

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Body held at the school on
07.06.2016 at 7.30 p.m.

MEMBERSHIP OF THE GOVERNING BODY

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

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	p	CF

Others

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

Abbreviations used.

DBE: Diocesan Board of Education, **DBS:** Disclosure and Barring Service, **DFE:** Department for Education, **EWO:** Education Welfare Officer, **FGB:** Full Governing Body, **EYFS:** Early Years Foundation Stage, **FGB:** Full Governing Body, **HTs:** Headteachers, **ICT:** Information and Communication Technology, **INSET:** In Service Education and Training, **KCSIE:** Keeping children safe in education, **KPI:** Key Performance Indicator, **KS:** Key Stage, **LA:** Local Authority, **NOV:** Notice of Visit, **OFSTED:** Office for Standards in Education, **PC:** Parish council, **PDM:** Personal Development Meeting, **POM:** Principle Officiating Minister. **PRIDE:** Prejudice-Related Incident Data Entry, **RAG:** Red, Amber, Green, **RE:** Religious education, **SATs:** Standard Assessment Tests, **SDP:** School Development Plan, **SEN:** Special Educational Needs, **SENCo:** Special Educational Needs Co-ordinator, **SEND:** Special Educational Needs and Disability, **SFA:** Schools' Financial Advisor, **SFVS:** Schools Financial Value Standard, **SIAMS:** Statutory Inspection of Anglican and Methodist schools, **SIP:** School Improvement Partner, **SLAs:** Service Level Agreements, **SSCO:** School Sports Co-ordinator, **TOP:** Termly Operating Plan.

Documents used.

Agenda, Minutes of the last meeting on 03.05.16, **Headteacher's Confidential Report** - June 2016 v2, **SDP** v11 May 2016 - RAG rated, **NOV** - County Advisor 17.05.16, **Annual letter for all Staff and Governors** April 16, **Critical Incident Booklet** 2016, **Governor visit report** - SEND Jan 2016, **Induction for New Governors** - April 16 v3, **Governor Visits Policy** - Summer 16 proposal, **Standards Committee** Draft minutes 19.05.16, **KCSIE** draft statutory guidance, **KCSIE** govt response 26 May 2016, **Petersfield leaflet for children not collected** June 16, **Protocol for Children Not Collected** June 2016, **Sports Premium Website Information** - updated SSCO recommended proforma June 16, **New staff induction** policy Temporary May 2016, **Volunteer Induction Pack** 28 May16.

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	PRAYER – Rev Felicity Couch.																			
1	<p>1. APOLOGIES FOR ABSENCE. Apologies were received from JJ. Consent for absence was agreed.</p>																			
2	<p>MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES.</p> <p>2.1. Vacancies were noted.</p> <p>2.2. Governors appointed Mrs Caroline Fawcus as an Associate Member. She has applied to be appointed as the Foundation Governor for Whaddon.</p> <p>2.3. There had been no nominations for the vacant parent governor post. Governors decided to appoint a parent governor if a suitable candidate comes forward; a parent had expressed an interest but had not stood for election.</p> <p>If a parent cannot be appointed the parent governor election process may be run again this academic year. If a parent governor cannot be found by the end of term then the process will be run at the beginning of next term to allow new parents to participate.</p> <p>Action, LP to invite candidates for appointment and if unsuccessful publicise the post.</p>	LP																		
3	DECLARATION OF INTERESTS. None.																			
4	<p>MINUTES OF PREVIOUS MEETINGS.</p> <p>4.1. Minutes: 03.05.16. The minutes were approved.</p>																			
5	<p>MATTERS ARISING.</p> <p>5.1. Named governors with relevant experience should be associated with the key areas of the SDP for reporting to the FGB.</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Working Group for strategic development</td> <td>FC, JJ, SS *</td> </tr> <tr> <td>Safeguarding and Child Protection</td> <td>FC, KR (for H&S)</td> </tr> <tr> <td>Finance</td> <td>HD, BS</td> </tr> <tr> <td>Inclusion</td> <td>CW</td> </tr> <tr> <td>Foundation Governors, SIAMS</td> <td>KR, SM</td> </tr> <tr> <td>Leadership and Management</td> <td>SS, NS</td> </tr> <tr> <td>Teaching and Learning, EYFS</td> <td>JJ</td> </tr> <tr> <td>Outcomes and data</td> <td>LM, SM</td> </tr> <tr> <td>Behaviour</td> <td>KM</td> </tr> </table> <p>* Noted – LM is co-ordinating the Petersfield Governor evaluation questions (Primary) Spring 16 form that is being filled in by each governor. This will feed into strategic development planning.</p> <p>5.2. Clerk. No positive response to advertising. CW is asking parish council clerks if they would be interested in taking on the role of clerk to the governors.</p> <p>5.3. All other actions had been completed.</p>	Working Group for strategic development	FC, JJ, SS *	Safeguarding and Child Protection	FC, KR (for H&S)	Finance	HD, BS	Inclusion	CW	Foundation Governors, SIAMS	KR, SM	Leadership and Management	SS, NS	Teaching and Learning, EYFS	JJ	Outcomes and data	LM, SM	Behaviour	KM	
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6	<p>RAISING STANDARDS.</p> <p>6.1. Headteachers' report. LP and KG presented the confidential report.</p>																			

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The report covered:

- Key achievements in Safeguarding, Leadership and Management, Teaching and Learning, Pupils' personal development, Early Years.
- Key priorities and the actions being taken to meet priorities.

The following points were raised in discussion

1. **Class structure for September 2016.** Pupil numbers for the next academic year are not yet fixed as some movement is expected, but the likely class structure has been settled and staff are in place.

2. **Staffing - concerns about recruitment and retention.** Heidi Allen MP (South Cambridgeshire) has written to ask about problems with staff recruitment and retention. At present the school is in a good position with its permanent teaching staff, though recruitment for TAs and Puffins staff is still challenging.
 HTs are also concerned about the frequency and timing of new information from the DfE that has to be acted upon, and would be interested in sharing their concerns with Ms Allen.
Action: HTs and CW to respond to Heidi Allen?

3. **Safeguarding/H&S recommendations following visit.** There had been a recommendation following the H&S visit to install a bell and buzzer system for access to Puffins. A procedure had already been introduced to ensure the safety of children attending Puffins and other out of school activities, and HT's believed that this was more secure than introducing a bell and buzzer for Puffins. The existing procedure will continue to be used.
 Risk assessments will be discussed at the next INSET day.
 A follow up H&S walk will be done this term. It was suggested that a different member of staff and a pupil should also do the walk.
Action: KR to do visit report

4. **Swimming Pool.** The pool is in use for swimming lessons. Staff have done resuscitation training.

5. **Sports funding - value for money considerations.** The PE and Sports SLA is coming up for renewal and HTs are considering the most effective use of funding for the coming year. It was suggested that the funds might be better invested in the outdoor areas and a winter cover for the pool to protect the pool liner from damage from weathering. HTs will take into account the restrictions on how the money must spent, in order to ensure the sustainability of the provision for pupils.
 It was suggested that there should be a governor visit to look at PE provision. Governors will visit school on Sports Day (24 June). There will be an opportunity to meet the SSCO and discuss PE provision.
Action: HTs to arrange visit(s) with NS and KM.

6. **Policies shared with parents.** The first aid policy has been reviewed and parents will be informed about changes to reporting incidents at school especially 'bumped head' incidents.

7. **Policies discussed by pupils.** HTs plan to discuss medical policies and risk assessments with pupils in the school council.

8. **Preparing for Ofsted training.** Invitation to join Steeple Morden Governors on Tues 21st June.

