to take responsibility for behaviour who would do visits with HT.</p> <p>Q – Do the students themselves understand what bullying is?</p> <p>A – The themes are looked at and have an anti-bullying week and it is readdressed periodically.</p> <p>Q – Should we not have a bullying governor role?</p> <p>A – Bullying is an extreme behaviour issue so would be covered by the Behaviour Governor</p> <p>A governor is to send a definition poster from his school that clearly states what is being unkind and when this becomes bullying.</p> <p>Parents do not understand that children are treated according to their needs and can see this as an injustice. The trainer carrying out inset training is able to offer a parent evening session on bullying. Governors can observe behaviour and feedback on visit form under policy in practice.</p> <p>Concern is that two families have withdrawn children due to behaviour and presuming it is them that have responded negatively. It may not have been, and survey does raise concerns that needs to be addressed.</p> <p>22% of respondents also disagree with communication being effective over child's progress. HT challenged over how this is going to be addressed? Discussion on various strategies to improve dialogue and transparency.</p> <p>Q – Would a pupil follow up beneficial to ask specific questions on feeling safe and what to do if they see bullying?</p> <p>A – Children may not always understand context as some can misconstrue this to include someone being mean to them that day.</p> <p>Behaviour in schools' course for governors is run so Chair requesting someone can attend and then feedback to FGB and find a way of monitoring situation.</p> <p>HT has had it suggested it may be the children's resilience is not as good as it could be so could look at ways of improving self-confidence. Tools are available for parents to access in school about talking to children about bullying but not utilised.</p> <p>Q – Is there a cost to having the parents info session?</p> <p>A – No it is free.</p> <p>Inset session for staff is on 21<sup>st</sup> June and a governor could attend. SM to look at dates of training and will cover behaviour role.</p> <p>Governors reminded they can attend the ELSA session on Tuesday at 3.45pm.</p>	PD
8	<p>Sports Premium data approval</p> <p>Report circulated prior to meeting.</p> <p>Funding has been confirmed as available again for the next year.</p> <p>Q –Have all the costs of the ball court being covered?</p> <p>A – Yes only costs will now be ongoing maintenance and running costs.</p> <p>Q – Will there be an opening event?</p> <p>A – Yes and hopefully this term. Coordinating with outside squash agency.</p> <p><b>Approved</b></p>	
9	<p>Policies</p> <p>SRE</p>	

	<p>Discussed in learning and LB attended a course which was relevant and has got suggestions that could improve policy. Including consultation with parents and including a curriculum map showing where children would come into contact with content. An introduction at start of policy was suggested stating it is the responsibility of parents and the school's role is to support. Parents have the right to withdraw children from SRE but as it is covered under other subjects such as science this would be covered by national curriculum and they have no right to withdraw children. Suggestion policy be returned to learning to be improved to utilise information from training session and LB to meet with HT.</p> <p>Complaints Localised for Cheriton – based on Hampshire policy. Main change is there now less stages – Chair of Governor now only gets involved if complaint is against headteacher. If parent not happy with HT response it would be straight to Governor panel. <b>Approved</b></p> <p>Chair to review complaints section on website to ensure not conflicting information. Q – Will this be communicated to parents? A – Yes it could be as long as to make aware it is to bring inline with County not because of recent complaints.</p> <p>Communications Is a working draft and taken from various sources including The Key. Some is overly simplistic but a good starting point to be an effective tool to communicate effectively. Suggestion to include staff for feedback. Comment it is important to get the tone of the policy correct. Feedback comments to SM,</p> <p>Freedom of Information to be reviewed at committee again.</p> <p>Policies approved at Committee: Off site visits and Governor Expenses</p>	<p>Chair</p> <p>SM/All govs</p>
10	<p>Governor Hub Clerk provided brief overview to Governor Hub. Explained can be used instead of google drive. Governors to log on and decide whether to use.</p>	All govs
11	<p>Questions from Resources and Learning Committee minutes No questions</p>	
12	<p>Stakeholder engagement. Pupil questionnaire samples provided prior to meeting. Some of the questions are Ofsted related and some have safeguarding aspects. Distinction between KS1 and KS2 and also include open questions. Need to decide if a questionnaire is required, in what format and what would be done with the data. Suggestion it could be done in online survey as would provide easier platform to analyse information. Q – Do all the children have emails? A – No but could set up school emails. Also need to consider what best time of the year to do survey. Suggestion to do it twice a year as could then track difference with the same individuals in the same class – could be timed with parents evening. Q – Would the information be confidential – are there GDPR implications?</p>	

	A – As long as children not identified could share results. Agreed worth perusing. Governor comments to LB	LB/All govs
13	<p>Governors with Specific Responsibilities Reports</p> <p>Health &amp; Safety – walk round and audit with HT. Policy also reviewed and saw put into practice. From walk round everything that was identified was already in progress. Can pick up on these during next visit to monitor progress</p> <p>SEND – report to be circulated</p> <p>Safeguarding - Proposal for a Safeguarding and Behaviour Committee.</p> <p>Report on Behaviour Audit by Jenny Turner – will be doing training – discussed elsewhere</p> <p>Report on Safeguarding Audit by Andy Yeoman</p> <p>Visited on 24<sup>th</sup> April and Chair and Safeguarding governor attended debrief meeting. Meeting had points which have been actioned.</p> <p>Gov Courses - Anti bullying course – attended by Chair. Report and useful resources circulated.</p> <p>Chairs networking course attended and provided good opportunity to meeting with other Chairs and Vice-Chairs and share good practice. Common theme was dealing with complaints and more being received by all Chairs. Collaboration agreement came from this meeting. Another school reported that all governors do link visits on same day which is planned in advance and timetabled.</p> <p>Comment that in a small school it may be over whelming for students and staff and suggestion that could be done in pairs. Idea to be considered again as more structure for Link Governor visits would be beneficial.</p> <p>Governor introduction course attended over two evenings and very useful. Suggestion that perception of the governor’s role accountability to parents to be communicated effectively.</p>	
14	Any other business – Clerk or chair to be notified prior to meeting None	

Meeting concluded at 9.20pm and was quorate at all times.

Item	Action	Who
1	Governor vacancy in newsletter	HT
4	Website - suggestion for new Ofsted result to be prominently promoted	HT
4	School values – feedback to parents that their suggestions have been used	Chair
4	The curriculum on website	HT
7	Provide info poster from another school on behaviour/bullying	PD

9	Review complaints section on website to ensure information all correct as per new policy	Chair
9	Feedback on communication policy to SM	All governors
10	Log on and trial governor hub	All governors
12	Comments on pupil questionnaire to LB	All governors