

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Body held at the school on
14.07.2016 at 7.30 p.m.

MEMBERSHIP OF THE GOVERNING BODY

Rev Felicity Couch	p	FC	Mr Brian Smith	aa	BS
Mrs Helen Daw	p	HD	Mr Nigel Szembel - Vice Chair	aa	NS
Mrs Karen Gwynn - Co Headteacher	p	KG	Mr Colin Wilson – Chair	p	CW
Mrs Jane Johnson	p	JJ	Mrs Linda Meredith	p	LM
Mrs Sara Metherell	p	SM	Mrs Nina Kelly	p	NK
Mrs Kelly Murfet	aa	KM	Vacancy – POM Tadlow		
Mrs Laura Penrose – Co Headteacher	p	LP	Vacancy – Foundation Governor Whaddon		
Mrs Katie Reid	p	KR	Vacancy – POM Whaddon		

Governor present - p, Apologies accepted - aa, Apologies not received/not accepted - na
The quorum for the meeting was 6. The meeting was quorate throughout.

ASSOCIATE MEMBERS

Mrs Sue Slator	p	SS
Mrs Caroline Fawcus - Awaiting appointment as Foundation Governor - Whaddon	aa	CF

Others

Mrs Maureen Tovey - Clerk	p	MT
Ms Tabitha Smith – Deputy Headteacher – invited to attend.	aa	TS

Abbreviations used.

CCCS: Cambridge Catering and Cleaning Service, **DBE:** Diocesan Board of Education, **DBS:** Disclosure and Barring Service, **EPM:** Education Personnel Management, **EWO:** Education Welfare Officer, **FGB:** Full Governing Body, **EYFS:** Early Years Foundation Stage, **FGB:** Full Governing Body, **H&S:** Health and Safety, **HTs:** Headteachers, **HTPM:** Head Teacher Performance Management, **INSET:** In Service Education and Training, **KS:** Key Stage, **LA:** Local Authority, **OFSTED:** Office for Standards in Education, **PC:** Parish council, **POM:** Principle Officiating Minister. **RAG:** Red,Amber,Green, **SATs:** Standard Assessment Tests, **SDP:** School Development Plan, **SLA:** Service level agreement.

Documents used.

Agenda, Minutes of the last meeting on 07.0616, **Headteacher’s Confidential Report – 10.07.16.**
Standards Committee Draft minutes 30.06.16 **Resources Committee** Draft Minutes 23.06.16,
Governor evaluation Healthcheck 7 HD, Governor evaluation LA, Governor Skills Audit and summary, Chronology Of Governors with HT input, **Child Protection** Annual monitoring report 2015-16,
Policies - Induction for New Governors, Freedom of information Policy and Procedure, Handwriting, Code of Communication.

Documents for information.

Provisional Priorities 2016-17, Proposals for minutes and agendas 2016-17,

	PRAYER – Rev Felicity Couch.	
1	SCHOOL VISION. In small groups the governors discussed the way in which they see Petersfield, and the	

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	<p>values and qualities that are essential to school development.</p> <p>Petersfield is seen as</p> <ul style="list-style-type: none"> • Nurturing, caring, warm, providing a safe environment • Seeking to support a joyful and happy childhood for its pupils • Encouraging resilience • Promoting academic rigour • Supporting life-long learners, 'lighting a fire' • Holistic – valuing children's strengths. <p>Governors, staff and pupils expect to review the school's vision, values and aims in the coming academic year.</p>	
2	<p>PRIORITIES. Governors noted the development priorities for 2015-6 listed in the SDP May 2016. for reference in discussion.</p>	
3	<p>APOLOGIES FOR ABSENCE. Apologies were received from NS. Consent for absence was agreed. Apologies were received from CF. Consent for absence was agreed. Apologies were received from KM. Consent for absence was agreed. Apologies were received from BS. Consent for absence was agreed.</p>	
4	<p>MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES. 4.1. Vacancies were noted. 4.2. Mrs Nina Kelly was appointed to fill the parent governor vacancy. She will serve on the Resources committee. LM will be her governor mentor.</p>	
5	<p>DECLARATION OF INTERESTS. None. Governors were reminded of their duties of confidentiality regarding matters discussed in the meeting.</p>	
6	<p>MINUTES OF PREVIOUS MEETINGS. 6.1. Minutes: 07.06.16 The minutes were approved.</p>	
7	<p>MATTERS ARISING Actions from the previous meeting</p> <ul style="list-style-type: none"> • KR - Safeguarding and H&S walk is yet to be done • KM and NS - Sports provision monitoring visit completed and report is awaited • All other actions from the previous meeting had been completed. <p>Items for other business</p> <ul style="list-style-type: none"> • Communication to parents - discussed in item 8.1.5 • Handwriting policies - discussed in item 8.1.6 • Catering - discussed in item 8.1.7 	
8	<p>RAISING STANDARDS 8.1. Headteachers' Report LP and KG presented the confidential report. The report covered progress and achievement and highlights of the year and plans for the</p>	

