

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

<b>Quorum:</b> Governors 6	<b>Date / Time:</b> 4 <sup>th</sup> December 2017 7:00pm
<b>Chair:</b> Marisa Hackett-Lee (MHL)	<b>Clerk:</b> Jackie Larder

<b>Present:</b>	
Lynn Biggs (LB) – Headteacher	Katie Kempson (KK)
James Fox (JF)	Caroline Temple-Cox (CTC)
Alistair Stokes (AS) from 7:20	
<b>Apologies:</b>	
Alison Roberts (AR)	

**1 Apologies for Absence:**

Apologies had been received and were accepted from Alison Roberts.

**2 Declaration of Interest:**

None stated.

**3 Approval of Minutes of Meeting Held on 12<sup>th</sup> September 2017:**

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

**4 Matters Arising from the Meeting 12<sup>th</sup> September 2017:**

4. (11 - Carried forward from June) - Monitoring calendar to be discussed once new Headteacher is in place.

6. The new apprentice has settled in well, she is excellent with the children and hardworking. The Business Administration trainee has completed her placement.

7. Majority of snagging on the new building is now complete. Remaining items:

- CO2 monitor has been temporarily disconnected due to ongoing issue.
- External guttering needs to be finished off so it runs into a drain.
- External boundary fence needs to be reinstated. LB is following up with Place Partnership regarding planting of hedgerow.

Other buildings-related notes:

- Inspection of lighting complete, fire alarms re-inspected, heating all works.
- Fascia board outside library to be replaced in Spring term.

The new spiritual garden is complete and being utilised in various ways by the children. LB outlined where funding had come from and confirmed that the Friends had plans to add to it further over time.

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

Former governor Sharon Moore joined the meeting for 5 minutes at 7:15pm to receive a gift of thanks for her work with school as a parent governor and active member of the Friends committee.

**5 Safeguarding**

LB advised that the Safeguarding policy has been updated and published on the website. The other DoWMAT policies, approved by Board of Directors, have also been added.

The Safeguarding leaflet for visitors has also been updated and the office exit door has been changed to use an adult height press release button.

No safeguarding issues to report.

## **6 Staffing Update**

Miss Teesdale is a volunteer Teaching Assistant working in reception and also as a lunchtime supervisor to encourage children to be active by initiating games and activities. She is also supporting EYFS children with physical activity outside at other times during the day.

Mrs James, administrator and Mrs Jackson, finance officer will continue into the Spring term to enable Mrs Abbott to review what she wants and needs from office staff.

## **7 Finance**

LB circulated outturn report and draft budget. She reminded governors that our academy budget covers the academic year rather than financial year. DoWMAT have completed budget from March-August which has been externally audited.

LB has completed a provisional budget for this academic year – a meeting is to be arranged between Mrs Abbott, Chair of Governors and Finance governor to finalise in January.

➤ ***Action MHL/AS: Put forward suggested Thursdays in January for meeting***

Governors reviewed the draft documents and noted that the format was more difficult to follow than previous formats. LB confirmed that carry forward was approximately £50k with a projected figure for next year £47k. Formula funding changes are likely from 2018/19.

In response to a governor question regarding budget sign-off timescale, LB confirmed that the DoWMAT are happy with where we are currently; they have recognised that they need to align their finances to schools and Services for Schools are supporting them in this.

LB advised that there is an outstanding query on the water bill with £1,500 apparently owed. She has completed a form which should now resolve this issue.

## **8 Data**

LB, Mrs Abbot (incoming Headteacher) and Clare Saunders (Academy Learning Partner) spent half day examining data using a number of variables; they found that when they drilled down into individual cohorts and children there were no notable findings.

Maths in school is above national average for Year 2 children; however Maths has been included in development plan as it is on the national, cluster and DoWMAT agenda.

Special Educational Needs is also on the development plan, new SEN co-ordinator will want to revisit the plans for the children and ensure we are narrowing the gap as much as we can.

