



# Minutes – Full Governing Body

**Date:** 31<sup>st</sup> Jan 2018

**Time:** 7.00 – 8.55pm

**Location:** Cheriton Primary School

**Attendance:** Andrew Goldsworthy (Headteacher)  
Clare Cholerton (Chair)  
Elizabeth Brett  
Paul Debont  
Frances Lawrence  
Rebecca Haskins  
Andrew Flett [*arr 1907 item 4*]  
Nicholas Parmley  
Fiona Greenwood (Clerk)

**Apologies:**

Brenna Weston Bell  
Graham Bowett (Associate)  
Ben Ward

**Absent**

James Chaplin  
Simon Murfitt (Vice-Chair)

	Item	Action
1	<b>Welcome by the Chair &amp; Apologies</b> The Chair welcomed everyone to meeting Apologies received and accepted from GB, BW and BW-B	
2	<b>Correspondence and request for AOB</b> Property matters received for the Chair. One item of AOB.	
3	<b>Declarations of Pecuniary interest</b> No new interests declared.	

Chair sign..... Date.....

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4	<p><b>Minutes of previous meeting 27<sup>th</sup> Nov 2017</b>  Minutes of previous meeting were reviewed, agreed as correct and signed.</p> <p>Actions arising:  Safeguarding e-learning – Relevant governors absent – defer till next meeting  Governor photo – BW still outstanding and rest have been taken.  Data protection – looking into further.</p> <p style="text-align: right;"><i>[Andrew Flett arr 1907]</i></p> <p>Consult staff regarding spending surplus – BW attended with HT which was useful.  Key areas identified during meeting:</p> <ol style="list-style-type: none"> <li>1. Staff development and training, learning support specific input to have training to meet needs of children.</li> <li>2. School environment.  Early years area – new fencing and raised beds. Library – could promote books and reading better. Books facing out to be more inviting to younger children.  Playground – markings and table tennis could be funded by sports premium.  Internal decoration – hall tired. Cloakrooms and coat hanging.  Class room equipment – questioning is it meeting the needs of the children and how could it be improved on.</li> <li>3. Information technology – HT impressed with the enthusiasm from teachers to improve IT. Training would also be required to ensure staff able to fully utilise new equipment.</li> </ol> <p>Q- How are we going to move it forward?  A- IT was high on the staff list. Early years would also provide high impact. Also, will work with SIP to ensure money will be spent on focus areas where possible. It was suggested that the library project could be given to Friends to fundraise for.</p> <p>Governor Induction – Been updated to reflect staff roles and responsibilities</p> <p>NGA – joined and Governors should be receiving weekly email. Several Governors not receiving these. Chair drew the Governors attention to Governing Matters magazine which has been added to google docs so all Governors have access. Too early to evaluate usefulness.</p>	NP
5	<p><b>LLP Report</b>  Report compiled end of November and circulated prior to meeting.  Q – Governor asked HT for their opinion of report and if fair representation?  A – HT felt well consulted and adequate time was spent in the school.  Highlights writing – there is no graduation in the greater depth and progress. It is a cut off grade so pupils achieve or not. Doesn't reflect the achievements well.  This year has been altered so a child does have a genuine hand writing issue with a reason behind it they can still achieve greater depth.</p>	

	<p>Q - The action points have recommended an external review of teaching – is this happening?</p> <p>A - If Andy Yeoman (LLP) comes back and does full day would be £600 cost. In discussion with other local HT to do a swap review which would provide fresh perspective and then can do same back to their school which could also be beneficial as offers insight to other schools. Also would have no cost.</p> <p>Q – Action point to audit against Ofsted criteria?</p> <p>A – Yes, will run audit.</p> <p>Q – Are the actions being incorporated into the SIP?</p> <p>A – All actions are already covered by the SIP and being addressed.</p> <p>Governors felt it was a fair review and complimentary – good for school to be highlighted as low priority. Encouraging as confirming what the HT has been reporting to Governors.</p>	
6	<p><b>Stakeholders</b></p> <p>Parents evening is 20<sup>th</sup> (3.30- 7pm) and 22<sup>nd</sup> (3.30 – 5.30pm) of March. Discussed within Learning committee and felt that good opportunity to question if parents are satisfied with the reporting schedule available to them about their child’s progress.</p> <p>Q – Could this cause issues if feedback is that parents want more reports?</p> <p>A – Possible that parents may ask for report not currently available to them but if it is overwhelmingly in demand then it needs be considered. Also would need to consider parameters of when information is available.</p> <p>Would be useful to have displayed on a board the current reporting schedule as reminder to parent.</p> <p>Discussed and interim reporting may be beneficial will be discussed at committee once parental feedback received.</p> <p>Rota to be drawn up for Governor attendance.</p>	LB
7	<p><b>Policies</b></p> <p>Approved at committee: Assessment for learning</p> <p>Pay committee been evaluated at Resources - <b>approved</b></p> <p>TOR for committee been updated to reflect Governors that have left – <b>Approved</b></p> <p>Fitness and suitability for work – <b>approved</b></p>	
8	<p><b>Governor Documents in Governor Zone now Google docs</b></p> <p>Governors confirmed all got access. Few small issues gaining access but being dealt with.</p> <p>Can consider using google docs format rather than word as allows comments and discussion within the document. Provides clear audit trail. Agreed to evaluate in summer.</p> <p>Will be used till end of year then usefulness evaluated.</p>	
9	<p><b>Questions from Resources and Learning Committee minutes</b></p>	

