

FOUR MARKS CHURCH OF ENGLAND PRIMARY SCHOOL

FULL GOVERNING BOARD MEETING

Minutes of the meeting of the Full Governing Board held on Tuesday 30th January 2018 at 4.00pm

Present:

Mrs V Stoodley (VS) Head teacher
 Mrs L Appel (LA)
 Mr P Cox (PC)
 Mrs L Crawford (LC)
 Mr S Davies (SD)
 Mr E Draper (ED) – Chair of Governors
 Mrs V Efstathiou (VE) – until item 9
 Mrs T Hammond (TH)
 Mr R Kellie (RK) – until item 11
 Dr L Maloney (LM)
 Mrs J Yeadon (JY)

In Attendance:

Ms A Cox (AC)
 Mrs B Grice (Clerk)

Meeting commenced at 4.03pm

1. Apologies for Absence

Apologies for absence were received and accepted from Karin Black, Howard Wright, Simon Venediger and Charlotte Bloomfield. The governors wished Howard Wright and Mrs Venediger speedy recoveries.

2. Declaration of Pecuniary and Personal Interest

To note any conflict with any item on the agenda

3. Minutes of the meeting of 28th November 2017

The following amendments were noted:

Page 4 - Report from the Standards and Curriculum Committee.

Point (a) was a self evaluation tool and not a different way of looking at school life.

Point (b) the review (not the committee) revealed how some Teaching Assistants found it difficult to hit the ground running.

Subject to the above amendments the governors approved the minutes of the meeting of 28th November 2017 and they were signed off accordingly by the Chair.

4. Matters Arising from the Previous Minutes

| Ref | Action |
|-----|---|
| 4. | Hampshire Good Practice Guide to be FGB agenda item 30/1/18 – <i>see item 7</i> |
| 5. | ED to write to thank the Friends for all their work for Bonfire Night – <i>Outstanding: ED to thank the Friends for their contribution and their hard work for the School which had enabled</i> |

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| | <i>the school to purchase/ update their Interactive Whiteboards.</i> | |
| 6. | Pupil Premium to be a Resources agenda item – to be an agenda item, March meeting SV to look at ToR for the Pay Committee – <i>HW to be asked to review</i> | |
| 13. | VS to update the govts on the possible Kestrel contract – <i>see below</i> | |

Kestrel Contract

VS said that she had already updated the committees. The contract had been taken up through the Service level Agreement with Hampshire and that they also offered a key holder which meant they answered call outs during the night. They also patrolled at weekends and holidays.

5. School Self Evaluation Form (SEF)

Circulated prior to the meeting.

VS said she had been trying to condense down the previous SEF. There was no longer a requirement for schools to produce a SEF but it was advisable to have a summary of the school's self-evaluation.

Different sections in the SEF linked to the OfSTED schedule and what the School does in particular aspects. The priorities showed where the School felt it should strengthen its provision, which should not be any surprise as this should link to the school improvement plan. In the SEF the focus areas for the current academic year were outlined in green. VS said that she believed that there were a number of areas in the three year plan where they were already there; the focus areas were refinements which had come up in the data or were due to the nature of different cohorts.

VS had not graded the sections – partly because current thinking from OfSTED might be the removal of the “Outstanding” grade.

A governor asked why this might be considering this.

LC said that it had been recognised that some schools would never be able to achieve Outstanding because of the nature of the catchment area etc. There is a focus now on the importance of looking at breadth of opportunities offered and achievement in the broadest sense. VS said that over the past couple of years, as the standards bar was raised ever higher, the narrowing of the curriculum to English and Maths was causing concern in some schools. It may be that this move may help to recognize the importance of the breadth of work in a school and broader outcomes for children.

What would happen if there was no longer an “Outstanding” grade?

VS said that this still wasn't clear what the alternative gradings might be.

LC raised the point that there had been further changes to the Ofsted inspection process at the end of the Autumn Term.

Governors asked what the changes were.