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future.

8.1.1. Headline data.

- The provisional SATs data available shows overall results for EYFS Good Level of Development, KS1(Combined RWM), and Y2 phonics (recheck) are above Cambridgeshire and National standards.
- Y1 phonics is above Cambridgeshire but below National standards. The trend from previous years is improving.
- KS2 maths is below Cambridgeshire and National levels. Staff had reviewed marked papers for KS2 and had found marking errors. The marking is more subjective for reading, but for maths staff felt strongly that the marking should be accurate and reflect the progress made by KS2 pupils. There is a cost to the school when papers are sent for remarking. Staff had decided not to appeal against marking in areas where there is an element of subjective interpretation. **Governors supported** the decision to appeal against the marking on some papers where factual errors can be demonstrated and **approved spending**.
- Maths at KS2, Writing and Reading (& phonics) at KS1 are ongoing key priorities in the SDP for next year.
- It was suggested that an email outlining staff concerns about the accuracy of marking should be sent to Heidi Allen MP.

8.1.2. Progress against priorities 2015-16

HTs presented the priorities in the 2015-6 SDP RAG rated. In a year of significant change for the school much has been achieved to provide a sound footing for embedding those achievements in areas that are not yet 'Green'.

8.1.3. Next steps - priorities in the 2016-7 SDP

HTs presented the priorities in the 2016-7 SDP that are being discussed with staff. These will be finalized by the beginning of the next academic year.

Q. To what extent are the 2016-7 priorities in place now? HTs noted that priorities include provision to continue developing

- Leadership roles in school following good staff appointments last year
- Robust assessment through Target Tracker – TT is already in use
- Closing the gap in achievement for individuals and groups – evidence suggests that good attendance is a key factor in underpinning achievement.

In discussion governors noted that staff implemented a consistent approach to tackling absence and lateness through improved contact with parents and warnings where necessary. This is having an impact with attendance and punctuality both improving. Attendance is 97.6%.

Pupils who have appointments outside school during the day are coming back into school afterwards.

The EWO is being consulted in cases of persistent absence.

The LA have imposed fines for multiple absences during term time.

8.1.4. Capital Position

Accounts were included to show governor 10% contribution being paid on work done.

Governors approved payment including offset of interest £339.12.

Action: LP to check figures with Diocese.

8.1.5. Code of Communication

Governors noted clear expectations of how parents can communicate with school and the framework of school responses.

The new Complaints Procedure is due to be issued in Autumn 2016 which may mean some changes to the Code of Communication

