

BOWHILL PRIMARY SCHOOL

Minutes of The Full Governing Board Tuesday March 13th 2018

Item	Description	Led by
	<p>Attendees: CB, RON, JR, RR, RE, CB, NM, DP, EWB, MG, DB, DW</p> <p>Apologies: SC</p> <p>In attendance for part of the meeting: DB</p>	
1	<p>1.1 Welcome & Apologies</p> <p>1.2 Attendance</p> <p>1.3 Fire Alarm</p> <p>RON welcomed all to the meeting and apologies received in advance were approved.</p>	RO
2	<p>Before Agenda: Debbie Buckingham, MAT School Improvement Lead</p> <p>Debbie attended and updated the governors on the latest work across the MAT on school improvement. DB confirmed all schools now have the same format for their school improvement plan. DP raised some queries regarding the progress data collected by the MAT and the schedule for this. There was a discussion regarding whether Bowhill governors are expected to be knowledgeable about the progress data of all of the four MAT schools. DB confirmed this is not an expectation but governors should be knowledgeable about their own school's data. DP queried governor access to the new ASP system as this has been difficult to obtain. CB confirmed she continues to try and get access for governors to this new system. DB confirmed the new MAT business manager would be starting in post soon. RON confirmed she would invite her to the next FGB. Governors thanked DB for her time and reiterated that she is welcome at any future FGB to share updates.</p>	DB
3	<p>Approval of Minutes from the FGB held 28th Nov 2017 Part 2 (since forwarded to Iris for action)</p> <p>Governors approved the minutes part 1 and 2.</p>	RO
4	<p>To discuss matters arising from the minutes</p> <ul style="list-style-type: none"> • <u>Action: All governors to review the annual SEN report and raise any questions with EW, who will discuss these with HE</u> This was discussed and there isn't an annual SEN report as such but HE as SENCO ensures that the "SEN offer" on the website remains up to date. EWB, RON, DP and RR had attended a governor's SEN morning that day with HE and felt they had been able to raise clarification queries about provision and the types of support available then. • <u>Action: RR to invite Mark Burnard to update the Governing Body on the Building Survey.</u> RR confirmed this has been done. • <u>Action: RR to forward projections under new school funding format to CB, which he received at recent finance training.</u> At the time of the meeting RR was still awaiting these in an electronic format before he could pass on. • <u>Action: All Governors required to activate new school email accounts by 1 January 2018</u> It was noted that the majority of governors had activated their accounts and Adam Wardknott is assisting one or two governors who have been having difficulties with this. • <u>Action: CB to look into this and report back to Governors. DP to forward CB a useful link on this issue (ASP/FFT logins)</u> DP has shared the link with CB and CB continues to try and get access for governors. 	RO

	<ul style="list-style-type: none"> • <u>Action: RR to prepare pupil premium report for next FGB.</u> It was noted that RR needs to write up his last PP visit in January. • <u>Action: CB to circulate performance targets for all year groups to all Governors.</u> This action was noted in the meeting as complete. • <u>ACTION: EWB to ask Allison if there is any benchmarking requirement for the MAT (ask DB above)</u> • <u>ACTION: RO to forward benchmarking link to all</u> EWB has clarified this, RON had shared the link to the online DfE resources which exist now i.e. it is possible to now search for individual or batches of schools and compare spend by certain cost centres (maintenance, ICT etc). This is the link: https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking • <u>ACTION: LC to send list of training needs to RO to discuss at next MAT chairs meeting on 13 December 2017.</u> This was discussed and RON agreed with Liam (Alphington) and Ann (Ide) that if there are common training needs the MAT should arrange their own training as it is likely to be cheaper and at a more convenient time outside of working hours. No definitive training requirement has been agreed between schools yet (since the successful joint governors' data evening). RON noted that for new governors recruited via Inspiring Governance they can access NGA online training resources free of charge and RON had shared this information with NM and DB. • <u>ACTION: All governors to file outstanding reports from recent school visits.</u> All noted. • <u>Action: RO requested other governors to attend HT appraisal training and to contact Allison directly to arrange this.</u> This was discussed and the available dates had not been convenient for governors. This will be carried forward as training to progress in 18/19 as only RON, RE and MG are trained in this to date. 	
5	<p>Questions to the Headteacher</p> <p>Questions were raised with CB regarding the recent snow days and any additional costs incurred by the school (i.e. wages for staff who weren't able to work that day). CB said that teachers worked from home but there was a small expenditure for example for cleaning staff who were paid a day's work despite not being able to work. CB confirmed this was unlikely to be recouped from the school's insurance but governors confirmed they were content with this as it was an exceptional weather event and unlikely to occur often.</p> <p>A question was also raised about levels of staff sickness. CB confirmed a number of staff have had absences recently for a wide range of reasons. There was a discussion about DfE strategies to try and reduce teacher workload and hours and whether the SLT/governors could do anything more/different to help improve staff wellbeing. CB confirmed she didn't think the absence rate was all to do with workload pressures (i.e. some were maternity related!).</p>	CB
6	<p>To receive and discuss Headteacher Report and raise questions on pupil performance data</p> <p>This was discussed and DP asked some clarification questions regarding progress data which CB answered.</p> <p>There was a discussion about some recent changes regarding Redhills school and it being</p>	RO/CB