9. **Consideration of Primary SLA for next year.** HTs will be looking at whether the Primary SLA has been good value for money in relation to the support given to the school. How far is the support that is offered proactive support, rather than a more passive process of checking on the work being done in school?
 HTs will assess Petersfield's requirements for support from both the LA and the

HTs, CW

KR

HTs,
KM,NS

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<p>DBE and how far this can be met through the current SLA. It is likely that the school will be allocated a new SIP next year. HTs welcome governors' input to feedback following the recent County request and suggested Governors have an ongoing role in feeding back to providers to ensure value for money and rapidly raising standards. Action: Governors/committees to respond.</p> <p>10. Moderation/Assessment. Governors noted the external moderation to be carried out at school. HTs have been moderating results with other schools to ensure consistent, sound judgements are being made. This is essential given the changes in the curriculum and to the process of assessment over the past two years. Pupils are working very hard and rising to the challenge of a harder curriculum.</p> <p>HTs thought that sharing the HTs role allowed them to focus on specific areas to the benefit of raising standards.</p> <p>Reports to parents will include baseline data (EYFS) and progress and attainment data.</p> <p>11. Church schools. RE work books show good progress with good standards being reached. Q. Do books show evidence of cross-curricular writing skills? Yes, writing skills are demonstrated in the RE work books and staff have also seen the influence of RE in other work. Work books are marked for RE or writing content whichever is appropriate.</p> <p>12. Pupil Premium. The school has had a part-time seconded SENCo for the current year. Staff are now in place for development of in house provision. This will ensure that there is</p> <ul style="list-style-type: none">• An effective leadership role in the school• Day to day tracking and monitoring• Data recording to show baseline, assessment and next steps• Planning for individual pupils, with cost implications and impact assessment• PDMs for staff. <p>TS is planning for next year and will report to governors.</p> <p>For the current year interventions have been costed and assessments have been made regarding the impact of interventions. Outcomes are variable.</p> <p>There is some PP funding still available this year which it is planned to use for</p> <ul style="list-style-type: none">• High quality maths support• Interventions under KG's guidance• Developing confidence and social skills through drama. This is especially beneficial for inwardly mobile pupils in settling in to their new school. <p>Q. How will staff measure the impact on pupils' development for those involved in drama groups. Established social descriptors will be used to evaluate areas such as speaking, listening and presenting.</p> <p>6.2. Exclusions, Pride, Attendance</p> <ul style="list-style-type: none">• Exclusion – noted• PRIDE – no report <p>Attendance as at 30/5/16 was 96.58% which is above the national average 2.72% authorised absence, 0.60% unauthorised absence</p> <p>6.3. Standards Committee. Summary of the meeting noted. Governors had asked pertinent and challenging questions about progress made.</p>	<p>Govs, Cttees</p>
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6.4. Governor Visits.

Visits planned and completed.

Visit	Governor	Visit done	Report circulated
SEN funding – impact of spending	CW	yes	
Marking and Feedback	SM	yes	yes
Lunchtimes	SM	yes	yes
Safeguarding – Pupils CW, FC	CW, FC	yes	
Child Protection – FC	FC	yes	
British Values .	KM	yes	yes
British Values –follow up 2016-7	KM tba		
Health and Safety – Initial visit	KR	yes	yes
Health and Safety – follow up after audit	KR		
H&S walk	KR, CW		
Safeguarding – Staff	SS	yes	N/A
Marking and Feedback	JJ, LM		
SATs	LM	yes	yes
Forest Schools	LM JJ		
PE	KR, NS (KM if sports day postponed)		
Data	LM FC JJ KM ?		
Reading – Volunteer note	JJ		
Behaviour Log – after half term	KM		

6.5. Reports from Working groups. Dates for meetings to be arranged.

- Working Group for strategic development. **Action:** FC, JJ, SS to organise
- Academies. **Action:** CW to organise

**FC, JJ, SS
CW**

6.6. Feedback to school.

Parents, pupils, governors, visitors and volunteers are to be encouraged to feed back to school using 'thought bubbles' to provide an informal and dynamic way to make brief points. These match the school marking policy of "tickled pink" and "green for growth". These can be used to convey opinions quickly and in particular to encourage 'even better if' ideas for development.

