

Petersfield Church of England Voluntary Aided Primary School

Minutes of the Meeting of the Governing Board

Thursday, July 19 2018

| Membership of the Governing Board | | | | | | | | | |
|--|----------|----------------|---------|------------------|--------------|---------------|--|-------|--------|
| Governors 16 | Initials | Status | Present | Absence approved | Not approved | Committee | | Start | Finish |
| Felicity Couch | FC | POM Orwell | | x | | Stand | | | |
| Sara Metherell | SM | Fnd. Wimpole | x | | | Stand (Chair) | | | |
| Katie Reid | KR | Fnd. Orwell | x | | | Res | | | |
| Colin Wilson VC | CW | Fnd. Tadlow | x | | | Res (Chair) | | | |
| Vacancy – Imogen | | Fnd. Arrington | | | | Stand | | | |
| Linda Meredith CofG | LM | Fnd. Croydon | x | | | Stand Res | | | |
| Vacancy - Gerry | | Fnd. Whaddon | | | | | | | |
| Damian Hales | DH | Coopted | x | | | Res | | | |
| Vacancy | | Coopted | | | | | | | |
| Nina Kelly | NK | Parent | x | | | Res | | | |
| 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 | | | | | | | |
| Ian Dugdale | | Parent | | | | Stand | | | |
| Tabatha Smith | TS | Staff | x | | | Stand | | | |
| Associate Members | | | | | | | | | |
| Imogen Loxam | IL | | | x | | Stand | | | |
| Gerry Burnell | GB | | x | | | Res | | | |
| In attendance | | | | | | | | | |
| Andrew Pulham | CK | Clerk | x | | | | | | |

1. Welcome and opening prayer

The Chair opened the meeting which began with a prayer.

2. Vision

All present re-iterated their commitment to the shared vision for the school, which centres around achieving excellence.

3. Apologies for absence

Apologies had been received from FC and IB (both approved).

NK had notified in advance that she would join the meeting late (joined 20:30)

Due to the circumstances involved in FC's unnotified absence on 3 May 2018 the Board retrospectively recorded it as authorised.

4. Membership of the Governing Body and Committees

- It was noted that the four year term of several governors will expire later in 2018 and steps need to be taken to re-appoint as necessary. This will be addressed in time for the next FGB in September.

Action LP and KG

- IG advised he had wrongly been recorded as sitting on the Resources Committee when in fact he sits on the Standards Committee. This will be rectified on the school's records.
- **Action Clerk**
- LM advised that from now on all committees will be clerked, rather than governors having to take their own notes.
- The Chair reminded all governors that matters discussed at meetings of the Governing Board are confidential.

5. Declarations of conflicts of Interest and pecuniary interests

- None were advised.

6. Notice of urgent business

- There was none.

7. Minutes of the meetings of 3 May and 7 June 2018

- Minutes of the Full Governing Board on 3 May 2018 and the Extra Ordinary FGB on 7 June 2018 were agreed without amendment and signed by the Chair.

8. Matters arising

- A small number of matters arising were addressed by LP.

9. Headteachers' report

LP and KG presented the Headteachers' report.

- Current strengths and areas for development, including the 2018 data, were discussed.
- It was noted that in several key areas performance in 2018 exceeded that in 2017 and was at or above the national standard.
- In the area of reading performance, evidence of strong steps being taken to address the issue were noted. These include the appointment of a new English lead for the school from September.
- In retaining and attracting an excellent body of staff and agreed that this placed the school in a very good position for September onwards.
- The Board reiterated its support for the Heads' recruitment decisions, which are founded on a commitment to raising standards.
- The five priorities for 2018/19 and beyond set out in the Headteachers' report were endorsed by the Board.

- Responses to the 2018 parent questionnaire were noted by the Board and agreed as excellent. It was agreed with immediate effect the headteachers' letter will be placed before the questionnaire.

