

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Board

Wednesday 8th February 2017 at 5p.m.

Membership of the Governing Board	Initials	Status	Present	Absence approved	Not approved	Committee	Start	Finish
Governors 16								
Felicity Couch	FC	POM Orwell	x			Stand (Chair)		
Sara Metherell	SM	Fnd. Wimpole	x			Stand		
Katie Reid	KR	Fnd. Orwell	x			Res		
Colin Wilson CofG	CW	Fnd. Tadlow	x			Res		
Nigel Szembel	NS	Fnd. Arrington		x		Res		
Linda Meredith VC	LM	Fnd. Croydon	x			Stand Res		
Caroline Fawcus		Fnd. Whaddon	?	?	?			
Vacancy		Coopted						
Vacancy		Coopted						
Vacancy		Parent						
Nina Kelly	NK	Parent	x			Res (Clerk)		
Jane Johnson VC	JJ	LA		x		Stand		
Laura Penrose	LP	Co Headteacher	x			Stand Res		
Karen Gwynn	KG	Co Headteacher	x			Stand Res		
Vacancy		POM Tadlow						
Vacancy		POM Whaddon						
Shelley Coleman		Parent		x				
Tabatha Smith		Staff		x				
Associate Members								
Sue Slator		AM	x			Res		
In attendance								
Ms Clare Kendle	MK	HfL Clerk	x					

	Decisions and Actions	Who	When
	Welcome and Opening Prayer The Chair opened the meeting and the prayer was lead by Felicity Couch.		
1.	Apologies. Apologies were received and accepted. The Governors were asked that if they didn't receive any information from the school that they were expecting that all individuals should contact the Clerk or the CofG to chase.	ALL	ASAP
2.	Declaration of conflicts of interest and Pecuniary Interests. Governors were reminded that should a conflict of interest arise for anyone in the		

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	<p>course of a meeting they must declare it and withdraw from the meeting. There were no declarations. CW reminded those present that all information discussed and written is confidential.</p>		
3.	<p>Notice of Any Other Business.</p> <ul style="list-style-type: none"> • Foundation governors meeting 		
4.	<p>Minutes of the meeting of 22nd November 2016. The minutes were amended and will be signed at the next meeting.</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education, noted as seen by all • The uniform policy will now be called the uniform code • Premises rental, this is to be deleted 		
5.	<p>Matters Arising.</p> <ul style="list-style-type: none"> • Uniform, to be considered • Sex and relationship policy – no comments received • Questions in bold and black by clerk for future minutes • Target tracker – LM to attend the school <p>The Clerk to add a table of meetings to the end of the minutes.</p>	<p>Clerk</p> <p>Clerk</p>	<p>ASAP</p> <p>ASAP</p>
6.	<p>Values review</p> <p>The school has updated the school community via the newsletter, there were 18 values to be voted on, parents got a hard copy to vote and half were taken away. This took them down to 9 values, in Collective Worship there were 2 values of the same number of votes where the children chose one. The children had stories around these 9 values which informed the children and helped them to discuss each. This then culminated in a presentation where everyone voted and Friendship, Creation, Love, Peace and Trust were the chosen values for the school.</p> <p>Governors noted that the day spent working on the values was really positive, that the children were engaged, that the children had the opportunity to consider all the values and discuss in a variety of ways. That the whole process was well thought out and planned, this was clearly seen. The whole school community had the opportunity to vote.</p> <p>Q: Were the younger children able to articulate themselves? A: The children were in buddy groups so that the younger children were able to have the older children articulate and describe all the values especially the more difficult ones. The children will have further sessions to explore the values further, to use today's sessions and to learn and implement the values further.</p> <p>Q: How is the school showing it will move forward from here? A: There is an idea to have a tree with the values being displayed as part of the picture to show a nurturing environment, this will then help the children to take ownership and for the values to flourish within the school.</p>		

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	<p>Q: Will the values be in the website for all to see? A: The values will be placed clearly on the website asap, this will be a clear easy image to understand. The strap line will also be included.</p> <p>The Heads report will update governors further in future meetings.</p>		
7.	<p>Headeachers Report. A large number of documents had been circulated in advance, many for approval and Governor agreement.</p> <ul style="list-style-type: none"> • SEF and Key Priorities for school improvement • Policies <p>Q. The quality of teaching, is it improved? A. Governors were made aware of the teaching and learning judgements.</p> <p>Q. Are staff making the necessary improvement, including any that haven't been observed? A. Staff are producing evidence to show the improvements necessary, what is being seen in lessons is also positive. There are challenging targets and the staff team is rising to the challenge, any support is targeted as it needs to be. There has been close working with schools in the cluster and it is very positive to be able to share and manage effectively. This has shown in the progression and support for the teachers in the school, the head teachers have seen other cluster schools and have used what they have seen and this has informed book scrutiny along with professional conversations the heads have had with teachers.</p> <p>Q: Is there is focus on the feedback given to teachers? A: There is clear focus on the feedback for observations, the staff adds into these themselves and the process also helps them to evaluate their own observations, making them more efficient in their teaching. There is now a lot of evidence produced by the children showing the process of working as whiteboard books are used.</p> <p>Q: Has the school considered working with other schools, maybe one that is outstanding? A: The school has been working very collaboratively; there is more moderation meetings, an open mind within the cluster and improvements/development discussed regularly. The school continues to choose carefully which schools it would work with (including outside the cluster) most appropriately so that the maximum is gained. Some schools within the cluster are facing the same challenges and it is very useful to gain further experience.</p> <p>Q: A specific question about age related results was asked Reasons and expectations and next steps were discussed.</p> <p>Q: With the point's progress, a year is 2.1 in reading, but this is not reflected in data? A: The 2.1 is the progress but this still may mean that the children are below age related progress. The expectation is that each child makes 6 points progress in an identified year group and 5 points in an identified year group over the academic year. Last year was different at the new assessment system was started mid-year. There were also some anomalies in the data</p>		