7

GOVERNOR MATTERS

7.1. Self Evaluation – Governance review. Governance evaluation using the governor evaluation question form provided during the Governor Healthcheck December 2015. LM is co-ordinating responses from individual governors.

LM

7.2. Self Evaluation – Governor Services Form. Annual evaluation form from Cambridge Governor services to be completed by committees.
Action: Committee agendas

Cttees

7.3. Governors and Ofsted - information for governors. Information sheet being developed by HTs. Chronology of governor reviews and actions has been done.

HTs

7.4. Pre-school children.
Confidential minute – see part two of the minutes

7.5. DBS – reminder - deadline – before the start of the Sept term. All governors should make sure that their DBS checks are done by 01.09.16
New governors should arrange to have a school induction and child protection training.

**Governors
New Govs**

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7.6. Training – planned and done

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

Governors had taken advantage of a free trial for the Key but decided not to subscribe to the package.

7.7. Cambridge Governor Services SLA – Approved

7.8. Website – update of information and minutes. Non- confidential signed minutes will be uploaded.
The governor storage area of the website is under development.

MT

8

CHURCH SCHOOL UPDATE
See 6.1.11

9

PLANNING APPLICATION FOR ADJACENT SITE
The Parish Council are awaiting further information.

10

POLICIES FOR REVIEW

10.1. Freedom of information Act Policy and procedure. The policy and procedure are to be updated.

Action: SS, HD to check sample and model documents.

10.2. New Governor Induction Policy. Changes were suggested regarding

- The safeguarding checks for school governors. It was agreed that it should be clear in the policy that governors who are not also school volunteers should only undergo the checks required for governors.
- Choice of committee. New governors are invited to join the committee of their choice but may be asked to join a particular committee if the FGB think it is necessary.
- New Governor Mentor. Usually appointed at the first FGB but the policy implies that it could be done earlier at the school induction session. Informal link to another governor before the FGB meeting was suggested.

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10	<p>10.3 Staff Induction Policy. Approved. Typos to be corrected.</p> <p>10.4 Policy for children not picked up from school. Approved.</p>	
11	<p>ITEMS FROM THE LA. None outstanding.</p>	
12	<p>REVIEW OF THE FULL GOVERNING BODY MEETING on 07.06.16 - what have governors done to support raising standards?</p> <p><u>Appointments.</u> Governors were pleased to note the appointment of Mrs Linda Meredith as Foundation Governor. Mrs Meredith has already contributed to the work of the governing body and its committees as she was appointed as an associate member in December 2015.</p> <p>Mrs Caroline Fewcus was appointed as an associate member pending her appointment as a Foundation Governor. This is a welcome appointment as the role of Foundation Governor for Whaddon has been vacant for some years.</p> <p><u>Parent Governor.</u> No nominations had been received for a parent governor in the recent election. Governors can now appoint a parent governor and are looking for a suitable candidate.</p> <p><u>Staff and Class structure.</u> Governors discussed plans in place for the next academic year. Governors supported the decisions made by the headteachers regarding the proposed class structure as being the best option for raising standards.</p> <p>Governors agreed to respond to a letter from Heidi Allen MP about the known problems of appointing and retaining staff in the South Cambs area that have affected the school.</p> <p><u>School development priorities.</u> Governors have the current school plan and the report on progress from the county advisor and the school's primary advisor. It was confirmed that the school's priorities for development were those needed to raise standards effectively and that good progress was being made in all areas.</p>	
13	<p>OTHER BUSINESS.</p> <p>None</p>	
14	<p>The meeting ended at 9.50 pm Date of the next meeting TBA</p>	