

Petersfield Church of England Voluntary Aided Primary School

Minutes of the Meeting of the Governing Board

Thursday, 2 May 2019

Membership of the Governing Board	Initials	Status	Present	Absence Authorised	Absence Not Authorised	Committee
Governors = 16						
Felicity Couch	FC	POM, Orwell		X		Standards
Vacancy		POM, Tadlow				
Vacancy		POM, Whaddon				
Sara Metherell	SM	Foundation, Wimpole	X			Standards (Chair)
Katie Reid	KR	Foundation, Orwell	X			Resources
Colin Wilson VC	CW	Foundation, Tadlow	X			Resources (Chair)
Imogen Byers	IL	Foundation, Arrington		X		Standards
Gerry Burnell	GB	Foundation, Croydon	X			Resources
Vacancy		Foundation, Whaddon				
Linda Meredith Chair of Governors	LM	Co-opted	X			Standards, Resources
Nik Cunniffe	NC	Parent	X			Resources
Ian Dugdale	ID	Parent	X (Joined 2000hrs)			Standards
Jane Johnson VC	JJ	Local Authority	X			Standards
Laura Penrose	LP	Co Headteacher	X			Standards, Resources
Karen Gwynn	KG	Co Headteacher	X			Standards, Resources
Rachel Peachey	RP	Staff		X		Standards
In attendance – Andrew Pulham (CK) Clerk						

The meeting remained quorate throughout.

1. Welcome and Prayer

The meeting was opened with a prayer.

2. Apologies for Absence

Apologies had been received from FC, IB and RP. These were recorded as authorised.

ID had notified of his expected late arrival. (Arrived 2000).

Initials:

3. Declarations of Interests

None received.

4. Notice of Urgent Business

None received.

5. Minutes of the FGB on 7 February 2019

These were agreed without amendment and signed by the Chair.

6. Matters arising from the FGB on 7 February 2019

The 'Summary of Actions' table appended to the 7 February minutes was reviewed and updates given as appropriate.

7. Policies to Review and Ratify

The following policies were approved by the FGB subject to the minor amendments listed below.

- **GDPR Policies**
The Clerk to compile a list of Governor emergency contacts.
- **Critical Incident Plan**
JJ corrected the telephone number recorded for her.
- **Health and Safety Policy**
- **Accessibility Policy**
It was noted that the terminology currently used on the Gov.UK website is different to that used on Petersfield's document, which therefore needs to be amended.
- **Statement of Internal Control**

Actions:

- **LM to print the relevant page(s) of the Privacy Notice for LP & KG to amend.**
- **LM to revise the Accessibility Policy as necessary.**

8. Updates from Committees

- **Standards, 7 March 2019**

SM gave an update and advised Governors of the different approach taken to this meeting whereby Governors and members of the SLT divided into small groups to scrutinise representative examples of pupils' work. SM advised it had been particularly helpful to have been able to ask questions of the SLT during this process and that feedback had been given based on the Governors' observations.

Due to time constraints, it had not been possible to scrutinise pupils' work in maths during this meeting and this will be the focus of the next Standards Committee on 13 June.

Initials:

Resources, 23 April 2019

CW gave an update and confirmed that a number of policies as discussed earlier in this meeting had been recommended for approval by the FGB.

CW confirmed the main item of discussion had been the 2019/20 budget, staffing and class structure. He further confirmed that the balanced budget proposed by the HTs had been supported by the committee and was recommended for approval at FGB.

Governors wished it to be recorded that the proposals for 2019/20 were achievable partly because the HTs had achieved a carry forward from 2018/19. This in turn had only been achieved because the HTs have taken on additional roles in the absence of appointments. This is commendable, although not the long term intention.

Governors asked if the number of pupils on the school's roll would be likely to increase in the next few years. LP reported the new housing development on Hurdleditch Road, which would start to be occupied from February 2020, might be a source of additional pupils. It was further noted that the current intake for 2019 has been predicted to be low since the pupils started preschool.

8a. Feedback from Local Authority Visit (Item not on agenda)

LM took the opportunity to update Governors on a recent monitoring visit from the local authority. Their five main findings as listed below were then discussed:

1. The overall quality of teaching continues to improve and further development is ongoing
2. There is good evidence of Governor monitoring, although this needs to be further refined to make it more specific.

Actions:

- **LM to draft some suggested, targeted questions that Governors might wish to ask and record during their visits.**
- **LM to send NC the visit proforma from another local school which Rosemarie Sadler of CCC had previously offered as an exemplar.**
- **NC to review options in 'The Key' for Governors**

3. The Curriculum Plan is in place and Governors need to closely monitor its delivery.
4. Sampling of pupils' books shows that a majority of children are making good progress.
5. The school is receiving substantial support from the local authority in certain areas. It was accepted this is currently the case, although the cost was noted. In future, options to procure support from other sources may be explored.

