

## Petersfield Church of England Voluntary Aided Primary School

### Minutes of the meeting of the Governing Board

Thursday 7<sup>th</sup> December 2017 at 7.15 p.m.

Membership of the Governing Board	Initials	Status	Present	Absence approved	Not approved	Committee	Start	Finish
<b>Governors 16</b>								
Felicity Couch	FC	POM Orwell	x			Stand		
Sara Metherell	SM	Fnd. Wimpole	x			Stand		
Katie Reid	KR	Fnd. Orwell	x			Res		
Colin Wilson VC	CW	Fnd. Tadlow	x			Stand (Chair)		
Linda Meredith CofG	LM	Fnd. Croydon	x			Stand Res		
Vacancy		Fnd. Whaddon						
Damian Hales	DH	Coopted	x			Res		
Vacancy		Coopted						
Nina Kelly	NK	Parent	x			Res (Clerk)		
Jane Johnson VC	JJ	LA	x			Stand (Clerk)		
Laura Penrose	LP	Co Headteacher	x			Stand Res		
Karen Gwynn	KG	Co Headteacher	x			Stand Res		
Vacancy		POM Tadlow						
Vacancy		POM Whaddon						
Vacancy		Parent						
Tabatha Smith	TS	Staff		x		Stand		
<b>Associate Members</b>								
Imogen Lomax	IL					Stand		
<b>In attendance</b>								
Clare Kendle	CK	HfL Clerk	x					

	Decisions and Actions	Who
	<p><b>Welcome and Opening Prayer</b></p> <p>The Chair opened the meeting it was started with a prayer.</p>	
1.	<p><b>Apologies.</b></p> <p>There were apologies from TS. These were all accepted by the Governing Body.</p>	
2.	<p><b>Declaration of conflicts of interest and Pecuniary Interests.</b></p> <p>Governors were reminded that should a conflict of interest arise for anyone in the course of a meeting they must declare it and withdraw from the meeting. There were no declarations. LM reminded those present that all information discussed and written is confidential.</p> <ul style="list-style-type: none"> <li>• Outstanding Governors to sign annual declaration of Pecuniary Interests</li> </ul>	

Minutes approved  
Signed by Chair:  
Date:

	<b>Decisions and Actions</b>	<b>Who</b>
	<ul style="list-style-type: none"> <li>Items for inclusion in declaration of interests – Governors to approve, the information that has been put on the forms is not applicable, this was explained to the governing body. These will be emitted from the website.</li> </ul> <p>None were raised for this meeting.</p>	
3.	<p><b>Notice of Any Other Business.</b></p> <p>A Training session will take place on 3<sup>rd</sup> Jan 2018 funded by the successful bid by the BFP (Barrington, Foxton, Petersfield) partnership to the Cambridge School Improvement Board. Training for 'Talking Together' Oracy across the curriculum will have an impact across the school. KR and JJ will be attending.</p>	
4.	<p><b>Minutes of the meeting of 13<sup>th</sup> July &amp; 21<sup>st</sup> Sept 2017</b></p> <p>The minutes were amended by hand, <b>approved</b> and signed by the Chair.</p>	
5.	<p><b>Matters Arising.</b></p> <p>All other actions were completed.</p> <p>Off-site visit took place by NK, she is working with TS and Head Teachers (HT), the matter is ongoing. Another meeting is planned to complete the actions.</p>	
6.	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li><b>Terms of Reference for Resources and Standards – governors to approve</b></li> </ul> <p>The Resources Committee ToR will be brought to the next meeting as some added information was needed. The Standards Committee ToR were agreed and ratified by governors.</p> <ul style="list-style-type: none"> <li><b>Agendas and minutes for committees – governors to decide how to receive them Committees – Governors to approve committee membership – proposal for two committee structure</b></li> </ul> <p>Committee minutes will be put in the folder of the meeting where they will be approved on the portal so that all governors know where to find them in future.</p> <p>Two committee structure with the following governors to be included – DH to attend Resources, IB on standards.</p> <ul style="list-style-type: none"> <li><b>Safeguarding training</b></li> </ul> <p>There are some outstanding governors who need to complete the training.</p> <p>SM no longer has the role of safeguarding governor, this has reverted to FC.</p> <ul style="list-style-type: none"> <li><b>Signed letter</b></li> <li><b>Prevent online training</b></li> </ul> <p>The governors had completed the training, IL will do so imminently.</p> <p>Pupil premium data will be reported to the FGB following Pupil Progress meetings.</p>	

