



Bowhill Primary School

Full Governing Body Meeting

Minutes

Date of meeting	15 th March 2016	Present	Name of Governor	Initials	Category		Name of Governor	Initials	Category
			Time of meeting	6:00 p.m.	Caren Brooks		CB	STH	
Stephen Cousley	SC				COO		Mark Burnard	MB	FOU
Karen Cronin	KC				FOU		Rod Ruffle	RRe	LA
Caroline Havard	CH				PAR		Emma Walker-Brown	EW	PAR
Matthew Giles	MG				PAR		Debra Ward	DWd	STF
Natalie Bracher	NB				PAR		Ruth O'Neale	RO	PAR
Room	Year 6/2								
		Apologies	Joanne Radford	JR	COO		George Littlejohn	GL	COO
		In Attendance	Li Wang	LW	Clerk to Governors				
Minutes to	Attendees								
	Apologies								
	School Website								

Agenda Number	Details of Discussion	Actions
	<p>Fire Alarm</p> <p>RE outlined: There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground</p> <p>Business Interests</p> <p>None declared</p>	
1	<p>Safeguarding training for governors run by Kate Williams, Parent Support Advisor.</p> <p>Kate introduced PREVENT, demonstrated detailed ways to identify vulnerable students and specified the school's response to Prevent.</p> <ul style="list-style-type: none"> ➤ Prevent is one of the Government's counterterrorism strategies. It aims to stop people becoming terrorists or supporting terrorism. It aims to provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support. ➤ In order for schools and childcare providers to fulfil the Prevent duty, it is essential that 	

staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties.

- School's response to Prevent falls into the following areas:
 1. Leadership and management
 2. Training
 3. Engagement with external providers
 4. Policies and practices
 5. Curriculum
 6. Referral Pathways
- Bowhill Primary School is a safe place to learn and we intend to keep it this way. Reporting concerns is everyone's business. Staff and Governors' roles in this are:

NOTICE – CHECK - SHARE

- The main recording and monitoring tool for any information or incidents pertinent to Prevent will be the in-house child protection software CPOMS (Child Protection Online Management System.)
- As explained above, if a member of staff or a Governor in a school has a concern about a particular pupil
 - They should follow the school's normal safeguarding procedures, including discussing with the school's designated safeguarding lead, and where deemed necessary, with children's social care.
 - In Prevent priority areas, the local authority will have a Prevent lead who can also provide support.
 - An enquiry should be made to the MASH when they have safeguarding concerns that may require children's' social care involvement. If they believe that urgent action is needed because, for example, a child is in immediate danger or needs accommodation, phone the MASH on 0345 155 1071 and give as much information as they can.
 - They can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help gain access to support and advice. The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Kate provided all Governors with a website about Foundation Online Learning (www.foundationonline.org.uk/) where they can access a free online PREVENT training course.

Governors can self-register and create their own login. Once they are logged in, choose the PREVENT programme and they will be prompted to enrol.

Clerk was requested to circulate the website address to all Governors.

Kate circulated the training leaflets to all Governors at the end of the training session.

CH emailed CB a question about PREVENT prior to the meeting. Following CH's question, CB and Adam Wardknott, Technical Manager, emailed back answers before the meeting.

- **Compliance with the Prevent Duty: CB has mentioned staff training and the safeguarding audit, which will help identify any pupils potentially at risk. The DfE advice also refers to IT related measures schools should take. Is there, for example, suitable filtering in place to keep pupils safe from extremist material?**

