



Minutes – Full Governing Body

Date: 31st Jan 2018

Time: 7.10 – 8.55pm

Location: Cheriton Primary School

Attendance: Andrew Goldsworthy (Headteacher)
Clare Cholerton (Chair)
Simon Murfitt (Vice-Chair)
Elizabeth Brett
Ben Ward
Frances Lawrence
Rebecca Haskins
Nicholas Parmley
James Chaplin

Fiona Greenwood (Clerk)

Apologies: Paul Debont
Andrew Flett
Brenna Weston Bell
Graham Bowett (Associate)

Absent

	Item	Action
1	<p>Welcome by the Chair & Apologies The Chair welcomed everyone to meeting and apologised for the late start due to a concert at the school prior to meeting. Apologies received and accepted from GB, AF and PB. Graham Bowett has resigned as local vicar and moving to Cheltenham so not likely to continue.</p>	
2	<p>Correspondence and request for AOB No correspondence One item of AOB</p>	
3	<p>Declarations of Pecuniary interest</p>	

	No new interests declared and all Governors signed sign in sheet	
4	<p>Minutes of previous meeting 31st Jan 2018</p> <p>Minutes of previous meeting were reviewed, agreed as correct and signed.</p> <p>Actions arising:</p> <ul style="list-style-type: none"> • Data protection and Governors. NP reviewed and should be no issues regarding data protection. • Surplus spending list – still ongoing and quotes being achieved. Will be added to google docs for comments. • NGA emails – should be receiving weekly newsletter. Governors can register via NGA website or email if any problems. • Parents evening-rotas done. Complicated as teacher back from sick leave postponed their teacher evenings until after Easter. • SFVS been distributed and discussed at committees. See item 8 below • Training document completed and ready to be added to google docs. Governors to update their training once done. • Sports premium funding. Report submitted by HT for discussion at the meeting. Various tools for evaluating the impact identified in the report such as Swimming Progress eg Every year 6 child could swim the required 25 metre. • Squash court and table tennis tables are being progressed. Q – Who will run this – is there a training requirement? A – HT would be running it initially or will ask for parent help. Can also join table tennis association who have guidelines for starting tournaments and clubs. Squash court hoping to build in summer half term. Changes made after consultation with structural engineer. Proposal for spend approved. • Governing body SEF – items from this have been incorporated into the SIP. 	<p>HT</p> <p>All Govs</p>
5	<p>Headteacher's Report</p> <p>HT</p> <p>Attendance was looked at in depth in the learning committee. Has dropped off since last report to governors but due to winter illness.</p> <p>Trips - PE focus which is due to increase in funding in this area.</p> <p>Data map – ensuring aware of where data is and what it is being used for.</p> <p>Staff illness – one member of staff absent for several weeks but fortunately a part time member of staff able to cover.</p> <p>Q – Are back to work interviews done? A – Not currently.</p> <p>Suggested that it could be adopted to ensure staff wellbeing.</p> <p>Learning support – two prolonged periods of absence also. Everyone does pitch into to cover but does have an impact in a small school.</p> <p>Reading volunteers – a request put out locally for additional help and now have four volunteers coming in regularly. Provides good link with community.</p>	

