



Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Date of meeting	17 th November 2015	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Time of meeting 6:00 p.m.	Reg Edwardson	RE			
Rod Ruffle	RRe			LA	Emma Walker-Brown	EW	Co-Op	
Mark Burnard	MB			Foundation	Natalie Bracher	NB	PAR	
Room	Year 6/2							
		Apologies	Caren Brooks	CB	STH			
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
	Fire exit procedures detailed by RRe	
1	To receive apologies Apologies received as above.	
2	To consider the minutes from the Building and Finance Committee meeting held on Tuesday 22nd September 2015 The Minutes were approved as an accurate record of meeting and signed by RRe.	
3	To discuss matters arising from minutes Item 5 Following the comments in the Newsletter published on 23 October 2015 regarding Governor vacancies, Mrs Katie Farmer and Mrs Jo Radford wrote formal letters to CB expressing their interest in becoming Governors. On behalf the Chair, the Clerk has officially invited them to Staff/Governor Tea and the FGB meeting which will be held on 24 November 2015. Item 10 'Governing Body Skills Audit and Training Needs Analysis' were updated by Karen Cronin and the Clerk. The format of Governors Training & Interests was amended. It was agreed that the amended version will be circulated to B&F Governors the day after the meeting. Governors will send their feedback to the Clerk who is responsible for improving the presentation and inputting up to date information into the format.	The Clerk

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To update Quotation re seating areas to back and side of main building

CB revisited the companies who quoted to request them to requote in line with the same work as the others were proposing with a breakdown of costs (e.g. labour, equipment hire etc.)

Revised quotations from three companies are as follows:

Company	The Quotation Shown at B&F meeting on 22 September 2015	The Quotation Shown at B&F meeting on 17 November 2015
Devon Minor Works	£19,740.00	£19,500.00 Devon Minor Works divided the quotation into three parts based on constructing different areas, implying that the cost has already been broken down to each bench seat and charge £25.00 per hour.
Oakwood Home Improvements	£21,574.60	£ 23,450.90 60% labour costs and 40% materials
Nevada Construction	£20,570.00	£ 20,570.00 Nevada Construction have recently undergone restructuring and they no longer carry out grounds work and felt it would be better for us to go with a company who will do the works themselves.

EW asked: What are the seating areas used for (such as for educational purpose)? Are the areas constructed for children and parents?

RE replied: The areas are only for pupils.

JH expressed her concern: Then other elements like health and safety should be taken into account.

EW asked: Where does the money come from to cover the cost?

RE answered: The money comes from school’s budget.

It was agreed by all Governors that RRe will consult with CB about the reason for constructing the seating areas and JH will follow up with CB regarding the details of the revised quotations.

RRe/CB/
JH

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Excellence for All

MB stated: The Excellence for All Programme (EAP), has been created and commissioned by Devon Local Authority (LA) through Babcock LDP to replace TISP. All Devon schools will be included in the EAP self-evaluation process. The LA, through its commissioning of services with Babcock LDP, will put it into practice.

Having undertaken **the EAP self-evaluation process, schools use RAG (Red Amber Green)** rating themselves in terms of their security to be judged at least Good at Ofsted

	<p>inspection, and to allocates appropriate support, challenge and intervention in proportion to each school's effectiveness. Schools are recommended to share the data dashboard with the full governing body and with staff. In order to support the guide schools in evaluating how they are performing a number of criteria have been identified that are designed to help schools respond effectively to meeting the needs of all pupils. These criteria will be pre-populated.</p> <p>MB showed and explained the EAP criteria which were circulated prior to the meeting to all Governors.</p> <p>EW wondered: In Quality of Teaching, the standard for 'Outstanding' is 'Strong culture and practice of professional development' and 'Good' is 'Culture and practice of professional development'. How do we differentiate between them?</p> <p>MB explained: 'Strong' here should stand for 'Excellent' to tell the difference from 'Good'.</p> <p>NB asked: When did you submit the sheet?</p> <p>MB answered: Excellence for All spreadsheet was submitted to Babcock/DCC by 30 September 2015. CB met with Linda Ross (SIP) on 16 November 2015 and talked through the EAP self-evaluation.</p>	
6	<p>SEF/SMIP</p> <p>All Governors agreed to leave this item to the next B&F meeting for discussion and review.</p>	
7	<p>Safeguarding (to include SEN Policy, Child Protection and Children in Care Annual Reports)</p> <p>All Governors agreed to adopt the new policy. The Clerk will fill in the blanks and circulate it to all Governors and NB would like to take the responsibility to review it.</p>	The Clerk/NB
8	<p>RAISEonline & data from academic year 2015</p> <p>MB gave a brief introduction to RAISEonline:</p> <p>RAISEonline (Reporting and Analysis for Improvement through school Self-Evaluation online) provides interactive analysis of school and pupil performance data to enable schools to analyse performance data in greater depth as part of the self-evaluation process.</p> <p>The inspection dashboard is designed to show at a glance how well previous cohorts demonstrated characteristics of good or better performance. It contains a brief overview of published data for the last three years. It shows progress first, including from the main starting points. Schools' dashboards will be updated following each RAISEonline release.</p> <p>MB summarised the Inspection Dashboard and 2014-2015 Data Headlines and circulated them prior to the meeting.</p> <p>MB emphasised: There are no weaknesses on the dashboard and pointed out some data: <u>Key points from RAISE</u> All subjects Attainment KS2. from RAISE shows upward arrow from 27.3 APS (2014) to 29.6 (2015)</p>	

Maths and reading also show arrow going up.