Governors approved the Code of Communication

HTs, CW

LP

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<p>8.1.6. Handwriting Policy. The policy is a new operational policy produced by staff for use from September 2016. Parents can help promote consistency in writing using the policy. Handwriting will be in pencil in handwriting books. Governors approved the Handwriting Policy. Action Typos to be corrected – HTs to agree with TS</p> <p>8.1.7. Catering. <u>8.1.7.1. Production Kitchen.</u> CCCS is consulting with schools on plans to close the chill/cook service that the school has and the provision of alternatives. The option to have a production kitchen with meals prepared on site is available.</p> <p>Questions. How would the kitchen/service change? CCCS would provide staff and new equipment and run the kitchen as before. Would it cost more? The cost is the same to the school. CCCS will honor the current SLA. How will this affect the quality of the meals? The menus are the same as before but with fresh food being cooked on site the quality is likely to improve. At present staff chose the menus. Would governors be responsible for equipment maintenance? No but they would be responsible as always for the premises. What are the issues with table storage? There are some existing issues with table storage and staff to put tables away that will have to be dealt with.</p> <p>Governors approved the development of the production kitchen.</p> <p><u>8.1.7.2. School Milk.</u> Milk is to be made available at break time to all pupils from January 2016. It is already available for free to under 5s and will be free to pupils entitled to Pupil Premium. Parents of other pupils can decide to buy milk for their children. There will be no cost to the school.</p> <p>8.1.8. ICT. LP is looking into the LA broadband offer.</p> <p>8.2. Appoint Governors and arrange training and SIP for HTPM. SM and FC were appointed to be the HTPM governors with KR to observe. A new SIP will be appointed. Dates for meetings will be set. Governors are aware that having co-headteachers will affect the number of meetings needed and HTPM targets set for each HT. Action: Meetings to be set. LP, KG and SM, FC, KR and SIP.</p> <p>8.3. Standards Committee Draft Minutes – noted</p> <p>8.4. Resources Committee Draft Minutes –HD noted corrections to be made.</p> <p>8.5. Governor visits. Have they made a difference? From the school's point of view governor visits have ensured that</p> <ul style="list-style-type: none">• Governance is improved through improved knowledge. Governors are more able to understand and challenge.• Ongoing visits covering Safeguarding, Health and Safety and Child Protection, underpin governors'/school's statutory duties.• Governors develop an understanding of the strategic direction of the school The range of visits are set to examine the priorities in the SDP and the	<p>HTs TS</p> <p>HTs and HTPM govs</p>
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	<p>progress made against priorities, feeding into future plans.</p> <ul style="list-style-type: none"> • Governors understand the schools resources and how they are being used. • Governors have a relationship with staff and pupils and can work as a team to drive improvements. <p>The HT's report noted proposals for governor visits linked to the SDP for 2016-7</p> <p>8.6. Academies Group. Government intentions towards academisation are changing, the group will look at the implications of academisation for Petersfield in the long including</p> <ul style="list-style-type: none"> • Do we join an umbrella group or become a stand alone academy? • Would we expect to join the Diocesan group? • Can we visit and compare the offer from different groups? • How would Petersfield benefit? • Will the LA be in a position to support academies effectively? • Are there options to be in a secondary school group or is there a possibility of a primary school group? • With the changes in the Government approach is the pressure to act quickly now off? <p>Governors know that working with other schools is important and support the work that staff are already doing to develop collaborative working. It was noted that EPM can provide technical personnel advice to the school if the school decides to become an academy.</p> <p>8.7. Strategic Direction Group. The group will be looking at the school's values, vision, aims and priorities. After the changes of the past year, Governors now want look beyond a single year to develop the strategy for the school's future. LP thanked governors for their positive involvement with the school team in developing the school's long-term vision.</p>	
9	<p>SAFEGUARDING - Child protection report to the LA. LP and FC had submitted the report to the LA. Governors noted the contents of the report.</p>	
10	<p>GOVERNOR MATTERS</p> <p>10.1. Self Evaluation - Strategic Review Form from the Governance Healthcheck in September 2015. The chronology for the previous two years showing events in school development and leadership has been completed. The Healthcheck review looking at governors' role in leadership has been completed giving a evidence of governors strengths and weaknesses and a framework for improvement.</p> <p>10.2. Self Evaluation – Governor Services Form – completed by the committees and submitted by MT. This is and annual snapshot of the current situation and specific areas to improve during the coming year.</p> <p>10.3. Governors and Ofsted - information for governors. The prompt sheet is being developed by HTs. HD has sent training documents from the Preparing for Ofsted course to all governors. The Skills Audit has been completed showing that the governing body has knowledge and ability in all areas and a number of governors with specialist knowledge covering some areas in detail.</p>	

