

Date: 27th Mar 2019 **Time** 7.00 –9.00pm

Location: Cheriton Primary School

In attendance:

Andrew Goldsworthy (Headteacher)

Ben Ward

Clare Cholerton (Chair)

Rachel Holmes

Simon Murfitt

Frances Lawrence

Elizabeth Brett

Nicholas Parnley

Rebecca Haskins

Dave Jacobs

Paul Debont

Catherine Hackett

Fiona Greenwood (Clerk)

	Item	Time
1	Welcome by the Chair & Apologies The Chair welcomed everyone to the meeting and introduced the new Governors and welcomed them to their first FGB. Code of conduct – approved.	
2	Correspondence and request for AOB None	
3	Declarations of Pecuniary interest None – new governors completed the declaration forms.	
4	Minutes of previous meeting Minutes of previous meeting on the 30 th January were reviewed and agreed as correct. Signed. Amend website – Completed Governor zone. AF removed and updated. Minutes uploaded, attendance and meeting dates. Forest School – completed. Owner seemed very pleased with the gesture. Explanatory note on google docs fix – issues seem to be resolved Self evaluation result – covered under link governor Asses Senco changes implemented at end of year – assessed and going well can fully review at end of year. Actions are more integrated into classrooms. Will work with new Senco Governor on ongoing basis. Q – Are you at stage where you can measure impact? A – Some things can but generally end of the year. If intervention is to help with spellings then improvements can be seen very quickly. Other interventions are longer term and harder to measure. Q – How many children is it applicable to? A – Currently nine on the register. Online safety – still outstanding and considering options possibly with other local schools Access The Key for trial – Governors who have used it feel articles are helpful and are very user friendly as have further links to find other information. Year would cost £300. Q – Who supplies The Key? A – It is a private company. A lot of counties do not have a Governor Services department so The Key is filling a gap for those schools but also useful tool as kept very current. Agreed to proceed for year then reassess Waltham Chase visit	SM/HT

	<p>This came from the governor forum as they have had Ofsted twice recently and were happy to discuss. Went for visit and very successful meeting with HT, vice-chair and chair of pay. Their background was outstanding then Ofsted visited due to drop in data and were put into requires improvement as not enough triangulation of the evidence. Headteacher then left and took two years to find replacement. Their link governors are now very strong and they have a strong form for visits. It is very similar to what is used at Cheriton but had five questions to look for during visits like – was the school secure? Were you checked in? Given ID badge? This could be added to Cheriton forms to ensure safeguarding is considered at every visit. For the first inspection they were on back foot and by second one they were much better prepared and presenting inspectors with information rather than waited to be asked.</p> <p>Q – If Ofsted did arrive tomorrow how prepared do you feel? A – HT does feel very prepared but cannot fully second guess what they might focus on as a line of enquiry or what might come up.</p> <p>Governor reported that the triangulation is very important and that the right challenging questions are asked and minuted and external evidence exists.</p> <p>Q – How could a new Governor be prepared to best represent the school? A – Link Governor explained their role and how they store their information on visits. A governor recommended new governor to be aware of the SIP as it details where we are and where we want to be.</p> <p>St John’s school had a front-page summary which then had highlighted areas to look at such as spelling with a governor appointed who would then look at that area on visits and mention it on reports and take it forward to future visits. Headteacher would then give advice or best way to find out more information.</p> <p>They started a question from SIP contacted HT and asked best way to answer question. They would then come in to school and carry out research such as book looks,pupil interviews, discussions with subject leader. The visit could lead onto more questions being generated for future triangulation. Summary of SIP has been started and will be presented at next FGB. Will be used in summer term to trial but then started fully in September.</p> <p>They had meeting of Chairs of committee and FGB to distribute workload and discuss overlap issues to get structure and framework. Minutes of this then sent to all Governors.</p> <p>There is requirement for every Governors name core values of the school and give evidence and examples.</p> <p>Q – Can a visit report be provided for this? A – Yes can be.</p> <p>It was a very good opportunity to meet with other governors and share practice.</p> <p>Q – Did they ask about governors safeguarding questioning? A - Cheriton has had training on this. E-learning also.</p> <p>Ofsted criteria on end of minutes</p> <p>Also use restorative justice system for dealing with behaviour. Aspects that could be used.</p> <p>Chairs meeting to be arranged to build framework to strategic plan working of Governors efficiently.</p> <p>Co-opt – all extended Squash court newsletter – mentioned.</p>	<p>HT Chair/LB</p> <p>Clerk</p> <p>HT Chair</p>
5	<p>Headteachers written report</p> <p>St John’s school send report two weeks prior to meeting so then questions can be sent in advance. Also could consider whether to have some of report before committees so it can be examined and questioned in detailed then.</p> <p>Report summarised</p> <p>Q – Why is it homophobic and racist that are highlighted in bullying section? A – Any incidents of this type of bullying have to be reported to county.</p> <p>Attendance has improved since last report. No child over 10% absent over year which is cut off for persistent absence. Pupil premium children do not have lower attendance which is also good.</p> <p>Safeguarding – HT has undertaken training on safer recruitment.</p> <p>Governor has commented that all teachers are more noticeably focused. Example all teachers wearing name badges and been more difficult to get in and out of school. Office also very focuses on.</p> <p>Chair got questioned by a child for being in school without lanyard. Children are aware of the different lanyards for visitors. Steps put in place are filtering though to all staff and impressive.</p>	

