



Bowhill Primary School

Full Governing Board Meeting

Minutes

Date of meeting	14 th March 2017	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks (Headteacher)	CB	STH			
Time of meeting	6.00 p.m.		Nikki Denison (Chair of Pay)	ND	COO	Mark Burnard (Deputy Headteacher)	MB	FOU
			David Pryke	DP	FOU	Rod Ruffle (Chair of Resources)	RR	LA
			Stephen Cousley (Deputy Chair)	SC	COO	Emma Walker-Brown (Deputy Chair of Resources)	EW	PAR
			Ruth O'Neale (Chair)	RO	PAR	Matthew Giles (Chair of T&L)	MG	PAR
			Lizzie Clough	LC	PAR	Debra Ward	DW	STF
Room	Year 6/2	Apologies	Reg Edwardson	RE	COO			
		In Attendance	Li Wang	LW	Clerk to Governors			
Minutes to	Attendees/ Apologies/ School Website							

Agenda Number	Details of Discussion	Actions
1	<p>1.1 Welcome & Apologies RO welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register Governors were reminded that they must declare any conflicts of interest which become apparent during the meeting. None declared.</p> <p>1.3 Fire Alarm There was no fire test today. Fire exits were outlined by RO. If the alarm were to sound then everyone should make their way quickly and safely to the playground.</p>	
2	<p>Approval of Minutes from the Full Governing Board Meeting held on Tuesday 22nd November 2016. Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting. Minutes were approved as accurate records of the meetings and signed by RO.</p>	
3	<p>To discuss matters arising from the minutes Actions were completed:</p>	

	<ul style="list-style-type: none"> ➤ Iris informed Governors that David’s DBS check had been done; ➤ ‘Safeguarding’ is on every FGB meeting’s agenda; ➤ Clerk circulated part one of KCSIe September 2016 to all Governors; ➤ JR and Jacqueline Nicolle reviewed the annual DCC safeguarding audit and submitted it to the Local Authority before 31 Dec 2016; ➤ MB circulated the latest school performance data to all Governors; ➤ CB circulated “Response to weaknesses identified on Data Dashboard October 2016” to all Governors; 	
<p>4, 5 & 6</p>	<p>4 Questions to the Headteacher 5 To receive and discuss Headteacher Report and raise questions on pupil performance data 6 Feedback from external advisors and action points (could be within HT report)</p> <p>There were no questions raised re Headteacher Report prior to or at the meeting.</p> <p>A support review visit was carried out by an adviser (Brad Murray) and MAT officers (Debbie Buckingham, Sharon Tarr and Justin Stone) on 1st and 2nd February 2017. Because of the proximity of this review to the Ofsted inspection, the focus of the visit concentrated on the key priorities for improvement identified by Ofsted. The school was evaluated as GOOD in the following areas:</p> <ul style="list-style-type: none"> ➤ Outcomes for pupils ➤ Outcomes for disadvantaged pupils ➤ Quality of teaching, learning and assessment ➤ Personal development, behaviour and welfare of pupils ➤ Effectiveness of leadership and management 	
<p>7</p>	<p>Evaluate success/impact of SMIP focusing on the three core functions. Agree next steps to achieve aims.</p> <p>RO drafted some governor actions for the SMIP by adding section 4.5 which is ‘Establish governor capability which is resilient, continuously developing and improving’ to the leadership and management. RO suggested five actions:</p> <ul style="list-style-type: none"> ➤ All governors to take responsibility to ensure their continuous professional development i.e. attending training courses, governor network events, keeping up to date with DfE publications and updating FGB on relevant changes <p>Governors’ training is arranged based on the following categories/needs:</p> <ul style="list-style-type: none"> • New governors training • Roles/responsibilities related training such as Safeguarding, Performance Data, SEND, Finance for Academy Schools and so on • Chairs training <ul style="list-style-type: none"> ➤ Governors to become more self-sufficient in gathering, reviewing, analysing and querying progress data and using this to inform constructive challenge ➤ Governors to establish a network of peers in the MAT ➤ Governors to support the senior and middle leadership in ensuring staff succession and progression occurs successfully ➤ Governors to support the senior and middle leadership <p>RO informed Governors that Allison Grant (MAT Business Manager) is planning a performance event which is data-focused for all Governors and Allison will create data dashboards for MAT</p>	

