



Minutes – Full Governing Body

Date: 12th July 2018

Time: 7.00 – 9.15pm

Location: Cheriton Primary School

Circulation: Andrew Goldsworthy (Headteacher) Ben Ward
 Clare Cholerton (Chair) Andrew Flett
 Simon Murfitt (Vice-Chair) Frances Lawrence
 Elizabeth Brett James Chaplin
 Paul Debont Nicholas Parmley
 Brenna Weston Bell
 Rebecca Haskins [*arr at 1911 item 4 and left at 8.55, item 8*]
 Fiona Greenwood (Clerk)

	Item	Actions
1	<p>Welcome by the Chair & Apologies</p> <p>Meeting commenced at 1907 – Chair thanked everyone for changing date of meeting. Apologies from PB, LB, SM, BW and FL.</p>	
2	<p>Correspondence and request for AOB</p> <p>Property Matter received and passed onto the Chair.</p>	
3	<p>Declarations of Pecuniary interest</p> <p>None in addition to those on the register.</p>	
4	<p>Minutes of previous meeting 23rd May 2018</p> <p>Minutes of previous meeting reviewed and agreed to be correct.</p> <p>Actions arising:</p> <ul style="list-style-type: none"> Leavers survey – been out and responses starting to come in. Contacting Graham Bowkett has not been done as he has been so busy it was thought he wouldn't have time. Instead thought best to write an article about him and thanking him for his help with the GB. <p style="text-align: right;"><i>[RH arr at 1911]</i></p>	

	<ul style="list-style-type: none"> • Subject leaders – all in google docs under subject leaders. Chair to add Governors details in September once new responsibilities assigned. • Governing Hub – Chair has filled in form. Reminded Governors this will provide a useful link to other School’s Governing bodies. Currently not any local school’s registered and only one other in South so will check again. • Help in office – done • HT role in appeals process – HT role was mostly observational, and a County expert led the meeting and mostly about procedures. Both appeals were declined. • Media consent forms – return to Elaine in office. Will be resent by email to all Governors to complete. • Suggested questions – been received and met with school council. 	<p>Chair</p> <p>Chair</p> <p>HT</p>
5	<p>HT Report</p> <p>HT drew the Governors attention to the following points in the report: Attendance has picked up a little and 96% is very good. Some holidays have been taken during term time – most families avoid taking 10 sessions so they cannot be fined. One has been issued with fine. School does not get the funds – it goes to County. Safeguarding – issue that was dealt with as per procedure and policies. Q – As a matter of process is someone from GB involved? A – Yes keep SM informed as safeguarding Governor. Q – Primary Prom was asked to be clarified. A – Prom as in Last Night of the Proms not a Prom night. School trip to Bucklers Hard went very well and received very good feedback from staff there that the children were very well behaved. Trip will be repeated in future as very successful. Next week – whole school trip to the Science Centre as astronaut taking questions. Arranged with Governor involvement. KS1 changed order of topics to cover space when return in September. Community Readers Project still ongoing – relationships building up between children and members of the community. Number of role One left from year 2 as younger sibling did not get place in Year R. Q – Did we send a leavers survey? A – Yes been sent but not returned yet. Class make up Mostly being kept the same as this year which will allow teachers to build on experience. New learning support appointment will be used as support role and carrying out interventions but also a higher-level teaching assistant so could cover classes if required. Q – Are we confident now that staff illness can be covered? A – Yes with extra support will be easier to cover.</p>	