The change to the inspection procedures meant that most schools initially got a one day inspection where it would have previously converted to a 2 day inspection if it was felt that the grade was likely to change (the next day or as soon as possible after). The changes at the end of the Autumn term meant that if it looked like there was a possibility of a grade change that the School would have up to 2 years to make the recommended changes, and would retain their current grading in the meantime.

A governor asked what OfSTED would expect from a school such as Four Marks.

- Outcomes to be at least in line with national outcomes.
- A breadth of other experiences to be available to the children.

- There would always be some children who did not achieve Age Related outcomes and the School would need to be able to demonstrate why this had happened, and the progress that they had made/ the difference we had made to the children whilst they were with us.

A governor said that he was aware that VS had been attending training; were the rest of the staff prepared for an OfSTED inspection.

Yes – the LLP had gone through questions and given feedback on the best way to respond. The staff had also had similar training to VS.

A governor said that she thought it would be useful if governors had similar training.

ACTION: LC to circulate sample OfSTED questions to governors.

Post meeting note: it was subsequently agreed that there should be an opportunity to rehearse how confidently governors could articulate the School's work and priorities.

A governor noted that it was very positive that parents' responses to a questionnaire had shown that 100% believed there was a good standard of behaviour at school – as opposed to 67% in 2012 - this showed the behaviour interventions were really effective.

The governors thanked VS for her work – the format was really clear.

6. Reports from Committees

- Resources.

VE, as Committee Chair, gave the report.

The committee had met on 12th January and the minutes were available on the governor pool. A relatively small group of governors had attended.

The committee had:

1. Set the date for the review of the SFVS.
2. Discussed the Smartboards and these were now up in the classrooms. VS had managed to secure a really good discount.
3. Discussed the IT contract.
4. Safeguarding. VE had checked the single central record. She would be coming in again to look at safer recruitment and Personnel files after half term.
5. RK had updated the committee on Health and Safety and in particular Kestrel Security.
6. Benchmarking was still to be reviewed.
7. Governor Forum – next meeting – 3rd May. **ACTION:** Governor wanted to attend. BG to circulate latest minutes.

- Standards and Curriculum

LC, as Committee Chair, gave the report.

The committee had reviewed the SEF. The committee members had felt there were no surprises. The main focus was assessment. Schools were now 4 years into life without levels. It had been noted that some assessment tools had been effective whilst others had been less effective, though an important learning experience. It was felt that generally the School was at a good place. Reading was going particularly well throughout the School. Writing was getting there- the new assessment tool was just being rolled out across the school, having been trialled in Year 5/6. The School had also worked on a similar system for maths which looked at the key aspects that would need to be secure each term for children to be on track each year. The teachers were now much more confident about when and how

to intervene. Teachers were generally feeling much more confident about how assessment feeds into teaching and next steps.

VS was designing a method of tracking the mobile pupils in each KS2 cohort. A significant proportion of the children joined the School in later years. Results showed that in general children who joined the school in KS1 seemed to achieve best at the end of KS2. However this was difficult to show as there were sometimes specific issues with certain children. ASP data only looked at those joining in year 5 onwards.

A governor asked how new children to the School were assessed.

TH said that they had assessments for every child every term and they would do tests when a child joined half way through a term, so that they could identify any gaps and respond accordingly with their teaching.

7. Hampshire Good Practice Guide

Circulated prior to the meeting.

Governors agreed that this was a very useful check on the GB's practices and procedures.

The following points were noted:

1. **ACTION:** ED to look at the possibility of preparing a governors' report.
2. Governors needed to look at succession planning.
3. A governor commented that PC had produced a very good document about values and it would be useful to read this in conjunction with the good practice guide

8. Update on the Planned Extension

RK updated the meeting on the planned proposals.

He had attended a meeting on 30th December.

After looking at the options, it was now planned that the new classrooms would be where the old swimming pool had been.

An environmental assessment had been carried out with regard to the trees etc.

It was planned to have a more flexible space between two classrooms which could be used as a small studio.