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	<p><b>Governors to ensure that the school website is up-to date</b></p> <p>Checked by governors, it is updated regularly and agreed by governors.</p>	
7.	<p><b>Raising Standards</b></p> <ol style="list-style-type: none"> <li>1. <b>Headteachers' Report</b></li> <li>2. <b>Targets for 2017-18</b></li> <li>3. <b>SDP – governors to understand actions planned for raising standards</b></li> <li>4. <b>Statistical report. Absence and lateness, exclusions, Pride.</b></li> </ol> <p>Documents, including the updated key documents had been circulated in advance, a number for approval and Governor agreement.</p> <p>The report gave a good reflection on the time at school</p> <p>SDP An update was given from the SLT on the termly plan, this links to the SDP, the SEF needs updating and requires governor's involvement.</p> <p>KS2 targets were discussed and agreed by the governing body. Governors are aware that the progress data across KS2 is not predicted to be above national due to the cohort being considered but in year progress is targeted to be accelerated. The targets set target attainment above the national expectation.</p> <p>Questions were asked regarding the target figures. HT clarified the data, and targets for both progress and attainment.</p> <p>Q. The way children are assessed has changed, could this be explained more? A. There was an explanation of the recent Government consultation and outcome with regard to reception baseline and the significant period of transition. HTs recommended Governors watch two webinars regarding the changes to assessment. HT will provide the details for governors to be able to access this.</p> <p>Q. Do the teachers all know how to take children to greater depth? A. Yes, the curriculum is explained, training is provided by County and staff know how to support pupils to reach the greater depth. School plans are in place aiming to achieve this.</p> <p>Q. Are the KS1 children on track to meet the targets? A. The strategies in place to ensure success were outlined including planned end of term assessments of which the governing body will be kept informed.</p> <p>Q. Are you getting the support from LA since Ofsted? A. Yes, advisors continue to support school. The chair has booked a school visit to undertake a learning walk to review and audit the support that has been put in place.</p> <p>School role. Governors were informed of the number on role and trends.</p> <p>HTs elaborated on the strengths and challenges faced whilst getting on with the practical work in moving the school forwards.</p> <p>Safeguarding A cloud based safeguarding system was explained to governors, the governors saw this as</p>	LM

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	<p>positive considering the level of need at the school. HT are investigating this following initial training.</p> <p>Energy The governing body approved the decision that the energy company should come and visit and undertake a survey as part of the next stage of the project.</p> <p>Attendance and behaviour A report on the behaviour in school was presented to Governors. The system of behaviour logs and decreasing number was explained fully and governors were content with actions moving forwards. The revised draft of the behaviour policy has been shown to the staff. It will be shown to the school council for their views and reported back to governors. The level of support from the County pilot project has not been as positive as expected. There are some outstanding tasks that remain and are being followed up by the HTs.</p> <p>Q. How can governors monitor behaviour? A. Governor visits are planned for governors to come in to the school to see the work that is being undertaken.</p> <p>Attendance was reviewed, Data figures have gone to standards and governors were content with the information and action points following questioning. FGB asked questions regarding the persistent absenteeism in the school. HT outlined the ongoing actions including letters, in line with the policy, and EWO involvement.</p> <p>Evacuation process The evacuation and invacuation drills are conducted half termly. These are audited by governors and partners from the LA. Fire alarm records were explained to governors.</p> <p>No bullying logs No pride returns No exclusions</p> <p>A significant drop off in all areas of school life was reported of parent engagement over a period of years, this is an area being considered by SLT and governors. The governors considered ways in which to communicate to parents – using the parents’ evenings, Christmas plays to engage were examples.</p> <p>Frist aid continues to be monitored. There was an explanation of the logs reported, the reduction in incidents and the reviews taking place. The use of the school field for as long as possible is positive.</p> <p>The school reps have been engaged with to look at H&amp;S, any frequents visits are monitored so that any potential underlying issues can be flagged.</p>	HEADS
8.	<p><b>Committee Reports and Strategic Group.</b></p> <p>Resources – 10<sup>th</sup> Oct 2017</p> <ul style="list-style-type: none"> <li>• EPM Annual Audit – recommendation to recruit someone with personnel skills</li> <li>• Chair appointment rolled over to the next meeting</li> <li>• Monitored budget to remain that SDP targets are on track</li> <li>• Ensuring children are safe in school</li> <li>• Providing a finance report for Puffins</li> <li>• Policy approval</li> <li>• Formed working party for accessibility considerations</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Considered the ToR</li> <li>• H&amp;S compliance</li> <li>• Action identified to watch a webinar and report back to the next meeting – ongoing</li> <li>• Succession planning – ongoing</li> <li>• Skills matrix - ongoing</li> </ul> <p>Standards – 16<sup>th</sup> November 2017</p> <ul style="list-style-type: none"> <li>• CW was appointed as chair</li> <li>• ToR – subject to amendments</li> <li>• SDP</li> <li>• TOP</li> <li>• FFT Trust data</li> <li>• PP</li> <li>• Attendance health check</li> <li>• Policies – agreed</li> <li>• Agreed PP report</li> <li>• Questioned standards</li> <li>• First meeting after Ofsted</li> <li>• Parental feedback from Ofsted</li> <li>• Recent staff training – reviewed</li> <li>• Progress of attendance, looked at further improvements</li> </ul> <p>Salary Committee – 21<sup>st</sup> September 2017</p> <ul style="list-style-type: none"> <li>• HTPM panel - Governors were unanimous in the decision to agree the HTPM recommendation.</li> <li>• Pay committee - There were a number of recommendations from the pay committee, retention of staff was considered. All governors were in agreement of the recommendation from the pay committee.</li> </ul>	
9.	<p><b>Governors SEF</b></p> <p>The following areas were discussed by governors:</p> <ul style="list-style-type: none"> <li>• Pupil Premium Evaluation</li> </ul> <p>A new evaluation will be started by LM.</p> <ul style="list-style-type: none"> <li>• Governing Body Self Evaluation Tool – Policies and Procedures</li> </ul> <p>There are NGA and County versions and the Ofsted documentation. The governors considered the way forward and whether an action plan or being part of the school SEF would be more appropriate. The document would be considered as part of the agenda making.</p> <ul style="list-style-type: none"> <li>• Governor Self Evaluation</li> </ul>	
10.	<p><b>Governor Visits – SDP focus</b></p> <p>This was discussed at the strategic group:</p> <p>SM – curriculum KR – H&amp;S</p>	

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	<p>A PP visit will be arranged for next term.</p> <p>Governors were encouraged to contact the link teacher, to visit the school and to write up visits.</p> <p>KS1 performance and assembly – LM  Dress rehearsal – FC  Church service – DH  Carols at Wimpole - KR</p> <p>IL would join with SM in the curriculum visits so that IL could be inducted further.</p> <p>Governors discussed the matter of monitoring children missing in education, children moving to other schools and those registered at the school.</p>	
11.	<p><b>To Review and Ratify Foundation Subject Policy</b></p> <p><b>1. Admissions</b>  <b>2. Prevent</b></p> <p>All the policies were agreed and ratified at the governing body.</p> <p>The matter of the disabled parking spot was raised. Current H&amp;S Risk Assessment enforces a no-movement policy at drop off and collection time. County advice on the matter was reviewed. HT to seek County support to enable a marked space at the end of the zig-zags at the front of the school. Stakeholder involvement in the working party will be sought as part of the accessibility plan.</p>	
12.	<p><b>Items from the LA – committees to note recommended items</b></p> <p><b>ASP – data dashboard</b>  Governors were informed on the matter.</p>	
13.	<p><b>Governor Vacancies</b></p> <p>The following governor vacancies are outstanding:</p> <p>2 P.O.M's - IL will be considered for the Arrington POMS vacancy, she will be an associate governor until all the paperwork comes through from the Diocese.  1 Co-opt'd  1 Parent  1 Foundation</p> <p>There is one person who is speaking with the CoG and HTs as they had expressed an interest in becoming a governor.</p> <p>LM will be contacting the Diocese to change her position. The governing body was unanimous in its decision to agree this.</p>	
14.	<p><b>Governor training.</b></p> <p>Exclusion – JJ &amp; NK  Asbestos – LM  Challenge and asking questions – LM</p>	

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	Induction training – IB  GEL training – e-learning for governors.  IL – link governor for behaviour DH – maths NK – attendance LM/CW – vulnerable groups  Training will be sought for all links by individual governors.	
<b>15.</b>	<b>AOB.</b> None notified	
<b>16.</b>	<b>Reflection on the meeting.</b> The Full Governing Body met on the 7 <sup>th</sup> December 2017. At the meeting they: <ul style="list-style-type: none"> <li>• Reviewed actions and next steps against the SDP priorities</li> <li>• Agreed ToR for Standards</li> <li>• Reviewed Prevent and Admissions Policies</li> <li>• Set statutory KS2 targets</li> <li>• Challenged the Headteachers’ report</li> <li>• Approved Pay reviews</li> <li>• Reviewed the self-evaluation tools and incorporated this into future agendas</li> <li>• Welcomed our new governor, Imogen Byres</li> </ul>	
<b>17.</b>	<b>Date of next meeting</b>  <b>8<sup>th</sup> February 2018 at 7.15pm</b>	

The meeting closed at 10p.m.

Signed.....Date.....

Item	Action	

<b>Upcoming Meeting</b>	<b>Date</b>
FGB all start at 7.30pm	8 <sup>th</sup> Feb 2017 3 <sup>rd</sup> May 2017 19 <sup>th</sup> July 2017
Resources all start at 7.30pm	
Standards all start at 7.30pm	

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