<p>All staff did PREVENT training online on radicalisation and extremist views to raise awareness.</p> <p>Gilbert White House camping trip was very successful, and children enjoyed thoroughly.</p> <p>Community – still have readers attending regularly and children are benefitting.</p> <p>Opera – Northington Grange are engaging with school to put on event. Q – Is it too early to know if getting money from Boomtown? A – Yes there is a community fund and can put in proposal for funds. Discuss with them to partnership.</p> <p>Staffing structure has not changed. Q – Will Brexit affect staff members who are not British? A – Possibly – SM to monitor</p> <p>Had request for a Year 4 place which even though in catchment it was refused due to PAN and class size being full. Is going to appeal. Q – What are grounds for appeal? A -Not sure as they do have a place for the child at a different local school. County have to take to appeal if parents wish. HT's concern is also about setting precedent. Q – Can there be a Governor at meeting? A – Have not come back yet so will ask. Governors do not usually get involved in appeals process but do want to be in this case as County have not handled case in best possible way.</p> <p>Year R September 2019 number not known yet but likely to have full 15.</p> <p>Kitchen ventilation system being refitted to conform with new regulations. For two weeks work meals will be driven in from another school. Q – Why is it being done in term time? A – Other projects that involve asbestos are prioritised for holiday works. Dry rot – no further update and planned for summer holiday</p> <p>Pipe thermometers been fitted to monitor water temperatures. Office ceiling had leak – temp fix and need to chase as county want to leave as is now.</p> <p>Ball court – finished on Saturday then will need to be inspected. Hampshire squash are involved with a strategy to market. Q – Is there going to be a grand opening? A – Yes there will be but no date until builders have gone. Q – Parental concerns had been raised as their child did not want to play squash – resolved? A – Yes have discussed with parent who had concern and no other concerns raised. Tensions were possibly about removal of another lunchtime service that was not working and the perceived perception that the money had been removed. Q – How should a parent governor deal with concerns that other parents raise? A – Refer them to HT to have discussion.</p> <p>Funding for the ball court has not come from the school. Sports premium money was used as requirement to show a legacy. There is interpretation in how I can be spent since it can be used for coaching. It can not be used for covering teachers' PPA time. Q – Is sports premium funding continuing? A – Yes for next year – it is not ever stated for more than year.</p> <p>Early years had focus on improving maths so teacher has attended course at Solent hub on maths. Is having an immediate impact.</p> <ul style="list-style-type: none"> • SIP monitoring <p>New governors are reminded that the SIP is in google docs and available. Section 2 – pupil premium children. Looking at what the money is being spent on and also the research behind to ensure a measured approach to ensure money is best spent and has best possible outcomes for the children.</p>	<p>BW</p> <p>SM</p> <p>HT</p>
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	<p>Report is very detailed so may need to have summary to be published so children are not identifiable.</p> <p>Q – Where do you think you will be by end of the year with subject leaders? A – Most will produce a statement of where we are and produce a plan.</p> <p>1.3 Monitoring working document to then combine policy review to see policy in action and make comment to gauge effectiveness. Looking at in practice.</p> <p>Teaching standards – interim meeting now happening and can talk though evidence.</p> <p>2.1 Teaching, learning and assessment – about editing and had good teaching from County. Shared training with 7 local schools which also means can share information with other teachers. Language of editing is part of the display and children and now having it as part of their work.</p> <p>Q – Was it picked up in link governors visit? A – Yes looking at spelling but it was mentioned during visit.</p> <p>Spelling still has work to be done as perceptions from parents and how they are run in classrooms.</p> <p>Maths reasoning – lack of greater depth at KS1 last year as task design was not right in how they show their reasoning. An improvement has been seen in this already. Expecting not be an issue this year.</p> <p>Understanding of greater depth and had sessions for staff on this with moderation visits. Hampshire have annotated resources available to show what greater depth standard</p> <p>Science enquiry – have been promoting making them expert on projects as links to other skills such as writing. Has provided a firmer base and will bolster the enquiry skill when it is introduced. Year 6 project on pizza restaurant which was cross subject.</p> <p>Q – Are parents aware of the impact of the mantel of expert? A – No as just started – pizza restaurant was a missed opportunity but will be better communicated better on future.</p> <p>Communities in the UK – moving forward with plans to arrange visits. Possibly a mosque.</p>	
6	<p>SATS update</p> <p>Progress document shared prior to meeting with tables for KS1. Was shared during LLP visit. Have firm evidence to back the expectations. Greater depth are above what would be expected nationally.</p> <p>Q – Would it be possible to have the national bench marking data to make data more meaningful? A – Yes can do</p> <p>Q – What is the assurance of the accuracy of the data – how was this data got? A – Sat down teachers and target tracker and discussed the children. HT did choose books to look at to ensure the validity of the data. KS1 is mostly teacher assessment. KS2 is more test based. Where there is a child on cusp of ARE or greater depth those children are having booster session to make them more secure. KS2 predictions are more secure as based on the results of last years test which the children have completed recently. KS1 was moderated last year so has good understanding of levels.</p> <p>Q – At parents evening is any of this given to parents? Do you use terms age related or greater depth? A – The children are aware of this terminology and it is used with parents also. Parent governor reported that they discussed where the child was and was supportive steps could be taken to help child reach their potential. Another parent discussed mock SATs.</p> <p>Q – Is there a possibility with smaller classes and children being identifiable? A – Is an issue with a small school but aware of issue and focus on the children’s individual level. The children do also compare within themselves.</p> <p>Chair highlighted that year 6 cohort data does look good compared to where this cohort were 2 years ago and improvements have been made.</p> <p>Q – Will positive progress be achieved?</p>	HT

