



Bowhill Primary School

Full Governing Board Meeting

Minutes

Date of meeting	22 nd November 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks (Headteacher)	CB	STH	Joanne Radford	JR	COO
Nikki Denison (Chair of Pay)	ND		COO	Mark Burnard (Deputy Headteacher)	MB	FOU		
Reg Edwardson	RE		COO	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		
Time of meeting	4.30 p.m.							
Room	Year 6/2	Apologies	Lizzie Clough	LC	PAR	Debra Ward	DWd	STF
		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>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>	
1	<p>1.1 Welcome & Apologies</p> <p>RO welcomed all Governors who attended the meeting. Apologies were received as above and sanctioned. It was noted the meeting began earlier than originally scheduled to allow the headteacher, deputy and governors to prepare for the Ofsted visit over the following two days.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflicts of interest which become apparent during the meeting. None declared.</p>	
2	<p>Approval of Minutes from the Full Governing Board Meeting held on Tuesday 27th September 2016.</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as accurate records of the meetings and signed by RO.</p>	
3	<p>To discuss matters arising from the minutes</p> <p>Actions were completed:</p>	

	<p>RO</p> <ul style="list-style-type: none"> ➤ together with SC reviewed Terms of Reference for the FGB and circulated the updated version prior to the meeting. Governors agreed to adopt Terms of Reference for FGB. ➤ circulated draft Governor Monitoring Programme 2016-17 before the meeting. This had been drafted by Caroline Havard and amended by Karen Cronin. No further amendments had been submitted for review. Governors agreed to the Monitoring Schedule. Chairs were reminded to refer to this when planning agendas for their forthcoming meetings. <p>CB & JR</p> <ul style="list-style-type: none"> ➤ reviewed SEN Policy 2016-2017 (Jackie Nicolle reviews this policy annually). <p>SC/RO/KC</p> <ul style="list-style-type: none"> ➤ liaised with the prospective governors. David Pryke attended T&L and he and Eloise Jakota attended the Resources meeting. Prospective governors were asked to confirm their interest to CB and RO. <p>CB</p> <ul style="list-style-type: none"> ➤ advertised for parent governors through Newsletters and one parent had the interest in becoming a Governor. <p>JR/DW/MB/CB</p> <ul style="list-style-type: none"> ➤ amended Anti-Bullying Policy and the Clerk circulated the updated version to Governors. <p>Clerk</p> <ul style="list-style-type: none"> ➤ sent the finalised Impact Statement 2015-16 to Adam who uploaded it on the school website. <p>RO informed Governors that a new Inspiring Governance recruitment service provides free expert bespoke support for volunteers and governing boards. The service is a free, online match-making service that allows individuals to register their skills and boards to find governors no matter where they are in the country. It is funded by the Department for Education until 2020 and powered by the Inspiring the Future technology platform.</p> <p>RO has registered for an account to find matched volunteers based on the school's location and the activities requested.</p>	
4	<p>Questions to the Headteacher</p> <p>Governors were reminded to send questions out related to the SMIP (especially teaching and learning) to the Head teacher or the Clerk before the meeting.</p> <p>Caroline Havard had raised some questions related to SEF/SMIP and CB responded prior to the meeting</p> <p>1. SEF Some of the two year rolling curriculum programmes are out of date on the school website. Do you know yet when these are likely to be available? CB confirmed that the two year rolling curriculum programmes on the website had been updated.</p> <p>2. SMIP (a) 1.1 Is target to have 75% of FS pupils with GLD realistically achievable given that the national average in 2015 was 62%/Bowhill at 60.8%? CB answered: It is not unrealistic and not necessarily unachievable. Last year's figures were slightly below the national average, but there was a disparity between the 3 classes. The phase leader's results were considerably higher than the other 2 classes, and there was a further difference between those. Mrs Carter has made some changes to staffing and is supporting the team to ensure best practice is shared across early years.</p> <p>(b) 1.2 Do you know yet when the national average for KS1 ARE for 2015 will be available? CB showed Governors the Inspection Dashboard 2016 in which the breakdown of the related data is illustrated.</p> <p>(c) 1.4 What was the percentage of Yr6 pupils in 2015 who achieved expected progress from</p>	