Miss Morris has offered to both attend evening course and complete the online elements. In response to a governor question LB confirmed although Miss Morris is currently on temporary contract, Mrs Abbot is keen for her to do this; her contract runs to the end of academic year, but she is keen to stay. It is possible that she could be given a permanent variable contract which gives some flexibility to enable her contract to be changed as needed, which is quite usual in small schools. Governors unanimously approved £1,900 spend.

LB had circulated the DoWMAT Annual Performance Review form. Governors discussed the measures used since implementation of the new national curriculum:

Across the cluster, pyramid and DoWMAT schools those children that work at slightly below national curriculum are very different to those that are 'working towards'. The DoWMAT are looking to put additional descriptors in place.

The only year groups that have 'greater depth' defined are Year 2 and Year 6. Greater depth at Crowle could look very different at other local schools.

Discussions are ongoing about what the baseline measurement for Reception will look like.

Progress measurement was not clearly defined on the form. In response to a governor question about how progress was measured previously, LB advised that it cannot be compared as the New national curriculum is a very different format. There is a national discussion about how progress is going to be defined.

INCAS age standardised testing will continue to be used. LB has run through this with Mrs Abbott; she is aware that one child can make a big difference to percentages.

## 9 AvonReach MAT

Governors discussed at length the consultation taking place within AvonReach MAT individual schools looking to changing the age range and feed into Pershore High School at year 7.

LB and MHL attended a meeting last week with representations from schools, the Diocese, DoWMAT and Worcestershire County Council. Many questions couldn't be answered but key points of note:

- PHS would have a planned admission from AvonReach schools only at year 7. Other middle schools would continue as currently, feeding in at year 8.
- St Nicholas Middle is the least affected as only Inkberrow feeds into the school.
- Abbey Park Middle School is most affected as Cherry Orchard provides a larger proportion of their pupils.
- Within the wider Pershore Pyramid, there are schools which could become a primary school but would need funding. Other schools could not become primary.
- There were different messages between WCC, Pershore High School and Avonreach.
- Mr Hanson, PHS Head, has worked in a school with 2 & 3 tier admissions.
- There is no funding available from the Local Authority for this.
- The Regional Schools Commissioner makes final decision once all information has been collated.
- The basic need of children in catchment would need to be met with guaranteed secured routes.
- The significant building work in Pershore and surrounding villages needs to be taken into consideration.
- Any '206' money received from new builds can only be spent on basic need children not the change of age.
- As a route for our children educationally the 3 tiers are a really good model. Statistically there is no disadvantage to 3 tiers.

Governors agreed that they should put forward a written report to make our point and then monitor the situation, with expectation that DoWMAT will also represent our interests. Report to be compiled by MHL and include:

- Secured pathways
- Basic needs to be met
- Clear admission policy for 2 tier 3 tier
- Structure of pyramid not destabilised
- Small village schools that serve the local community are supported
- Church schools taken into consideration

➤ ***Action MHL: Draft and circulate for governors approval before deadline***

**10 Parent Governor**

Letter to parents requesting nominations for parent governor will be sent out before the Christmas break.

**11 DoWMAT Policies**

As discussed under point 5. LB encouraged governors to familiarise themselves with the policies on school website and raise any questions.

Other statutory policies are being completed and Mrs Abbott will need to write a couple of new policies once she is in post.

**12 AOB**

LB circulated the latest Key Data Report including the school development plan.

LB advised that the initial assessment work has been done and submitted to the Condition and Improvement Fund for new glazing throughout the building (excluding new classroom) and 2 new boilers.

The window cleaner has been booked to clean both inside and outside during Christmas break.

Katie Kempson unanimously appointed to the Vice Chair position, nominated by MHL.

➤ **Action JL: Book MHL and AS onto ASP Briefing session 29<sup>th</sup> January**

**Next FGB Meeting: Monday 22<sup>nd</sup> January 7:00pm**

The meeting closed at 8:55 pm

Signed .....

Date .....