	supported by a Torbay based MAT. There had been a recent unsuccessful leafletting campaign to try and attract families from Bowhill and other local schools to attend Redhills. CB had offered to meet with the head/representative from the Academy as there is the potential to support them but in a way which is collaborative rather than competitive. RON confirmed she is also happy to meet if it helps to establish local connections.	
7	<p>Evaluate success/impact of SMIP focusing on the three core functions. Agree next steps to achieve aims.</p> <p>It was noted that this item needs rewording for future agendas as the SIP is not agreed for the academic year and includes a section on governor development, training and commitment to CPD.</p>	RO/CB
8	<p>Review SEF</p> <p>It was noted that this is not regularly updated during the academic year but is maintained now on a scheduled agreed with the school improvement lead for the MAT. No questions were raised from governors.</p>	RO/CB
9	<p>Safeguarding</p> <ul style="list-style-type: none"> • Recent Audit • Jo's visit report <p>JR updated all on the recent audit of safeguarding which was carried out by an independent reviewer and which she took part in. The conclusions were very positive with a few minor suggestions for additional things to be considered (i.e. further data analysis of the type of concern logged in CPOMs and patterns of usage of this amongst staff). JR has written a report and will share this with governors.</p>	JR/CB
10	<p>Children in Care</p> <p>CB gave an update on children in care, the number has remained at two. There were some following questions from governors to seek assurance that families and children are getting as much support as we are able to assist them in getting and CB confirmed this was the case.</p>	CB
11	<p>Receive reports from Committees, approve Committee Minutes and consider implications, actions, decisions</p> <ul style="list-style-type: none"> • Change of T&L chair MG confirmed his intention to resign as T&L chair and as a governor from the end of April. • Change of teacher governor CB was welcomed as a new teacher governor onto FGB and DW was thanked for her term as teacher governor. • English lead governor role vacancy SC has not been able to be as active recently on the FGB so had resigned his role as lead governor for English. It was noted that DP was considering taking on this responsibility and he and CB planned to discuss further before confirming this. • SNAG governor role vacancy This was discussed as Nikki and SC used to share this responsibility but in recent 	RR/MG SC/MG

	<p>months as SC has not been as active in his governor role this hasn't been covered as much. RR noted he is happy to be involved in school nutrition matters as and when he does governor visits. All agreed this is not one of the priority governor roles to be covered and were content to wait until the AGM to firm up the covering of this role.</p> <ul style="list-style-type: none"> British values governor role vacancy <p>As MG is resigning it was noted that his role would be vacant. It was agreed to discuss this at the next T&L meeting so see if someone could cover this before September.</p> <p>In the discussion above concerns were raised about having a second governor to support both JR (lead safeguarding) and EWB (lead SEN) as these are critical governor responsibilities and would be shared ideally. All agreed to consider if they could take these on as well as existing responsibilities ahead of the July FGB. RON noted that there is a need to share the various responsibilities equally amongst governors whilst being mindful that we have some newer governors who are still adapting to this role.</p>	
12	<p>To note and agree the minutes and actions from recent chairs committee meetings and any matters arising</p> <p>Note no recent Bowhill meeting- RON to update on LGB chairs meeting with Ide and Alphington chairs (see below).</p>	RO
13	<p>Ratify policies recommended by Committees</p> <p>Policies/documents from T&L:</p> <ul style="list-style-type: none"> ➤ SAFEGUARDING POLICY ➤ EXTRA CURRICULAR ACTIVITY POLICY ➤ HIGH ATTAINERS POLICY ➤ SEX EDUCATION POLICY next review due 2020 ➤ R.E. & COLLECTIVE WORSHIP POLICY next review due 2020 ➤ SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY ➤ ANTI RADICALISATION POLICY (2020) <p>Policies/documents from Resources committee:</p> <ul style="list-style-type: none"> ➤ SAFEGUARDING POLICY ➤ 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 ➤ SHARED PARENTAL LEAVE POLICY <p>Policy reviews and updates were discussed and where ratified by the committee FGB accepted and approved these.</p>	RO

	<p>CB/RON noted that when Kerry returns from sick leave they will ask her to do an overhaul of the policy review schedule as recently the committees have reviewed one or two policies that either were not due to be reviewed (i.e. medical needs) or had been agreed to now be approved at MAT board level.</p>	
14	<p>Consider benchmarking statistics from Teaching & Learning committee, and agree action points</p> <p>It was noted that this agenda item is no longer applicable and should not be on future FGB agendas as targets for attainment/progress are agreed at FGB (and at the MAT board).</p>	RO
15	<p>Approve final budget and Schools Financial Value Standard (SFVS) statement.</p> <p>It was confirmed that this had been agreed at Resources so this was not discussed at FGB. RR explained what he was aware of in terms of financial pressures.</p>	RO
16	<p>Staffing</p> <ul style="list-style-type: none"> • CB update <p>CB updated all on the planned recruitment for:</p> <p>Deputy head</p> <p>Maths lead</p> <p>Phase lead for year 5 and 6</p> <p>English</p> <p>Other teaching vacancies</p> <p>CB asked for governor assistance with the upcoming interviews and RON confirmed she would email all the dates to everyone present as ideally most if not all governors would assist and share the workload. Governors confirmed they would help where they could.</p>	RO
17	<p>Review Governors Monitoring including reports and evidence from Governor visits</p> <ul style="list-style-type: none"> • Natalie- Science • David- Data, this report was to be submitted at the time of the meeting • Ruth/Rod- PP <p>No queries were raised on the reports.</p> <p>RON reminded all to submit reports to Kerry/RON.</p>	RO
18	<p>Review of governor impact</p> <ul style="list-style-type: none"> • Defer to summer FGB <p>RON committed to revise and update the impact statement for the July FGB.</p>	RO
19	<p>Feedback from governor training and impact assessments; further training identified from the skills audit/training audit</p> <ul style="list-style-type: none"> • Induction support • Governor recruitment <p>Training was discussed and LC confirm she continues to check for relevant courses on behalf of governors.</p> <p>RON confirmed she has tried again to recruit via Inspiring Governance and also shared some of the difficulties Ide and Alphington's LGBs have experienced in trying to recruit governors. Governor recruitment and retention was acknowledged as an ongoing challenge and all committed to continue to think of anyone who may be suitable/to encourage them to volunteer.</p>	LC RO

20	<p>MAT Update Chairs meeting</p> <p>EWB updated on recent MAT discussions. EWB confirmed she has been checking what information she is allowed to disclose to FGB and had agreement that she can communicate key decisions/updates ahead of minutes being shared.</p> <p>RON updated on a recent positive chairs meeting with Ide and Alphington chairs. Amongst the topics discussed was some potential changes to the other schools' admissions policies, staff wellbeing, and concern about accessing help from external agencies.</p>	CB/RO/ RE/EW
21	<p>Questions for MAT directors</p> <p>This was discussed and none were raised.</p>	RO
22	<p>Dates and time of next meeting</p> <p>10 July 2018 at 6.00 pm</p>	All

Attachments:

1. Headteacher's Report (to follow)
2. Chairs' Committee Minutes (to follow)
3. SEF
4. SMIP (see committee papers)
5. Update reports on Maths and English