

Minutes

Meeting of the Full Governing Body (FGB) of Meldreth Primary School

Monday 14th September 2015 – 6.00 pm.

Present

Debbie House (DLH), Chair, LA Governor
Sasha Howard (SH), Head Teacher
Rebecca Arthur (RA), Parent Governor
Lyndsay Lees (LL), Co-opted Governor
Caroline Maskell (CMM), Co-opted Governor
Andrew Jones (AJ), Staff Governor (left the meeting at 8.50 pm)
Chris Mannix (CMX), Co-opted Governor
Richard Osborn (RO), Parent Governor
Neil O'Regan (NOR), Associate Member
Sarah Helme (SJH), Associate Member

Apologies

Jon Pumfleet (JP), Vice Chair, Co-opted Governor ()
Emma Tidby (ET), Co-opted Governor

In attendance

Debbie Felts, Clerk

Supporting documents circulated prior to the meeting

1. Minutes of FGB, 15th July 2015
2. Governing Body Code of Conduct
3. Governing Body Standing Orders
4. Governing Body Delegation of Responsibilities
5. Terms of Reference for Committees and Panels
6. Dates for Meetings 2015/2016
7. First draft Strategic Development Plan
8. Head Teachers Report and 2 x Supporting Papers
9. Keeping Children Safe in Education (July 2015 version)
10. Safeguarding and Child Protection Policy (September 2015)
11. Mobile Phone Policy (September 2015)

ACTION

1	Welcome Neil O'Regan and Sarah Helme, Associate Members were welcomed to the meeting and introductions were made.	
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2	Apologies for Absence Apologies for absence were received and accepted from Emma Tidby and Jon Pumfleet. .	
3	Declarations of Interest There were no new declarations of interest in relation to the agenda. Pecuniary interest forms were completed. DF would follow up and ask ET and JP to complete their forms.	DF
4	Minutes of Previous Meetings The following changes were made to the minutes of the meetings on 15 th July: <ul style="list-style-type: none"> • Amendment of minor typographical errors. • The Attendance and Absence Policy and EYFS Policy had not yet been ratified and needed to be included in the action list. Subject to these changes the minutes were accepted as a true and correct record and signed by the Chair.	
5	Matters Arising from the Minutes and Action Points The matters arising and action table was discussed and notable updates provided as follows: <ul style="list-style-type: none"> • It was agreed that further work was required to review and update the Governors' web-page. Governors unanimously agreed that Minutes of Governor meetings should be placed on the school website. • It was agreed that Governors would provide feedback to DH as part of a 360 degree review of the Chair of Governors via one to one meetings. • The minutes of the March meeting of the Resources Committee needed to be circulated by JP. • AJ would schedule a session on safeguarding for Governors (3rd November, 6 pm). • ET would be reminded to schedule a safeguarding (staff recruitment) visit to the school. • ET would be reminded to attend a training session on Headteacher Performance Management. • The Attendance and Absence Policy was still to be finalised ahead of ratification at the next FGB in December. • The EYFS Policy would be finalised at the next Children and Learning Committee meeting ahead of the next FGB in December. • Parents would be reminded about their behavior towards staff through the home school agreement. 	LL,JP,CMM, DLH, SH JP AJ ET ET LL C & L Committee Headteacher

