

**CHERITON PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES
22nd MARCH 2017 7PM**

Present:

| | |
|---------------------------------------|--------------------------|
| Mr. T. Balme (TB) | Dr. A. Flett (AF) |
| Mrs. E. Brett (LB) | Miss. A. Daffey (AD) |
| Mrs. C. Cholerton (CC) - Chair | Mr. S. Murfitt (SM) |
| Mr. N. Parmley (NP) | Mrs. B. Weston Bell (BW) |
| Mr. A. Goldsworthy (AG) - Headteacher | |

In attendance:

Mrs. K Lea – Clerk

ADMINISTRATION

1. Apologies for absence

Apologies were received and accepted from Paul DeBont, Jacob Leadley, Fran Lawrence and Graham Bowkett, Associate Member.

2. Declaration of Pecuniary Interests

No pecuniary interests reported.

3. Approve minutes of Confidential meeting 1st February 2017

The minutes from the Confidential meeting were agreed as a true and accurate reflection, proposed by NP, seconded by TB. Signed by the Chair, CC. Signed copy to be filed securely at school.

4. Minutes of Full Governing Body Meeting held 1st February 2017

The minutes from the Full Governing Body meeting were agreed as a true and accurate reflection, proposed by LB, seconded by BW. Signed by the Chair, CC. Signed copy to be filed at school.

5. Matters arising

- (i) Under Administration 5(i) The Health and Safety Policy document was received and uploaded onto school website.
- (ii) Under Administration 5(iii) SM has organised a collect tin for the defibrillator in the Café on the Green and has also undertaken a collection at the local Public House.

Q: How much will the defibrillator cost and how much has the school collected at present?

A: The package including training is £1300, so far £800 has been raised.

One Governor had received negative feedback from some parents who felt the defibrillator was to benefit the entire community and should not be left to the school to pay. AG confirmed that the money is not coming from the budget and that the Parish Council have contributed £100. AG will ensure the Newsletter explains all benefitting parties have been asked to contribute to the defibrillator which was highlighted as an important asset during the staff First Aid training.

Action: AG to explain defibrillator funding in school Newsletter.
SM will also approach the Cheriton Players regarding possibility of donation.

Q: Where is the defibrillator to be mounted?

A: On the gate outside the school or inside the gate if a power supply is required

Q: As it will be mounted outside of school premises is it necessary to get the Parish Council permission?

A: AG will check if this is necessary

- (iii) Under Administration 5(iv) School website audit delegated to AF for next resource committee
- (iv) Under Administration 7, BW will forward copy of completed Pecuniary Interests form.
Action: BW to send completed Pecuniary Interest form to school
- (v) Under Administration 7, Parent Election was announced in the school newsletter
- (vi) Under Strategic Direction 2, TB to complete a farewell summary and forward to CC
Action: TB to forward farewell summary to CC
- (vii) Under Strategic Direction 2, CC drafted newsletter and forwarded to Governors with Agenda.
- (viii) Under Strategic Direction 3, to be covered under Agenda Strategic Direction 5
- (ix) Under Strategic Direction 3, to be covered under Agenda Strategic Direction 5
- (x) Under Strategic Direction 4, SFVS forwarded to Clerk and circulated to Governors with Agenda.
- (xi) Under Monitoring and Progress 1, Policies, Staff acceptable use of ICT and Model Fitness and Suitability for Work were ratified by the Governors.

Action: Clerk to add Staff acceptable use of ICT and Model Fitness and Suitability for Work to school website

- (xii) Under Monitoring and Progress 2, TB will complete the walk about Health and Safety audit. The annual audit was completed at the end of Autumn term.
- (xiii) Under Monitoring and Progress 2, NP is attending the Governor Forum 23rd March 2017
- (xiv) Under Monitoring and Progress 2, AG circulated the SEN reports to Governors. The SEN report to be discussed at the next Learning Committee meeting and JL to be invited to attend. The actions arising from the SEN report are being addressed.

Q: Will Sarah Kiel, HIAS adviser do more visits?

A: Only if the school pays her to do so.

6. Policies

Committee approved policies were listed for reference and have been uploaded onto the school website.

Policies for FGB ratification were circulated to Governors prior to the meeting.

Supporting Pupils with medical conditions had been reviewed and some changes to wording implemented. There had been conflicting information provided regarding adding 'Piriton' to the Non-prescribed medicines. Professional advice had been sought from a school parent who is a Pharmacist. They had advised they were happy to approve a non-drowsy antihistamine after their company and insurance company have approved the advice. Governors all agreed to approve Piriton to be added to the non-prescription medicines.

All parents need to complete forms to negate the need for a risk assessments. However, risk assessments would be necessary where only one staff member is trained to administer medicines eg. Epipen.

One Governor was concerned that only one staff member is trained to use an Epipen.

Elaine has a link for new forms for parents to sign. Governors approved the policy.

Lesson Observation Protocol, Freedom of Information Policy, Data Protection Policy and Data Protection Privacy Notice, Allegations of abuse against Staff all ratified.

Intimate Care Policy is a new policy as the existing one was written to accommodate children in younger classes previously. Now the policy is more

general and guidance for staff has been added. Governors approved the policy.

Action: Clerk to upload policies to the school website

Once approved, Staff need to be made aware of Lesson Observation Protocol, Intimate Care and Abuse against Staff Policies.

Q: Do staff members have access to the Governor Section of the website where all the policies are held?

A: No, it is thought the staff do not have access. This can be arranged and in the time being hard copies will be available in the staff room.

7. Parent Governor Election

The Parent Governor vacancy has been advertised on Parent Mail and in the school Newsletter. The school has received one application and one request for an application form. 31st March is the cut-off date, after which an election will take place if more than one application is received.

8. Update on Clerk to the GB position

This is the last meeting for the current Clerk. Governor Services will send a temp for the next FGB and then have a replacement permanent Clerk to join the school. The Clerking service costs the school 30% more than a directly employed Clerk therefore the School have advertised locally for a Clerk. If there are no applications the Governor Services Clerk will join although CC will ask if the Clerk to start for the next FGB. The previous Clerk, Elaine Budden has kindly agreed to complete a handover.

STRATEGIC, DIRECTION

1. Headteacher's Termly Report

AG circulated the Headteacher's Termly report to the Governors highlighting the following items.

Trips and events taken place included pre-planned events and through companies approaching the school. Winchester Science Centre invited a group of children for a demonstration of a new zone for a press opening. A team from Kilmeston History Project gave an introduction to the project. Their team also announced winners of the logo competition.

Children took part in a Cross Country race at Perins competing against other schools. One Cheriton pupil was placed third.

Class 3 were invited to Jude's Ice Cream for a demonstration how Ice Cream is made, and how it is marketed. The children took part in a design an ice cream flavour, advertise and market it. The work has been judged by Jude and the winners ice cream will be made and sold and all proceeds will go to a charity nominated by the children.

Southern Water approached the school to launch the River Itchen Project to involve the school and children regarding water wastage. The residents of Cheriton and Bramdean use 180l per day per person and Southern Water would like to involve the children in a campaign to reduce water wastage by 25%. The children will be involved in building a bottle sculpture on the village green and have been given water use surveys to take home to complete. If water usage is reduced by 25%, Southern Water will make a payment of £50,000 to the Parish Council.

Q: Are the figures including industrial water usage?

A: No, the figures represent residential usage only.

Q: Is the 25% target a sliding scale?

A: No **Post meeting note – A sliding scale has now been agreed where 10% reduction will raise £15,000, 18% reduction will raise £30,000 and 25% £50,000.**

Q: Do we know how many houses are not metered?

A: No, but it would be worth finding out.

It was agreed it was good to have the school central to this community project.

The residents of the village do not want a playpark on the Freeman's yard land. It has been agreed that the top layer of soil will be removed and replaced with top soil and turf. AG hopes the school will be able to use the land for lessons. Lorraine Line from the Parish Council is supportive of the school having access to the land and is keeping AG up to date on developments.

AG advised Class 4 has been split in preparation for SATs and to ensure evidence for focus on 'writing.' This worked well last year and is working well again this year.

Q: Writing appears to have been a problem previously?

A: Yes it has been a focus, however that is not Cheriton specific

The Governors debated 'shift in formality' and that it had needed clarification. It should be purposeful and meaningful.

The Pupil numbers are currently healthy. There has been 1 in and 1 out.

Q: What are the numbers for next year?

A: We will not find out until April, but at this point the numbers look good with the probability that some children will not get a place.

Staff training is in place to work on developing reading and ensuring evidence is recorded.

Writing moderation highlighted the school is comparable to other schools. Numicon is helpful for developing leadership in school.

Q: What is Numicon?

A: AG gave a visual demonstration of how to use the equipment for number bonds, fractions and percentages.

Q: How was the purchase of Numicon equipment financed?

A: From 'Friends' and Pupil Premium money. Manuals are provided for every year group, with objectives and lessons with extensions if needed. It supplements the teaching already taking place.

Q: Are the staff seeing benefits of using Numicon?

A: Yes

Q: The school did use Numicon briefly before. Where did the equipment go?

A: It was donated.

Q: Do we have enough?

A: The school has 15 sets which is probably enough.

AG explained whilst the DofE do not officially endorse Numicon there is positive feedback. It is beneficial for problem solving, theorising and testing theories.

