

## Petersfield Church of England Voluntary Aided Primary School

### Minutes of the meeting of the Governing Board

Thursday 13<sup>th</sup> July 2017 at 7.30 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 (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		
Vacancy		Fnd. Whaddon						
Damian Hales		Coopted	x					
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						
Shelley Coleman		Parent		x				
Tabatha Smith		Staff	x					
<b>Associate Members</b>								
Sue Slator				x		Commissioned as and when		
<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> <p>A presentation was given about 'Mobilising Local Energy Investment' by Ron D'Souza from County.</p>	
1.	<p><b>Apologies.</b></p> <p>There were apologies from CW, FC &amp; SS. 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</p>	

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	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.	
3.	<p><b>Governor Appointment</b></p> <p>The governing body had had some changes - both SC &amp; NS had resigned since the last meeting.</p> <p>The Governing Body welcomed DH as it was his first FGB. A further governor is in the process if being recruited and once her paperwork is in order then she will start her term as a governor, most probably September 2017.</p>	
4.	<p><b>Notice of Any Other Business.</b></p> <p>There were none notified to the Clerk or Chair.</p>	
5.	<p><b>Minutes of the meeting of 4<sup>th</sup> May 2017, 16<sup>th</sup> March, 8<sup>th</sup> Feb 2017</b></p> <p>The minutes were amended by hand, <b>approved</b> and signed by the Chair.</p> <p>Changes were made to previous meetings minutes as they could possibly identify children/teaching and learning judgements, there was the need to anonymise the minutes appropriately, all governors agreed unanimously and these have been made and these will now be uploaded to the school website.</p>	
6.	<p><b>Matters Arising.</b></p> <ul style="list-style-type: none"> <li>• Policy review schedule – Ongoing</li> <li>• Salaries Committee – who will attend from each committee (standards and resources) will be dealt with in the FGB, Sept 17</li> <li>• RA to be carried out on the use of governor emails - ongoing</li> <li>• Dates of Committees and FGB – See the bottom of the minutes for the dates.</li> </ul> <p>All other actions were completed.</p>	
7.	<p><b>Headeachers Report.</b></p> <p>Documents had been circulated in advance, a number for approval and Governor agreement.</p> <ul style="list-style-type: none"> <li>• Key documents are on the website and will be updated regularly, they are there for referral for all.</li> <li>• The report gave a good reflection on the time at school</li> <li>• The 2017-18 SDP impact was reviewed to identify success and inform 17-18 priorities.</li> </ul> <p>Q. In regards to the school attendance, has it gone up since reported last?  A. Identified reasons - children who are MIE but included on the school roll, lateness, medical needs and reduced timetables for children - are affected the statistics. Weekly monitoring continues are there is a number of strategies being used and the positive impact these strategies have had is clear for governors to see, this remains under constant review and is an ongoing area of development, especially in complex cases.</p> <p>The school doesn't have its own EWO, the last EWO has not been replaced and the school is very much missing their support, especially where thresholds for fines are close. This remains an ongoing agenda item for Governors.</p>	

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<p>Q. Has the attendance data been separate out to show all the different areas analysed? E.g hospital/operations, unauthorised,  A. This is monitored each week and letters are sent out to families as necessary, it is currently analysed in a variety of ways to demonstrate areas to improve and the impact of strategies in a timely manner.</p> <p>Q. Which chimney is the report talking about?  A. The chimney is being taken down (redundant one), this summer it will be removed. An LCVAP bid will go in for the steel flue to be sorted and the roof mended at the same time.</p> <p>Puffins  The need to recruit a playleader and alternative options should the second round of recruitment be unsuccessful were discussed.</p> <p>Colbatch Hooper money can be allocated and used for ICT spend and governors were unanimous in their decision for this to take place, approving the spend proposed.</p> <p>Safeguarding update  The Safeguarding report had been sent to governors and submitted to County in advance of the deadline. The e-safety training and developments have been evolving and key in the school throughout the year. The school policy has been changed appropriately and in line with county guidance, governors training in Sept will cover the area more in depth. The children's views have been taken on board, the general perception of the children is that they felt they were safe online. In September there will be weekly training for children which will continue throughout the year, parents and governors will be aware of the school's message and the training around this. Governors unanimously support the schools approach on this matter.</p> <p>School Motto and Aims  This decision of the school values was a democratic process which the school went through earlier in the year. The motto that was approved by governors was 'TEAM (Together Everyone Achieves More)' the children had chosen this and felt that this was the best option for the school as it described them the best.</p> <p>The new presentation of the school Aims were approved by the governing body at the same time as the Motto.  Written by the School Council  Persevering in class  Education  Trusting all  Everyone matters  Respecting others  Safe in school  Friendship  Including everyone  Encourage  Loving God  Determination</p> <p>The school now has:</p> <ul style="list-style-type: none"> <li>• Values</li> <li>• Motto</li> <li>• Aim</li> </ul>	

