

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

Quorum: Governors 6	Date / Time: 3 rd July 2018 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Martina Abbott (MA) - Headteacher	Katie Kempson (KK)
Alison Roberts (AR)	Caroline Temple-Cox (CTC)
Tara Fallon-Lowbridge (TFL)	Gareth Morgan (GM)
Alistair Stokes (AS)	Nicky Morris (NM) – guest until 7:25pm
Apologies:	
Gareth Morgan (GM)	Sandra Meigh (SM)

1 Apologies for Absence:

Apologies had been received and accepted from Gareth Morgan and Sandra Meigh.

MHL informed governors that regrettably Jim Fox has tendered his resignation effective immediately due to work commitments.

➤ ***ACTION MHL: Arrange collection and invite JF to Autumn term meeting***

2 Declaration of Interest:

None stated.

3 SEND End of Year Report – Nicola Morris:

Nicola Morris, school SENCO, talked through her end of year report on Special Educational Needs, which had been circulated to governors prior to the meeting.

Census dictates number of children on SEN register. Biggest change in 2015 code of practice was that SEN is primarily responsibility of class teacher. The Waves of Support chart demonstrates the different levels of support children can expect in school.

In response to governor questions NM confirmed she has had training and support in her role. She had previous experience with SEN but not as SENCO; training has been invaluable. There are 5 key areas that we will need to reflect on, and demonstrate how actions have impacted to date. An Impact Log has been created and will be used to record the Waves of Support observed in practice from September.

There will be individual parents evening for SEN parents with time next morning to record meeting; part of a wider plan that from September every teacher will have morning out for leadership time and every subject lead will have an Impact Log.

MHL confirmed that she is governor for SEN, her name will be added onto the report and the school website. MHL will conduct monitoring visits where she will review practice and Impact Log.

MA thanked to NM for her hard work on the report and noted that she is very passionate about her work as SENCO.

Nicola Morris left the meeting at 7:25pm

4 Approval of Minutes of Meeting Held on 20th March 2018 and 8th May 2018:

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

5 Matters Arising from the Meeting 20th March 2018:

4 (7) - Water bill issue is still ongoing, but is being followed-up regularly.

5 -TFL to drop DBS certificate into school

9 - Staff absence: MA advised she had an informal conversation explaining that if high levels of absence happen again further action will be taken via LA. She has reiterated to all staff that if we expect children to be in 96% of time, staff should too.

9 - Child absence: both parents have been sent letters.

In response to governor questions MA confirmed when attendance is between 90-95% a letter is sent, below 90% a conversation with parents takes place, and for the tow children with persistent absence she regularly checks attendance. The LA does not currently have anyone responsible for issuing fines. A governor flagged that this could also be a Safeguarding issue if a child is not getting level of education they're supposed to have.

12. Changes to governor roles following JF resignation and additional roles identified:

Safeguarding – MHL

SEN – MHL

Anti-Bullying - MHL

Mathematics – KK

Phonics – KK

English - SM

RE – CTC

PE – GM

EYFS – TFL

Health & Safety – TFL

Buildings - AS

Pupil Premium - AS

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

6 Safeguarding

There were no specific Safeguarding incidents to report, but a parent had used the word 'bullying' in relation to a child based on one incident in the playground some time ago. Although the incident does not constitute bullying the parent's comments have been logged.

TFL advised that she had been informed of a racial comment made by a child. MA confirmed that it was a one-off incident several weeks ago that has been discussed with both sets of parents and both children. This incident had also been logged.

MA advised that new software had been installed which will inform us of any incorrect internet searches; this will be checked weekly.

7 Christian Distinctiveness

AR will be attending Vision Training - Christian Distinctiveness in Your School.

MA advised that Sian Vickery delivered training in school to CTC and staff. She highlighted the importance of underpinning our vision statement with theology to bring it alive. Led by AR the plan is to use parables to illustrate this e.g. Good Samaritan to demonstrate caring; taking the Bible story, putting it into a modern context and setting a creative writing piece to demonstrate understanding.

CTC also fed back from a Diocesan training session that 'Open the Book' is a useful resource but is a CofE Education directive and can't be tailored for individual schools.