	<p>KS1? (I know we met the floor standards and have the progress scores for reading writing and maths but I'm unable to see how this translates into an overall percentage!) CB replied: MB will add both figures to the form in terms of percentage.</p>													
<p>5</p>	<p>Ratification of SEF/SMIP Governors were reminded to submit any enquires or questions before 18th November 2016 regarding SMIP and SEF to the Chairs' Committee which went through two documents above thoroughly with CB to finalise them before the FGB meeting.</p> <p>Linda Ross, SIP (School Improvement Partner), paid a visit to the school on 15th November 2016 and provided some advice which included:</p> <ul style="list-style-type: none"> ➤ Leaders should set targets for RWM (RWM = the % of children who achieved the expected level in Reading, Writing and Maths Combined) combined as well as for the individual subjects and for disadvantaged pupil and other pupils; ➤ Headteacher should strengthen summary SEF to reflect 'good' judgement. <p>CB amended SEF based on Linda's suggestion and MB conducted 'End year predictions RWM' to set targets for all pupils, Pupil Premium students and others pupils of each year group.</p> <p><u>Action: CB will circulate the revised SEF to all Governors.</u></p> <p>Governors agreed to formally adopt SEF and SMIP.</p>	<p>CB/Clerk 23/11/16</p>												
<p>6</p>	<p>Revise reconstitution of FGB Governors were agreeable to keeping the constitution which was illustrated on "Instrument of Government".</p> <p>The Governing Board shall consist of:</p> <table border="1" data-bbox="301 1144 1291 1839"> <tr> <td>1 Staff governor</td> <td>Debra Ward</td> </tr> <tr> <td>1 Head Teacher</td> <td>Caren Brooks</td> </tr> <tr> <td>7 Parent governors</td> <td>Matt Giles Ruth O'Neale Emma Walker Brown Lizzie Clough Vacancy Vacancy Vacancy</td> </tr> <tr> <td>6 Co-Opted governors</td> <td>Stephen Cousley Reg Edwardson Joanne Radford Nikki Denison Rod Ruffle Mark Burnard</td> </tr> <tr> <td>2 Foundation governors</td> <td>David Pryke Vacancy</td> </tr> <tr> <td>1 Local Authority governor</td> <td>Vacancy</td> </tr> </table> <p>Governors agreed that David Pryke will be a member of Resources committee as a Foundation Governor and in addition will be asked to take on the lead for High Attainers (with LC) and Assessment (with JR). SC will be his mentor who is his first port of call and will be happy to talk and answer any questions or queries he has.</p> <p><u>Action: RO to update David on above. Clerk will inform Iris to have David's DBS check done.</u></p>	1 Staff governor	Debra Ward	1 Head Teacher	Caren Brooks	7 Parent governors	Matt Giles Ruth O'Neale Emma Walker Brown Lizzie Clough Vacancy Vacancy Vacancy	6 Co-Opted governors	Stephen Cousley Reg Edwardson Joanne Radford Nikki Denison Rod Ruffle Mark Burnard	2 Foundation governors	David Pryke Vacancy	1 Local Authority governor	Vacancy	<p>Clerk 24/11/16</p>
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<p>7</p>	<p>Receive reports (including Safeguarding Audit and annual report on SEN provision) and consider implications, actions and decisions. (to ratify Safeguarding Policy)</p> <p>SEN & Safeguarding Governor, JR, reported to the meeting:</p> <p>Actions which were taken:</p> <ul style="list-style-type: none"> ➤ JR attended “Understanding Safeguarding + Child Protection responsibilities for New Governors” training course and Safer Recruitment training session in October 2016; ➤ JR kept the Governing Board up to date with work undertaken by the Safeguarding Governor through regular (termly) written reports disseminated to the FGB prior to the meeting; ➤ The school has a new joint safeguarding lead with Caren Brooks. Jessica Crabtree, who has level 3 safeguarding training, was appointed new PSA and will lead safeguarding in school, overseen by CB; ➤ JR checked SCR (Single Central Register) with Iris Browning on 20th October 2016; ➤ Jessica Crabtree, Parent Support Adviser, submitted “safeguarding data collection sheet Autumn 2016” to the FGB meeting and she will circulate the relevant data prior to every FGB meeting; ➤ CPOMs is successfully being used by all teachers and TAs. Alerts are immediately and electronically sent to CB. Only those with ‘key’ can access all information. ➤ Relevant policies are up to date and presented on the school website; <p>Actions which are being undertaken:</p> <ul style="list-style-type: none"> ➤ To ensure that every governor reads part one of KCSiE (Keeping Children Safe in Education) September 2016. Safeguarding is the responsibility of the whole Governing body; ➤ To ensure that all staff and volunteers have received KCSiE September 2016; ➤ To ensure that ‘Safeguarding’ is on every FGB meeting’s agenda; ➤ To ensure that the school has met its statutory duties (Section 175/157 Education Act 2002) by completing and returning the annual safeguarding audit to the Local Authority and to ensure that any weaknesses identified are rectified by the school without delay; ➤ DAF forms are shared by SENCo (Special Educational Needs Co-ordinator) and PSA. Some admin work delegated to safeguarding trained TA during the week. SENCo role is not currently full time. If it were, then it would look different in terms of what the role encompassed. (e.g. more support for behaviour management across the school). <p>MB confirmed that TAs have their own targets in SEN in the classes.</p> <p>Actions:</p> <ul style="list-style-type: none"> ➤ <u>Clerk will ensure that ‘Safeguarding’ is on every FGB meeting’s agenda;</u> ➤ <u>Clerk will circulate part one of KCSiE September 2016 to all Governors;</u> ➤ <u>JR will return the annual DCC safeguarding audit, which Jacqueline Nicolle, is checking, to the Local Authority before 31 Dec 2016.</u> 	<p>Clerk 24/11/16 JR 01/17</p>
<p>8</p>	<p>Children in Care There is now one child in care whose personal educational plan has been made.</p>	
<p>9</p>	<p>To note and agree the minutes and actions from recent chairs committee meetings and any matters arising</p> <p>Chairs’ committee has circulated its meeting minutes to all Governors after each conference. Governors were fully aware of and agreeable to the meeting Minutes and actions taken or to be taken by the Chairs’ committee.</p>	

