

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Board

Thursday 8th February 2018 at 7.15 p.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 | | |
| Sara Metherell | SM | Fnd. Wimpole | x | | | Stand | | |
| Katie Reid | KR | Fnd. Orwell | x | | | Res | | |
| Colin Wilson VC | CW | Fnd. Tadlow | x | | | Stand (Chair) | | |
| Imogen Lomax | | Fnd. Arrington | | | | Stand | | |
| Linda Meredith CofG | LM | Fnd. Croydon | x | | | Stand Res | | |
| Vacancy | | Fnd. Whaddon | | | | | | |
| Damian Hales | DH | Coopted | x | | | Res | | |
| Vacancy – Linda Meredith | | 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 | | |
| Associate Members | | | | | | | | |
| Imogen Loxam | IL | | x | | | Stand | | |
| Gerry Burnell | GB | | | | | | | |
| In attendance | | | | | | | | |
| Clare Kendle | CK | HfL Clerk | x | | | | | |

| | Who |
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| <p>Decisions and Actions</p> <p>Welcome and Opening Prayer</p> <p>The Chair opened the meeting it was started with a prayer.</p> | |
| <p>Apologies.</p> <p>There were none.</p> | |
| <p>Declaration of conflicts of interest and Pecuniary Interests.</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> | |

Minutes approved
Signed by Chair:
Date:

| Decisions and Actions | Who |
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| None were raised for this meeting. | |
| Notice of Any Other Business. There were none for the meeting. | |
| Minutes of the meeting of 7th December 2017 The minutes were amended by hand, approved and signed by the Chair. | |
| Matters Arising. All other actions were completed. Initial 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. | NK/TS/ Heads |
| Governor Matters <ul style="list-style-type: none"> • Terms of Reference for Resources – governors to approve The Resources Committee ToR was agreed and ratified by governors. Proposed by FC, DH Secoded. | |
| Raising Standards <ol style="list-style-type: none"> 1. Headteacher’s Report 2. SDP & TOP – governors to understand actions planned for raising standards 3. Statistical report. Absence and lateness, exclusions, Pride & Safeguarding. 4. Items from the LA – committees to note recommended items <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 and questioning followed regarding:</p> <ul style="list-style-type: none"> • ARE data, progress data and specific subjects based on the Autumn term data. All years were discussed with examples given. The expectations of attainment and progress across the school were discussed as was the profile of particular cohorts. Data and targets in context were agreed as a focus when link governors visit the school. • Examples of interventions that are in place were explained fully. Accelerated progress was explained and examples given, consideration of SEN and PP data were part of the discussions. • The change in the Yr1 tracking of progress from reception was explained to governors. • The support that is going into specific year groups from the LA was explained to all governors. Reading, Writing and Maths, which included the training for staff and the SMART targets being set and the next steps were considered. • The CPD and 1:1 coaching for staff. Specific examples of the coaching being undertaken were given to governors; governors were content with the information given. • Pupil Premium data was reported by LM as to what had been considered as part of the report, information had been sent to governors prior to the meeting. • Yr6 testing & booster sessions were explained and a discussion undertaken. A comparison between the previous curriculum and the new curriculum were explained | |

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| <p>and discussed by governors.</p> <ul style="list-style-type: none"> • The STEPs approach was explained to all the governors and how this is implemented in the school with a number of examples given within the school over different years. • The demands of Safeguarding requirements - the time involved and the chain of contact was discussed. • The Budget - Governors were updated on the school budget circumstances. Q. Why has the cost to the school of the essential chimney work gone up after funding was agreed? A. The cost of the chimney works had gone up and the reasons behind this was explained fully. Governors were not happy with the way the LCVAP changes had taken place. <p>Governors noted the positive steps with the progress compared to previous reports.</p> <p>Governors commissioned a specific report regarding the more able data for the next Standards meeting.</p> <p>Statutory guidance now recommends a Post LAC governor needs to be appointed. FC was appointed LAC and Post LAC Governor.</p> <p>Term dates - were considered by governors and were agreed unanimously.</p> <p>GDPR Governors were updated of the changes being in place for the asset register and governance. Guidance given for all governors. A data controller is being considered by the school and governors were updated on this matter.</p> <p>Attendance Governors were updated about the steps the school has taken to address the matter of families not meeting the new County 100% attendance expectation and the Tier 1 County letter requirement of 96%. Attendance data was reviewed and the attendance gap between target groups discussed and explained with details of how the school works with the families on attendance matters. Governor overview is key in the visits that are undertaken. The next steps were explained when working with the external agencies. Q. Is there support for the vulnerable families? A. Yes, the family workers, the EWO, the parenting contracts and support/interventions were explained including the referral process. The thresholds for support by the agencies were noted as being high by governors.</p> <p>Parents evening Governors were asked to attend the event, there are two sessions. The governors wished to commission the parent questionnaire and will have a focus. Governors were asked to let the Head's know asap.</p> <p>PCC report A summary of the year and a child written report were given last year. The format was considered by the governing body. It was considered important to continue to give pupil voice along with a summary of the year moving forwards.</p> <p>DBE and the county advised items These were considered by the governing body and are sent to the governing body prior to the meeting.</p> <p>Communication Governors were reminded that the lines of communication between parents on operational</p> | <p>Action LP</p> <p>COG</p> <p>LM/Heads</p> <p>ALL</p> |

