

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Board

Thursday 16th March 2017 at 7.30 p.m.

Membership of the Governing Board	Initials	Status	Present	Absence approved	Not approved	Committee	Start	Finish
Governors 16								
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						
Vacancy		Coopted						
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					
Associate Members								
Sue Slator		AM	x			Res		16.3.17
In attendance								
Clare Kendle	CK	HfL Clerk	x					

	Decisions and Actions	Who	When
	Welcome and Opening Prayer The Chair opened the meeting and the prayer was lead by Felicity Couch		
1.	Apologies. None received.		
2.	Declaration of conflicts of interest and Pecuniary Interests. Governors were reminded that should a conflict of interest arise for anyone in the course of a meeting they must declare it and withdraw from the meeting. There were no declarations. CW reminded those present that all information discussed and written is confidential.		
3.	Notice of Any Other Business. None noted.		

Minutes approved
Signed by Chair:
Date:

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4.	<p>Minutes of the meeting of 22nd November 2016 and 8th February 2017. The minutes were approved and signed with amendments made by hand.</p> <p>Vacancy in the attendance table – take out parent (as SC is a parent gov) Page 5 – invacuation is one word not two words as stated in the minutes Page 8 – governor training for SM instead of SB as stated incorrectly in the minutes</p>	Clerk Clerk Clerk	ASAP
5.	<p>Matters Arising.</p> <p>Clerk – table of dates was completed Vacancies – still being looked at by the Chair Page 7 – The outstanding staff work station assessment was completed on the 9th March 2017</p> <p>The FGB took the opportunity to thank SS as it was her last meeting; the time she put in was invaluable.</p>		
6.	<p>Headeachers Report.</p> <p>A large number of documents had been circulated in advance, a number for approval and Governor agreement.</p> <ul style="list-style-type: none"> • Key documents are on the website and will be updated regularly, they are there for referral for all. • Parents evening help is required from governors so that parents can be given a questionnaire regarding funding. • There was a funding email that was sent round to all governors explaining the way the school will be dealing with funding matters. • The heads asked for as many people to respond in this matter as sheer numbers will make a difference. There will be a follow up email to all to act as a reminder. • The school has appointed a cook, this is positive as they were a strong candidate. • Budget setting has been completed provisionally in line with the expected timeframe. • The school would like a strapline, the pupils like – ‘Loving to learn, Learning to love’ and governors were content with this idea with no objections. • The diocese wanted the predicted data to be sent to them, the school sent these off and they were prompt in receiving a reply. • The children have been designing the values tree which was shown to the governors, a local artist is being contacted to try and help this idea take shape. • H&S is up to date and compliant; the flue on the school is being monitored as removal on H&S grounds is expected to be needed on it this year. • A caretaker is still being sought by the school. • Working at height training was undertaken for all available on that day. • The Health and Safety report will be sent out to governors by the Clerk. <p>• Policies:</p>	Clerk/H eads	Heads