10	<p>Ratify policies recommended by Committees (from 28th September 2016 to 21st November 2016)</p> <p>Policies/documents which were reviewed by T&L committee:</p> <ul style="list-style-type: none"> ➤ BEHAVIOUR AND DISCIPLINE POLICY (reviewed by CB&MB) ➤ PHYSICAL INTERVENTION POLICY ➤ ANTI-BULLYING POLICY (reviewed by CB&MB) ➤ SAFEGUARDING (CHILD PROTECTION) POLICY ➤ SEF/SMIP <p>Policies/documents which were reviewed by Resources committee:</p> <ul style="list-style-type: none"> ➤ Safeguarding (to include SEN, Child Protection and Children in Care Annual Reports) ➤ Fire Procedure/Policy ➤ Best Value Statement ➤ Buildings/H&S risk assessment ➤ Accessibility plan (feed into disability equality scheme) ➤ Consider Headteacher and Deputy Headteacher Pay following appraisals. Chair to inform Pay Committee and School Finance Officer (IB) ➤ FRS report ➤ SEF/SMIP <p>Governors agreed to ratify polices/documents above reviewed by committees.</p>													
11	<p>11.1 Receive and discuss Headteacher’s report & raise questions on pupil performance data and review Raise online</p> <p>MB circulated the school performance data and CB disseminated Headteacher’s Report 2016 Autumn to all Governors prior to the meeting.</p> <p>CB detailed the school’s response to weaknesses identified on Data Dashboard October 2016:</p> <ul style="list-style-type: none"> ➤ KS2 progress in writing was significantly below average; ➤ KS2 progress was significantly below average and in the lowest 10% in at least one subject for the groups: disadvantaged, disadvantaged middle, boys, boys middle, SEN support middle. <p>CB confirmed that drill-downs into reasons for not achieving ARE in writing at end of KS2 resulted in spelling skills being identified as barrier to achievement of ARE.</p> <p>Actions:</p> <ul style="list-style-type: none"> ➤ Increased expectation that teaching and learning will place high value on pupils spelling accurately from ARE pattern lists; ➤ Purchase of No-Nonsense spelling programme; ➤ Teaching of spelling a focus in lesson study and lesson observations. <p>Mark informed Governors that, in <u>RAISEonline Summary KS 2</u>, the school’s estimation figures and the Raise data in KS 2 writing were different because of the use of an alternative calculation method.</p> <p style="text-align: center;"><u>Raise Summary KS 2</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Subject</th> <th>Figure</th> <th>Our estimation</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td>Writing</td> <td>-4.84</td> <td style="color: red;">-2.49</td> <td>disadvantaged</td> </tr> <tr> <td>Writing</td> <td>-5.53</td> <td style="color: red;">-2.02</td> <td>All Middle attainers</td> </tr> </tbody> </table> <p>Action:</p> <ul style="list-style-type: none"> ➤ <u>MB will circulate the latest school performance data to all Governors;</u> ➤ <u>CB will send out “Response to weaknesses identified on Data Dashboard October 2016” to all Governors.</u> 	Subject	Figure	Our estimation	Group	Writing	-4.84	-2.49	disadvantaged	Writing	-5.53	-2.02	All Middle attainers	<p>MB/CB 23/11/16</p>
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12	<p>Review Governor Statement on website for information</p> <p>Governors were content with Governors’ impact statement: academic year 2015-2016 and agreed to ratify the statement.</p>													