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	<p>10.4. DBS and induction – All Governors must have a DBS check in place by the statutory deadline 1 September 2016. Governors should contact the school office to arrange an appointment.</p> <p>10.5. Training – planned and done.</p> <table border="1" data-bbox="300 376 1273 1014"> <thead> <tr> <th>Governor</th> <th>Course</th> <th>Completed</th> </tr> </thead> <tbody> <tr> <td>ALL</td> <td>BCR training - in house by HD - 2 sessions</td> <td>done</td> </tr> <tr> <td>ALL</td> <td>Preparation for Ofsted at Steeple Morden</td> <td>done</td> </tr> <tr> <td>ALL</td> <td>Holding the Headteacher to account</td> <td>done</td> </tr> <tr> <td>BS</td> <td>New Governor Induction</td> <td>done</td> </tr> <tr> <td>HD, KR</td> <td>Termly Workshop 3</td> <td>done</td> </tr> <tr> <td>JJ</td> <td>New Governor Induction</td> <td>done</td> </tr> <tr> <td>JJ</td> <td>Governor Termly Briefing</td> <td>done</td> </tr> <tr> <td>KM</td> <td>Termly Workshop 1</td> <td>done</td> </tr> <tr> <td>KM</td> <td>New Governor Induction ?</td> <td></td> </tr> <tr> <td>KR, HD</td> <td>Governor Workshop – Wider Curriculum</td> <td>done</td> </tr> <tr> <td>KR</td> <td>Foundation Governors</td> <td>done</td> </tr> <tr> <td>LM</td> <td>New Governor Induction</td> <td>done</td> </tr> <tr> <td>NS</td> <td>New Governor Induction</td> <td>done</td> </tr> <tr> <td>NS</td> <td>Taking the Chair</td> <td>done</td> </tr> <tr> <td>NS</td> <td>Keeping children safe in education</td> <td>done</td> </tr> <tr> <td>MT</td> <td>Clerk's briefing 1,2,3.</td> <td>done</td> </tr> <tr> <td>SS</td> <td>EPM webinars -</td> <td>done</td> </tr> <tr> <td>CW</td> <td>Governor Termly Briefing</td> <td></td> </tr> </tbody> </table> <p>LM will co-ordinate governors attendance at the termly workshops. NK to do new governor induction course.</p> <p>10.6. Succession planning.</p> <ul style="list-style-type: none"> • Clerk. Adverts have been placed and CW is working on a contingency plan for the first meeting. • Resources committee. HD and SS plan to resign at the end of summer 2017. HD is working with BS to lead on school finances. A governor with HR skills is needed to lead on personnel matters. 	Governor	Course	Completed	ALL	BCR training - in house by HD - 2 sessions	done	ALL	Preparation for Ofsted at Steeple Morden	done	ALL	Holding the Headteacher to account	done	BS	New Governor Induction	done	HD, KR	Termly Workshop 3	done	JJ	New Governor Induction	done	JJ	Governor Termly Briefing	done	KM	Termly Workshop 1	done	KM	New Governor Induction ?		KR, HD	Governor Workshop – Wider Curriculum	done	KR	Foundation Governors	done	LM	New Governor Induction	done	NS	New Governor Induction	done	NS	Taking the Chair	done	NS	Keeping children safe in education	done	MT	Clerk's briefing 1,2,3.	done	SS	EPM webinars -	done	CW	Governor Termly Briefing		<p align="center">All gobs</p> <p align="center">LM NK</p>
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<p align="center">11</p>	<p>POLICIES FOR REVIEW</p> <ol style="list-style-type: none"> 1. Freedom of information Act Policy and procedure. Approved 2. New Governor Induction Policy. Approved 																																																										
<p align="center">12</p>	<p>REVIEW OF THE MEETING – what have governors done to support raising standards.</p> <p>The meeting was a wide ranging meeting which looked back at a very turbulent year and forward to the shared vision of the future.</p> <p>Governors thanked the staff for the phenomenal amount of hard work done this year that had provided a firm foundation for school development. They had done a truly brilliant job.</p> <p>In particular the governors had</p> <ul style="list-style-type: none"> • Thought about the school's values in preparation for going forward with articulating the school's vision and the strategic plan. Both pupils and parents will take part in the development of these areas. • Decided to take an active role in investigating the prospects and benefits for academisation for Petersfield. If the move becomes necessary, the school wants to be in a strong position to go forward. • Decided the Governing Body's needs in succession planning and have put 																																																										

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	<p>strategies in place to replace key members.</p> <ul style="list-style-type: none">• Appointed a parent governor. Mrs Nina Kelly has joined the Governing Body following initial discussions and induction process with the Chair of Governors and Headteachers.• Discussed the SATs results in detail identifying where the school has performed well and where continued rapid improvement is planned through the key priorities for 2016-17. Governors authorised the expenditure on appeals where the Headteachers had found substantial failings in the external marking the KS2 tests.• Governors agreed to write to Heidi Allen MP to express their concerns regarding the standard of KS2 marking.	
11	OTHER BUSINESS. No extra business	
12	DATE OF NEXT MEETING - Tuesday 06.09.16 at 7.30.pm	