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<p>The following policies were either approved or had only received minor updates to the content:</p> <ul style="list-style-type: none"> - Complaints policy, this policy was flagged as needing an amendment – awaiting County advice. - .Information policy, needed the ‘data controller’ title added - approved - SEND report has been amended - Approved. <p>Q. What is the data for the foundation subjects assessed? It is all based on ARE, a collation exercise has been undertaken so that a baseline can be used moving forwards. This data will be updated regularly as the school is using target tracker. Each subject leader is looking at the data that needs to be included and seeing whether target tracker will be the most appropriate way of reporting.</p> <p>Q. Could the school say more about the Starz+ replacement? The school has committed to paying for the replacement within two years, from that point the school will see the benefit. The head agreed a per child cost as discussed in the previous FGB.</p> <p>Q. What was the Bassingbourn incident? There was invacuation following a loud noise. The school has updated our in place invacuation policy following lessons learnt from discussions with other schools. Parents were updated on the invacuation policy with regard to notification as a result. There is the half termly invacuation planned for next week to practice. The expectations from county and the police have been made clearer for all.</p> <p>Q. PE and Sport Premium - Is there going to be more archery opportunity? the children will have the opportunity to undertake a further archery during an after school club.</p> <p>Q. Attendance is still low at 95.58%, are you expecting this to rise? Children who didn’t have school placements now have been placed which was affecting the data, there has been quite a lot of illness for the children but there should be a rise now that the children on role are all at the school. Tracking is undertaken weekly and all attendance can be justified. Interventions were explained to governors and the impact this is having.</p> <p>Q. How is the restricted timetable working for the children involved? The process, external support, implementation, monitoring and impact of the restricted timetables was outlined and questioned by Governors.</p> <p>The heads told the governors that County is having a SEND inspection next week, there is a webinar taking place and parents have been notified as parents and teachers can send in questions.</p> <p>A discussion took place between the governing body regarding how children with high complex needs are considered within the main education system in Cambridgeshire, the governing body were minded to commission some case studies at committee level to be able to keep abreast of the schools situation moving forwards and the SEND interventions taking place. Governors wished to check that the time the heads and SLT were taking in these matters were not disproportionate and that there was sufficient time for undertaking the other key priorities for the school. The governing body wished to support the heads in the great work & progress that</p>		

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	<p>was going on in the school but also wished to be mindful as well.</p> <p>Q. Can you give some examples of good practice of reading and writing as trained in the last course (reading and writing leads working together)? The head gave an example of the vocabulary wall and some practical examples.</p>		
7.	<p>To Review and Ratify Foundation Subject Policy</p> <p>The policy was approved.</p> <p>Q. Who wrote the policy? The champion for foundation subjects put it together.</p> <p>Q. Is the job role written around the subject lead? Yes, the expectation is understood by all following a PDM and agreed list of actions now in the policy.</p>		
8.	<p>Committee Reports and Strategic Group.</p> <p>Standards had considered the following during their meeting:</p> <ul style="list-style-type: none"> • Keeping children healthy, • Governor visits • Teaching and learning – maths, • Policy were considered and approved at committee level, • Governors were signposted for responsibilities within the governing body. <p>The Standards Committee needed to appoint a Clerk, JJ volunteered for the role and was appointed unanimously by governors.</p>		
9.	<p>Governor Role in School Evaluation</p> <p>A power point presentation was given to the governors by the chair – it was an explanation of the governor role in the school.</p> <p>The learning together hub was recommended as being a useful update for all governors. The head and chair showed governors how to find the hub and what to set for notifications.</p> <p>The governance handbook was explained and an example of a 5-year strategy so that there are strategies which are set and able to be measured.</p> <p>The school is meeting its safeguarding and other statutory duties this was evidenced and explained for new governors.</p> <p>The key documents in the power point presentation were recommended to governors.</p> <p>The Chair confirmed that he checked the SCR.</p>		
10.	<p>Governor Visits.</p> <p>The following were undertaken:</p> <p>CW – SEND visit on the 8th March 2017 LM – budgets and pupil premium</p>		

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	JJ – EYFS and writing		
11.	Governor Vacancies These were covered above on the agenda.		
12.	Governor training. Clerk to send round again – list was emailed a month or so again. This is disseminated down to the committees so that it is clear which governor is going on what. Tues 2 nd May – pupil premium training course – Head, LM and JJ to attend.		
13.	AOB. None notified		
14.	Reflection on the meeting. The Full Governing Body met on the 16 th March 2017. At the meeting they: <ul style="list-style-type: none"> • Learnt more about governor responsibilities and the action from this will be setting a strategic working group date. • Discussed the response to the Funding Formulas. • Approved the Foundation subject policy. • Planned to book pertinent governor training • Appointed a Standards clerk 		
15.	Date of next meeting 4th May 7.30pm		

The meeting closed at 9.15p.m.

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

Upcoming Meeting	Date
FGB all start at 7.30pm	4 May 2017 13 July 2017.
	The FGB meetings on the 16th March and 13th July will start with a Parents' Forum at 7pm.
Resources all start at 7.30pm	28 March 2017 6 June 2017
Standards all start at 7.30pm	22 June 2017

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