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<p><b>Donation</b> Thanks to Mrs Goldring who facilitated the donation from Volac for Clicker 7. The school is very grateful for the very generous donation from Volac, a local company. The opportunities to further teaching and learning at school and at home are very exciting as a result of the purchase of this software. The school will receive the software in advance of September and it can be used at home and school. Volac will be invited in to see the impact of their donation once the software has been installed and the children know how it can be used and can articulate the benefits.</p> <p><b>Cash Flow Loan</b> The extension to the cash flow loan was approved and the Vice Chair will sign the paperwork, following the Heads' explained of the policy, procedure, need, future funding due and plan to recoup this to ensure the smooth running of the school's finances and financial probity.</p> <p><b>Head's CPD</b> The Heads have attended training this year which has been very good and very valuable. The positive impact this was having on the heads work is considerable and the governors were happy to agree this training for next year.</p> <p><b>SLA - Admissions</b> The admissions SLA is due for renewal. Whilst the work of County to improve was noted, the recent process, changes and time scales have hindered the good management for the school, this has meant a number of challenges and has created considerable amounts of extra work which will be noted on the feedback form. The governors have agreed the SLA but noted the challenges.</p> <p><b>Staffing update</b> Thanks to governors who have been involved in interviewing during the several changes in the staffing for the school. The staff who are leaving have been replaced. The school is in a strong position moving forwards.</p> <p>Q. Regarding roles, responsibilities and the link to pay were asked and answered.</p> <p>ECHP funding levels, the application process and the needs of the school were outlined and questions asked and answered to confirm effective use of funding.</p> <p>The structure of classes has changed and reports given to parents. Ongoing parent-school partnership remains essential in best meeting our pupils' needs. Ongoing dialogue, information and feedback continues in positive discussions with parents.</p> <p>Q. Were asked and answered regarding the staffing structure and plan to support staff and pupils across the school to ensure the continuation of the rapid rise in standards.</p> <p><b>Data</b> Governors received a summary of the attainment and progress data across the school in each area and compared this to targets and the SDP areas for 16-17. This discussion informed the setting of the priorities for 17-18.</p> <p>Pupil premium and SEN data was considered and questioned as were the school's current plans and planned revisions to the pupil premium strategy and support / provision for identified groups as a result of the recent data.</p> <p>The school is showing the upward trend in the quality of teaching and learning and there is a triangulation between the teaching and learning, internal monitoring and the data. This is</p>	