LM advised Governors of hers and the HTs' view that the school was not receiving clear, evaluative judgements from all external advisors in all areas and that feedback was being given to the LEA accordingly.

(ID joined the meeting at 2000hrs)

Initials:

9. Governors' SEF

a. Governor Priorities

LM confirmed she has updated the Governor Action Plan.

LM advised she and LP had met the HT and CoG from another local school and that KG had visited the school. As a result, the 'Actions since Ofsted' document has been drawn up.

LM advised the Chairs of Governors of the cluster schools, of which Petersfield is a member, will be meeting shortly to discuss issues of common concern and interest. Should it be felt useful, such meetings may well become a regular fixture.

10. Governor Visits

a. Visit Reports

LM thanked Governors for their visit reports which had been added to the website

Summer Term Visits

LM advised that a schedule of visits for the summer term had now been completed and that as part of each visit Governors should aim to check for evidence that one of the school's policies was being implemented in practice. LM will identify a policy relevant to the area of inspection wherever possible and this will be confirmed to the Governor in advance of their visit.

Governors asked how questions raised as a result of Governor visits are addressed. LM confirmed that they are raised at the next appropriate meeting of the relevant committee, usually Standards, and the importance of a clear trail evidencing actions taken as a result of these visits was agreed as important.

Actions:

- **LM to issue to all Governors and place in the secure area of the website the visits schedule for the remainder of the current academic year.**
- **Governors to identify clearly on their visit reports which of their questions/observations were intended for Standards, Resources or the FGB. The HTs will review and direct the questions onto the relevant agenda.**
- **CK to issue the draft minutes of meetings as soon as possible after initial approval by the HTs and relevant Chair, to assist Governors in their undertaking of the agreed actions.**

b. PCC Report and Meeting Attendance

LP confirmed the PCC Report is available on the website. KR is due to attend the Annual Parish Meeting on 22 May on behalf of the school. LP advised Governors that she would welcome feedback on her report following circulation.

Initials:

c. Strategy Group

In addition to the items on the agenda, LM advised Governors that there would shortly be a meeting of the school's Strategy Group at which the school's priorities would be proposed. LM confirmed that issues around school catchment areas and feeder status, raised at 23 April's Resources Committee, would also be discussed at that meeting. NC asked for confirmation that all Governors will be able to access the record of these meetings, which was confirmed.

Actions:

- **Minutes of the Strategy Group Meeting to be placed in the secure Governors' area of the website when available.**
- **A report on the work of the Strategy Group to be brought to a future meeting of the FGB.**

11. Governor Training

a. Recent Training Reports

CW advised that as he had agreed to act as lead HR Governor for an interim period he would shortly be attending training in this area.

JJ advised she had recently attended a 'Safer Recruitment' training course and gave an oral report to the Board. JJ's view was that based on what she had learned on the course, Petersfield was already in a very strong position in this area.

JJ advised she and other Governors had attended an OFSTED training day held during a school INSET day on 23 April.

KR and NC advised they and other Governors had attended Exclusions training. Governors reported the course did not meet the Governor's needs and delivery was poor, even though the request was made in advance. Governors agreed that under the circumstances further training would be advisable.

NC advised he had attended CCC's 'Induction for New Governors' which he found enjoyable and well delivered. NC noted in particular the course's emphasis on the strategic role of a school's Governing Body. In this respect, LM confirmed that the Strategy Group discussed earlier will aim to develop and furnish to all Governors a full exposition of their strategic role in securing delivery of the vision and overall direction of the school.

KR raised the issue of new Governors and suggested that as well as attending the induction course run by CCC it might be useful if they could be provided with a mentor/buddy to help them come up to speed ASAP. LM confirmed that more structured mentoring/training for Governors will be discussed at the forthcoming Strategy Group. It was agreed that mentors will provide support in advance of each meeting.

Governors asked whether there is a process for the performance appraisal of Governors. LM confirmed this will be scheduled for discussion by the Strategy Group.

Initials:

Action:

- **Items identified above to be included on the agenda for the Strategy Group.**
- **Governors to meet with mentor 15 minutes in advance of the meeting to ask questions and then sit next to their mentor during meetings.**

b. Governor Skills Audit

The Clerk advised Governors that he proposed to undertake a skills audit over the summer, using the NGA model as a basis. Although undertaking a skills audit on a periodic basis is good practice, this will also assist the Clerk in his current professional training, which is being part-sponsored by the school.

12. Raising Standards

LP and KG took Governors through their HTs' report as presented at Resources on 23 April. LP confirmed the oral updates delivered on 23 April had been incorporated into the version tabled for FGB.