Q: Has Elaine Wright, Senior Administration Officer, been on the Finance Course?

A: Not yet but it is being looked in to.

AG will ensure that all Governors can access the SIP so that Governors can look at AG's comments on milestones. Learning committee will go through the SIP in depth at the next meeting.

Action: AG to ensure Governors have access to the SIP

Action: All Governors to look at the SIP and comment at the next FGB

Q: Could the milestones be dated please?

A: Yes

Q: Have we a complete year of NFER testing? Will there be an annual review of results?

A: There is not a full year of data yet.

Q: Did the local MP come to Book Week? How did that come about?

A: Yes he made a brief visit which his secretary organised.

It was discussed that the National Governors Association has publicly come out in favour of the National Funding Formula. That they support a fairer funding system although they feel there should be more funding for all schools.

Q: Will Cheriton gain or lose in the new NFF structure?

A: Any school with under 200 students will be detrimentally effected.

2. SIP update. Leadership and Management – Governor’s section

Following a conversation with Governor Services, CC advised that information obtained from the whole governing body training which was incorporated into the SIP was incorrect. Governor Services offered to revisit the training. CC requested an audit on the Governing Body instead to give an action plan. However, this was rejected and Governor Services subsequently offered to lead the next FGB self-evaluation meeting to recommend best practice.

Q: Had Governor Services been previously contacted by the GB regarding costs for an audit?

A: Yes, the school can not afford it.

It was agreed that objectives agreed were correct and should therefore stay, but clarity needed on how to record the objectives. An audit would be beneficial therefore CC to approach Governor Services again for an audit and if not possible then involve them in the Self-evaluation in January.

3. Accessibility Report – JL

Agenda item to be deferred to next meeting for JL report.

Space will be allocated to newsletter for feedback.

Action: Accessibility Report to be moved to next FGB

4. Governor Newsletter

Governor Newsletter had been circulated to Governors prior to the meeting. Governors suggested that more clarity is needed as to what type of school Cheriton is, to clarify which Rebecca is involved in Forest School and to communicate that Governors will be available at Parents evening.

Action: CC to make amendments to Newsletter

Newsletter to be distributed before Parents Evening.

5. Engaging Stakeholders

Staff and Pupil Questionnaires

AG circulated a model Staff Questionnaire using Ofsted template questions. It was suggested that the 'My role' boxes be changed to Teacher/Support Staff to ensure anonymity. The content of the questions was debated. One Governor was keen to see more open ended questions whilst another Governor with experience in this matter advised that a preliminary questionnaire with closed questions can highlight problems that are misconceptions which can be quickly and easily dealt with by the leadership team. Both Governors are happy to work with AG to produce a questionnaire and to be sent out before Easter.

Action: BW and SM to work with AG to produce Staff Questionnaire.

Pupil Questionnaires did include open ended questions which allowed children to express opinions however, no issues were highlighted.

Parents Evening

It was highlighted that the rota times/days needed changing which resulted in a shortage of helpers for later slots on the Tuesday Parents Evening. NP/TB/AF/BW offered to make later times. SM can do both evenings.

Q: Please can the Newsletter highlight Governors will be serving refreshments at Parents Evening.

A: Yes. Will be mentioned on this week's newsletter

Parking Suggestion box – Gov's required to form small committee to formulate report

Parking is a constant issue for the school and Governors and it is necessary to formulate a parking plan as the current situation is a safety issue and potentially dangerous. Children have had to walk on the road around cars parked up and blocking the pavements. LB has received feedback from the Parish Council that they have received a letter regarding the parking problem with some good suggestions and the Parking Suggestion box has received a number of responses. It was suggested an 'parking board' should be put together with suggestions received and a map of Cheriton demonstrating the available parking in the village. SM will be on the committee and TB will help set up before he leaves his role as Governor. The board will be displayed at Parents Evening.

Action: AG to source display board. SM and TB to meet with AG 24th March 2017 am.

LB is meeting with Lorraine Line from the Parish Council Thursday 30th March 2017. She will invite Lorraine to visit Parents Evening to see the board and discuss.

6. Schools Financial Value Standard Self-Assessment

SFVS had been circulated to Governors prior to the meeting. All Governors present ratified.

7. LLP report by Ross Irving (December 2016)

LLP report was received December 2016 and a summary was given to the Governors.

The school was classified as a 'medium priority' last year but has been downgraded to 'low priority' this year. The document validated the quality of teaching. It recommended the school to continue to use the LA English Advisor and whilst complimented on maths observations, strongly recommended the Maths Advisor revisits to ensure good practice is embedded. The report highlighted 3 actions which have all been incorporated into the SIP. The school was graded as good with some outstanding elements. The school graded itself as good.