	<p>KS1 moderation – looking at doing some further twilight training. Moderators pleased with reading evidence.</p> <p>Data and results</p> <p>Q – Good results and data – what is this down to?</p> <p>A – Good cohort and capable children. Also shows hard work and strategies have been successful.</p> <p>Phonics test – score very high.</p> <p>Q – What is the criteria for greater depth for reading?</p> <p>A – It is when they have more than just recall of text but can make comprehension observations.</p> <p>Moderation will be done with the seven Alresford schools within areas.</p> <p>Q – Did anyone get greater depth maths?</p> <p>A – No the moderators said evidence was not conclusive enough. Do have children who are working at greater depth but didn't have examples of the right kind of problems in the books. Can learn from this and ensure evidence is correctly collated.</p> <p>KS2 results – all children passed reading test and gained age related expectation. Greater depth is at 53%. Grammar one child did not pass – big section is a spelling test also. Five gained greater depth. Maths – 87% is in line with county. Writing is more challenging for some pupils and came out at 73%.</p> <p>Data for smaller schools does give more details about each cohort with each child counting for a much higher percent than larger schools.</p> <p>Suggested that information is prepared for case studies for each child to explain factors that affect education especially when each child equates to large percent for data.</p> <p>Q – When do children get SATs results?</p> <p>A – Tomorrow with the reports.</p> <p>Children will be given opportunity to open results in school and discuss with teacher if they wish.</p> <p>Q – No update on SIP as some items have end date of Jul 2018?</p> <p>A – Document needs to be updated.</p>	<p>HT</p> <p>HT</p>
6	<p>Work Programmes – FGB and Committee.</p> <p>Annual planner has been discussed to evaluate current system of committee and FGB scheduling. Learning committee meetings are often out of sync with events within school. Chair would like to propose discussion on changing the meeting schedule but would like a full Governing body present. Suggested 19th September for first FGB without committee meeting prior to this so chair and roles can be assigned for FGB and committees.</p>	
7	<p>Stakeholders:</p> <p>Governor newsletter has been circulated prior to meeting. Section to be added and sent to office before end of term. Feedback invited on bullying policy and discussion on whether feedback should be anonymous. Decided hard to do and also cannot address issues. Also needs to ensure feedback</p>	AF

	is on policy and not on incidents of concern.	Chair
8	<p>Policies <u>Approved at Committee:</u> Hire of School Premises</p> <p><u>For approval at FGB:</u></p> <ul style="list-style-type: none"> • Pupil Behaviour and Discipline – examined at learning • Behaviour Principles Statement – examined at learning • Anti- Bullying – examined at learning and school council had input. • Recruitment – through resources has been discussed as previously had safer recruitment and appointments policy. There was a lot of overlap and both out of date. Main change is giving senior leadership team authority to appointment. Mentions diocese and suggested removing all references since not applicable and also adding school header. • Child Protection – changes highlighted • Equal Opportunities Objectives Statement 2018/19 - monitoring attendance, identifying vulnerable children, ensuring pupil premium is used effectively. Targets will be uploaded onto websites. <p style="text-align: right;">Approved.</p> <ul style="list-style-type: none"> • Complaints – has become Hampshire document after rise in complaints. A cover page has been included that summarises the policy and also complaints procedure. Been examined in Learning. Suggestion to remove promptly and add will aim to respond within xx days or as soon as reasonably possible. Hints and tips for complaining suggested amending. Step two says days – should be school days. <p>Chair wanted to ensure it is clear the process that parents should follow as complaints should be dealt with in school where possible.</p> <p style="text-align: right;"><i>[RH left at 8.55pm]</i></p> <p style="text-align: center;">Approved once stated amendments made</p>	NP
9	<p>Questions from Committees No questions from committee meeting minutes.</p> <p>Further to budget figures suggestion that Government want to implement 3.5% teacher pay rise. It is confirmed and no money in budget for it but will monitor.</p>	
10	<p>Reports from Governors with specific responsibilities: Link Governors – Subject Leader Reports on Google Docs. Link Gov responses. Subject leader reports will be google docs site from teachers. To allow better cohesion and detailed questioning during Governor visits.</p> <p>Training FL attended acting for the Governing Body on employment matters.</p>	

	<p>Suggested DBS checks being redone every three years where as previously on other training courses been advised not to have it redone. Also Governors asked to consider whole Governing body training topics. Normally scheduled for November.</p> <p>SEN visit – BWB Visit discussed in Learning. Focus on how to do reviews for children who has ECHP. Also looked at learning journeys for SEN children.</p> <p>Safeguarding Audit Due end of Set – HT to remind Simon</p>	HT
11	<p>Impact Significant policies considered and approved that assist in running of school. Stakeholder engagement – governor newsletter HT report – questioning and understanding data</p>	
12	<p>Any other business The office is looking for emergency key holder over summer that would be close by. Andrew and James offered.</p>	
	Meeting was concluded at 9.15pm and quorate at all times.	
	<p>Date of next meeting: Wednesday 19th September 2019 at 7pm.</p>	

ACTION SUMMARY		
Item	Action	Who
4	Add link Governor details to subject leader document (after September)	Chair
4	Check Governing Hub again in September	Chair
4	Resend media consent form Completed form and return to Elaine	HT All Governors
5	Prepare case studies	HT
5	Update SIP – items with end date July 2018	HT
7	Input t newsletter and send to school office	AF
7	Clarify on newsletter – feedback invited on policy only	Chair
8	Update Recruitment policy	NP
10	Clarity on redoing DBS checks	HT