Carlton Hill Primary School - Board of Governors: FGB Committee

MINUTES of the Full Governing Body Committee Meeting

Monday 15 July 2019 at 4.00pm

Present: Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Staff), Andy Russell (LA), Lisa Bostock (Elected Parent), Sam Hughes (Co-opted), Steve Dean (Site Manager, Co-opted), Debs Owen (Associate).

In attendance: Amanda Sherratt (Clerk)

Absent: Ken Caplan (Co-opted), Viv Warren (Co-opted), Dennis Muir (Elected Parent), Judy Simon (Co-opted), David Edwards (Co-opted), Naglaa Ahmed (Associate).

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion &amp; Decisions</th>
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<tr>
<td>1.</td>
<td>Membership update</td>
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<td>1.1</td>
<td>Current membership situation</td>
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<td>SD stepped down as co-opted governor. The Board thanked SD for his commitment.</td>
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<td>NA has decided not to continue as an Associate Governor.</td>
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<td>A staff member with relevant skills is possibly interested in applying to be a governor.</td>
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<td>1.2</td>
<td>Election of Chair and Vice Chair</td>
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<td>CMcN was reappointed as Chair. AR was reappointed as Vice Chair.</td>
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<td><strong>Action 1</strong>: CMcN to write to support staff about governor vacancy.</td>
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<td><strong>Action 2</strong>: CMcN to update Standing Orders with re appointments of Chair and Vice Chair.</td>
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<td><strong>Action 3</strong>: Clerk to inform Governor Support that CMcN and AR have been reappointed as Chair and V Chair.</td>
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<td>2.</td>
<td>Apologies for absence – JS, DM, KC, VW, DE</td>
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<td>3.</td>
<td>Declaration of Pecuniary Interest/Register of Business Interests</td>
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<td>AB’s spouse still leases the school hall on a Monday evening.</td>
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<td>4.</td>
<td>To agree minutes of previous FGB meeting</td>
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<td>Minutes of FGB meeting on Monday 13 May were approved.</td>
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<td>5.</td>
<td>Action Points and Matters Arising from the Minutes</td>
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<td><strong>1</strong>: Clerk to update school website with AB’s declaration of interest - Completed</td>
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<td><strong>9</strong>: Clerk to remind SD and SH to send CMcN a pen portrait - Completed</td>
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<td><strong>10</strong>: Clerk to circulate governor visit reports to governors - Completed</td>
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<td><strong>13</strong>: CMcN to write a letter of thanks to ECC teacher on behalf of the FGB - Completed</td>
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<td><strong>14</strong>: Complaints (with no details) to be a standing item on sub-committee agendas - Completed</td>
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<td><strong>15</strong>: TB to feed back to FGB on 22 May Partnership meeting and give update on governor meetings – Completed. TB reported that the Partnership are no longer doing this sub group as it was poorly attended and training is available via the LA.</td>
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<td><strong>17</strong>: CMcN to feed back to LC regarding her queries in the Policy Overview document – Completed</td>
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<td><strong>19</strong>: TB to chat to IR about when suits her to brief governors on the Sex and Education Policy - Completed</td>
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<td><strong>24</strong>: CMcN to do cream tea invite and shop for plates, table cloth, tea, jam, cream etc. - Completed</td>
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25: CMcN to talk to NA about whether she wants to stay on as associate governor after her son leaves – Completed and NA is leaving the GB.
26: Clerk to circulate proposed meeting dates for 2019-20 to governors – Completed

* See page 5 for ongoing actions.

LB offered to help with the staff and parents survey feedback.

Action 4: TB to let IR know that LB can help with staff and parents survey feedback.

6. **Headteacher’s Report**

6.1 EY’s, Phonics, KS1 SATs, and KS2 SATS data update (School at a Glance)

**Early Years** – Good Learning Development (GLD) – 12 of the 17 areas in the EY’s curriculum came out at 63% overall, this is the same as last year but slightly lower than the LA which is 72%. There is a high level of need in the Reception Class. We don’t know what the national data is yet, but do think the data is a true reflection of the class. The pattern generally is data is low for EYs, average in KS1 and accelerates from KS1 with an upwards trajectory.

**Phonics** – 76.7% overall which is good considering the needs of the class; the LA’s is 80%.

**KS1** - 53% combined, LA’s is 64% - We matched reading but were down on maths and writing so overall a bit was lower.

**KS2** - 78% combined, down from 86% last year. The national average is 65%. We had a couple of children with dyslexia who got the writing and maths but didn’t get the reading. Reading is 88 %, maths is 88% and less on writing. Greater depth was also really good.

The cohort was on 52% combined on-track at the beginning of Yr6, and have gone up to 78%.

Overall results are excellent though we must not be complacent as results are cohort dependant. We are aware the current Yr4 is low, Yr3 is complex and Yr2 is lower than average, as is Yr1. Mobility is high and the assessment framework changes so results are very hard to predict. Case studies will be done on all classes, SEND, level of need, mobility etc.

Governors thanked all staff for the fantastic data, their exceptional teamwork, effort and excellent attendance it is acknowledged and much appreciated. A special congratulations was given to the Yr6 team.