- 8 Website Compliance**
- a) Governors Vision & Values
- Governors discussed the governing body vision for the school and how this links to the vision of Diocese and to school values and motto.
- Phrases for inclusion include: Holistic view of the school, confident in staff and in our own abilities as a governing body, to hold school to account, have a deep understanding of school
- Governors decided to consider this further with a view to agreeing a statement at the September meeting.
- **ACTION JL: Add to September agenda and Look for examples of vision statements.**
- b) GDPR
- Privacy notice was complete and compliance achieved by 25th May deadline. Russell Dalton from DoWMAT is the DPO.
- 9 Policies for Review & Approval**
- Governors had read, understood and had no questions about the policies.
- In response to a governor query on the number of policies for review, MA confirmed that now they have been written, in future years the policies would be reviewed on a schedule throughout the year and may not require any changes.
- **ACTION MA: Publish policies on website**
- 10 Headteachers Report**
- MA talked through points in the latest Key Data Report.
- Despite the two absences previously discussed we are above national attendance requirement in the academic year to date.
- MA has taken on Safeguarding lead role as Lauren is now going to be maths lead, and she will be safeguarding deputy
- The dinner lady has been signed off until end July. Arrangements for cover have been working very well with Penny Smith covering on casual basis for the Summer Term. Arrangements for possible cover from September are in hand.
- 11 SEF (Self Evaluation Form) July 2018**
- MA talked through the SEF which had been made available to governors prior to the meeting.
- MHL & MA confirmed they had shared the document with DoWMAT who were very pleased and positive about the school.
- The School Development Plan (SDP) will be shared with governors in September where the focus will be on writing, phonics and spelling.
- 12 Budget**
- MA circulated latest budget report, which shows a deficit. She explained the reasons for this:
- The original budget set was poor, and didn't include £25k which had never needed to be paid before: £16k to DoWMAT; £6.5k pension deficit; RPA £1.4k.
 - Budget for her salary was set a Level 1 but actual is Level 6,
 - Underestimated increases in teaching staff pay.
 - There is potential for £31,035 carryover
- MA advised that future fundraising will be key; She has spoken to Friends of Crowle who will be applying for School Lottery funding and additional fundraising events through the year. An agreement to handover funds each term will be sought.
- **ACTION MA/MHL/AS: Budget meeting to be held September 2018**

13 End of Year Impact Meeting at DoWMAT

MHL & MA attended DoWMAT meeting which is being held individually with every DoWMAT member school. They were required to talk through data, changes made, demonstrate impact and took along the SEF, SDP, Impact logs, books for Maths, SEND report.

MHL advised that it was a gruelling 3 hours, very thorough, and that MA answered every question well. In response to a governor question MHL advised that they view us in a very positive light, with no concerns and remarked that it was unusual to have a governing body that all work together well, holding headteacher to account but also very supportive.

MA came away with one action point: To share DoWMAT involvement with all stakeholders by including in newsletter how we are working in unison with other DoWMAT schools.

14 Governor Vacancies

Following discussion changes to the governing body were agreed:

- MHL and KK will commence another term of office when their current term ends in September.
 - TFL, having links with the parish council, will seek nomination to the LA governor role vacated by JF.
 - AS, with his finance expertise, will become a co-opted governor with immediate effect. The resulting Parent Governor vacancy will be advertised in September.
- ***ACTION TFL: Contact Cllr Adams to request formal nomination.***
- ***ACTION MA: Advertise Parent Governor vacancy in September***

15 Governor KPI's

The majority of KPI's were considered to be 'green' with the following exceptions:

- 1 - Governor Vision: Discussed earlier in this meeting and to be finalised in September
- 2 – Lettings Policy: Minimal to complete

16 Monitoring Calendar

Governors added dates for monitoring visits to a physical calendar.

- ***ACTION MA: Forward Governor Visit template to JL for inclusion on website***

17 Governor Feedback from Training

MHL/AS - Preparing for Inspection

Training delivered by Tim Reed was informative. He made it clear what Ofsted are going to be expect from us and offered to conduct in-house training. AS noted there were some differences between what Tim said versus what Claire said in this evening's training.

It is important that governors have a folder to include: last 3 years FGB minutes with challenge highlighted, sub-committee meeting minutes, policies and governor visit reports.

Governors recalled that NGA questions for governing bodies were previously discussed in depth over several FGB meetings and should still be relevant.

- ***ACTION JL: Collate copies of signed minutes for folder***
- ***ACTION JL: Add column to website document for governor visit dates***
- ***ACTION JL: Advise governors of location of minutes where NGA questions were discussed. Check latest version of governor handbook is on website.***

KK - Phonics

Training took place in school. From September letters and sounds will be constantly reinforced through fluid groups. She will return for a governor visit in September to see phonics groups in action.

CTC – Being a Governor in a Church School

Training delivered by Duncan Jones Diocesan SIAMS manager. Training focussed on role of Church governor and the new SIAMS inspection; whilst we shouldn't be trying to convert children, we should be saying that the Christian way of life is a good way of living. Written notes will be circulated.

MHL – Safeguarding

Following Clare Saunders visit on Safeguarding and review of the single central record, governors information has been separated from that of staff.

MA handed PREVENT Training to TFL and AS for completion

➤ **ACTION MA: *Forward Keeping Children Safe in Education booklet to new governors***

18 AOB

MA invited governors to attend whole school trip; MHL will confirm her attendance.

MHL confirmed that the JL, clerk to governors had submitted her resignation. JL has offered to continue until end September if required to cover first meeting of 2018/19 academic year. MA will begin process of recruiting replacement.

Finance Meeting:

Tuesday 11th September 6-7pm

Next FGB Meeting:

Tuesday 18th September 7:00pm

The meeting closed at 9:35 pm

Signed

Date