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<p>positive. Underpinning everything is the high quality first teaching and learning.</p> <p>The Math's results are good in upper KS2 and should be celebrated, with the Foundation stage progress having been very successful as well.</p> <p>The marking review of papers are currently underway, with 2 papers already identified as needing remarking, these should change marks for the children, their progress scores and scaled scores and in some cases may mean pupils achieve 'Greater Depth'. The school is very thorough in this process. The governors supported the Headteachers' decision to review all marks that change a pupil's scaled score even though this has a cost implication for the school.</p> <p>The governors discussed the support for individuals in the school, the impact of the training and support for the highlighted children.</p> <p>Priorities for the school It is really pleasing to report that the school is now able to devise a 3-5yr vision. The overriding aim is that the children become independent confident learners who enjoy an engaging and exciting curriculum. There are three key areas of focus:</p> <ol style="list-style-type: none"> <li>1) Learning behaviours</li> <li>2) Curriculum</li> <li>3) Collaboration</li> </ol> <p>1) Achieving outstanding Learning Behaviours covers a wide variety of aspects including: Behaviour, anti bullying, E-Safety and Safeguarding, responsibility, Step up, Learning Behaviours, mindfulness, growth mindset, independence and this list which will be added to as the strategy is finalised following funded training from a funded County pilot booked for September. An understanding and application of these learning behaviours is essential for pupils, parents and staff – all stakeholders - to be fully effective.</p> <p>In 2017-18, specific areas will also continue to be addressed:</p> <ul style="list-style-type: none"> <li>• Progress of groups – including SEN, PP, EAL</li> <li>• Further improvement to the quality of the Teaching and Learning.</li> <li>• Writing at KS1 including spelling across the school</li> <li>• Reading</li> </ul> <ol style="list-style-type: none"> <li>2) Wider curriculum – ensuring an outstanding provision in all areas - which in 2017-18 will focus on the Arts mark &amp; the current Creative Curriculum review</li> <li>3) Collaboration – as 3 schools, Barrington, Foxtan and Petersfield are proud to continue the successful informal collaboration. The school is building on its future through the 'Big Friendly Partnership' with these other schools locally. The next step in the journey is peer reviews including safeguarding, subject leader and year group collaboration and specific areas of collaboration such as website development and training.</li> </ol> <p>PAT Testing is next due in 2018.</p> <p>Parent questionnaire and summary for the last three years. A comparison of the last three years' data was given to all governors in a report, an explanation of each question and the views that were given by parents. The heads noted governor involvement which has increased and parent's views on this. Overall the figures are very positive, governors were really pleased that the response they received were showing an upward trend. There were a number of key points that were brought up positively from the</p>	

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	<p>questionnaire.</p> <p>Areas for development which have been addressed or are on the SDP include:</p> <ul style="list-style-type: none"> <li>• More music opportunities</li> <li>• MFL</li> <li>• More sports and team sports</li> <li>• Communication and transparency</li> <li>• Better attitude towards bullying</li> </ul> <p>Governors discussed the R.E and Collective worship provision as a Church School.</p> <p>A governor felt that it was a shame the very informative events blog was not reaching the school community. Following the questionnaire, the school continues to try a variety of strategies to encourage parents to access this information. The Heads are actively trying to engage further with those parents whose children come to school on the bus.</p> <p>Pupil questionnaire</p> <p>The results were given governors in a report, an explanation was given and the key priorities that came out of the results. School lunches was an area for development which have been successfully addressed. Some of the results were reported and are due to the children's perception of a situation e.g. falling out with a friend, the heads have been working really closely with the pupils so that they have a greater understanding of range of subjects e.g. of what is bullying and what is not, responsibility, reporting and appropriate ways of how this is addressed.</p> <p>There were again a lot of areas which were positive and the school was please the impact of recent work is evident from the results, as were governors.</p> <p>Website Compliance The school is compliant.</p> <p>H&amp;S update The H&amp;S update was given, the Fire RA's had been given to Diocese and County a number of times following a number of requests in recent weeks and compliance and safety due to an up to date RA was noted by governors.</p>	
8.	<p><b>To Review and Ratify Policy</b></p> <p>N/A for this meeting.</p>	
9.	<p><b>Committee Reports and Strategic Group.</b></p> <p>The Resources Committee met on 06/June/2017. This committee:</p> <ul style="list-style-type: none"> <li>· Commissioned HTs to review the results of children's questionnaire.</li> <li>· HS safe guarding audits were discussed</li> <li>· Approved bid for repairs</li> <li>· Approved policies</li> <li>· Reviewed school strengths and next steps</li> <li>· Agreed next steps on energy saving plan</li> <li>· Reviewed budget and considered staffing</li> <li>· Monitored well-being of staff and HTs</li> <li>· Approved the Internal Control for last academic year</li> <li>· Agreed CSS Service Level Agreement</li> </ul>	

