

## Petersfield Church of England Voluntary Aided Primary School

### Minutes of the meeting of the Governing Board

Tuesday 6<sup>th</sup> September 2016 at 7.30 p.m.

Membership of the Governing Board	Initials	Status	Present	Absence approved	Not approved	Committee	Start	Finish
<b>Governors 16</b>								
Felicity Couch	FC	POM Orwell	X			Stand (Chair)		
Sara Metherell	SM	Fnd. Wimpole	X			Stand		
Katie Reid	KR	Fnd. Orwell	X			Res		
Colin Wilson CoG	CW	Fnd. Tadlow	X			Res		
Nigel Szembel	NS	Fnd. Arrington	X			Res		
Vacancy		Fnd. Whaddon						
Brian Smith	BS	Coopted		X		Res		
Helen Daw	HD	Coopted	X			Res (Chair)		
Vacancy		Parent						
Nina Kelly	NK	Parent	X			Res (Clerk)		
Jane Johnson VC	JJ	LA	X			Stand		
Laura Penrose	LP	Co Headteacher	X			Stand Res		
Karen Gwynn	KG	Co Headteacher/ Staff	X			Stand Res		
Linda Meredith	LM			X		Stand Res		
Vacancy		POM Tadlow						
Vacancy		POM Whaddon						
<b>Associate Members</b>								
Caroline Fawcus		AM	X			Stand (Clerk)		
Sue Slator		AM	X			Res		
<b>In attendance</b>								
Tabatha Smith		DHT	X					
Mr Mike Kibby	MK	HfL Clerk	X					

	Decisions and Actions	Who	When
	<b>Welcome and Opening Prayer.</b> The Chair opened the meeting and introductions were made to the new Clerk. The opening prayer was lead by Karen Gwynn.		
1	<b>Apologies</b> Apologies were received and accepted from BS and LM. A resignation had been received from Kelly Murfet		
2	<b>Declaration of conflicts of interest and Pecuniary Interests.</b> 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. Governors were also reminded that all information discussed and written is confidential. Pecuniary Interest forms had been circulated and were completed by all present.	BS. LM	Urgent

Minutes approved  
Signed by Chair:  
Date:

	<b>Decisions and Actions</b>	<b>Who</b>	<b>When</b>
	BS and LM forms outstanding		
<b>3</b>	<b>Terms of Office for Chair and Vice Chair</b> These had previously been <b>agreed</b> and were accepted as continuing.		
<b>4</b>	<b>Election of Chair and Vice Chair</b> Mr Wilson was prepared to continue as Chair. He was asked to leave the room. There were no other nominations for the post of Chair and his election to the post as unanimously <b>agreed</b> . CW noted that this will be his final year as Chair and that Governors should consider the need for continuity of the position. Despite a request for nominations no names had been submitted for the post of Vice Chair. Mrs Johnson was prepared to be Vice Chair but was only available to commit at present do so for one term. This was <b>agreed</b> . Thanks were tabled to HD for bridging the gap at a time of need. Position of Chair and Vice Chair to be discussed again at the next FGB	ALL  Agenda	FGB 22.11
<b>5</b>	<b>Minutes of the meeting of 14<sup>th</sup> July 2016</b> The minutes were <b>agreed</b> and signed		
<b>6</b>	<b>Matters Arising</b> Succession Planning - No one has been identified for HR to take over the role from SS. CW agreed to do so until a new co-opted Governor was found with the right skills		
<b>7</b>	<b>Standing Orders</b> Standing Orders had been circulated in advance. <b>Approved.</b>		
<b>8</b>	<b>Raising Standards</b>  <b>Child Protection</b> KG presented Basic Child Protection Training to the Governors. A key document is Keeping Children Safe in Education published by the DfE in 2016. The school policy has been updated as of 5 <sup>th</sup> September. Key documents and copies of the powerpoint have been circulated to all governors. The school is implementing a new PSHE programme this term with a specific emphasis on eSafety. Room folders are kept in every classroom and in key areas, eg hall. CP log-in concern forms are contained in these folders. Safeguarding, whistleblowing and CP policies are all available in the Drobox. Safeguarding and CP are also on the website. The website is currently being updated both for parents and to complete the Governor website.  <b>Q.</b> Do all TAs have CP? All staff including TAs, MSAs and Office staff receive CP training.  All governors present completed a CP questionnaire and training attendance certificates were issued.  Prevent presentation KG presented an overview of Prevent. There is an emphasis on ESafety, the firewalls used by CCC and staff monitoring of sites viewed and used on-line in school. Prevent training is available on-line and there is a requirement of 'understand and agree to' to be signed along with an annual letter. Prevent fact sheets are available and kept in the room folders. <b>Q.</b> What about Risk Reduction? Information is for staff and is available in the room folders so when Governors are working in school they need to be read.		
<b>8</b>	<b>Headteachers Report</b>		