<p>Maintenance – hall roof fixed and upstairs toilets refurbished and looking much smarter.</p> <p>Staffing structure unchanged for teachers but two changes for support staff.</p> <p>Number on roll- remains at 99. Three children have left but a family of three have joined.</p> <p>Q – The children that left did they complete a leavers survey?</p> <p>A – No but can ask them too.</p> <p>Q – What are numbers for September like?</p> <p>A – Not confirmed yet but looking likely to be at 15. List should be confirmed shortly.</p> <p>HT conference was really worthwhile.</p> <p>Day explorer – two members of staff went on course looking at opportunities of learning around topical news issues. County want to run further courses and Cheriton may be a venue for this allowing more staff to be trained on this.</p> <p>Q – Would it be suitable for early years?</p> <p>A – Looking initially at Key Stage 1 but would be age appropriate.</p> <p>Standardisation training is offered to teachers for preparation for SATs and what is expected and how to prepare for moderation. Training was early enough to allow tweaking to teaching.</p> <p>South Downs national park conference was a free opportunity to meet with schools within the area. Very worthwhile as allowed sharing of best practice and valuable contacts. Next year looking at a two week themed project for whole school on local area.</p> <p>Milestone two area is now being looked within SIP at to align with the school terms.</p> <p>Q – Update requested on NQT?</p> <p>A – Final observation of term was done today and covered phonics and deployment of TA. Positive overall and ongoing targets came out from it. Time will be spent during inset day tomorrow going over report. Has a difficult class as has year 1/2 which has different needs. Also very proactive seeking out help and support externally.</p> <p>Q – Is she enjoying it?</p> <p>A – Yes seems to be but finding it hard work.</p> <p>Suggested a Governor speak to her formally about NQT training during visits.</p> <p>Q - 90% of teaching good or outstanding. Do we know how much of this is good and how much is outstanding?</p> <p>A – Criteria is no longer available on single lessons is looking at better than expected progress over a longer period of time.</p> <p>Q – Is achieving greater depth classed as outstanding?</p> <p>A – No as it depends on their starting point as children already-at achieving at higher levels would have been expected to achieve greater depth.</p> <p>Q – For SEN children what are- is the learning journal?</p> <p>A – The child gets involved in the planning in what they are good at, who helps them at school and at home. Then can set short targets with the children. Issue measuring progress with special needs children as very slow progress. Allows evaluation of the interventions.</p> <p style="text-align: right;">JC-arr at 8pm</p>	HT
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	<p>Early years – will start nursery visits once lists confirmed. Also, difficult to achieve exceeding in writing as difficult to achieve narrative.</p>	
6	<p>HTPMC Report</p> <p>Governors were reminded the committee meet four times a year with main meeting in December with a county advisor.</p> <p>Targets are ensured to be achievable and linked with SIP. Meeting today to monitor outcomes and gather evidence.</p> <p>Q – Is it minuted?</p> <p>A – Yes and held on headteacher’s file. Not circulated.</p>	
7	<p>Pupil Premium</p> <p>The assessment is required for financial year where as children are at school for a academic year. Income is £8600 – not all spent this year but plans for expenditure for next year.</p> <p>Looking at other schools they utilise nurture groups and larger scale projects. Harder for smaller schools.</p> <p>Do make use of educational psychologist to identify interventions to make a impact.</p> <p>Q – Do all pupil premium children see the psychologist?</p> <p>A – No only if there is a learning need.</p> <p>Looking at developmental resilience so looking at music and dance lessons that may not have been funding but then increases confidence which can impact positively on learning too.</p> <p>School trips can also be covered from this fund.</p> <p>Q – Has the Osmington trip raised any issues of not being able to attend due to cost?</p> <p>A – Yes it has but not many.</p> <p>Cannot use pupil premium for all of residential trip – can only be covered for educational part of trip not accommodation.</p> <p>Next step is to sit down with children involved and be more strategic for next year rather than reactive to ensure best use of the money.</p> <p>Q – Will there be changes in next year?</p> <p>A – Finding impact in all of the areas so all worthwhile.</p> <p>Q – Does this go on website?</p> <p>A – Yes</p>	
8	<p>SFVS</p> <p>Reviewed in depth at committee and recomended for approval. Governors approved.</p>	
9	<p>Stakeholders – Parents evening</p> <p>Due to sickness one teacher is doing parents evening next term. Broadly feedback positive and parents appreciated the time with teacher. Some discussion on the</p>	