It was planned to have a small compound for the builders at the back of the school which would reduce the disruption and also the H&S risks.

WC 5th February - representatives from County's transport department would be coming in to look at the travel plans. This would include:

- The number of people driving vs the numbers walking
- Parking further away and walking
- Improving the parking
- Improving nearby roads

VS said that she had been talking to various departments at County and also to the parish Council. One idea that had been raised by the Parish Council had been to turn the field into a car park and walk the children up to the Rec for PE, but County had responded with an outline as to why this was not a viable option.

A governor asked if they had looked at what other Schools did.

VS said that not many schools were in the same situation; we are situated on the edge of the village and a long way from most of the recent housing developments. One of the possibilities that we could look into was to provide a minibus as part of a community initiative. However, this would have to be

self-funding as it was not a legitimate expenditure from the school budget. It might be something that could be explored as a joint community project. There was an upcoming meeting with the County, and a later meeting where County would meet with the Parish Council where ideas would be discussed. The meeting date was still to be arranged.

(5.30 VE left the meeting)

Timetable

- RK said that by the summer half term there should be the first consultative pre-planning meeting with the public.
- Autumn term – planning meeting.
- Extension to be ready by September 2020. It was expected that work would take about a year.

ACTION: RK to make proposed designs available on the governors' pool.

Governors thanked RK for all his work.

9. **Governor Visits**

- VE – check of the single central register
- JY/LA had looked at SEN provision; a very positive visit. There were lots of new things put in place such as provision maps and really comprehensive files to help class teachers.
- LC would be meeting with TH re writing moderation. TH said that she thought the School would be moderated this year for Writing. TH said there were some changes to the assessment criteria with more emphasis on composition – this was something the School had always considered important. They were looking at the importance of task design – this led to good writing. The team were doing some tweaking to respond to the interests of different cohorts and work on priorities for individual cohorts.

10. **Health and Safety**

RK updated the meeting.

There was nothing major to report.

KB was currently carrying out PAT testing.

GDPR (General Data Protection Regulations). Governors needed to look at this. To be a Resources and FGB agenda item in March. RK said that it was recognized that many schools would not be compliant by May but it was important to show that they were working towards it. The school was currently working on embedding good habits with staff, and that this was something that they would continue to work on.

(5.40pm RK left the meeting)

Safeguarding

11. Nothing to report. ED to contact HW to see if he would like any other governors to complete monitoring actions whilst he was out of action.

12. **Governor Training – including approval of Governor Services subscription**

1. SD would be attending training on GDPR (General Data Protection Regulations) and RK had already done it.

2. Tuesday 13th March – whole governing board training.
3. Governors agreed to continue with the full access subscription.

13. Head teachers Performance Management Review

As neither HW nor SV was able to attend the meeting this was deferred to the next meeting.

ACTION: to be an agenda item next meeting.

14. Any Other Business

TH said that she would be retiring as a teacher at the end of the academic year and would therefore be stepping down as staff governor. They would therefore be looking for a new staff governor. Governors thanked TH for all the work she had done for the School – she would be really missed. VS said they would be looking to advertise the post after the February half term. TH's early notice meant they had the best chance of recruiting good staff.

The meeting closed at 5.50pm.

Date of Next Meeting - Tuesday 20th March 2018 at 6pm

Signed..... Date.....
Chair of Governors

Action Plan

| Ref | Action |
|-----|---|
| 4. | ED to thank the Friends for their contribution and their hard work for the School HW to be asked to review the Pay Committee ToR |
| 5. | LC to circulate sample OfSTED questions to governors. |
| 6. | Governor Forum – next meeting – 3 rd May. Governor wanted to attend.BG to circulate latest minutes. |
| 7. | ED to look at the possibility of preparing a governors' report Succession planning to be FGB agenda item – summer term |
| 8. | RK to make proposed designs available on the governors' pool |
| 10. | GDPR – to be agenda item Resources & FGB meetings in March |
| 13. | Head teachers Performance Management Review to be an agenda item next meeting |