MONITORING AND PROGRESS

1. Committee Reports

Learning Committee

The minutes of the Learning Committee meeting 8th March 2017 had been circulated prior to the meeting and were summarised by LB.

The committee discussed the website which is an ongoing focus. They were looking closely at monitoring of a child with dyslexia and a Pupil Progress review. They discussed tracking through a sample of children with special needs who were highlighted following screening.

Progress of Vulnerable Groups (Pupil Premium and SEN children) is the SIP and Ofsted focus. There are 5 children that fall in this bracket which equates to 5% of the school. The majority are achieving ARE and some are going to achieve greater depth.

The Pupil Premium review data assessed. The data could show where children are for each year group, comparing from last summer to where they are now and allows Governors to question if improvements not made. By looking at the data it has allowed for the Governors to hold the school and the Headteacher to account. However, the data is unhelpful where children move in and out of the school and it was agreed the data was not particularly helpful for those who have been pupils all the way through the school.

The SEF is now available in the Governor Zone of the website. It is a work in progress that LB and AG are working on. It should be completed by Easter.

Policies evaluation was a lengthy process in this meeting.

Resources Committee

The minutes of the Resources Committee meeting 6th March 2017 had been circulated prior to the meeting and were summarised by TB.

A quote is expected for the Squash Court.

A security system on the front gate is not necessary as per Children's Services H&S Representative.

The Accessibility Questionnaire was discussed.

NP and AG are looking into reducing the IT spend.

Budget plan was discussed. IT spend was discussed as was the potential for charging clubs for the use of school premises. At present the Kung Fu club are the only club that pay to use the school premises and it was discussed as to whether the other clubs should be requested to pay.

One Governor was concerned that if clubs were charged it may result in a reduction in the number of clubs available.

Sally Cradduck and AG are looking at what other schools do and will report back at next Resources meeting.

Numbers on roll expected at 96 next year.

The SFVS was discussed and approved.

AF is looking at the audit of the website.

Policies were discussed and approved.

2. Reports from Governors with Specific Responsibilities

English – LB

LB had visited school to look at English writing books. She was unable to talk to the children as they were offsite swimming.

She noted the following points: a high level of planning being used, more evidence of learning journeys as well as a large range of subject matter within the writing. Good use of classroom learning walls and a new spelling programme.

Consistency should be aimed towards throughout the school in writing.

LB will come back and talk to the children later in the school year and at the end of the summer term.

Maths – PD

PD was impressed by the quality of work. He was concerned that AFL (Assessment for Learning) was not embedded in all marking but as this is a new initiative this would be expected and will be achieved with time and encouragement.

Q: There is no marking commentary in the photos?

A: It is a work in progress and it documents where we are at the moment.

It was discussed that it is important to ensure professional judgements are not made. Challenging and supportive assessments should be made.

Science & PE – AF

AF to complete before next FGB

Action: AF to complete Science & PE assessment before next FGB

Computing/IT – SM

SM meeting unavoidably cancelled therefore to be postponed to the next FGB.

History & Geography – FL

FL will carry out before end of term.

Health and Safety – TB

TB will complete H&S walk around Friday 24th March 2017

Child Protection and Safeguarding – SM

Nothing to report

Training and Development – FL

There is a new skills audit which will be completed as a whole Governing Body with the new Parent Governor. Move to next FGB agenda.

Action: New Skills Audit to be moved to next FGB

The Governing Body will choose the whole Governing Body training at a later date.

FL has suggested a Governor handbook as part of the Governor induction. The Governors agreed this to be a good idea.

- **Governor Reports from training attended**

FL has completed higher level Strategic Finance in schools. 3-5year budgets.

NP has completed first finance course and found it very useful. He is attending the second next month.

Community/Sport – AF/AD

Previously covered in meeting

Governor Forum – NP

NP will just listen and report back for his first Governor forum. He will produce a report following.

SEN – JL

Postpone to next meeting for JL to give his report

3. Hampshire Governor Services Training and Development Programme 2017/8

The Training and Development Programme has been circulated for Governors information.

4. Correspondence

None

5. A.O.B

AD advised she was disappointed in the lack of empathy shown toward her in light of staffing changes. She wished to hand in her resignation as Staff Governor. She has approached other Staff members but has been unable to find a replacement.

CC extended thanks to TB for his work as Parent Governor for the Governing Body. This was his final meeting.

London school trip cancelled tomorrow 23rd March 2017 due to incident at Westminster. Coach company have reimbursed the money. Children will be taking part in a Science Day instead.

6. Items for Next Agenda

7. Next FGB Meeting 17th May 2017 7pm

Meeting closed 9.20pm