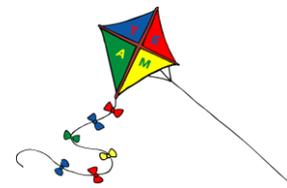


# Minutes



Twyford St Mary's Primary School

Minutes of the Meeting of the Governing Body

1<sup>st</sup> April 2015 18.30

## Present:

Louise Chapman (HT)	Headteacher (HT) & Governor	Bruce Greig (BG)	Chair & Co-opted Governor
Sandra Cheek (SC)	Co-opted Governor	Lucy Hutchin (LH)	Parent Governor
Nigel Close (NC)	Foundation Governor	Tim Nice (TN)	Parent Governor
Wendy Sullivan (WS)	Local Authority Governor	*Jonah Watts (JW)	Foundation Governor
Jennifer Laute (JLa)	Co-opted Governor	*Jenny Lomas (JLo)	Co-opted Governor
Oonagh Harrison	Parent Governor	*Jane Chuhan	Parent Governor
Cynthia English	Foundation Governor	Antonia Godward	Parent Governor

## In attendance:

Jenny Spirit (JS) Clerk

## Apologies:

Sarah Hawkins Foundation Governor  
Steve Bailey (SB) Associate Member

\* Additional info e.g. entered/left meeting at time etc.

An explanation of all the acronyms used in these minutes can be found at the end of the document.

## Item

## Action

### 1 Welcome and Apologies for Absence

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Sarah Hawkins and Steve Bailey.

### 2 Declaration of Pecuniary Interests

The chair reminded all members of the requirement to declare any pecuniary or other related interests in any of the agenda items that have not already been noted. None were noted. The Clerk gave pecuniary interest forms to Antonia Godward, Jenny Lomas and Wendy Sullivan and these were signed at the end of the meeting.

### 3 Approval of minutes of the FGBM held 11<sup>th</sup> February 2015 and matters arising

The minutes were agreed and signed.

### 4 Actions from Previous Minutes

- 4 (6,11) ACTION: HT to change document from draft status on Google docs and put on school website (HCC Template/Guidance on children with medical conditions. Incomplete **ACTION**: Incomplete. BG to support HT with Google docs.
- 4 (7,1) ACTION: Chair and Head to advertise for parent governor: action complete, new parent governor Antonia Godward is now in post.
- 4 (7, 1) ACTION: HT to complete letter to canvass staff again at same time (for staff

**BG**

Name of Chair: Bruce Greig

Signature:..... Date:.....

Page 1 of 7

governor): action complete. HT sent a letter out to staff and no-one came forward. The time commitment was cited as a reason by staff for not applying. One governor asked how, without a staff governor how information is communicated between the governing body and staff. The HT confirmed that she raises relevant issues at staff meetings.

- 4 (10) ACTION: JC to email HT (5-6 lines about herself for information board and website): action complete. **ACTION:** JLo also needs to complete. **JLo**
- 4 (15) ACTION: TN to scan and send round as a pdf to all governors (HT devised list of statements for governors for future OSFTED inspections). Action complete. One governor questioned whether what is being derived from these statements could be discussed as an agenda item. **ACTION:** To be added to agenda for next meeting. **JS**
- 4 (15) ACTION: TN to organise (photographer) Kate to attend the next FGB meeting.
- 4 (15) ACTION: BG to ask again (ref donation from JLo's bank), Incomplete **ACTION:** **BG**  
BG to ask again.
- 5.2 ACTION: HT to organise staff to sign new code of conduct (Safeguarding). The majority of staff has signed; there are only a few incomplete for absent staff which will be completed when they return to work.
- 5.3 ACTION: HT to draw attention to staff to make sure guillotines are stored away safely: action complete.
- 5.4 ACTION: BG to undertake NSPCC online Safer Recruitment training and report back. Action Complete. Bruce complete and confirmed that it does cost £30 which needs to be paid for when completing the training and then claimed back. **ACTION:** CE and HT will also complete the NSPCC online Safer Recruitment Training. Also to inform Clerk once complete so that Governors Services database can be updated to reflect training completed. **CE & HT**
- 8 ACTION: LD to investigate the amount the existing equipment (screen and projectors) could be approximately be sold for. Action cancelled as items went to recycling.
- 10 ACTION: As a new governor, JC offered to list out what would be good to know: action complete.
- 11 ACTION: to prepare (marketing) a plan, agree with FGB and execute as soon as possible: to be discussed in agenda item 10.

JC entered the meeting at 18:44

**5 Standing Items**

5.1 Governing Body Vacancy Management

The Clerk confirmed that there are no vacancies expiring before September 2016.

5.2 Safeguarding

No issues were reported.

5.3 Health & Safety

The HT confirmed that the Health and Safety audit has not been completed, but is scheduled for mid June. CE offered her help and confirmed she will be meeting with Alan Brewer, the school caretaker, to do health and safety walk round the school.