Clerk03/16

	<p>CB replied: South West Grid for Learning (SWGFL) is the system we use - it's robust!</p> <p>Adam Wardknott, Technical Manager, replied through email: At present the school relies on the filtering provided by our Internet Service Provider, (ISP) South West Grid For Learning. This organisation has many years' experience of providing internet filtering products to educational establishments and Bowhill/John Stocker have used them for about 20 years. In fact, in my opinion, their filtering can be too much of an "iron fist".</p> <p>In August we shall be changing ISP to Schools Broadband whose content filtering is provided by Lightspeed Systems. This will give us fully compliant web based filtering based on a comprehensive education-specific database. The database updates daily and has more than 1 billion entries grouped into education specific categories ensuring the safe search of both websites and images. We will also have access to up to 3 months' worth of historical internet usage.</p> <p>EW asked: How can we get more parents get involved with PREVENT? Kate advised: They could promote the training directing parents to find out more related information. CB added: They could keep parents informed through more 'drop in' sessions and coffee mornings.</p>	
2	<p>To receive apologies for absence Apologies received as above.</p>	
3	<p>To consider Minutes from the Full Governing Body Meeting held on Tuesday 24th November 2015 and the Second Extraordinary FGB Meeting held on 9th February 2016 Minutes approved as an accurate record of the meeting and signed by RE</p>	
4	<p>To discuss matters arising from the minutes CB informed Governors that a new Governor, Ms Clough, was not able to join the FGB meeting but is still interested in being a Governor. Clerk was requested to send an invitation letter inviting her to the next P&C meeting which will be held on 19th April, 2016.</p>	Clerk 03/16
5	<p>Questions to the Headteacher Governors raised and sent questions to the Headteacher prior to the meeting.</p> <ul style="list-style-type: none"> ➤ EW asked about a new requirement for children to be able to spell 200 particular words by the end of Year 6 – there seems to be concern in the media about how this affects some children, such as dyslexic students, and would like to ask how the school is going to ensure that these students will not be failed by this new requirement. <p>CB answered:</p> <ul style="list-style-type: none"> ➤ At key points through primary school, children are assessed against national expectations. Assessment and progress information is used to ensure a consistent approach to measuring progress towards, and against, national standards. ➤ Children's attainment and progress are discussed at Parent Consultation Meetings which take place throughout the school year. Teachers are also available for informal consultation if parents wish to discuss their child's learning at other points. ➤ Progress is recorded by observing and assessing children, either using hand written observations, staff notes or by use of ICT. Progress data is recorded on Pupil Tracker. 	

	<p>➤ Use ongoing assessment information to inform planning and provide high-quality written and/or verbal feedback to pupils. Carry out regular, accurate assessment of pupils' skills, knowledge and understanding and record this on Pupil Tracker in a timely manner.</p> <p>Literacy advisor Rebecca Cosgrave spoke at a recent head teacher's meeting - if a teacher's assessment of a pupil's reading was at age related in all aspects other than spelling because that child had dyslexic tendencies, if they could show that they could use a spell check or dictionary independently to self-correct, ARE could be awarded.</p> <p>EW asked what parents could do to support children's spelling improvements?</p> <p>CB advised that the individual teacher would be in the best position to give advice about individual student's progress.</p> <p>Following CH's question, CB emailed back answers before the meeting.</p> <p>➤ New end of term summative assessments: (a) will these be presented as 'formal' tests for pupils? (b) will these be for all year groups? and (c) will results be made available to parents?</p> <p>CB replied: Yes, end of term summatives are in the form of a test for all year groups from 2 - 6. We have looked extensively at the range available, bearing in mind test content - how close is it to the age related expectations for each year group, and cost of tests. We have chosen PUMA and PIRA tests for years 2 - 5 so we will have consistent comparisons between year groups. For year 6 we have Scholastic tests- we felt the Puma and Pira tests were not sufficiently rigorous for end of KS2. However, the cost of purchasing Scholastic for the whole school was £6000.</p> <p>At the end of the school year, pupils will be reported to parents as meeting, above or not yet working at the levels expected. This will be a teacher assessment which is based on ongoing daily monitoring of progress, attainment targets met and recorded on Pupil Tracker and test results. There will be an explanation about new levels that goes with the reports. The phase leaders and I have been working on the new report format which is taken from Pupil Tracker.</p> <p>CB will circulate the new report format which is taken from Pupil Tracker to Governors.</p> <p>RR asked if they need to repurchase Scholastic each year.</p> <p>CB answered: If we continue using Scholastic, we have to repurchase it each year. She confirmed that they did a great deal of research before buying those tests.</p> <p>MB added: The school will show parents their children's achievements at the end of terms by the combined assessment methods -the result of tests and children's progress in terms of books.</p>	CB
6	<p>Cooperative School/Academy discussion</p> <p>RE confirmed that St Thomas Primary, Alphington Primary, Ide Primary and Bowhill Primary have come to an agreement to form a new MAT as every school has its advantages to bring to the Academy Trust. Four Head teachers had the first meeting together on Monday 14th March 2016.</p> <p>CB stated: Academies are publicly funded schools, independent of the local authority, held accountable through a legally binding funding agreement with the Department for Education (DfE). Staff are employed by the academy trust. Academies have more control</p>	

over curriculum design, staff pay and conditions.

She advised the Governing Body to make decisions about the next stage:

- **If the Governing Body is agreeable to taking the next step to make an application;**
- **The Governing Body needs to be clear about the detailed format/module of governance among four schools.** Schools forming or joining either type of partnership become accountable to an over-arching governing board which sets the strategic direction for all schools in the group. Most groups, particularly as they get bigger, will also want to set up committees or local governing bodies (LGBs), that sit under the main board. These committees can be focused on individual schools or on specific areas across schools.