**Action 5**: CMcN to email all staff and thank them on behalf of the GB.

The LA’s benchmarking data for EYs and KS1 will be shared with the TLS committee.

The new Reception Class intake is looking good with 50% of pupils being 5 by Christmas. We were massively oversubscribed this year with 59 first choice preferences, despite this, the 30th Reception child has still not been allocated to us so that individual will miss the first days of school and the bonding sessions with classmates and parents.

The ‘Get Ready for Reception’ feedback last year said it needs more structure. AB has responded brilliantly to this; the environment looks amazing; JS has been there for 3 mornings and she knows the children already.

**6.2 SDP Summer Term ’19 ragged and 6.3 SDP ’19-20 Spotlight Poster**

The focus going forward is to continue to embed maths mastery using stem sentences; embed the new Behaviour Policy based on the four new rules: Ready. Respectful. Safe and Kind (IR will brief governors on the
Behaviour Policy in the autumn): Yr5 teacher will drive on science to help meet the Ofsted target of having a richer, wider curriculum and finally a sharp focus on vocabulary.

We will look out for staff wellbeing and workloads in a time of dwindling resources and funding. We want to devise a sensible 3-year plan that targets areas of the curriculum and gives time for middle leaders to develop. Support staff will be trained and supported in planning so they are confident in delivering the wider curriculum.

TB will work on the SIDP over the summer so it reflects the four Ofsted areas. It will have different headings, and will split up aptitudes towards learning and behaviour based on the three I’s (Intent, Implementation and Impact) across all subjects and year groups.

Ofsted will not be looking at internal data and assessments but will gauge progress by looking through books, pupil answers, drilling down on groups etc. with the focus on quality first teaching.

7. **Governor Reports**

7.1 **Finance and Premises Committee: to approve 2019-20 budget, and 3-year budget strategy**

The budget was submitted and accepted by the LA in June as follows:

- 2019-20 – Budget is balanced with a £575 carry forward.
- 2020-21 – £8,900 in deficit.
- 2021-22 – £42,400 in deficit.

**Other cost pressures are:**

- One SEN child in September’s Reception Class will be supported at a cost to the school as there is no EHC plan in place yet.
- Sports funding may cease after 2020.
- Teacher pay awards and pension increases as funding is 2-3k less than their actual cost for us.

Governors APPROVED the 3 Yr. budget; it will be reviewed again in September.

7.2 **Staffing and Pay**

Support staff are now intitled to 6 years back-pay for holidays which potentially the LA will pay half of. 50% has to be paid for by the school, either as a loan that can be paid back over 10 years (with interest), at a cost of £2,500 per year.

The Chair asked if governors should write to the LA about the funding concerns for TA’s and support staff’s back holiday pay. TB said a letter has already been written following a HT’s Partnership meeting saying the costs were unacceptable. It was agreed to wait and see what the outcome of that letter is before taking further action.

The Yr5 teacher is moving from a 5-day week to a 4-day week from September with the DHT covering, saving £10,000 on staffing costs.

7.3 **Safeguarding Report**

A 20-page annual B&H safeguarding audit has been carried out. The actions detailed on page 3 and 4 of the report will be followed up termly by the Safeguarding Governor (CMcN). The Deputy Safeguarding leads (ML ad IR) are booked on to updated safeguarding training next year.
7.4 Complaints – none received.

7.5 SEND Report to Govs, SEND Report to Parents (please view Local Offer on SEND page of website)
The school has to report to governors every year about the SEN provision. Members agreed for CMcN to update the website so the SEND Local Offer clearly signposts parents and governors to the provision available at CHPS saving duplication and time. CMcN agreed to check that the website is up to date every July. The SENCo will update governors on SEN progress data in a concise report in the autumn term.

SD left the meeting at 16.53.

8. Governing Body Review and Preparation for next academic year

8.1 Committee Membership for 2019/20
CMcN circulated the draft Committee Membership. Members agreed that new Support Staff Governor would be best placed on the TLS.

An Equality and Diversity governor is needed as NA has stepped down. The SENCo is also looking at diversity in the curriculum and resources. It was decided to revisit this once a new governor is appointed.

8.2 Dates and times of meetings – These were circulated and no comments were made.

8.3 Inset Days and Presentations to Govs -TB has circulated details of the inset days. IR will do her Behaviour Policy presentation in September. The safeguarding presentation will now be in January.

9. AOB

Separated Parents Policy – It is a detailed non-statutory policy that came out of survey feedback, it needs to be communicated to staff as to what their responsibilities are. It was suggested that IR could talk about this as part of her presentation to the FGB in the autumn.

Action 6: TB to ask IR to include the Separated Parents Policy in her presentation to Governors at autumn FGB.

NGA Subscription - Members agreed to keep the NGA subscription.

Action 7: Clerk to let SBM know we will keep the NGA subscription.

10. Date of Next FGB Meeting – 30th September 2019 at 4-6pm.

Minutes were approved by the Full Governing Body and Signed by the Chair of Governors on 30th of September 2019