1. Attainment levels 4, 5, and 6.

Maths	Reading	Writing.	SPAG
L4 + 96% (73%) Nat 87%	96% (80%) Nat 89%	96% (76%) Nat 87%	87% (75%) Nat 80%
L5 + 47% (25%) Nat 41%	47% (42%) Nat 48%	33% (31%) Nat 36%	60% (49%) Nat 55%
L6 7% (7%) Nat 9%		4 % Nat 2%	9% Nat 4%

5. Level 4 and above and level 5 and above RWM

Level 4 RWM	90 % (61%) Nat 81%
Level 5 RWM	22% (19%) Nat 24%

EW expressed her concern on Mathematics of L6 (L6 7% (7%) Nat 9%).

MB explained: There were not many students (3) who achieved L6. When it comes to the %, it is lower than the national average.

NB asked: Who did the assessment?

MB replied: Teachers carried out the assessments and this year the writing was moderated by the Local Authority.

1. Good Level of Development - EYFS

Result – 71% school last year 67% National – 61% 2014 no figures for 2015 available yet.

2. Phonics

School 83 % at 32+ National – 77% 2015
Disadvantaged 65% National 66% 2015

3. Key Stage 1 – 74 children

	R	W	M
2b and above	Sch 82 % (82) Nat	74% (72) Nat	80% (82) Nat
3	Sch 24.% Nat 32%	Sch 9% (18)	Sch 19% (26)

4. APS is below National average for RWM, 15.7 National 16.1 similar with National Reading, Writing and Maths.

5. APS is below for disadvantaged also RWM 14.6 school to 14.8 National. Slightly behind in reading and writing and in line for Maths

A 5-page document ‘Important Information for Governors-Primary’ from the 60-page RAISEonline 2015 Summary Report was circulated at the meeting to Governors at the meeting.

MB added: The RAISEonline summary report tables and charts that compare school and national figures. The figures allow governors to ask themselves questions that are essential for evaluating pupils’ performance. Such questions for each set of tables are shown in the lists.

Governors will send their feedback back to the Clerk who is responsible to organise the opinions and then submit it to CB.

**Governors
/the Clerk**

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Review Budget

RRe asked all Governors: How do you cope with the new reporting system?

	<p>EW asked: Did Iris Browning (Senior Administrator) copy the previous sheet's figures onto the new/current one?</p> <p>NB enquired about column A- Income A h?</p> <p>It was agreed by all Governors that JH will contact Iris about moving some columns and detailed numbers on the monitoring sheet.</p>	JH
10	<p>To agree Best Value Statement</p> <p>Best Value Statement circulated prior to the meeting was fully adopted by all Governors and signed by the Chair RE.</p>	
11	<p>Governors Reports</p> <p>NB stated: Last week NB, who is in charge of behaviour, met with Mark to look through policies and then had a tour over lunch time for around half an hour. She noticed that pupils' behaviour was very good. In addition, her attention was also drawn to a teacher's class. The teacher presenting a serious subject was able to keep her students engaged in the topic and to encourage Pupil Premium students to get involved by asking more skilful and suitable questions. With her professional teaching techniques, she managed the class very well.</p>	
12	<p>To consider any other matters</p> <p>12.1 This item will go to Part II Minutes.</p> <p>12.2 GM advised B&F meeting to have a discussion about school's secure access system. A member of school staff commented to him that there is a lack of secure entry system to the new building on site. Other Governors showed the same concerns about the secure entry system. They wondered: Are there any cameras at the front gate to identify people? Can the front and back gates be locked in the day and after school time to keep the school safe from potential danger?</p> <p>It was suggested by RE and fully agreed by all Governors that the Safeguarding Governors CB & KW will be responsible for looking into the whole secure access system, particularly paying more attention to the new building.</p> <p>12.3 RE briefly introduced the ongoing actions the Cooperative School Trust will take: To build up portfolios for all teachers; to encourage more schools to join the Exeter Learning Trust; to consider the steps for schools to become Academies by 2020.</p>	CB/KW
13	<p>To agree dates of next meetings</p> <p style="text-align: right;">P&C 12 Jan</p> <p style="text-align: right;">P&C 23 Feb</p> <p style="text-align: left;">B&F 19 Jan</p>	

	B&F 1 Mar	P&C 19 April	
	B&F 26 April	P&C 7 June	
	B&F 14 June	APMC 23 November	

The related documents to be discussed were circulated prior to the meeting.

There being no further items to discuss the meeting closed at 7.45 p.m.

Signed

Dated.....