	<p>Learning</p> <p>Q – Do we have firmer figures on admissions?</p> <p>A – County will not provide information until April. Expecting to be over subscribed. HT is expecting that some applicants with a sibling already in school may not be offered a place. He is concerned that this may result in the sibling being removed from Cheriton so that parents can place both children in the same school.</p> <p>Resources</p> <p>SFVS – has been completed and circulated to Chair and HT for comments. Submission date is 31<sup>st</sup> March. To ensure adequate time for changes and discussion will be circulated prior to next FGB. All comments to be sent prior to meeting and final document will be brought for approval at next FGB.</p>	NP
10	<p><b>Reports from Governors with specific responsibilities</b></p> <p><u>English Link Governor report</u></p> <p>Report distributed prior to meeting. The following points were highlighted:  Used SIP as start point and identified writing as a focus. When in school looked at weekly plan and then looked at books to track the learning journey. Ensured that the learning objectives from one day were met and how this is documented. The assessment for learning was in the books. Stretching beyond comfort zone process was identified clearly in books and identified the reasons behind why children may be finding tasks too easy such as teacher supported working. Next piece of work would then be on own.  Year R also visited – identified more open ended in learning approaches to what children could achieve. Structurally changes to the day such as moving assembly allows for key teaching time.  Next term visit will involve speaking with children with their books to triangulate The evidence seen on the visit validated everything HT had been reporting to Governors in regards to the development of marking and feedback and the teachers adjusting their planning in order to meet the needs of individuals and groups.</p> <p><u>Sports and PE visit</u></p> <p>Identified from visit curriculum requirements for PE being met.  £17,000 sports premium discussed as clear criteria on what it can be spent on.  Requirement: it must be published on school website what it has been spent on and the impact. Discussions over how impact can be monitored and measured.  Suggestion to install two outdoor table tennis tables. Steel tables are £1600 each and guaranteed for 10 years. Concrete ones approx. £3000 and don't have as long guarantee.</p> <p>Q – Would a canopy allow more use?  A – Could be considered.  Squash court has been previously discussed and money could be utilised for that. Also, a mandatory requirement to report how many year 6 children can swim confidently over 25 metres.</p> <p>Q – How are we going to evaluate baseline PE? Will it be based on fitness?</p>	

	<p>A – Requirement is awareness of sport, participation levels and engagement with sports. Will need to look at provision and uptake. For example could state that currently no children play table tennis at school. Then, in year, can state 100% of children have played at school and 40% have gone on to join the school club.</p> <p>Q – Are we able to provide the swimming data?</p> <p>A – Information would be available from swimming coaches but will wait till end of current swimming unit and can then get data.</p> <p>Q – When is report required on sports premium spending?</p> <p>A – End of March and developing ways of evaluating impact.</p> <p><u>Training</u></p> <p>Training renewal is end of March and will auto-renew. Only three courses been booked in last year which makes it expensive. Several Governors get their training elsewhere due to employment some of which is within other schools. NSPCC safeguarding course has been identified and will be done and fed back to Governing body.</p> <p>Training document to be amended to also include training done elsewhere. Spreadsheet will be added to google docs for Governors to self-update.</p> <p><u>SEN meeting feedback</u></p> <p>Deferred until next meeting.</p>	<p>HT</p> <p>FL</p>
11	<p><b>Governing Body Self Evaluation Meeting</b></p> <p>Chair thanked the Governors for taking time to attend.</p> <p>Actions and comments were evaluated against the outcomes from whole governing body training.</p> <p>From self-evaluation identified staff feedback would be beneficial to engage with stakeholders. Possibility to take it further and question parents too.</p> <p>Risk assessment on financial risk not currently applicable to maintained primaries but will be introduced. Also considers reputational risk to consider factors which may harm schools reputation and social media impacts.</p> <p>Self evaluation showed that considering the FGB meeting's impact would be beneficial. An Impact agenda item added to end of FGB so has been immediately introduced and an action plan drawn up for inclusion within SIP.</p>	Chair
12	<p><b>Impact</b></p> <p>Financial scrutiny – discussed sports premium and staff consultation regarding surplus spending. Ensure best use of money for good of the pupils.</p> <p>monitor and evaluate the progress the school is making towards achievement of its aims and objectives</p> <p>Monitoring and evaluate school's progress in achievement of aims with focus on reporting.</p> <p>Improving Governing body working – using google docs and self evaluation feedback.</p> <p>Triangulation data – Governor visit reports supports information from HT.</p>	

13	<p><b>Any other business</b></p> <p>Deacceleration request been received through County admissions and school asked to comment on it. Cheriton is the 3<sup>rd</sup> place choice school and the child has August birthday.</p> <p>Q – Would this be throughout school?</p> <p>A – Yes throughout Primary school. Could be issue with secondary school. Discussions on entry requirements and felt it should be local authority decision as they set admissions criteria.</p> <p>Governors <b>approved</b> request.</p> <p>Letter received – school has been awarded music mark award. Recognition of work in this area.</p>	
14	Date of next meeting – 7pm on Wednesday 28 <sup>th</sup> March	

Meeting concluded at 8.50pm and was quorate at all times.

ACTION SUMMARY		
Item	Action	Who
4	Data protection and Governors	NP
4	Priority list for surplus spending	HT
4	NGA emails not being received	Chair
6	Rota for parents evening	LB
9	Distribute SFVS for comments	NP – all Governors to read and send comments
	Training document to google docs	FL
	Governors to update their training courses	All Governors
10	Sports premium report and evaluation of impact	HT
11	Evaluating impact – inclusion in SIP	Chair