

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Board

Thursday 4th May 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						
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					
Associate Members								
Sue Slator				x		Commissioned as and when		
In attendance								
Clare Kendle	CK	HfL Clerk	x					

	Decisions and Actions	Who	When
	Welcome and Opening Prayer The Chair opened the meeting with a the prayer.		
1.	Apologies. There were apologies from FC, SM, DH and NS had explained in advance that he would be late and the reason why. These were all accepted by the Governing Body. We had not heard from SC prior to the meeting and she did not attend.		
2.	Declaration of conflicts of interest and Pecuniary Interests. Governors were reminded that should a conflict of interest arise for anyone in the		

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	<p>course of a meeting they must declare it and withdraw from the meeting. There were no declarations.</p> <p>CW reminded those present that all information discussed and written is confidential.</p>		
3.	Notice of Any Other Business. None noted.		
4.	<p>Minutes of the meeting of 16th March 2017.</p> <p>The minutes were amended by hand, approved and signed by the Chair.</p> <p>Pg 2 – The word ‘heads’ is in the wrong action column.</p>		
5.	<p>Matters Arising.</p> <p>The Clerk had forwarded the H&S report as required.</p> <p>All other actions were completed.</p>		
6.	<p>Election of Governor to the Resources Committee</p> <p>The Chair had undertaken an interview with DH, his references were taken up and the governing body were content that the skills DH possessed would be of assistance to the Governing Body moving forwards.</p> <p>The governing body was unanimous in their decision that Damian should be elected to the resources committee.</p>		
7.	<p>Headeachers Report.</p> <p>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. • The report gave a good reflection on the time at school <p>Budget</p> <p>Due to the retendering of the county software package, the spreadsheet that was provided to the governors was not as clear as it would normally be.</p> <p>The decisions that are made on the budget include lots of technicalities to explain the spreadsheet.</p> <p>Reduce the bottom line £12,640 Carry forward was £16,000 short Part of the deficit is due to Puffins. Moving forwards, this amount will need to be recouped over time – up to 2 years.</p> <p>The in-year budget next year will be financially viable with the changes that have been made.</p> <p>After the resignation date in May a new budget will be built, the sickness absence will need to be emailed to the County Council which is a new requirement for this year.</p> <p>Next year the school will be differently funded in the case of pupil premium children,</p>	NK – Resources	

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<p>Parents and community The Chair had received feedback from a parent that they felt that the governors hadn't listened to feedback regarding policy and that when policies have been reviewed that they can sometimes not be clear to parents. An example was given of aspects of the uniform policy. In this instance, the policy was reviewed and amended for clarity following parent feedback.(this happens on a regular basis) unless a policy needs significantly re-writing. Thegovernors considered further engagement with parents that can take place informally as well in the more formal setting (as already offered) to provide increased opportunities for such feedback. Dates will be agreed and published in the newsletter.</p> <p>Parent questionnaire This year there were 60 responses and they painted a good picture for the school, the staff and governors. This was up on last year in which 52 responses were received. This year there were 15 that strongly agreed that they knew the governors. This is positive increase on 2016. The data analysis will be sent round to governors to show the more positive impact on the governors attending. The school responds well – “strongly agree” increased from 11last year to 29 this year. The results are overall very positive and greatly improved on last year. This is point to celebrate as the hard work on the governors and the staff has impacted significantly in the answers that the parent gave.</p> <p>The school will send out feedback to the school community to thank all who gave feedback, there will also be additional columns to show improvements and additions for the next round of questions sent to parents. There will also be a diverse range of ways throughout the year for the parents to be able to speak to governors in a formal and informal way. Governors asked to be 'briefed' before any of these sessions so that they felt better prepared of ways to get key points across consistently.</p> <p>Governors had a discussion about the ways that the school communicates with the school community. The importance of reading the school newsletter will be outlined to parents at the September curriculum evenings.</p> <p>Q. Do parents who are also governors wear an orange lanyard in school? A. No, they don't at the moment but this is a very good point and with the greater engagement of governors with parents that it will make it easier to receive feedback.</p> <p>PRIDE The governors were made aware of an incident that was logged since the last meeting.</p> <p>Policy – Social Networking Policy Governors discussed the policy in response to recent events and were satisfied the policy remains effective. Complaints procedure Minor changes were made and this was uploaded to the school website and</p>		

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<p>approved unanimously by governors.</p>		
<p>Exam contingency plan This was discussed and agreed unanimously by governors.</p>		
<p>Governors expense policy Needs to be reviewed by governors and then uploaded to the school website.</p>		
<p>Policy schedule The head explained about the new policy review schedule. It will be the clerks of committees and FGB will be required to put them on the agenda for consideration. Some of the policies will be streamlined and merged were possible. . The draft version will be uploaded to the FGB/Committee folders on the portal, when it is final then the clerks will upload to the shared staff/governor area of the portal. LP will send out a revised list and arrange a transfer of all updated policies.</p>	Clerks – All	
<p>Appraisals Governors were made aware of the appraisal processes undertaken for all staff. They are all underway and a mini review is being undertaken to ensure consistency.</p>	Chair/ Heads	
<p>Salaries committee – It was proposed that it should have 2 governors from the standards committee and 1 person from resources to ensure the standards committee have ownership of this to ensure continued improving standards in teaching and learning. This will be addressed when the committee is set for September 17-18. Governors were clear that they need to be aware of certain aspects of the process and ask pertinent questions.</p>	LP	
<p>Governors were made aware of the agenda from county (with actions for governors) around training on equalities and compliance on pupil premium spend and impact and any child protection issues within the school setting.</p> <p>The chair will complete a RA on the use of governor’s email.</p>	Chair	
<p>EHCP One EHCP was submitted this term.</p>	Chair/ Head/ Clerk for agenda	
<p>Safeguarding update The next FGB in July needs to have a safeguarding audit on it subject to this being provided by County . The governors were made aware of child protection matters and the progress around these children.</p>	Chair/ Head/ Clerk for agenda	
<p>Website Compliance The school was noted as being compliant.</p>	COG	
<p>H&S update There were two incidents that occurred and these were explained clearly and concisely to governors, . Actions from the review have already been addressed. All teaching and office staff have gone online to train in epilepsy and asthma, diabetes. The feedback was very positive and staff feel suitably upskilled. Paediatric first aid and first aid training is planned for this term. This meets the requirements for having staff on site that are trained.</p>	LP/KG &	

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<p>A H&S walk will take place this term. The county H&S advisor will be training staff during an inset day. There has also been training on working at height. A H&S audit is going to take place, finger guards are being replaced as a matter of course, pupils are having the opportunity to become H&S reps – this was taken up enthusiastically by pupils (2 pupils from each class will be considered).</p> <p>Governors were given the dates for next year. The governing body were happy to reduce the number of FGB meetings to 5 as the cycle of meeting proposed best meets the needs of the school to ensure good governance. . The chair will send out a final copy of the dates to all governors.</p> <p>Data analysis – spring 2017 Governors were given the headlines and key points. Percentages around ARE for all pupils Progress data was given to governors at a whole school level. There was a discussion around expected progress and exceeding expected progress. The pupils are broken down into different categories, this is broken down by year and attainment of progress by year. The data is all triangulated and by subject.</p> <p>A copy of the presentation will be added to the minutes.</p> <p>The targets were explained and the reasons behind why they were set. There were actions highlighted and the proposed impact these should have. There is a good triangulation of the progress was shown and the data will catch up to show this triangulation when the ARE is low and the reasons for this.</p> <p>The governors were made aware of the negative impact of a seconded SENDCo (2015-16) and the current positive impact of Miss Smith’s recent qualification, the in-house training and the number of referrals and ECHP applications in progress to request support needed for pupils.</p> <p>The judgments of teaching were outlined to governors and questions asked regarding the overall judgement of the school (including teaching and learning and data), those pupils who are not showing targeted progress and the reasons for this. Book scrutinies provide triangulation with the data and observations. External views have been sought to confirm the judgments .</p> <p>pupil progress meetings and 1:1 meeting are highlighting next steps for individual and cohorts and case studies are being implemented to track the children’s progress. There is a new tracking system to record to identify and track pupils who that are not showing the necessary progress.</p> <p>Q. What percentage is showing good progress? A. It used to be 80% but now it is child specific data so that it is clear as to where the child starts and the progress they make though the year.</p> <p>Q. Considering the trends, do you think that the Pupil premium numbers are higher than our counterparts? A. We are currently, from September, expected to be funded for the number of pupil progress pupils we are supporting. rather than being down in previous years, the heads felt that the school was showing a realistic picture.</p> <p>Q. Are teachers taking responsibility for the progress of their SEND children? A. The SLT is addressing the quality first teaching and the attitude for progressing</p>	<p>FC/LM</p> <p>Chair</p>	

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	<p>all classes even a child with SEND attributes. All interventions need to show impact.</p> <p>Q. Is schools SEND register up to date? A. Yes. The school is going to be reviewing the children on the SEND register from September against the revised clear criteria for SEND</p>		
8.	<p>To Review and Ratify Foundation Subject Policy</p> <p>N/A at this meeting.</p>		
9.	<p>Committee Reports and Strategic Group.</p> <p>N/A at his meeting.</p>		
10.	<p>Governors SEF</p> <p>Governor self-assessment was discussed; a new version has been sent round which is clearer and easier to work with. It shows the outcome to children in relation to standards and safeguarding as appropriate.</p> <p>All governors were happy with this format, the governing body wished to add in their own questions to make it a concise and effective document.</p> <p>Governors have questioned the data and commissioned the next steps. The impact has been that decisions will be considered further. Governors have shaped the leadership and managements view on a number of subjects which then aids the SLT to shape its next steps and standards in the school whilst also checking that nothing is missed.</p> <p>The governors have consulted parents, governors have actively sought a SEF for governors which is good governance which also links to raising standards.</p>		
11.	<p>Governor Visits.</p> <p>The following visits were undertaken:</p> <p>Chair – SEND LM – Curriculum, maths, SEN and other disadvantaged pupils also a Safeguarding and curriculum visit.</p> <p>From the maths report the governors have commissioned questions so that standards are raised in maths. Governors will then make a follow up visit to ensure they are aware of the outcome and raised standards and next steps. Within the SEND visit he governors were assured that money is being used effectively to raise standards for SEND pupils</p>		
12.	<p>Governor Vacancies</p> <p>The chair has interviewed 2 candidates since the last meeting, DH has accepted a co-opted position. The second candidate has also been interviewed and is being considered as a co-opted governor. Governors will contact the chair to accept the proposal.</p>		
13.	<p>Governor training.</p> <p>Training on equalities – 71mins online training, recommended by the heads</p>		

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	Governors have been provided with a list of training and then notified LM.		
14.	AOB. None notified		
15.	<p>Reflection on the meeting. The Full Governing Body met on the 4th May 2017. At the meeting they:</p> <ul style="list-style-type: none"> • Approved the budget • Appointed new governors • Received head teachers report and challenged. • Considered feedback from the recent Parent consultation • Received a Safeguarding update • Review governor training • Approved policies <p>Celebrated success—the service of 2 ex governors and the ex clerk is to be recognised at awards evening in July.</p>		
16.	<p>Date of next meeting</p> <p>13th July at 7.30pm</p>		

The meeting closed at 10.20p.m.

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

Item	Action	By when
7	In year budget changes – keep the committee aware	Next resources committee
7	Statement of internal control	Next resources committee
7	PTA review	Next resources committee
7	Policy review schedule – Clerk to update portal when agreed	ASAP
7	Salaries Committee – who will attend from each committee (standards and resources)	Next resources and standards committees
7	RA to be carried out on the use of governor emails	Chair
7	FGB AGENDA – July 2017, Safeguarding update	Clerk/Chair/Head
7	Dates of Committees and FGB – email governors	Chair

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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