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6	<p>Governing Body Matters</p> <p>a. Election of Chair and Vice Chair</p> <p>Chair DF stated that DH was prepared to stand for election as Chair and that she had received no nominations ahead of the meeting. There being no other nominations for the position of Chair DH left the room while Governors voted.</p> <p>Decision DH was unanimously elected to the position of Chair.</p> <p>Vice Chair The Chair stated that JP had stepped down as Vice-Chair. RA and CMX expressed a willingness to share this role, although they were both intending to step down at the end of their term of office later this year. There were no other nominations.</p> <p>Decision RA and CMX were unanimously elected to the shared position of Vice-Chair.</p> <p>b. Code of Practice Governors confirmed they had read and understood the Code of Practice. The additional section included details about the Governor information to be included on the school website. All Governors present signed the Code of Practice. DF to follow up with ET and JP.</p> <p>c. Instrument of Government and Standing Orders DH reminded Governors about the Instrument of Government; it was noted that there was a vacancy which needed to be filled and that she and the Headteacher would attend the Melbourn Business Association to promote the role. The Instrument of Government would be considered again at Christmas.</p> <p>Governors confirmed that they had read and understood the Standing Orders.</p> <p>d. Organisation for 2015/2016 Governors considered the Committee structure for 2015/2016. The terms of reference for Committees, Panels and Link Governors were agreed. It was noted that Quorum for all Committees would be 3 members of committee, ideally including the Headteacher. Associate Members would be given full voting rights on Committees. DF would amend the document to note this.</p> <p>e. Membership of Committees and dates of meetings In order to ensure a reasonable balance across the Committee structure, AJ would move from the Children and Learning Committee to the Resources Committee; NOR and SJH would join the Resources Committee; In addition:</p> <ul style="list-style-type: none"> • NOR agreed to consider being the link Governor for Finance. • SJH agreed to be the link Governor for Personnel. <p>Most meeting dates for 2015-2016 were set. (Circulated separately by DH).</p>	<p>DF/ET/JP</p> <p>DF</p>
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	<p>f. Training DH reminded Governors about the wealth of training provided through the Governor Services Team. All training now needed to be booked on line and a hard copy programme was no longer available.</p>	
7	<p>Reports</p> <p>a. Strategic School Plan 2015 The Headteacher presented the draft Strategic Development Plan 2015 to 2018. This provided an overview of the context in which the school operated, together with priorities for action over the next three years under the key Ofsted headings.</p> <p>Effectiveness of Leadership and Management; as part of this section the effectiveness of the senior leadership team would continue to be monitored. It was important for cluster schools to continue to share best practice. Communication with stakeholders needed to be developed together with internal working practices and wrap around care. Governors asked about the best timing for a parent survey to be undertaken and it was agreed to consider through the Committee structure.</p> <p>Outcomes for Children and Learners; the Headteacher noted the link between this section and the Raising Achievement Plan (RAP). She commented that it was the second year of the new Special Educational Needs (SEN) system. Governors suggested that the views of parents were sought on the approach the school had taken to SEN, perhaps through the next parent survey.</p> <p>Personal development, behaviour and welfare; the Headteacher referred to the range of initiatives in place to promote positive behaviour and the welfare of children in the school. In response to questions from Governors the Headteacher confirmed that the impact of interventions was reviewed and resources deployed in the most cost-effective way.</p> <p>Quality of teaching, learning and assessment; Governors were reminded about the new assessment system whereby 'levels' were replaced with 'steps and bands'. Information had been developed for parents to enable them to understand the new approach and would shortly be circulated. The Headteacher referred to the 'mastery level' which would be used for the more able children.</p> <p>Premises; it was noted that the school would continue to work with the local authority on the premises plan.</p> <p>Decision Governors approved the draft Strategic Development Plan 2015 -2018, recognising that it was a work in progress and live document. The ambitious nature of the document was recognised and it was suggested that Governors agree and focus on identified priorities. Governors asked that the Headteacher made appropriate links throughout the</p>	<p>Committee Chairs</p>

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	<p>document to the Committee structure to inform their work programmes. (This would be listed separately as an action point because it was mainstream and on-going).</p> <p>b. Headteacher's Report Governors confirmed that they had received and accepted the Headteacher's Report. In response to questions and comments from Governors the Headteacher responded that:</p> <p>The Published Admissions Number (PAN) of 25 was appropriate at the present time.</p> <p>The school continued to place a high priority on writing. AJ described the approach the school was taking; he noted that the frequency of feedback to children had made a positive difference.</p> <p>Q: What were the main findings of the recent work scrutiny? The recent work scrutiny had shown that the feedback and marking policy was having a positive impact and the work and would therefore continue.</p> <p>Q: Had the interventions had the desired impact on learning? The pupil intervention programme had achieved good outcomes. The impact of interventions was closely monitored and adjusted accordingly.</p> <p>Q: What effect had the Marking and Feedback Policy had on the time teachers spent marking work? Teachers did now spend more time on marking as a result of the new system. However, this would reduce over time as teachers became familiar with new expectations.</p> <p>The school self evaluation audit would be circulated to Governors.</p> <p>The Headteacher was commended by Governors for the improvement in the attendance rate.</p> <p>It was suggested that information on staff sickness and absence levels be included in the HTs report. It was also suggested that the GB consider looking at staff well being in the near future, possibly as an in-house training session.</p>	SH
8	<p>Safeguarding</p> <p>a. Keeping Children Safe in Education Governors confirmed that they had read the third iteration of <i>Keeping Children Safe in Education</i> (July 2015). The Headteacher highlighted new/revised sections in relation to:</p> <ul style="list-style-type: none"> • Children Missing from Education • Female Genital Mutilation • Preventing radicalization 	