13	<p>Review Governors Monitoring</p> <p>RO confirmed the school's successful management of transition to mixed year groups 5/6 with regard to SMIP 4.2 and the school maintained high expectations of teaching and learning in a period of change.</p> <p>The FGB approved Governor Monitoring Programme 2016-17 produced by Chairs' Committee.</p>	
14	<p>Agree targets for performance for all year groups on recommendation by T&L and ensure pupil targets for all year groups are agreed and set by FGB by the end of (Autumn) term</p> <p>Governors agreed to targets for performance for all year groups on recommendation by T&L.</p> <p><u>Action: JR &MB will review the latest school performance data. Agreed JR will take the lead to do this regularly with MB.</u></p>	JR&MB 12/16
15	<p>Consider benchmarking statistics from the Resources Committee, Agree action points and timescale.</p> <p>This item goes to Part II Minutes.</p>	
16	<p>Organise Annual Review of school with School Improvement Officer and agree how this will be reported back to GB and report on visit from Linda Ross</p> <p>Linda Ross, SIP (School Improvement Partner), paid a visit to the school on 15th November 2016. The purpose of her visit is to deliver consultancy support: support leaders reflect on actions planned to address identified priorities and evidence impact so far.</p> <p>The report presents a positive feedback on the school's actions. Linda Ross advised to identify more precise tasks in response to RAISEonline inspection dashboard, both for leaders and individual teachers/teaching teams and MB has produced Raise Summary KS 2 to identify more precise tasks.</p> <p>CB confirmed that she had sent out "Response to weaknesses identified on Data Dashboard October 2016" to Linda.</p> <p>Governors raised questions regarding Linda's recommendations and were content with CB &MB's follow-up actions which were to address key issues mentioned in Linda's report.</p>	
17	<p>Agree term dates including non-pupil and inset days on T&L recommendation of T&L</p> <p>Discretionary Days were as follows:</p> <p style="text-align: center;">2016-2017 Academic Year</p> <p>Occasional Holidays: 25th & 26th July 2017</p> <p>Non Pupil Dates: 1st & 2nd September 2016 ; 3rd January 2017; 20th February 2017; 24th July 2017</p> <p style="text-align: center;">2017-2018 Academic Year</p> <p>Occasional Holidays: 26th & 27th July 2018</p> <p>Non Pupil Dates: 4th, 5th & 6th September 2017 ; 2nd January 2018; 16th April 2018;</p> <p>Governors were agreeable to adopting the Discretionary Days.</p>	
18	<p>Consider change of school hours</p>	