	<p>A – Many of Year 6 got level 3 at KS1 which is last year of the old system. Hard to get value added from this level. Progress score could be challenging.</p> <p>Chair extend thanks to both teachers due to their hard work and approach.</p>	
7	<p>SFVS approval Sent to Governors in February to allow comments. Approved</p>	
8	<p>Policies</p> <ul style="list-style-type: none"> ● Intimate care policy - Approved ● Supporting pupils with medical conditions policy – Only minor changes and also monitoring annual EHCP. Changes to non-prescribed medicines. Healthy school mark to be removed Approved ● Allegations of Abuse - Approved ● Admissions - Approved ● Governor Training Policy - Approved ● TOR for HTPM Committee - Approved ● Charging policy – Resources and school office looked at impact of non payment for trips. Approved ● MOPP changes – is Hampshire document with changes to staffing complaints. Previously adopted – adopted. 	EB
9	<p>Questions from Resources and learning minutes Discussion on timings of committees to ensure can maximise attendance. To discuss at chairs meeting. Q – From resources HT has done supply have you had time to dedicate to HT role? A – It has benefits as get understanding of the children. It had got too regular and was detrimental. Has been stopped on a regular basis.</p>	Chair
10	<p>Stakeholder engagement Parents Evening</p> <p style="text-align: right;">[BW left at 2104]</p> <p>Clear favourites on parent polls and they engaged in need to develop character. Some parents came up with new ideas too and had discussions.</p> <p style="text-align: right;">[Rha left 2106]</p> <p>Compassion came out high.</p>	HT
11	<p>Governors with Specific Responsibilities Reports:</p> <ul style="list-style-type: none"> ● Link Governors- maths and English reports circulated Been looks at committee level. Governors agreed interesting. <p style="text-align: right;">[RHa retrun 2107]</p> <ul style="list-style-type: none"> ● Skills Audit 7 responses so need all Governors to respond. Strong indicators already of obvious area under accountability that we could consider for training courses next year. Courses will be sent round that could be useful Governors encouraged to consider training 	All Gavs DTG
12	<p>Any other business Chair is coming towards end of her last year as Chair and will get systems and documents in place to ensure smooth handover. Need to start succession planning to allow handover in summer term. Discussion on the role of Chair and the time implications.</p> <p style="text-align: right;">[RH left 2115]</p>	

	<p>Dealing with complaints can take time and do need to have the time to deal with issues when they do arise as can be time sensitive. Important in dealing with HT. Chair is dealing with large commitment so could look at spreading workload.</p> <p>Q – Given that we all know that national curriculum is changing wit LGBT teaching. Would it make sense to get ahead and start work on this? A – Could consider but do need to wait to see what requirement is. Needs to be built in context too to stop it becoming an issue just part of relationships. Staff would need training and also need careful communication to parents with their views being sought.</p>	
13	<p>Impact Approve SFVS – financial consideration of school. HT held to account – good questioning and challenges Discussion on headings at parents evening Reiterated need for new governors to be aware of ethos.</p>	
	Meeting concluded at 2123 and was quorate at all times.	

Item	Action	Who
4	Summary of SIP	HT
4	Provide Visit Report from St. John's	Chair/ LB
4	Amend impact section to include Oftsed criteria	Clerk
4	Arrange Chairs meeting	Chair
5	Discuss partnership with Boomstown to maximise community fund	BW
5	Monitor effects of Brexit on non-British staff	SM
5	Year 4 appeal – can Governor attend?	HT
6	Provide national data to make SATs comparison more meaningful	HT
8	Healthy school logo to be removed from policy	EB
9	Discussion on meeting timings to ensure maximum attendance	Chair
10	Consider how to take value values word from parents evening	HT
11	Skills audit – all to complete	All Governors
11	Courses to be circulated that could be useful	DTG