5.4 Governor Training

OH confirmed that she had recently completed her Governors Induction training. One governor questioned whether OH had received the Governors Guide to the Law Handbook

Name of Chair: Bruce Greig

Signature:..... Date:.....

at this training. It was confirmed that this information is now online and is now called the 'Governors Handbook. **ACTION:** BG to send link Governors Handbook to all governors.

BG

A flier for the Local Governors Conference for Summer 2015 hosted by Governors services had previously circulated by the clerk. SC and JLo confirmed interest in attending the Winchester event on 26<sup>th</sup> June, however if anyone else would like to go instead to let SC or JLo know.

An email received from governors services noted that three e-learning modules have been update by governors services including Complaints Handling, Governors Discipline Committees and Dealing with Child protection allegations. It was highlighted that these modules could be taken at any time e.g. just prior to dealing with one of these events, however governors could undertake at any time. **ACTION:** JC to undertake the complaints handling training and let NC know once complete.

JC

5.5 Link Governor Updates

SC has a date to meet the science lead. JC met with Tracy Aitken the Maths lead but has not yet written up her report.

5.6 Correspondence

No correspondence was received.

6 Policies

Policy Index and Owners of policies

As previously circulated, LH and BG have combined the policy index and schedule document in to one Excel spreadsheet which is on now on Google docs. This means that that last review date and next review date for all policies are all in one single document. In order for Committee Chairs to plan ahead, a sort by date on this document will show which items need to be reviewed in the near future. LH noted that where a date field needs to be used in Excel, a date rather than the term and the year is now displayed. The Clerk will continue to email Committee Chairs each term to confirm policies for forward planning.

LH highlighted that the process for policies will be: to review document in draft folders; once agreed to update in draft folders on Google docs; update the policy index document on Google docs to confirm the date the document was agreed and set the next review date field.

A permanent link to from the approved policies folder will be made to the school website by the Network Manager. Governors were reminded to ensure that only agreed approved policies are published in this folder.

It was confirmed that the Single Equality Plan needs reviewing and this will be picked up by resources next half term.

Complaints and concerns

A link to the draft document on Google docs was circulated previous to the meeting. It was confirmed that everyone who wanted to had commented. LH question who our mediation governors were. SC was confirmed as one and after discussion JC offered too.

**ACTION:** LH to update policy with named mediation governors.

LH

Name of Chair: Bruce Greig

Signature:..... Date:.....

It was agreed that the document was quite wordy and would benefit from a narrative review. **ACTION:** TN to review document ready for ratification at next meeting.  
One governor as highlighted that in the flow chart on this document it says to write to the mediation governor then the next stage is to the governing body. **ACTION:** It was agreed to amend this part of the flow chart to 'write to the Chair of Governors'.

TN

TN

**7 Matters from Standards and Curriculum Committee needing FGB attention**

Summarise progress against annual priorities

JLa confirmed that the Committee went through the annual priorities and are satisfied that progress is being made. They also went through transition tables and highlighted how useful they are for governors in making clear what progress is being made. Thanks to be given to Sarah Pooley. One Governor highlighted that at recent training it was highlighted that a feature of a good school is that there is someone who has a strong overview and management of data so this is a credit to the HT too.

One governor highlighted that the HT could be using the role of lead practitioner to demonstrating teaching and learning and should the HT demonstrate an outstanding lesson as an example for teachers prior to an inspection to help improve our requires improvement status. The HT confirmed that this was not how the role is interpreted, but that learning and teaching is observed by her. The HT has evidence to show that lessons have been observed and what feedback was given. It was noted that in providing feedback some requirements for improvements are suggested by the HT, but this is not the same as RI by OFSTED and may be the result of over ambitious objectives set.

Jonah left the meeting at 19:15.

**8 Matters from Resources Committee needing FGB attention**

Overview of year end position/expectations for next year

The budget for next academic year will discussed at the next Resources Committee meeting on the 7<sup>th</sup> May and ready for ratification at the next FGB meeting on 20<sup>th</sup> May. Lin Brewer has been working out where we are for this year.

It was flagged that a strategy for replacing IT equipment needs to be created e.g. a 5 year plan. The reception class are using very old laptops and BG is investigating the possibility of using chrome books. The HT confirmed that approximately about 20 new laptops would be required to maintain the standards. The committee will obtain specification of what is required before the next Committee meeting and then order after next full governors meeting. **ACTION:** Resources committee to make decision on purchasing of IT items before next meeting.

SFVS

JLo and Lin Brewer have completed and sent off electronically.

**9 Report on LLP visit**

The report was circulated by email on the morning of this meeting and printed copies were circulated as it had only been received on the morning of the meeting. It was noted in the report that disruption to learning had been made to learning by the behaviour of pupils with social, emotional and behavioural needs and the HT highlighted that this report, in itself says that this contradicts the findings of and LA review undertaken following the last inspection. The HT noted that the information derived for

this report was taken from small walk around the school on a rather unusual and challenging day (a number of staff was off sick).

The report suggested that the school should revise their strategy and undertake further training. The HT confirmed that the School has taken much advice from the Pupil Behaviour Service, CAHMS and Education Psychology and the school has acted on that advice. She highlighted that the school is inclusive and has a mixture of children, some with very differing needs and complex needs who are fully supported.

It was also highlighted in the report that Monday morning activities should include core literacy and numeracy, however once class was practicing for a presentation the following day, when they were observed, another had Listen2Me with Hampshire Music Service, and another class was just finishing handing out spellings for home learning. One governor questioned why the LLP had suggested what should be done and when, and HT responded that LLP was just recommending that Monday morning be used as prime learning time, not that school was deviating from any particular set guidelines.

As well as Golden Time being a reward for good behaviour the HT described a new initiative started in the school to promote good behaviour. A 'good to be green board' for each class has been purchased. It is a visual aid that aims to motivate children to behave. Each child has a set of cards, red warning cards and then consequence cards are issued. One governor highlighted they had heard positive feedback from another parent in the school office regarding the system this week.

One governor asked what is done if a child's consistently loses golden time. The HT confirmed that it would be very rare, but if during the day a child consistently misbehaved, they would be taken out of class and if necessary use restraint and a restraint form would be completed and sent to Hampshire Education Psychology Service.

One governor asked if Jo's report could be changed. **ACTION:** BG to contact Jo Cottrell to attempt to reconcile her report with other evidence (earlier Climate for Learning report, comments from outside agencies, the HT, governor Learning Walks etc.) The HT noted that Wendy Boulter and area manager Ann Trueman will be coming in to do their own inspection at the start of the summer term and will talk to children, staff and governors. The results of this inspection will hopefully provide further evidence and confirm the improvement that has already been noted via other services.

BG

One Governor asked whether explaining the needs of the children with complex needs could be explained to parents so that they can communicate with understanding to their children. **ACTION:** HT to ask Jenny Turner from Pupil Behaviour Service if she can put on a session.

HT

It was flagged that a discussion will be had at resources to make ensure that there is appropriate distribution of LSAs to support the teachers that have children with special needs in their classes. One governor asked if the children who had particular LSAs in year 3 have moved with them in to year 4. The HT confirmed that some of them are the same but not all as new staff have been recruited, but were more than adequately trained and ready to support the children.

Jenny Lomas entered the meeting at 19:47

Jonah watts returned to meeting at 19:58.

**10 Marketing Strategy**

TN and LH provided the governors with an updated presentation on progress. A handout was circulated at the meeting 'The TSM Proposition' which listed out the positives of why children should come to the school, from size, location, facilities, pastoral academic and extracurricular activities.

Single sentences describing the proposed ethos were also circulated. This contained a number of statements that could be used to describe the school in marketing communication.

A suggested calendar of events and messages was distributed. A discussion followed regarding an open day/evening which would be an opportunity to engage any 'waivering' parents. One governor suggested getting some of the children in the school to be a part of it too. The HT has discussed with staff the potential of doing it. It was agreed that there would be an open evening followed by an open morning.

A flowchart of communication messages was handed round which showed how we could communicate different messages both internal and externally.

Feedback from other governors would be appreciated to TN and LH.

**11 Urgent Matters for consideration**

None were raised.

**12 Date of next meeting**

20<sup>th</sup> May 2015 at 6:30pm.

**Summary of Actions**

Ref	Action	By whom
4 (4, 6.11)	BG to support HT with Google docs (amending Guidance on children with medical conditions from draft to approved).	BG
4 (4.10)	JLo also needs to complete (5-6 lines about herself for information board and website)	JLo
4 (4.15)	To be added to agenda for next meeting (what can be derived from circulated OFSTED statements).	JS
4 (5.4)	BG to ask again (ref donation from JLo's bank)	BG
4 (4.8)	CE and HT will also complete the NSPCC online Safer Recruitment Training. Also to inform Clerk once complete so that Governors Services database can be updated to reflect training completed.	CE & HT
5.4	BG to send link to Governors Handbook to all governors	BG
5.4	JC to undertake the complaints handling training and let NC know once complete	JC
6	LH to update policy with named mediation governors	LH
6	TN to review document ready for ratification at next meeting (complaints and concerns policy)	TN
6	It was agreed to amend flow chart to 'write to the Chair of Governors' (as opposed	TN

Name of Chair: Bruce Greig

Signature:..... Date:.....

	to write to governing body - complaints and concerns policy)	
9	BG to contact Jo Cottrell to see if her report can be reconciled with previous reports from other agencies (LLP report – ref report on behaviour)	BG
9	HT to ask Jenny Turner from Pupil Behaviour Service if she can put on a session (to aid parents understanding of children with complex needs)	HT

**Glossary of Terms used in these minutes and associated documents:**

ELSA	Emotional & Literacy Support Assistant		
FFT	Fischer Family Trust	FGBM	Full Governing Body Meeting
FMSIS	Financial Management Standards In Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years 1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self Evaluation Form
PTA	Parent Teacher Association	SEN	Special Education Needs
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SIP	School Improvement Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference

Name of Chair: Bruce Greig

Signature:.....

Date:.....