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	<p>The Standards Committee met on the 22<sup>nd</sup> June and actioned the following to help in raising standards:</p> <ul style="list-style-type: none"> <li>· Reviewed strengths &amp; weaknesses</li> <li>· Scrutinised data and asked questions about the provision</li> <li>· Received attendance data and challenged strategies</li> <li>· Scrutinised plan for class structure 17-18</li> <li>· Identified key barriers and priorities for PP pupils</li> <li>· Reviewed provision for SEND following commission of case studies</li> </ul>	
<b>10.</b>	<p><b>Governors SEF</b></p> <p>Governors received a report on pupil premium spend, the link governor had undertaken a school visit and had challenged the Heads. A verbal report detailing the key points were given as this is an area all governors should consider in all visits and meetings.</p> <p>The SDP target regarding the foundation governor's role was reviewed. The success of the closer link between the parish and the children following the governors visit and pupil voice in the parish report was noted. In 17-18, training from the diocese for governors is planned as is further Governor input into collective worship.</p> <p>The updated SEF in under review and will be recirculated.</p>	
<b>11.</b>	<p><b>Governor Visits.</b></p> <p>This was discussed at the strategic group: The proposal for the new format was accepted to make them more frequent, less formal, more focused on pupils and progress and to further the recent progress in linking the visits more closely to the priorities making them even more effective in informing governors and holding the school to account.</p> <p>The key priorities / areas for visiting and link governors would remain. The first FGB in the new school year will decide which term visits will take place.</p>	
<b>12.</b>	<p><b>Governor Vacancies</b></p> <p>The following governor vacancies are outstanding:</p> <p>2 P.O.M's 1 Co-opt'd 1 Parent – to be advertised in September when new parents can be involved. 1 Foundation</p>	
<b>13.</b>	<p><b>Governor training.</b></p> <p>Governors are not able to access the Gel online training following the upgrade, the Head will endeavour to contact and make this available.</p> <p>LM will send the skills audit to DH.</p> <p>NK - Will be booking on to the next governors update. KR - Has been on the head teacher's performance management training,</p>	<p>Head</p> <p>LM</p>
<b>14.</b>	<p><b>AOB.</b> None notified</p> <p>Staff thank you arranged in appreciation of the dedication, standards raised and hard work this academic year.</p>	

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	The governors wished to note the hard work of the Heads which was having such a positive influence on the school, learning and the community feel throughout.	
<b>15.</b>	<p><b>Reflection on the meeting.</b> The Full Governing Body met on the 4<sup>th</sup> May 2017. At the meeting they:</p> <ul style="list-style-type: none"> <li>• Reviewed and challenged the teachers on the provisional data</li> <li>• Approved the next steps following a County presentation on saving energy</li> <li>• Reviewed the questionnaires to inform the 17-18 priorities</li> <li>• Approved the motto and aims for the school</li> <li>• Approved the ICT spend from Colbatch Hooper, which is the school is grateful to be able to receive</li> <li>• Reviewed the SDP and approved the strategic vision and priorities</li> <li>• Reviewed Puffins and noted the open advert for a play leader</li> <li>• Discussed H&amp;S issues</li> <li>• Confirmed compliance with Fire Safety requirement and the presence of an appropriate fire risk assessment</li> <li>• Planned governor visits</li> <li>• Reviewed the wellbeing of staff and head teachers</li> <li>• Noted the very generous donation from Volac</li> </ul>	
<b>16.</b>	<p><b>Date of next meeting</b></p> <p><b>21<sup>st</sup> September 2017 at 7.30pm</b></p>	

The meeting closed at 10.16p.m.

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

Item	Action	

<b>Upcoming Meeting</b>	<b>Date</b>
FGB all start at 7.30pm	21 <sup>st</sup> September 2017 7 <sup>th</sup> December 2017 8 <sup>th</sup> Feb 2017 3 <sup>rd</sup> May 2017 19 <sup>th</sup> July 2017
	The FGB meetings on the 7 <sup>th</sup> December, 3 <sup>rd</sup> May and 19 <sup>th</sup> July will start with a Parents' Forum at 7pm.
Resources all start at 7.30pm	
Standards all start at 7.30pm	

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