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| <p>matters were reinforced including the procedures. The classteachers are parents' first point of contact, with Headteachers being available daily on the playground as governors are not to deal with operational matters.</p> <p>Confidentiality was reinforced to all governors and the importance on the matter.</p> | ALL |
| <p>To Review and Ratify Foundation Subject Policy</p> <p>1. Instrument of Government 2. Admissions</p> <p>All the policies were reviewed, agreed and ratified at the governing body unanimously.</p> | |
| <p>Committee Reports and Strategic Group.</p> <p>Resources – 8th Feb 2018</p> <ul style="list-style-type: none"> • CW has swapped to resources and is now the Chair of the Committee • TOR agreed • SFVS reviewed • Agreed policies <p>Resources have agreed the SFVS according the considerations at the meeting, following the booked Governor Audit, this will then be brought to and will be formally agreed at the standards committee to meet the 31st March deadline.</p> | Heads |
| <p>Governors SEF</p> <p>The following areas were discussed by governors:</p> <ul style="list-style-type: none"> • Strategic Group Report – Self Evaluation and TOP • Agenda evaluation <p>CW, Chair and the Head's were in a working group to look at strategic matter and this was explained to the FGB.</p> <p>The matter of Agenda evaluation was explained to governors, how to commission items and the process involved.</p> <p>The SEF and the TOP were discussed by the FGB; a review was undertaken considering either governor or school priorities. An action plan is being considered which will be brought to each FGB and monitored accordingly.</p> <p>Before the next standards meeting governors are required to email the chair 4 priority areas to be considered in an action plan, the chair will review the answers and moving forward will bring the results in an action plan to be formally agreed by governors.</p> <p>The Chair reviewed the school priorities and the link governors involved in each area.</p> <p>JJ SM – Teaching and learning, teaching assistants CW – SEND NK - Attendance KR & JJ – Oracy leads LM - Pupil Premium IL – Learning behaviours SM & GB – Curriculum</p> | ALL LM |

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| <p>Governor Visits</p> <p>Oracy training feedback The governors that attended fed back to the governing body about the positive session. The main points covered and the possibilities within the school. The subjects that were most appropriate that it be used in, the whole school approach and the plan for the school was included. How conventions are challenged and children are empowered over the two year program.</p> <p>CW – SEND visit pending NK & CW – Financial audit JJ & SM – Reading and phonics DH – Maths NK – Attendance IL & GB – Will book a meeting with the heads</p> <p>NK – Visit to be considered at Standards Committee, transitions of the children during the school day, she fed back to all governors about the visit KR – H&S report has been written and a precee of the visit given to governors at the meeting, pupil voice and the work the H&S reps undertake and feedback was considered LM – Chair of Governor visits were undertaken, Lisa Murphy undertook a ‘Keeping in Touch’ visit and fed back to the Heads and COG. The impact and the value for money were considered and will be fed back at a further meeting. Also a pupil premium visit took place and was fed back; it will also go to Standards Committee when it next meets. The good progress in the foundation stage was mentioned specifically.</p> | |
| <p>Governor Vacancies</p> <p>The following governor vacancies are outstanding:</p> <p>2 P.O.M’s - IB 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>LM will be contacting the Diocese to change her position. The governing body was unanimous in its decision to agree this.</p> <ul style="list-style-type: none"> • Parent Election update The school will organise a parent election • Associate governors GB – Croydon foundation governor, will be associate until the time the paperwork comes through but he will have full voting rights. | <p>LM</p> <p>Heads</p> |
| <p>Governor training – SDP focus and need</p> <p>CW – extended SEND training on 20th Feb 2018 JJ & LM – attending the governor’s conference in March 2018 LM – advanced chairs training course KR – financial management (budgets and funding) in March 2018 GB – safeguarding training to be undertaken</p> <p>GEL training – e-learning for governors.</p> | |

| | Decisions and Actions | Who |
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| | Training will be sought for all links by individual governors. | |
| | AOB. None notified | |
| | <p>Reflection on the meeting. The Full Governing Body met on the 8th February 2018. At the meeting they:</p> <ul style="list-style-type: none"> • Reviewed and challenged, asking questions of the attainment and progress data and attendance data • Governors agreed that parents needed to be communicated with when attendance drops below 96% • Allocate specific roles for link governors • Set the task for Governors to identify their 4 strategic priorities for the school • Commission the annual parent questionnaire • Agreed term dates for 2018-19 • Met statutory duties in terms of SFVS • Agreed TOR for resources • Agreed to attend the Parents Evening • Commissioned a report for the PCC annual meetings • Reviewing the Code of Communication, agreeing face to face meetings with the class teacher as the first point for parent contact remains school policy. | |
| | <p>Date of next meeting 3rd May 2018 at 7.15pm</p> | |

The meeting closed at 10p.m.

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

| Item | Action | |
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| Upcoming Meeting | Date |
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| FGB all start at 7.30pm | 3 rd May 2017 19 th July 2017 |
| Resources all start at 7.30pm | |
| Standards all start at 7.30pm | |

Minutes approved
Signed by Chair:
Date: