

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

Quorum: Governors 6	Date / Time: 13 th September 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)
Katie Kempson (KK)	Caroline Temple-Cox (CTC)
Apologies:	

1 Apologies for Absence:

No apologies.

2 Declaration of Interest:

None stated.

3 Approval of Minutes of Meeting Held on 28th June 2016:

The minutes were approved as an accurate record and duly signed by the Chair.

4 Matters Arising from the Meeting 28th June 2016:

6. LB confirmed that approved purchases have yet to be made.

12. Approval of CTC to the position of Foundation Governor is in progress.

All other actions were confirmed as complete or included on the agenda.

5 Membership of Governing Body

JF term of office expires in October. There is an LA Governor vacancy following the resignation of Denise Llewellyn. JF confirmed that he would like to continue with another term of office and, following a discussion, all agreed that he should seek nomination as Local Authority Governor. Assuming approval of CTC as Foundation Governor, the Governing Body therefore has the following vacancies:

1 x Foundation; 1 x Parent; 2 x Co-Opted

Governors discussed the vacancies, the skillset of the current governing body and whether it was necessary to recruit a governor with a greater level of Finance expertise. Given the forthcoming conversion to MAT, governors felt that guidance from the Diocese on current legislation would be helpful, with a view to re-constituting.

- **Action JL: Contact Diocese to confirm current legislation for constitution of governing bodies.**
- **Action JL: Confirm process for JF to be nominated as LA Governor.**

6 Accessing Governor Information

All governors agreed to the proposed changes to the way governors' access documents for meetings, using the 'Secure Area' of the school website instead of Google Drive.

- **Action JL: Contact Sarah Howe to arrange meeting & access to update website.**

7 Academy Status Update – Including Due Diligence Meetings

LB advised there has been no further news on the name of the MAT. The Diocese has appointed its own School Improvement Partner, Julie Bordon-Pierre, who will be visiting at end of October to explain how the Diocese can offer support.

A number of due diligence meetings will be taking place: HR 22nd September; SIP 27th September; Finance TBC. The provisional conversion date of 1st December 2016 still stands.

8 Mobile Classroom Update

MHL and LB met with Place Partnership Lead Designer Duncan Bicknell and Project Manager Andrew Stamper on 19th July. They have conducted several surveys over the summer holidays. A soil and drainage survey took place 12th September; because of large machinery on-site LB sent a letter in advance to inform parents. Completion date is still set for 31st August 2017.

9 School Improvement Plan (SIP)

LB circulated and talked through key points within the draft SIP, responding to governor questions.

She noted that Clare Saunders is visiting school in October to review the document and conduct a learning walk which will feed into performance management for both the Headteacher and Staff.

AR explained the 5 prime areas of Early Years Foundation Stage (EYFS) which children need to have achieved and confirmed that 80% of children overall met those requirements. She reminded Governors that due to small cohort one or two children (e.g. with SEN) can have a significant impact on results.

Priorities for Whole School Development:

1. Assessment & Moderation

There are no clearly defined criteria for how children should be assessed as 'exceeding' / 'mastery' / 'greater depth' or what this level should be called; we have been quite specific about a child needing to work at 'greater depth' in the subject and utilise that knowledge across the curriculum. However, different schools within the cluster are using different methods.

As a cluster we need to agree the basis for how we assess this, although there is recognition that we may not come to a full and final agreement.

2. English

Joined handwriting is now a requirement earlier in the curriculum. We have purchased a font to add to laptops and will be using an ICT based writing project to help engage pupils and particularly year 2 boys.

3. RE

We need to embed the Worcestershire Agreed Syllabus across school then review the assessment and moderation of this subject.

Some objectives from 2015/16 will be ongoing; SEN (3) and outstanding practice (4).

10 Data Analysis – How to Share data with Parents

LB sought Governor views on how, and to what degree data, should be shared with Parents. She advised that a large number of parents had asked 'where their child was in the class'. LB further reminded Governors that under the new assessment methods the majority of children were assessed as 'Expected' (working at expected levels for their year group).

Referring to data within the SEF, Governors discussed at length the best approach taking into account the new assessment methods of the National Curriculum, the small cohort and the need to protect individual children's identity.

Governors felt that pressure from Social Media and the heightened publicity surrounding SATS will have impacted parents. Governors agreed that:

- They are happy to publish figures which compare Crowle to both the National and Local Authority picture; this will demonstrate that Crowle is doing a good job.
- It's unhelpful to rank children in the classroom; given the very small cohort within school this would be particularly irrelevant.
- We make it clear that we consider each child individually to get the best out of them – it's about their own personal progression not how they compare to their peers.
- Parents should trust that the teachers will contact them if there is anything to be discussed.

➤ ***Action LB: Discuss at cluster meeting 23rd September.***

➤ ***Action LB: Issue statement to parents by end September (before parent's evening)***

➤ ***Action ALL: Review the data within the SIP and email questions where further evidence on performance is needed to LB in advance of next FGB meeting.***

11 Approval of Annual Governors Safeguarding Report, Safeguarding Policy & Pay Policy

LB had circulated all documents prior to the meeting; she pointed out key updates. Governors did not have any questions and agreed to ratify the policies and report.

➤ ***Decision All : Agreement to ratify the Safeguarding Report, Safeguarding Policy & Pay Policy***

➤ ***Action LB: Publish Safeguarding Policy on School website***

12 Pupil and Staffing Information

LB talked through pupil numbers, highlighting number of places available in each year, and staffing changes.

Miss Clare Davis has been employed on a temporary basis as a TA in Year R and Play Lead at lunchtimes, this appointment will be reviewed after half term. Following risk assessments she will also accompany the children to swimming and PE.

Governors sought clarification on the nature of the risk. LB explained that for the health and safety reasons due to behaviour issues and learning difficulties we need extra support whilst children settle into the routine of these activities.

A Governor asked what is being done to address behaviour issues; LB confirmed that Behaviour Support Team have been involved and school are continuing to monitor the situation.

LB advised that additional SEN support has been engaged: An Educational Psychologist has been bought in privately to work with specific children to feed into EHCP process and dyslexia identification. A new Speech and Language Therapist has been appointed.

13 Forward Look

The following governor visits are to be arranged after the MAT Due Diligence meetings have concluded:

MHL - Safeguarding

CTC – in her new role as Foundation Governor

Next FGB Meeting: Tuesday 15th November - 7:00pm

Agenda Reminders:

- MHL to invite DL to receive parting gift.
- 'I Sing Pop' Project

14 AOB

LB informed Governors that a letter had been received from the Parish Council, who had been contacted by a concerned parishioner, regarding a crack in the boundary wall. Place Partnership have assessed the wall and advise that it is not in dangerous condition. This information has been passed onto the Parish Council.

Governors were encouraged to complete the questionnaire currently in circulation regarding the village shop.

Fundraising

School are selling 'Go Gold for September' bands in aid of Ladybird fund.

Fresh Start Foundation are visiting on Friday 16th September.

LB invited Governors to visit school for Family Friday 7th October to help plant snowdrops.

AR invited Governors to join her on the following EYFS visits:

- Tuesday 18th October – Smite Farm
- Monday 12th December – Smart Trees

The meeting closed at 8:35 pm

Signed

Date