	<p>directors, such as IE termly data, Starters/Leavers, etc.</p> <p>Governors agreed to ratify SMIP.</p> <p><u>LC joined the meeting 6.10 p.m.</u></p>	
8	<p>Review SEF</p> <p>Following the Ofsted inspection, CB drafted an action plan and amended SEF which had been reviewed by the teaching staff.</p> <p>Governors agreed to adopt SEF and Post-Ofsted Action Plan.</p>	
9	<p>Safeguarding</p> <p>Safeguarding Data Collection Sheet, which is updated three times a year and produced by Jess, was circulated prior to the meeting. Governors are willing to provide any help if there are safeguarding concerns raised.</p>	
10	<p>Children in Care</p> <p>CB confirmed that there is one child in care who is in Foundation Stage and CB or the class teacher goes to meetings about the child. A personal educational plan (PEP) was written and reviewed to fit in with the student's long-term needs.</p>	
11	<p>Receive reports from Committees, approve Committee Minutes and consider implications, actions and decisions</p> <p>Chairs of committees gave a brief summary of the work each committee had completed and will be implemented apart from reviewing and adopting policies:</p> <p>EW and RR, on behalf of Resources committee, summarised as follows:</p> <ul style="list-style-type: none"> ➤ Schools Financial Value Standard (SFVS) will be replaced by Financial Management Governance Standards (FMGS). The details of this replacement will be discussed at the next Resources meeting; ➤ There were many on-going discussions at the committee meetings to help CB make decisions in terms of financial & personnel matters and daily issues such as monitoring FRS report/Review expenditure, budget, and sources of funding, staff contracts, and Breakfast Club opening time and so on. ➤ EW attended PP Day and DP had a high attainers visit. <p>MG, on behalf of T&L committee, summed up as follows:</p> <ul style="list-style-type: none"> ➤ The committee monitors teaching and learning by reviewing English reports, maths reports and PP reports at each meeting. ➤ The discussion of 'impact of educational visits and residentials' has resulted in a suggestion of evaluating/measuring the impact of those visits at least once a year. MG is working on SMSC (spiritual, moral, social and cultural) development. ➤ British values and well-being – exploring how to look after everyone in our school community are standard items at each meeting. ➤ MG & SC had a Learning Walk on Thursday 2nd March 2017 to observe what the school currently offers in the way of music, sports and extracurricular activities and foundation subjects. <p>EW asked about the arrangements of educational visits and residentials.</p> <p>MB replied that Dartmoor and London trips will take place next term this year and in the autumn term next year.</p> <p>EW noted the positive impact of such visits on students by exploring new experience in problem solving and teamwork etc.</p> <p><u>RR joined the meeting 6.20 p.m.</u></p>	
12	<p>To note and agree the Minutes and actions from recent chairs' committee meetings and any matters arising</p> <p>Governors approved the Minutes and actions from recent chairs' committee meetings. There were no questions were raised.</p>	

<p>13</p>	<p>Ratify policies recommended by Committees (from 23rd November 2016 to 14th March 2017) Policies/documents which were reviewed by T&L committee:</p> <ul style="list-style-type: none"> ➤ SAFEGUARDING POLICY ➤ SEF/SMIP ➤ EXTRA CURRICULAR ACTIVITY POLICY ➤ HIGH ATTAINERS POLICY ➤ R.E. & COLLECTIVE WORSHIP POLICY ➤ SEND REPORT <p>Policies/documents which were reviewed by Resources committee:</p> <ul style="list-style-type: none"> ➤ SAFEGUARDING POLICY ➤ SEF/SMIP ➤ STAFF LEAVE AND ABSENCE POLICY ➤ MANAGING SICKNESS ABSENCE POLICY ➤ FINANCE POLICY ➤ LETTINGS POLICY ➤ WHISTLEBLOWING POLICY ➤ PUPIL PREMIUM POLICY ➤ WHOLE SCHOOL FOOD AND NUTRITIONAL STANDARDS POLICY ➤ MATERNITY POLICY ➤ SHARED PARENTAL LEAVE POLICY ➤ CHARGING POLICY <p>DP asked what powers will be delegated to the local governing board from the MAT.</p> <p>CB informed Governors that MAT business manager, Allison Grant, works through the policies with Headteachers – when these have been approved- it should lessen the workload on each individual Governing Board as some policies can be taken off the calendar. Allison is reviewing all policies across schools.</p> <p>RO added that the trust board are responsible for some policies such as Admissions Policy and Safeguarding Policy. After Allison reviews the Governor Calendar, it will be modified. The MAT is also finalising Scheme of delegation which sets out which powers of the multi academy board of trustees will be delegated to local governing boards.</p> <p>Governors agreed to ratify polices/documents above reviewed by committees.</p>	
<p>14&15</p>	<p>14 Consider benchmarking statistics from Resources committee, and agree action points 15 Approve final budget and Schools Financial Value Standard (SFVS) statement</p> <p>EW informed Governors that Schools Financial Value Standard (SFVS) will be replaced by Financial Management Governance Standards (FMGS). The details of the replacement will be discussed at the next MAT meeting.</p> <p>Governors agreed to leave the budget as it was owing to some uncertain factors during the transitional period of conversion and expected to have a clearer picture of the budget at the next FGB meeting because the MAT needs some time to have various aspects of matters settled.</p>	
<p>16</p>	<p>Staffing</p> <p>CB informed Governors that a new SENCO will start working form September 2017. The new SENCO will have six days to work with the present SENCO, Jacqeline Nicolle in July 2017 and another four days before September 2017.</p>	
<p>17</p>	<p>Review Governors Monitoring including reports and evidence from Governor visits</p>	