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	<p>b. Child Protection Policies Governors signed to confirm that they had read and understood the School's Child Protection policies.</p> <p>c. Mobile Phone Policy Governors agreed to ratify this new policy.</p>	
9	<p>Any Other Business</p> <p>New Ofsted Framework Governors were reminded that the school could and were likely to receive an Ofsted inspection at any time because they had not been inspected recently. Governors would be kept updated on the new Ofsted framework. In response to questions from Governors DH responded that it was expected that some Governors would make themselves available in person or on the phone to support the school during an inspection.</p>	
10	<p>Agenda Items for next meeting and for committees</p> <p>DH provided optional additional information for Governors about national and Local updates. It was noted that Governors would be updated by AJ on <i>Writing for Disadvantaged Boys</i>. Timing for a Parental survey to be considered, to incorporate the approach taken by the school to SEN. Staff well-being/sickness levels.</p>	
11	<p>Date and time of next meeting</p> <p>Full Governing Body: Tuesday 1st December 2015, 6.30 pm (Data Review)</p>	

The meeting closed at 21.00

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Actions List (outstanding actions and new)

Updates given from FGB on 14th September 2015 in the comments column

Action	Person/ Group	Date Action placed	Date Action to be completed	Comments
1. Review Governors Web Page and determine what should be included	LL/JP/CM M/DLH	26/11/2014	22/01/2015 DELAYED UNTIL JULY 2015	DELAYED UNTIL JULY 2015. Agreed to delay until September 2015 at FGB on 15 th July 2015. Agreed to keep as an action point at meeting on 14 th September 2015.
2. 360° review of Chair of Governors	JP	22/01/2015	July FGB	OVERDUE. Agreed to close in September 2015 if no feedback co-ordinated. It was agreed on 14 th September 2015 that DH would ask Governors for feed in one to one sessions with Governors.
3. Governor training, HT Performance Management	ET	05/05/2015	September 2015	It was agreed on 14 th September 2015 that ET would be reminded to book a date.
4. Minutes of Resources Committee to be circulated	JP	05/05/2015	End of May 2015	OVERDUE Raised at meetings in July 2015 and September 2015.
5. Training Sessions for Governors on Safeguarding and Child Protection	AJ/FGB	15/07/2015	December 2015	Scheduled for 3 rd November 2015
6. Safeguarding Recruitment Visit	ET	15/07/2015	November 2015	
7. Finalise schedule of meetings for 2015/2016	DLH and Committee Chairs	15/07/2015	September 2015	Mostly completed at FGB on 14 th September. To be reviewed/updated.
8. Finalise the Attendance and Absence Policy	LL	15/7/2015	September 2015	To be completed ahead of FGB. 1 st December 2015.
9. Finalise the EYFS Policy	RA and Children and Learning Committee	15/7/2015	October 2015	To be completed at next Children and Learning Committee, 1 st October 2015.
10. Remind parents about their behaviour towards staff.	SH	15/7/2015	November 2015	Follow up to previous action.

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New Actions from 14th September 2015

Action	Person/ Group	Date Action placed	Date Action to be completed	Comments
11. ET and JT to be asked to sign and return to the School Office: Pecuniary Interest Forms; Code of Conduct and Child Protection documents	ET and JT	14/09/2015	December 2015	
12. SH to circulate the school's self evaluation audit.	SH	14/09/2015	December 2015	

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