

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

Quorum: Governors 10	Date / Time: 19 th January 2016 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Lynn Biggs (LB) – Headteacher	Sharon Moore (SM)
Katie Kempson (KK)	Alison Roberts (AR)
Denise Llewellyn (DL)	Caroline Temple-Cox (CTC)
Apologies:	
Sheriden Amos (SA)	James Fox (JF)
Absent:	
Howard Painter (HP)	

1 Apologies for Absence:

Apologies had been received and were accepted from Sheriden Amos and James Fox.
Howard Painter's absence was noted

- **Action JL: Contact HP to confirm he is receiving email reminders of meetings and to check there is no ongoing issue with Tuesdays.**

2 Declaration of Interest:

None stated.

3 Approval of Minutes of Meeting Held on 20th October 2015:

The minutes were approved as an accurate record of the meeting; however CTC noted that she had made her apologies by email to LB in advance. Chair agreed to adjustment of minutes to reflect this.

- **Action JL: Adjust minutes to reflect CTC apologies for signature at next meeting.**

4 Matters Arising from the Meeting 20th October 2015:

4) Due to email issues DL has not been receiving communications sent by email

- **Action JL: Re-send Prevent Training information to DL.**

5) JF still to arrange lunchtime visit to evidence good behaviour

5) SM still to arrange visit to evidence success of PALS (LB to notify SM of PALS days)

5) LB has begun running through the 17 global goals in assembly, covering 2 every half term – clean water & sanitation, sustainability were first to be discussed.

- **Action JL: Re-request access to NGA website for MHL.**

9) Mobile Classroom: LB advised that £66k from S106 money cannot be used against a temporary structure. Feasibility study will be completed by end January for permanent (but not brick built) eco-friendly structure, with a view to it being erected during Summer 2016.

- **Action LB: Call emergency governor meeting as necessary/when further information available.**

All other actions were confirmed as complete.

5 NGA – Questions 3, 4 & 2

3) What are we doing to raise standards for all children?

LB had prepared a detailed document to explain what the new curriculum and assessment looks plus how feedback and marking are conducted in Crowle. She pointed out some key elements but asked governors to review the document in full prior to the next meeting. In response to a governor question she advised that school are tracking objectives regularly to see which children are falling behind and which are 'on track' to reach 'Expected' level by end of year.

- **Action ALL: Review document in conjunction with NGA questions on website to bring questions and comments to next meeting**
- **Action JL/MHL: Include in next meeting agenda**
- **Action JL: Re-request NGA Login for MHL**

4) Are we making best use of Pupil Premium?

LB circulated a brief document she had prepared outlining use of Pupil Premium. In response to governor questions LB explained that

- Ever6 is a child who in the last 6 years has had Pupil Premium – even if circumstances have changed and they cease to be eligible, we still receive money for them for 6 years, as they are considered at risk of underperforming.
- As long as pupil premium children are performing well, money can be spent to ensure that you narrow the gap in other areas.

2) What are the school's values?

Governors discussed and noted:

- The 'Outstanding' SIAMS inspection confirms that they are embedded within school.
- They are prominent on the school website (both Christian and British values) and reinforced throughout school.
- Pupils know what the values are as verified in SIAMS and demonstrate the values on school visits and at cluster activities. Pupils are equipped for next stage of school life: transition to Middle School.

LB noted a suggestion by the Schools Inspection Adviser (SIA) that we should consider a way to celebrate children who have gone on to achieve something in later life (e.g becoming junior mayor of Pershore High School) as well as those that achieve during their time at Crowle. Governors unanimously agreed to the suggestion.

- **Action MHL/JL: Questions for Next Meeting Agenda:**
 - 3) What are we doing to raise standards for all children? (re-visit)**
 - 4) Do we have a clear vision and strategy for the school?**
 - 5) Have we got the right approach to staffing?**

6 Governor Training – Feedback from Inkberrow Sessions

KK attended RAISEonline/Data on 10th November: She reported that the session was inspiring and informative. The dummy model used in the session was for a much larger school, which gave a greater appreciation of small cohorts and how data can be misinterpreted. Governors agreed to her suggestion that we have a small working group going through data in detail to gain a thorough understanding of it, rather than relying on LB to interpret at FGB meetings.

- ***Action Working Group: KK, MHL, JF (to be confirmed as JF absent for meeting) to meet as soon as RAISEonline is published.***

CTC attended Performance Related Pay on 26th November: She reported that unfortunately this session was not what we were led to believe, not a training session; she felt unprepared and under the spotlight. CTC passed documents from the session to LB for review.

MHL apologised that she was unable to attend the Finance session on 8th December

7 Committee Members

LB advised governors that, after careful consideration and discussion, SA had submitted a written letter of resignation which is effective immediately. However she proposed that, with her extensive knowledge and experience of school SA could be called upon in a consultant capacity to provide an objective review of school and governor minutes. Governors agreed unanimously that this was an excellent idea.

DL noted that she was having a similar dilemma; the professionalism and time required to perform the role of governor fully was becoming increasingly difficult in conjunction with increased work commitments.

Governors discussed how to fill the vacancy left by SA and possible changes to the structure of meetings. Ideas discussed included:

- Using sub-groups to focus on key areas
- Changing the format of FGB meetings

In the first instance governors agreed, at the next meeting to conduct a focused skills audit to identify the gaps in skills required, then to advertise in Crowle Cryer / Bowbrook News and approach Governor Services to identify potential candidates.

8 Pershore Pyramid Feasibility Study

MHL reported that a letter of instruction had been agreed by the working party and sent out to various individuals. The only expression of interest document received back had been circulated to all governors prior to meeting.

MHL reminded governors that we there had been a consensus amongst schools to undertake a feasibility study although no schools had the funds to pay for it. Crowle had agreed a £100 maximum contribution towards costs. She asked for feedback and questions from governors:

- Clause 5.5: Declaration of Interest?
- What are the connections with government referred to, would this lead to a biased opinion?
- The proposal does not mention anything about understanding the context/needs of individual schools.
- The costs are unrealistic and would not represent a good use of school budget
- Although this quote is expensive, if another quote was significantly cheaper there would then be a question over the quality.

- ***Action MHL: Attend Working party meeting & feedback.***

9 Forward Look

Skills analysis,
Future structure of governing body meetings

Feasibility study

Visits to be arranged:

MHL - after next meeting

JF - Behaviours

SM - PALS

10 AOB

Next FBG Meeting Tuesday 15th March 2016 - 7:30pm (after Finance Meeting)

May's meeting will be for Finance Committee only 17th May - 7:00pm to discuss the proposed budget. JL noted her apologies for this meeting but will ensure attendance of quorum (3 governors) prior to the meeting.

The meeting closed at 9:00 pm

Signed

Date

Record of Governor CPD training:	
Governor	Katie Kempson
Date	10 November 2015
Focus	RAISEonline / Data
Actions for FGB	A small group of governors to meet up and analyse / discuss our data from our RAISEonline, so we can report back and ask questions from our findings to LB

Governor	Caroline Temple-Cox
Date	26 November 2015
Focus	Performance Related Pay
Actions for FGB	None – LB reviewing documentation