	<p>presentation of information and a tick list would be acceptable for non-core subjects. Governors there provided feedback that parents seemed pleased to be asked their opinion on the information presentation. Feedback if going well then little information required but if learning challenges would want more information but most happy that have access to this. End of year meeting was not in demand as pupils moving in and parents don't see value in it.</p> <p>Q - Why does early years not use dojo messaging? A – Use tapestry already and merit track. Also have more interaction with parents. Will look at taking it on next year.</p> <p>Next parents evenings is 17th/19th April. Governors required to assist.</p> <p>Teachers are keen to try parents evening with all teacher's in the hall. Discussions and governors not keen as noisy and distracting with issues of over hearing other parents feedback. The benefit would be easier to keep to time. Suggested that take the time keeping aspect of it and apply to current method by ringing bell or teachers being more assertive and strict with timings.</p>	CC
10	<p>Policies Approved at committee: Paying of Governor Expenses Admissions First Aid EY entrance booklet</p> <p>GDPR A data officer is required and cannot be headteacher. The role would involve auditing and also be the go to person with data protection issues. County training available. Suggested good role for a staff governor.</p> <p>Q – When is training? A – Not sure yet. Felt until it is established what schools are required to do then hard to appoint role. Most of the work is to ensure established before deadline – suggested to have a committee to establish it.</p> <p>Q – When is deadline? A – 25th May. Next meeting 23rd May so could approve then. Information will come from county to headteacher – he will pass it on for Governors to look at. The policy itself is written but it is the working behind to ensure compliance.</p> <p>Q – Is consent sought for storing information? A – Forms are filled in annually to check details so need to add to this.</p> <p>Q – How are we going to move this forward? A – County should be offering training and courses on this next term.</p> <p>Q – Can we approve policy? A - Yes policy make us compliant but still some issues to ensure working to this policy so can approve but not publish yet.</p> <p>Supporting pupils with medical conditions</p>	

	<p>Based on model policy with slight changes made. Been discussed at learning committee and tied in with governor visit within school.</p> <p>Approved.</p> <p>Q – Has the standardisation work on policies been completed?</p> <p>A – Yes</p>	
11	<p>Questions from committees</p> <p>No questions from learning committee.</p> <p>Resources</p> <p>Q – On the budget – comment about the educational psychologist being expensive?</p> <p>A – Not going over the allowance but still a large expense.</p> <p>Q – Residential cost – discussion on changing date and moving it to winter. Questionnaire sent out and divided opinion. Some felt the weather and need for additional waterproofs and coats would not be worth the cost saving. Some parents felt the group bonding would be better at start of year. Not conclusive answer from parents. Looking at option for next years trip.</p>	HT
12	<p>Reports from Governors with specific responsibilities</p> <p>A Governor reported on a science trip to Paultons. Well run and worthwhile trip. The workshop was very good but could have been done in school. The organisation was very good but missed opportunity to further promote science. Gifted and talented day – five children went to a stem day about roller coasters and team working, leaderships and communication. Feedback that our children were on time and well behaved.</p> <p>Spring concert – very good and children got chance to see what older children were doing which provides good transition.</p> <p>Reports to be circulated and added to google docs.</p>	BW
13	<p>Impact</p> <p>Identified need to do more work to make data protection compliant with plenty of time to do work.</p> <p>Financial – agreed SFVS</p> <p>Heard HT performance is being monitored through performance committee</p>	
14	<p>Any other business</p> <p>When residential is on the staff that run the before and after school clubs will be on trip so request for governors to assist. Week beginning 21st May. Send email round. Go back to Elaine W (Office)</p>	Chair
15	Date of next meeting – 7pm on 23 rd May	

Meeting concluded at 9.10pm and was quorate at all times.

ACTION SUMMARY		
Item	Action	Who
	Surplus spending list to google docs for discussion	Headteacher
	Governors to update training record	All Governors
5	Email leavers survey	Headteacher
9	Poll to see who can help at parents evening	CC
12	Governor visit reports onto google docs	BW
14	Assistance during residential week	All gavs