Governors' visit reports were circulated prior to the meeting:

Governors	Focus of Visit	Visit Date
RE	PP Day visit – focusing on SMIP objectives 1.4 Vulnerable groups (disadvantaged) 4.4 Effective use of additional funding	09/11/2016
EW	PP Day visit – focusing on SMIP objectives 1.4 Vulnerable groups (disadvantaged) 4.4 Effective use of additional funding	09/11/2016
RO	PP visit - reviewing progress of Pupil Premium Children	31/01/2017
	Aspiration Day visit - Aspiration focus for Governors	14/03/2017
DP	High attainers visit – focusing on high attainers	27/01/2017
SC/MG	Learning Walk around the whole school - focusing on Cross Curriculum	02/03/2017

All Governors who visited the school were reminded to submit their visits reports soon after the visits.

18 Review of Governor impact

Governors agreed that RO will take the responsibility to prepare Impact Statement 2016-17 and Governor Monitoring Programme 2016-17.

Action: All Governors who have any suggestions will submit their advice to RO by the end of March 2017.

**All
31/03/17**

19 Feedback from Governor training and impact assessments; further training identified from the skills audit/training audit

ND carried out training assessment and gave an update on Governors' training:

- Most of Governors attended training courses related to their roles and responsibilities and ND will search for more suitable courses to meet each Governor's requirements;
- Under the MAT, the relevant training sessions will be arranged such as 'Finance for Academy Schools', 'Induction for New Trustees/Directors-Academy Schools';
- Governors were encouraged to share training experience based on the courses they had taken so that other Governors could decide if more of them need to join the courses;
- ND will ask Babcock about the content of clerk's training courses under the MAT to decide what sessions should be booked for the clerk;
- If there are any other training courses Governors think worth attending, please inform ND.

Training sessions Governors attended form Autumn term 2016 to Spring term 2017:

Governors	Training Courses	Training Date
JR	Understanding Safeguarding + Child Protection Responsibilities for New Governors	05/10/2016
	Safer Recruitment and Allegations Management INITIAL Training	07/10/2016
	New Governors for Academies	03/11/2016

	RO & EW	Effective attended Governance in a Multi-Academy Trust	10/11/2016	
	LC/ND/JR	New Governors for Academies Wednesday	30/11/2016	
	ND	New Governors for Academies	03/11/2016	
	RO/DP	Performance Data in Primary Schools –Introductory [for governors]	06/12/2016	
	DP	Induction for New Governors – Academies	22/02/2017	
		Introduction to Primary Curriculum (for governors)	07/03/2017	
20&21	20 Conversion / Academisation 21 Questions for MAT directors			
	<p>CB informed Governors that there was no further information about the school house. There will be an MAT meeting on 27th March 2017. Governors were encouraged to submit any questions which will be brought to the meeting. Governors were aware that there will be more standardisations to be established by the MAT and expected a clearer picture to emerge in this summer term.</p> <p>Action: RO will send the Minutes for the MAT meeting in November 2016 for her information.</p>			RO 21/03/17
22	Items brought forward by the Chair			
	22.1 To consider the timeliness of Breakfast Club opening			
	<p>One parent whose two children currently attend Breakfast Club enquired whether the school could look into changing the times to a slightly earlier slot for she travelled further for work in the morning and it was hard for her to find excellent care for her children at such a time. Resources Governors had a full discussion on the enquiry and made a recommendation. Before the FGB meeting, CB brought this recommendation to the club staff meeting for a discussion and JR consulted other parents for their views on this matter.</p> <p>Governors agreed that club staff start off at 7.30 a.m. and the opening time be at 7.40 a.m. considering the importance for parents to balance work with school. Staff will try their best to open the doors as soon as they arrive and have made the necessary preparations for students.</p> <p>Action: RO will email all parents about the change to the club opening time.</p>			
	<p>22.2 CB informed Governors that there are several schemes such as Computershare which entitles employees to receive benefits through an employer such as vouchers such for Childcare and Cyclescheme. ‘Tax-Free’ or ‘TFC’ refers to the proposed new Government scheme, which will replace the childcare voucher scheme, and will be administrated by National Savings & Investments (NS&I). MB asked if Cyclescheme is a long-term scheme for the school. It may be if it is included in a scheme that the MAT signs up to. Emma W-Brown said directors were comparing several schemes.</p>			
	22.3 A congratulations letter produced and signed by RO to Kidz Biz for being judged ‘GOOD’ by Ofsted and CB will present it to Kidz Biz staff.			
	<p>22.4 RO welcomed Governors’ contribution to improve the effectiveness and efficiency of FGB meetings. Governors noted that there were more detailed discussions about each item on the meeting agendas at committee meetings to fulfil committees’ tasks and FGB meetings were comparatively briefer to ratify suggestions/make decisions.</p> <p>JR advised that FGB meetings could provide more opportunities for Governors to share experience and learn from each other, e.g. Governors could obtain various opinions by asking ‘What would you do under this circumstance?’</p>			