Governors agreed to take the following actions:

- **SC proposed to take the next step mentioned above and this was seconded by RO and supported by the rest of the Governors;**
- **RO is responsible for drafting an official statement about the current situation to parents;**
- **The four schools' Headteachers will have their second meeting next Monday (21st March, 2016);**
- **Cooperative School/Academy discussion will be conducted at next Tuesday's Staff meeting.**
- **Governors approved the head spending money on legal fees for the preparation of the application to become a MAT. It was acknowledged this might be up to £3000. It was noted that the estimated total cost of converting may be up to £6000. The governors acknowledged the financial risk in approving some spend on legal fees now as if the governing body decided not to progress the conversion this investment would be written off. The governors further noted that if they did not approve the progression of the work at this time they may lose the chance to apply for £25000 which is given to schools to help with conversion. Governors also noted that they and staff should have a separate legal session with the appointed solicitors to discuss any concerns and matters of clarification regarding conversion.**

SC and NB left the meeting at 7.05 p.m.

7

Approve Committee Minutes

RE advised chairs of committees to submit written reports prior to the FGB meeting to ask for questions.

CH, Deputy Chair of the P&C, confirmed: The following policies/documents were reviewed and adopted by the B&F Committee from 25th November 2015 to 15th March 2016:

- SEF & SMIP
- Safeguarding
- Food and Nutrition Policy (Appendix B School_Food_Standards summary was attached to the policy)
- Extra Curricular Activity Policy
- Maternity Policy
- Sex Education Policy
- Anti-radicalisation policy
- **Supporting Students with Medical Conditions policy(Medical Needs Policy)**

RR, Chair of the B&F, confirmed: The following policies/documents were reviewed and adopted by the B&F Committee from 25th November 2015 to 15th March 2016:

	<ul style="list-style-type: none"> ➤ SEF & SMIP ➤ Safeguarding ➤ Review Expenditure & Draft Budget ➤ Finance Policy ➤ Lettings Policy ➤ Benchmarking and SFVS (Schools Financial Value Standard) ➤ Terms of Reference for the B&F Committee ➤ Monitor/FRS Report ➤ Governors' Allowances (Expenses) ➤ Charging Policy ➤ Pupil Premium Policy <p>Governors agreed to ratify those policies reviewed and adopted by the P&C committee and the B&F committee. Those policies required to be published will go to school's website.</p> <p>Clerk was requested to send updated documents to Adam to replace the old version of website policies.</p> <p>SFVS (Schools Financial Value Standard) was signed by RE and Iris will send the document to County by the end of term.</p> <p>CB raised a concern about Pupil Premium:</p> <p>This was now the key challenge as the school's gaps became wider. In the previous Ofsted report, our school was using its pupil premium funding well. The school's gaps are now smaller than the national picture, except in mathematics. The school used the additional funding successfully to ensure that these pupils have the same opportunities to succeed as all others.</p>	<p>Clerk 22/03/16</p>
<p>8</p>	<p>SEF/SMIP</p> <p>Following Linda Ross's visit on 24th February 2016, she provided positive feedback. The purpose of her visit was to support middle leaders' articulate impact of their actions.</p> <p>Gill Winston (School Improvement Partner) will pay a visit on 22nd March, 2016.</p> <p>CB will keep updating SEF & SMIP following their visits' review reports.</p> <p>CH asked about one red area about Food policy to impact on curriculum opportunities. Action 'Development of Food policy to include curriculum' was now marked as RED.</p> <p>CB replied: Staff are in the process of updating curriculum policy. CB welcomed CH to talk about it with her and together with other teachers.</p> <p>GM suggested: Healthy food and healthy lifestyle should also be a key point of British values.</p>	
<p>9</p>	<p>Safeguarding</p> <p>CB confirmed: Key priorities included Purchase of the CPOMS computer based reporting system so as to enable the school to improve the management of child protection and similar incidents and actions, whilst reducing staff time, paperwork and administration. The information had been transferred and filed. They were keeping the file system going well.</p>	
<p>10</p>	<p>Agree Draft Annual Budget</p> <p>RR briefly introduced the aspect which affected the draft annual budget:</p> <ul style="list-style-type: none"> ➤ there were two main reasons for the impact on income: <ul style="list-style-type: none"> ● Pupil Premium dropped £20,000 ● National Insurance contribution have been raised which will total £25,000 ➤ NJC Pay – scale points 6, 7 and 8 have been increased to same pay as scale point 9 and a 	