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<p>A large number of documents had been circulated in advance, many for approval and Governor agreement.</p> <ul style="list-style-type: none"> <li>• Critical Incident Plan. This has had minor updates. <b>Approved.</b></li> <li>• Health and Safety Policy. <b>Approved.</b></li> <li>• Medical Policy. <b>Approved.</b> Governors commented that this was very good.</li> <li>• Pay Policy. A 1% increase has been granted by the DfE. From 1<sup>st</sup> September 2016 this will be applied plus a possible further increase available through the staff appraisal process. Petersfield uses EPM HR Advisers. The Pay Policy has received some clarification and update changes. <b>Approved.</b></li> <li>• Performance Management. A new proforma has been introduced</li> <li>• HTPM. A new SIP contact is awaited. Once known a date for appraisal will be set.</li> <li>• Parentview. In discussing why some parents might put negative comments on Parentview it was felt that the school should welcome all comments and be prepared that Ofsted will receive the same. The school is mindful that someone with a slight disagreement might use Parentview for this reason.</li> <li>• Prospectus. This is being updated and will be circulated as soon as possible.</li> <li>• Teaching and Learning Policy. This is a very weighty document and a good reference. The school is now in the position of improving the things which need to be done and moving forward. Last year time was spent addressing safeguarding, identifying areas, creating the team and action planning and achieving the large SDP of 2015-16. <b>Approved.</b></li> <li>• Assessment Policy. Those new to the school especially need to know the requirements and offer a considered view. There have been a great many changes to how assessment is carried out.</li> <li>• Prevent Action Plan. <b>Approved.</b></li> <li>• Staff Roles. <b>Q.</b> Is there an overview of staff roles etc? Staff induction information is being updated and will be circulated to all once completed.</li> <li>• Questionnaire. KG gave an overview of the results collated and analysed. Governors thanked SS for her work. There were 61 forms completed during parents' evenings. Some of the pages were not turned over to complete side two. There were 11 statements about Home Learning and Home Learning projects were well received. 77% strongly agreed. This is now called Homework.</li> </ul> <p><b>Q.</b> Will Athletics continue this year? Yes, it is already in hand.</p> <p><b>Q.</b> Was there any space to elaborate comments on the form? Yes, comments will be sent to the Chair for review.</p> <p><b>Q.</b> Is any general comparison with others schools available? LP will raise this at a Cluster meeting.</p> <p>It is disappointing that more parents did not know the Governors but the figure is higher than previous lows. This was before Governors were added to our tree as photos had been delayed and there have been a number of Governor changes. Data. Figures had been circulated. Results show a mixed picture. Maths is below national, the combined school is below the attainment floor target. The school has a story and a plan to deal with this. Reading and SPAG are well above national.</p> <p><b>Q.</b> Is a visit by the Head of Service helpful? She has not visited before. The school felt previous County support was often more focussed on checking rather than supporting. EYFS support was excellent and the Maths Inset from an Independent Advisor was very good. The school explores what training and support is available from other sources.</p> <p><b>Q.</b> If we are relying on the LA for help and advice is it helpful to evidence the predicament we are in? It was discussed that Governors monitoring was very important and that they will be a voice in the feedback to the LA. This would also</p>	<p>LP KG</p> <p>LP KG</p> <p>KG</p> <p>LP</p> <p>LP KG CW</p> <p>ALL</p>	<p>Asap</p> <p>Asap</p> <p>Asap</p> <p>FGB</p> <p>FGB</p>

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	<p>help inform discussions and further training. The school has a service level agreement with the LA and overall last year did receive value for money. The school wants to ensure that quality training is received.</p> <p><b>Q.</b> Have we evaluated Maths having spent so much in this area? This is currently being reviewed with staff at a series of meetings. There will be a Heads report to the COG on this.</p> <p><b>Q.</b> Do we have the review outcomes? Awaited.</p> <p>All leaders have written an element of the SDP, a draft of which is in the staffroom. The next FGB will include a Learning Walk to include the staffroom and SDP. Most Leaders are new to the role. The final SDP will be circulated to all.</p> <ul style="list-style-type: none"> <li>Expenditure. Schools are working together to trial purchases and developments. Heads are making sure their own training is up to date although this is expensive. The proposed cost is approx. £700 per person. Supply cover is not needed. With all Headteachers together we will link and collaborate with partner schools. Governors <b>approved</b> the cost. Staff Wellbeing, lead by Karen Horowitz, is continuing.</li> <li>Governing Board Visits. In addition to the planned visits a meeting of the Strategic groups is needed to review the SEF, Governor questions and training. The date to be set after this meeting. LM, SS and JJ to monitor the Learning Environment. KR to audit Health &amp; Safety. Strategic Group members to be FC, JJ, SS and LM. Anyone else interested please contact CW</li> <li>Sports Premium. Information has been presented to LP by the leader. The statement for the website was <b>approved</b>.</li> <li>Pupil Premium. TS is tracking this carefully over the year with a data trail available. Figures and information will be available at the next FGB.</li> </ul> <p><b>Q.</b> Are any new pupils accessing PP and do their parents know? This was covered at the meeting for new parents to encourage them to notify the school of the trigger for entitlement. We are also proactive with parents 1:1.</p> <p><b>Q.</b> How many are new to PP? This is not yet completed as the school is awaiting notification.</p> <p>Governor Training CCC training programme is available. The Strategic group will align this with identified needs.</p> <p><b>Q.</b> Has someone signed up for the free Governor workshops? This needs coordinating as two places on each session are available. Training Governor to organise.</p> <p style="text-align: center;">- 9.25 p.m. NS left the meeting -</p>	<p>LM SS JJ FC JJ SS LM</p> <p>Strat' LM</p>	<p>FGB</p> <p>Asap</p> <p>Urgent</p>
9	<p><b>Governor Matters</b></p> <p>Vacancies. There is a Foundation vacancy for Whaddon soon to be filled, and one Parent vacancy. Whaddon and Tadlow do not wish to have a POM on the FGB so these remain vacant. The POM needs to be a C of E communicant member from any parish. FC will ask at Chapter if anyone is interested to help fill these posts.</p> <p>Committees. NK to join Resources. KR to move from Standards to resources. Clerks for the Committees cannot be a member of staff. They set the agenda with</p>	FC	

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	<p>the Chair, circulate paperwork and take minutes. CF volunteered to clerk Standards and NK Resources. HD will Chair the next Resources meeting. FC, KR and SM to be the panel for HTPM</p> <p>Prospectus. Minor changes had been made to the Prospectus. The new version will be put on the website. It was <b>agreed</b> this should be published as soon as possible and this would be an item at the next FGB.</p> <p>Website. The website up to date. Governors have to regularly check the website for conformity. CCC Governor Services produce information on the requirements. This is an action for the Standards Committee. CF to place on the next agenda. KR offered to help.</p>	<p>ALL</p> <p>CF KR</p>	<p>FGB</p> <p>Stand' &amp; FGB</p>
<b>10</b>	<p><b>Church School update</b> (see last page of HT report) Following the SIAMS report actions had been taken. Getting pupil voice involved in collective worship. Prayer trees were in all classes. Collective Worship is held in individual classrooms every Monday. There are Worship chests in all classrooms which will be personalised by the pupils. Following a visit by the Diocesan adviser report had been received. KG read this to the Governors. The next visit will be on 16<sup>th</sup> November. There should be something extra involving Foundation Governors. KR will speak to FC and KG about this.</p>	<p>KR FC KG</p>	<p>Asap</p>
<b>11</b>	<p><b>Community Matters.</b> (see also HT report) The school is developing local links. There is a Coffee Morning on 30<sup>th</sup> September. Links are also being established in Gardening, Remembrance Service and possibly WI. The school wants to be more involved out with the community.</p>		
<b>12</b>	<p><b>LA Items.</b> Both Committees to look at the LA agenda list and to place items on their agendas as appropriate.</p>		
<b>13</b>	<p><b>Other business.</b> There was no other business.</p>		
<b>14</b>	<p><b>Date of next meeting</b> <b>Tuesday 22<sup>nd</sup> November at 7.30 p.m.</b></p>		<p>D 15.09.16 FD 28.09.16 F</p>

The meeting closed at 9.57 p.m.

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

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