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<p>inputting, this has been resolved through coaching.</p> <p>Q: How can the system show good progress if it is based on potential rather than current? A: Target Tracker identifies where pupils should be now if they are to meet ARE at the end of the year. Progress is shown as an average for the cohort. So if one child makes three points progress which happens to be a lot more than others then this will skew the results. The governors were able to see examples of both boys and girls data in an identified year group, how the issues are being addressed by the staff and examples were given.</p> <p>Q: There are several children missing in education and it is a shame that this skew's the data for the school and makes a big difference? A: As soon as the children are no longer missing in education and have a new school place then they can be taken off the role. This will then see a change in data %.</p> <p>Governors were made aware of the teaching and learning judgements.</p> <p>Governors were asked to agree a policy statement on equality and community cohesion, there are objectives taken from the government statements – governors were content with the policy statement as it was and it was ratified.</p> <p>Pupil premium has been reported differently to governors for this meeting, it is clear to see the impact on the writing for all groups. The school spend has also been written more clearly and the governors approved this document.</p> <p>Governors were asked to commission a questionnaire with the school community for the parents evening, they then looked at parents' previous views. One parent had suggested that the t shirts go from white to red, the governors wished to remain with white currently but there will be review of the company used in the future.</p> <p>The newsletter format was reviewed, there has been limited feedback but the vast majority of the feedback receive has been very positive and the governors decided to remain the same as it is currently. The website will be reviewed and governors can ask parents at the parents evening.</p> <p>A question about the values would be good to ask (the process used) especially for the SIAMS evidence. The parents evening will take place on 21st and 22nd March 2017, governors were asked to volunteer and let the head know ASAP.</p> <p>The school cook has resigned; the heads will be following up the reasons why as the member of staff was very proactive.</p> <p>The governors were asked about the change in wording for the complaints procedure, they were content with the amendments suggested which were minor changes to the layout and the wording around the days set to review. On point 3.8 there was the option for a face to face meeting at a certain point, this was to consider the non-emotive written evidence in a complaint, the decision was to remove 3.8. There was a leaflet to go with the process but the new policy replaces the leaflet and the previous policy.</p>	All	ASAP

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<p>Governors approved the Inset days which have been set following staff consultation and following attempts to set them in conjunction with other schools. The key reason for the choice of set dates continues to ensure standards are raised by these INSET days.</p> <p>The school is under the impression that it will be losing a significant amount of fairer funding, the school is being proactive to try and move the matter forwards and in a more positive way.</p> <p>The governors have the opportunity to clarify the matter further when they go to the governors' meetings, the Heads will go to the Heads Breakfast and then the governors are asked to respond to the consultations.</p> <p>Pupil Premium numbers are rising in the school year on year.</p> <p>British Values policy; this was approved as it stands and ratified by the FGB</p> <p>The head asked for an E-safety/safeguarding link governor to be appointed as the school needed one and LM was agreeable to undertake this task.</p> <p>Edubase The school is in the process of updating the system. As it is statutory to complete this the governors will contact the school to ensure the data it correct.</p> <p>The website is now at the place where the policies can be put in one place and SS has an oversight of this and a governor has been identified to work with SS to ensure a smooth handover. SS to confirm the Governor who will work with her.</p> <p>The school had a practice invacuation as planned, it was positive and undertaken in a timely fashion.</p> <p>Website compliance The SEN report has been updated and sent to the web editor to update. There is an ICT project with another cluster school. Both schools are not utilising the STARZ ICT learning platform enough considering its cost and so a new proposal was requested for the development of a bespoke platform. This was received and it could take three years to pay off (the cost was split in half with the partner school), the share of the cost per pupil would be a more efficient way of dealing with this matter and the governors wished the school to ask what a split per pupil would be as there is not the funds in the school budget implement the current proposal.</p> <p>Behaviour update There was a review from Autumn 1 and this was highlighted to governors. The effective behaviour policy does ensure all incidents are recorded and actioned. In 2015, the policy was rewritten resulting in school staff getting much better at logging incidents, hence the rise. There have been a number of positive interventions for the school which are working well. There has been good communication with parents over incidents entailing their children, it was highlighted that there were some incidents between parents, but there have not been any incidents since the roll out of a robust visitor policy.</p> <p>The incidents involving first aid and health and safety have been reviewed since Autumn 1, there was more boys and some regulars logged, as well as a number of reception children (this is the norm for autumn 1). The school is sensitive to the</p>		

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	<p>needs of the children, there are reviews regularly to look at the incidents and there is an expected reduction in Spring 1, the school follows up incidents where there is a need.</p> <p>Q: What does a reduction of incidents mean? A: That the children are more resilient, they fall over less and they are generally more robust.</p> <p>Q: Is there a possibility that behaviour could be impacting the number of incidents? A: The school regularly reviews behaviour, the impact and addresses the findings, there are also lunchtime clubs for the children which has added to the provision. Adults who are outside have also changed where they are standing.</p> <p>Q: Has a review of how the adults are dealing with the incidents been undertaken? A: No, but it is something to be consider for the future.</p> <p>Q: Some of the children have mentioned that they are not able to go onto the field? A: This is due to health and safety of everyone as had become too muddy and slippery, it has only happened in the last two weeks. The school will reinstate the use of the field ASAP.</p>		
8.	<p>Committee Reports and Strategic Group. Strategic Group update – Not met since the last FGB. Ongoing brief to review academisation and SEF</p> <p>Standards – no meeting since the last FGB</p> <p>Resources –</p> <ul style="list-style-type: none"> • Approved the financial audit, with all other financial matters up to date. • Approved parent financial report – this is a report to parents to go in the newsletter. • Consider budget implications for the rest of the year and further. • There is a potential overspend to monitor closely. • The school may have to take out a loan to pay for the over spend • Review the Intimate Care policy. • Upcoming training planned. • Governor visits arranged. • Pupil Premium visit arranged. • Continued to seek out efficiencies wherever possible. 		
9.	<p>H&S Update.</p> <p>On the 27th Jan there was a health and safety walk by the link governor, there is report/chart to go with this. PM had also looked at some minor adaptations and improvements for parts of the school. E.g. locks</p> <p>Legionella testing, review of the asbestos log was carried out on the 31st Jan.</p>		

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	<p>The Britannia fire safety officer was in the school on the 7th Feb and will return, there is a fire risk assessment in place and up to date.</p> <p>There is a staff work station assessment still outstanding.</p> <p>There has been training for all staff and the children will be included in the process moving forwards.</p>	Heads	ASAP
10.	Safeguarding Update. Included in head teachers report.		
11.	Website Compliance. Included in head teachers report.		
12.	To Review and Ratify any Policy's. Including in head teachers report.		
13.	<p>Governor role in school evaluation</p> <ul style="list-style-type: none"> • School SEF & SDP – these have been given out, the governors shaped these • Prepare for OFSTED • Governor Question <p>The governors were asked to answer a series of questions to show challenge, change and implementation within the school. The answers will be filed and collated ready for potential upcoming meetings.</p> <ul style="list-style-type: none"> • 6 features of effective governance <p>This will be reviewed at a further meeting or as part of the strategic group.</p>		
14.	<p>Governor Visits.</p> <p>A number of governor visits have been planned in the school diary (with the Head Teachers), with only one committee meeting per term governors need to be aware of upcoming visits. A suggestion of looking a term and a bit in advance would be prudent for all.</p> <p>There may be a possible delay into the summer term - maths</p>		
15.	<p>Governor Vacancies</p> <p>2 Co-opted governors are still needed even though the CofG has tried to interview several candidates. 2 POM vacancy's will be proactively looked at by FC.</p>	CofG FC	Ongoing Ongoing
16.	<p>Governor training.</p> <p>SB – Governor workshop and Head Teacher performance management LM – Governors briefing and finance training CW – Governor conference NK – Clerks briefing for resources committee</p>		
17.	AOB.		

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	<ul style="list-style-type: none"> The foundation governors have met today. 		
18.	<p>Reflection on the meeting.</p> <ul style="list-style-type: none"> There was good challenge during the head teachers report, regarding progress which is showing better Governor understanding Approved a couple of policies Values process reviewed Appointed a safety/safeguarding governor Commissioned a questionnaire for parents evening SEF was reviewed 		
19.	<p>Date of next meeting</p> <p>It was noted by the governors as to how hard the Head Teachers have worked (& the staff) and the positive progress that has been made. Everyone was very proud at the distance travelled in a short space of time.</p> <p>Thursday 16th March at 7.30pm</p>		

The meeting closed at 7.10 p.m.

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

Upcoming Meeting	Date
FGB all start at 7.30pm	16 March 2017 4 May 2017 13 July 2017.
	The FGB meetings on the 16th March and 13th July will start with a Parents' Forum at 7pm.
Recourses all start at 7.30pm	28 March 2017 6 June 2017
Standards all start at 7.30pm	2 March 2017 22 June 2017

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