Action LP and KG

- A number of questions had been submitted in respect of the Headteachers' report, centering around the issue of recruitment and retention of staff. It was noted that recruitment and retention of staff is a national challenge and particularly acute in Cambridgeshire. The school's focus is on driving up standards and delivering the very best outcomes for its pupils and unsuitable candidates have not be appointed merely to fill vacancies. The Board continues to support this approach and support the recent recruitments in which Governors were involved.
- The challenge of minuting individual questions and answers whilst maintaining confidentiality was discussed and it was agreed advice on this point would be sought from Governor Services at CCC.

Action LP

Child Protection Report

- LP ran through the main elements of the child protection report. She confirmed that the relevant policy is in date and that the school is compliant with the policy. E-Safety Governor visits booked. The report was approved by the Board and has been submitted to County.

10. Committee reports

- SM gave a report on the 7 June Standards Committee at which a number of policies had been debated and approved. It was agreed that due to known timing problems, the Committee will give particular scrutiny to the performance data at its Spring term meeting, rather than at its summer meeting.
- CW gave a report on the 26 June Resources Committee at which a number of policies had also been debated and approved.

11. Policies to be ratified

- The following policies were approved by the FGB with discussed amendments:
 - Freedom of Information
 - Freedom of Information Appendix
 - Statement of Internal Control (already approved by CCC)
 - E-Safety
 - SEND

Action LP and KG

12. Governors' Reports

Governor Training

- JJ advised she had attended training on school financing and budgets, which she found very informative.
- DH advised he had undertaken a number of online training courses and will submit a short report in the near future.

- GB advised he had attended CCC's Termly Governors' Meeting at which a number of interesting issues were discussed, including workload reduction. He will prepare a summary of this meeting in the near future, although it was noted that documents relating to CCC organised meetings such as this are normally available on The Hub.
- LM advised she has undertaken exclusion training.
- GB advised on IL's behalf that she has received the Governor Induction training.

Governor Visits

- GB and SM had undertaken a school visit on 17 July and will issue a short report in the near future.
- LM and DH had also undertaken a school visit recently, looking primarily at maths teaching and their report has been circulated.
- CW and IL had undertaken a recent visit looking at SEND provision and CW advised the positive impact of the developments that are raising standards.
- KR and KG had completed a health and safety inspection. Their report will be circulated shortly.
- Governors were reminded to prepare a short report on their visits for inclusion in the school newsletter.

Action – relevant governors.

13. Governor Action Plan

- The Chair proposed and the Board agreed to defer this item to the September FGB.

14. 'Target Tracker'

- LP gave the Board an introduction to 'Target Tracker' – the software package in use at the school to record and track individual pupil performance and development. This generates information that contributes towards the preparation of each pupil's school report as well as being submitted to CCC and the DfE.

15. Reflections on the meeting

- Following an active debate about staffing, the conclusion was that the current approach, together with its leadership, was endorsed fully by the Board.
- The Board had ratified a number of policies and received the annual Child Protection Report.
- The Board had endorsed and committed to the delivery of the school's priorities for 2018/19.
- The Board had welcomed the very positive findings of the 2018 Parent Questionnaire which had helped inform the setting of the school's priorities for the coming year.
- The Board had discussed visits made by its members, had agreed such visits are immensely valuable and that they should continue in 2018/19.
- The Board had received and welcomed the positive Headteachers' Report.
- The Board had been pleased to meet a parent who had attended the 'Parent Forum' to meet the Governors earlier that evening.

16. Date of next meeting

Thursday, 20 September 2018.

The meeting closed at 2230.

Summary of Actions

| Action | Responsible | Due Date |
|---|--------------------|-----------------|
| (Re)appointment of governors after end of four year term | LP, KG | 20/09/18 |
| Speak CCC to establish protocol for recording potentially sensitive questions and answers | LP | 20/09/18 |
| Revise current policies to ensure consistent terminology used throughout | LP, KG | 20/09/18 |
| Governors to issue reports on their school visits for inclusion in school newsletter | All governors | N/A |