

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

Quorum: Governors 6	Date / Time: 22 nd January 2018 7:00pm
Chair: Marisa Hackett-Lee (MHL)	Clerk: Jackie Larder

Present:	
Martina Abbott (MA) - Headteacher	Katie Kempson (KK)
James Fox (JF)	Caroline Temple-Cox (CTC)
Alison Roberts (AR)	
Apologies:	
	Absent:
	Alistair Stokes (AS)

1 Apologies for Absence:

There had been no apologies.
Alistair Stokes sent belated apologies at 8:48pm

2 Declaration of Interest:

None stated.

3 Approval of Minutes of Meeting Held on 4th December 2017:

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

4 Matters Arising from the Meeting 4th December 2017:

- 4. (11 - Carried forward from June) – New monitoring calendar will be set in place.
- 7. MA noted remaining issues on the new building and confirmed they would be followed up.
Budget meeting date pushed back to end February.
Water bill issue is ongoing.
- 9. AvonReach MAT consultation - Lynn Biggs sent written report. Other schools and LA have all raised objections.
- 10. Parent governor letter had been sent out, with a follow-up letter this week as no applications had been received. Deadline Friday 2nd February.
- 12. JL confirmed ASP briefing session has been booked for MHL and AS for 29th January.

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

5 Safeguarding

MA advised that a Fire Risk assessment needed to be carried. Two comparable quotes received from – Place Partnership £385 (contract in place until end March) and YMD Boon (with whom DoWMAT have an SLA) £395. Governors discussed and agreed a preference from YMD Boon for future continuity.

➤ **DECISION All:** Agreement to Fire Risk Assessment with YMD Boon cost £395

E-Safety Day in school 6th February with member of police force conducting assembly. KK advised she had conducted an E-Safety day last year and offered to assist with resources.

MA advised that during her first few weeks in school she had been reviewing staff training and some school processes:

A number of members of staff were in the process of or had completed training in the following areas as relevant: Safeguarding, Paediatric First Aid, Level II Food Hygiene, Keeping Children Safe on the Internet (CEOP), Prevent, Female Genital Mutilation (FGM)

Staff DBS checks are being updated as some were completed prior to the update service coming into effect.

The pupil sign out / sign in book has been re-introduced and is being enforced.

Fire register is being printed out from Sims Primary daily. A whole school fire drill has taken place.

MA will be the Deputy Safeguarding lead.

MA will attend GDPR training on Thursday.

A number of policies are being updated and will need to be ratified at the next meeting.

➤ **ACTION JL:** Add draft policies to website and to agenda for next meeting

There has been one safeguarding issue, procedure was followed but there is no need for further action.

6 Introduction of Head Teacher

MA gave governors a brief history of her previous background and experience, spent predominantly in inner city Birmingham schools but more recently as a Teaching and Learning Advisor..

7 Headteacher Key Data Report

MA circulated the report and governors discussed key points:

Pupil Premium - More children have been identified as being eligible for this payment. Funds will be used to purchase Maths resource 'Every Child Counts' £900, but waiting until the new version is released which is in line with 'White Rose'.

SEND - 'Small Steps' tracking has been introduced for those working below age related expectations. A useful meeting has taken place with other SENCo's in the cluster.

Attendance - overall is good. MA has spoken to or booked appointments with parents whose children's attendance is falling below expected levels.

Maths – Staff are reviewing the maths provision. Current resource Abacus has a lack of problem solving and reasoning opportunities. White Rose Maths Hub is being considered as an alternative

Assessments - SIMs Primary assessments tool is not available. MA sought governor approval to spend £500 to purchase O-Track demo for this academic year, and possibly next year. Clare Roberts, Academy Learning Partner (ALP) has indicated we could possibly request compensation from SIMS Primary for a portion of this cost. SIMS would still be used for attendance etc. In response to questions MA confirmed that it could be set up within a couple of weeks and before half term. Baseline and current assessment data would be input

➤ **DECISION All:** Agreement to up to £500 spend on O-Track

Family Fisher Trust Aspire Course - MA attended course and has reviewed how information is shared with parents, who will now be given: in September: end of year expectations. In February: update on progress. At academic year end: full report with offer of discussion meeting.

8 Committee Structure & Business Interests of Governors

Governors reviewed membership of statutory committees following recent changes to governing body. Some gaps still exist which will be filled by incoming parent and co-opted governors.

MA queried whether business interests of governors should be recorded.

- **ACTION JL:** *Check what is required under the Declaration of Interests register*

9 Governing Body – Parent Governor Elections & Co-Opted Governor

Governors discussed and approved the application received via SGOSS from Sandra Meigh for a co-opted governor vacancy.

- **DECISION All:** *Agreement to appoint Sandra Meigh as Co-Opted Governor*

Governors discussed the possibility of appointing Tara Fallon-Lowbridge, who had previously expressed an interest, to the remaining Co-Opted governor vacancy. MHL will approach and discuss confidentiality in relation to her existing role as a representative of the Parish Council.

- **ACTION MHL:** *Contact TFL regarding Co-Opted governor vacancy*

Parent Governor second letter sent out to parents as no response was received from first.

10 Maths

Covered under agenda item 7.

11 SIMs Primary Update/Data

Covered under agenda item 7.

12 Policies Update

Covered under agenda item 5.

13 AOB

DoWMAT KPI's for governors

- **ACTION JL:** *Add to next meeting agenda*

Staffing

Alison James – contract of 3.5 days due to expire. MA advised of her intention to advertise the position at 4.5 days. Alison James would be welcome to apply.

Diocese Spring Cluster Meetings

CTC agreed to attend Diocese Governors Cluster meeting 12th February 7pm

Apologies for Absence

Alistair Stokes sent belated apologies at 8:48pm.

- **ACTION JL:** *Email to remind AS of requirement to send apologies prior to 7pm (offer text option)*

Next FGB Meeting: Tuesday 20th March at 7:00pm

The meeting closed at 8:55 pm

Signed

Date