

CROWLE CHURCH of ENGLAND FIRST SCHOOL
Minutes of Full Governing Body Meeting

Quorum: Governors 6	Date / Time: 28 th June 2016 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Lynn Biggs (LB) – Headteacher	Sharon Moore (SM)
James Fox (JF)	Alison Roberts (AR)
Denise Llewellyn (DL)	Caroline Temple-Cox (CTC)
Kate Hall (KH) – until 7:30pm	
Apologies:	
Katie Kempson (KK)	

- 1 Apologies for Absence:**
Apologies received and accepted from Katie Kempson.
- 2 Declaration of Interest:**
None stated.
- 3 Approval of Minutes of Meeting Held on 15th March 2016:**
The minutes were approved as an accurate record and signed by the Chair.
- 4 Matters Arising from the Meeting 15th March 2016:**
All actions were confirmed as complete or included on the agenda.
- 5 Academy Update**
JL confirmed that she had not received any questions from parents in response to the letter of 26th May.

LB introduced Kate Hall, Reception parent, who had considerable experience in the financial elements of Academy conversions. KH had agreed to offer support and advice during the conversion process and had reviewed the Diocesan offer and in particular matters relating to Finance. Finance is the area which will differ most greatly; the Diocese is aware that we will need additional financial support.

The Diocese have begun the process of 'due diligence' and will be reviewing at least last 2 years accounts, current staffing, any legal issues, health and safety plus general school improvement matters. They are also working with Land Registry to investigate who owns the school property.

St Barnabas First & Middle Schools have also decided to join the Diocesan MAT; they will complete their conversion before Crowle. There is also a strong possibility that St Nicholas Federation will join.

Meeting 5th July 2016 – Karen Surrell will hopefully divulge the name of the MAT, have an idea of other schools that may join and also explain their stance on 2-tier versus 3-tier education.

In response to a Governor question, LB explained that the 2/3 tier stance is not related specifically to anything happening in Pershore pyramid, but is expected to be a general view in response to recent questions over the two structures.

7:25pm - Former Chair Sheriden Amos arrived to receive a gift of thanks from the governors.
7:30pm - KH left the meeting

6 DFC Update and Spending

Laptops

LB circulated an updated quotation with several options for the new laptops.

- ***Decision ALL: Unanimous agreement to purchase of laptops based on quotations received.***

Touch Screen

With the forthcoming move to ParentPay as the preferred method of payment for school lunches, LB proposed that a touch screen be purchased for the entrance lobby for use by parents who don't have internet access. This could also show scrolling images of school life. Governors agreed in principal, subject to satisfactory quotation being received.

- ***Action LB: Obtain quotations for touch screen***

ICT

LB circulated details of programmable mouse set which would support the ICT curriculum in Lower KS1/ Early Years.

- ***Decision ALL: Unanimous agreement to purchase of programmable mouse set.***

7 Mobile Classroom

LB had circulated the approval to go ahead with replacing the mobile classroom prior to the meeting. This will be a permanent (not mobile) structure, but not brick built. She advised she would continue to pressurise the LA to begin the process before the end of this school year, with a view to completion by 31st August 2017.

- ***Action LB/MHL: Draft letter to parents; no refurbishment of playground/garden will take place until work on classroom is complete.***

8 Headteacher Report

LB circulated and talked through information on the Key Data report, responding to governor questions:

- Rapid phonics: Children are assessed before commencing so that progress can be measured.
- Behaviour: Interventions in place for 3 children are having a positive effect.
- Attendance/Term-Time Absence: New guidelines have been received and further clarification on this issue is expected.
- Curriculum Overview:
 - Local Syllabus: This will be a priority for next year.
 - Maths Resources: Finding something that meets all requirements has been complex. ABACUS is likely to be the way forward and a cluster agreement is expected
 - Science: Previously this subject has been encompassed within topic work. Staff will be revisiting with a view to having separate science books and, where appropriate, having science days.
 - Handwriting: For children to be working at 'greater depth' they need to have joined handwriting in year 2. AR advised that joined handwriting will be introduced from Reception.
- Staff Illness: LB reassured governors that staff absence was acceptable and not a cause for concern
- Parental support: LB will monitor/record to ensure the Diocese is aware, with a view to providing support sessions. Requests for support have risen but are generally 'Low level behaviour' issues and parents are signposted to the relevant service.

9 Annual Governors Safeguarding Report
Defer to September

10 School Improvement Plan
Defer to September

11 NGA Questions:

6) How well does the curriculum provide for and stretch all pupils?

Data analysis, work on walls in school and pupils' books demonstrates clear progress. LB noted that within the new national curriculum, there is expectation that all children meet expectations then demonstrate a greater depth of knowledge, applying it across other areas of the curriculum, rather than moving them on too quickly.

12) Does the school offer a wide range of extra-curricular activities which engage all pupils?

Yes, as evidenced in key data report.

11) How well do we keep parents informed and take account of their views?

Questionnaires/letters are sent to parents and responses reviewed
During forthcoming open morning (8th July) parents views on the school year will be collected via post-it notes – what went well, what could be improved? Governors will review and respond to suggestions

12 Forward Look

JF term of office ends 24/10/16 and DL ends 06/11/16. DL confirmed her intention to resign with effect from the end of the school year 22nd July 2016 due to work commitments.

➤ **Action DL: Send formal letter of resignation to JL**

Governor vacancies will be reviewed next Academic year. Reconstitution will take place during/after the conversion process.

➤ **Action CTC: Approach Gilly Maxim gmaxim@cofe-worcester.org.uk with regards to Foundation Governor approval process.**

Autumn 2016/17FGB Meetings agreed: 13th September and 15th November at 7:00pm

13 AOB

Governors conducted a learning walk through all classrooms reviewing how the learning walls are being used and how the School motto "Caring, Confident, Committed to Learning" is continuing to be reinforced throughout.

Next FGB Meeting: Tuesday 13th September - 7:00pm

The meeting closed at 9:25 pm

Signed

Date