	Governors agreed that there will be no change to school hours.																				
19	<p>Receive feedback from training undertaken & assess impact (skills audit/training audit)</p> <p>Governors briefed the FGB on the training courses which they attended or are going to attend:</p> <table border="1"> <thead> <tr> <th>Governors</th> <th>Training Courses</th> <th>Training Date</th> </tr> </thead> <tbody> <tr> <td>RO & EM</td> <td>Effective attended Governance in a Multi-Academy Trust</td> <td>10 November 2016</td> </tr> <tr> <td>LC</td> <td>New Governors for Academies Wednesday</td> <td>30 November 2016</td> </tr> <tr> <td>ND</td> <td>New Governors for Academies</td> <td>3 November 2016</td> </tr> <tr> <td rowspan="3">JR</td> <td>Understanding Safeguarding + Child Protection responsibilities for New Governors</td> <td>5 October 2016</td> </tr> <tr> <td>Safer Recruitment and Allegations Management INITIAL Training</td> <td>7 October 2016</td> </tr> <tr> <td>New Governors for Academies</td> <td>3 November 2016</td> </tr> </tbody> </table>	Governors	Training Courses	Training Date	RO & EM	Effective attended Governance in a Multi-Academy Trust	10 November 2016	LC	New Governors for Academies Wednesday	30 November 2016	ND	New Governors for Academies	3 November 2016	JR	Understanding Safeguarding + Child Protection responsibilities for New Governors	5 October 2016	Safer Recruitment and Allegations Management INITIAL Training	7 October 2016	New Governors for Academies	3 November 2016	
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20	<p>Identify governor/clerk training needs</p> <p>ND, Training Governor, will carry out training assessment.</p>	ND 01/17																			
21	<p>Receive reports and evidence from any governor visits</p> <p>There were four visit reports received and circulated to all Governors prior to the meeting:</p> <ul style="list-style-type: none"> ➤ 2016-September-22 Reading & Writing Governor Stephen Cousley visited Katherine Richards (English Lead); ➤ 2016-October-11 Maths Governor Karen Cronin visited Deputy Headteacher. ➤ 2016-October- 20- SEND Governor Jo Radford visit Jackie Nicolle ➤ 2016-November- 09 PP Governor Ruth O’Neale PP day visit <p>ND, SC, RR, EW and RO attended the Governor Day event. RO attended last gold award/merit assembly.</p> <p>Noted SC would attend next merit giving assembly.</p> <p>All governors who attended the Governor Day event were reminded to submit visits reports.</p>	ND, SC, RR, EW 01/17																			
22	<p>Approve an NQT’s permanent (contract) appointment</p> <p>CB confirmed that the school was satisfied with a NQT’s (Newly Qualified Teacher) professional teaching skills. CB has had observed the teacher’s lessons. The teacher is on a fixed term contract and a request to make this permanent was made.</p> <p>Governors agreed that the school will sign a permanent contract with the new teacher.</p>																				
23	<p>Conversion / Academisation Update</p> <p>RO updated all Governors on academisation progress and the outstanding school house issue.</p> <p>CB and RO are going to have a MAT chairs and heads meeting on Wednesday 23rd November 2016 where this question will be discussed and they will also get the views of the other schools. RO would like all Governors to have the same information as she had so the Governing Board can consider it and make more informed decisions.</p> <p>RO asked the MAT CEO Justin for his steer on what decision he expected Governors to be making. The key questions Justin was asking Governors were:</p> <ul style="list-style-type: none"> • How important is the school house to the Bowhill Governors? • Are Governors prepared to convert to academy status with the house as an outstanding issue? 																				