	<p>2% increase applied for all scales for the next 2 years (details on national pay award not yet received).</p> <ul style="list-style-type: none"> ➤ There was some concern at the possible in-year deficit of £45k next year which is similar to the position which had been forecast for this year with a carry forward remaining at year end. The carry forward shown on the draft budget plan is £100,000. <p>KC proposed to adopt the Draft Annual Budget and this was seconded by MG and supported by other Governors.</p>	
11	<p>Staffing</p> <p>CB confirmed: Since Karen Webb asked for long-term leave, two candidates had already been interviewed.</p> <p>EW asked if there was an extra fee to the agency for consultation.</p> <p>CB replied: No extra fee was required.</p> <p>CB reminded Governors that a Governor was needed to be responsible for Safe Recruitment.</p> <p>KC proposed that JR would be in the right position to take this role and she will contact Jo shortly.</p> <p><u>DW and RO left the meeting at 8.00 p.m.</u></p>	KC 04/16
12	<p>1st/2nd Committee Terms of Reference</p> <p>Governors agreed that RE, RO, EW, GL and CH were included in the First/Appeals Committee and RR, SC, KC, MG and JR in the Second/Hearings Committee.</p> <p>Clerk was requested to update the relevant format in Governors Folder.</p>	Clerk 03/16
13	<p>To receive Headteacher's Report</p> <p>Headteacher's report (Autumn 2015) was circulated to Governors prior to the meeting.</p> <p>CB advised Governors:</p> <p>It would be useful if governors could read through Pages 20-21 as they contained the 2015 Framework: Ten Things to Consider from Ofsted and Pages 22-23 because they detailed the Prevent Duty.</p>	All Governors
14	<p>Admissions Policy</p> <p>It was agreed by Governors that CB will review Admission Policy and bring it to the next FGB on 28th June, 2016.</p>	
15	<p>Review Governors Monitoring</p> <p>Following Helen Crossfield's review on 14 January 2016, she pointed out:</p> <ul style="list-style-type: none"> ➤ There was no structured programme of visits. ➤ Consider introducing a programme of visits to school which links with governors' areas of responsibilities and priorities for improvement and can track changes over the lifespan of the SMIP; <p>KC confirmed that Governors Visit Policy was adopted. Governors were agreeable to actions to be taken:</p> <ul style="list-style-type: none"> ➤ Governors Visit Reports should be sent simultaneously to the Head teacher for approval and to the Clerk for collecting Governors impact on school's development. 	

	<p>Policy to be amended to reflect this. Clerk is responsible for circulating Governors Visit reports accordingly;</p> <ul style="list-style-type: none"> ➤ Governors book their visits which should link with their areas of responsibilities and year links; ➤ Governors should arrange their visits once or twice a year; ➤ Governors would join Parents' Evenings and CB will send termly dates in advance for Governors' information. ➤ Governors' impact on school could be recorded and written down into a visit report. For example CH spent 25 minutes having a conversation with the kitchen manager would be a good example of Governors' involvement in school's improvements. <p>Governors agreed to adopt March 2016 Governance' Action Plan-Initial version following Review of Governance.</p>													
16	<p>Governors Report</p> <p>None</p>													
17	<p>Items brought forward by the Chair</p> <p>Governors signed Staff, Governor and Visitor ICT or IT Acceptable Use Policy Agreement.</p> <p>RR announced that NB had tendered her resignation as a Governor with effect from the end of this term.</p>													
18	<p>To agree dates of next meetings</p> <table style="width: 100%; border: none;"> <tr> <td></td> <td></td> <td style="text-align: right;">P&C 19 April</td> </tr> <tr> <td style="text-align: center;">B&F 26 April</td> <td></td> <td style="text-align: right;">P&C 7 June</td> </tr> <tr> <td style="text-align: center;">B&F 14 June</td> <td style="text-align: center;">FGB 28 June</td> <td></td> </tr> <tr> <td style="text-align: center;">APMC 25 April</td> <td style="text-align: center;">23 May</td> <td style="text-align: right;">4 July</td> </tr> </table>			P&C 19 April	B&F 26 April		P&C 7 June	B&F 14 June	FGB 28 June		APMC 25 April	23 May	4 July	
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Attachments:

- 1. SEF/SMIP 2. Exeter Learning Trust Minutes 25th February 2016 3.Safeguarding 4. Draft Annual Budget 5.1st/2nd Committee Terms of Reference 6. Admissions Policy 7.Governors Monitoring
- 8. Governor Year Links & School Visit 2015-16 9. Learning Walks 10. Staff, Governor and Visitor ICT or IT Acceptable Use Policy Agreement 11.Reviewed policies lists for Committees 12.Food and Nutrition Policy ((Appendix B School_Food_Standards summary was attached to the policy) 13. Headteacher's report (Autumn term 2015)

There being no further items to discuss the meeting closed at 8.20 p.m.

Signed Dated.....