The safeguarding update regarding Private Fostering and staff and governor responsibilities was highlighted.

LP confirmed that the data continues to demonstrate improvement. The fact that this evidence of improvement can be triangulated using evidence from separate exercises such as Governor visits and the scrutiny of pupils' work first undertaken by the Standards Committee on 7 March corroborates the internal data.

Governors asked a number of questions concerning the internal data presented and the Pupil Premium.

The derivation and use of the age-related attainment data was discussed. Governors agreed that graphing the data over time rather than reporting on the position at set points would be helpful.

Governors asked about KS1 attainment data in comparison to KS2. It was noted that there is no discernible trend overall. LP explained cohorts, curriculum expectations and current targets for KS1 and KS2.

Governors agreed that whilst improvements continue to be targeted the progress data is significantly improved and improving.

NC and LP to discuss how to present internal data in different formats, including the possible provision of key data in graphical format. These discussions to be scheduled from September 2019.

12a. Wellbeing (Item not on agenda)

LP advised that the issue of wellbeing was an agenda item at INSET day and that staff had been invited to share ideas and feedback. Wellbeing is reported to be good at present with focus groups planned following the timetabled questionnaires. This was supported by evidence gained at a curriculum meeting held by KG on 1 May at which staff had indicated they feel both appreciated and valued.

Initials:

KG advised that she is currently revising the Wellbeing Policy. This work is being undertaken in conjunction with all staff and the revised policy will be brought before the Standards Committee.

LP outlined the draft changes to the Feedback Policy, which targets reduced workload and raised standards.

Governors noted that ensuring the wellbeing of the HTs was also important.

13. Vision and Values

LM reminded Governors of NC's emailed thoughts on the draft Vision and Values Statement and this formed the basis of the subsequent discussion.

KG advised Governors that the question of whether there should be direct and attributed quotes from the Bible throughout the Statement had been raised with Diocese and their response was that Biblical text should be "threaded through" this document. The ensuing discussion centred around what "threaded through" might mean in practice.

Governors agreed that the overarching vision and values expressed in the current document are agreed and commended the work done thus far.

Actions:

- **Clerk to add SM's comments to website for Governors**
- **HTs to draft discussed formats and issue to Governors different versions of the Vision & Values Statement as follows:**
 - **Version 'as is' with direct and attributed Bible quotes.**
 - **Version with Bible quotes and link at the bottom of the page to additional information / Bible references**
 - **Version with Bible quotes, but without bible references**
 - **Version without quotes**
- **Governors to vote on their preferred version of the Vision and Values Statement at the FGB on 18 July.**

14. Curriculum

KG advised that curriculum is a school priority which aligns to the Ofsted Framework Draft for Sept 19.

KG confirmed that staff are at present consulted on the formulation of a bespoke curriculum for the school, which will focus in particular on the three areas currently being highlighted by OFSTED:

- Intent – identifying and confirming what the school intends to teach
- Implementation – identifying and confirming how the school intends to teach it
- Impact – identifying and confirming how maximum impact for children can be secured.

Governors asked about MFL teaching following the staff resignation. KG reminded Governors that the teaching of a modern foreign language is not a requirement at KS1; children have had additional teaching in autumn / spring in advance of the summer term swimming season during which children are focusing on the wider cultural aspects around Spain and the Spanish

Initials:

language. Options for delivering in this area from September 2019 onwards will be explored, including the possibility of collaboration with other schools in the cluster.

Governors asked also whether there were any other areas of curriculum delivery from September about which the HTs had concern. KG advised that priority areas include MFL and music.

KG further advised that the school Learning Council had been asked recently to give its views on what pupils seek from their education experience and this process has been both informative and positive.

Actions:

- **LP to upload the handouts from the 23 April INSET day training to the Governors' secure area of the website.**
- **Governors to attend the joint schools 'Healthy Day' on 5 June if possible and to let LP know in advance of their attendance.**

15.School Budget 2019/20

Governors were asked to approve the proposed budget based on the staffing structure which was supported and recommended for FGB approval by the 23 April Resources Committee. It was agreed that given current funding constraints, at this time, this was the best possible model for the coming year.

IT WAS AGREED that the Governing Body approves the School Budget Plan for the financial year 2019/2020 with a total spend of £595,784.56.

16.Additional Items (Items not on agenda)

- LP reminded affected Governors that the Admissions Committee will need to be rescheduled due to FC's unavailability.

Action: CK to arrange a fresh date ASAP.

- LM advised that OFSTED training had been arranged for Tuesday, 18 June at 7pm, at Petersfield. All Governors were encouraged to attend

The meeting closed at 2230hrs.

Minutes approved: _____

Signed by Chair: _____

Date: _____

Initials: