

Petersfield Church of England Voluntary Aided Primary School

Minutes of the meeting of the Governing Board

Thursday 21st September 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		
Sara Metherell	SM	Fnd. Wimpole	x			Stand		
Katie Reid	KR	Fnd. Orwell	x			Res		
Colin Wilson VC	CW	Fnd. Tadlow	x			Stand (Chair)		
Vacancy		Fnd. Arrington						
Linda Meredith CofG	LM	Fnd. Croydon	x			Stand Res		
Vacancy		Fnd. Whaddon						
Damian Hales	DH	Coopted		x		Res		
Vuyelwa Kuuya (in the process of being set up)	VA	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						
Vacancy		Parent						
Tabatha Smith	TS	Staff	x			Stand		
Associate Members								
Sue Slator				x		Commissioned as and when		
In attendance								
Clare Kendle	CK	HfL Clerk	x					

	Decisions and Actions	Who
	<p>Welcome and Opening Prayer</p> <p>The Chair opened the meeting it was started with a prayer.</p> <p>Training was given to all governors on Safeguarding and Child Protection given by Karen Gwynn.</p> <p>Action – all governors who were not present and have not completed their safeguarding and AUP letters to return to LP.</p>	All Govs
1.	Apologies.	

Minutes approved
Signed by Chair:
Date:

	Decisions and Actions	Who
	<p>There were apologies from DH & FC. These were all accepted by the Governing Body.</p> <p>Vacancies VW has not completed her induction paperwork and once this has been done then she can be voted onto the FGB.</p> <ul style="list-style-type: none"> • 1 co-opted (change LM to Co-opt'd, VW would need to be a Foundation gov) • CW to check the vacancies at the top of the minutes 	<p>CW</p> <p>CW</p>
2.	<p>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.</p> <p>All governors present have completed and handed back the annual pecuniary interest form. Action – Governors not present to return all documentation to LP</p> <p>None were raised for this meeting.</p>	<p>All Govs</p>
3.	<p>Agree terms of office for Chair and Vice Chair of Governors</p> <p>Position of Chair CW wished to stand down, LM was agreeable to stand for the position of Chair – LM left the room, all governors unanimously voted for LM to be Chair.</p> <p>Joint Vice Chair As LM was now Chair, CW was agreeable to stand alongside JJ as Joint Vice Chair – JJ & CW left the room, all governors unanimously voted for JJ & CW to be Joint Vice Chair.</p> <p>Governors agreed that that this would be decided annually thereafter for Chair and Vice-Chair. The governing body were very thankful for the hard work that CW had put in over his term of office as chair.</p>	
4.	<p>Notice of Any Other Business. There were none notified to the Clerk or Chair.</p>	
5.	<p>Minutes of the meeting of 13th July 2017 The minutes were amended by hand, approved and signed by the Chair.</p>	
6.	<p>Matters Arising.</p> <ul style="list-style-type: none"> • Mr D'Souza is to be contacted during this term <p>All other actions were completed.</p>	
7.	<p>Standing Orders for Governing Body – Governors to approve These were discussed and agreed by the governors for this year.</p>	
8.	<p>Code of Conduct for Governors – Governors to approve</p> <p>There were some changes (from last year) to the document which the governors felt were agreeable, the governing body agreed to follow this document.</p>	
9.	<p>Governor Matters</p> <ul style="list-style-type: none"> • Committees – Governors to approve committee membership – proposal for two committee structure 	

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<p>These were agreed and there is one change to the committee's, CW is going to attend standards committee and premises.</p> <ul style="list-style-type: none"> Governors to approve Working Group membership and review brief. Strategic working group – the brief was discussed and agreed by governors Named Governors for Training, Child Protection, SEN, H&S Foundation lead – KR Training, Pupil Premium – LM EYFS – JJ Allegations – LM Esafety - DH CP, safeguarding and prevent and curriculum – SM SEN – CW H&S – KR HTPM panel – CW, KR, SM this was discussed and agreed Staff pay panel – res committee, excl. LM Exclusion - If required, the chair will take the lead and convenes an exclusion board. Governor representative for Colbatch and Hooper Trust This is CW Clerks to Committees to be appointed These were agreed and are marked at the top of the FGB minutes. Governors to note those governors trained in Safer Recruitment and Headteacher Performance Management. LM, CW, both head teachers, FC are trained in safer recruitment. The dates were set for the HTPM. Plan for co- opted governors. Prepare skills audit of govs to identify need The positions are agreed on a skills basis, there is an annual skills questionnaire that is undertaken and considered when looking at vacancies. All governors have completed the skills audit and this will be reviewed in Jan 18 Governors to approve the School Prospectus This was agreed as part of the policy's section of the meeting. Governor health check This was last undertaken in 2015, the health check was RAG rated. It was reviewed at the end of the year 2016. Steps were identified and are being carried out successfully, there have been a range of changes undertaken in line of this review, all governors were content with the RAG rating and the next steps. The standards committee will take place in classrooms <p>There was a discussion about the content of the meeting, the commissioning of work and</p>	

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	<p>the effectiveness of the time spent during the meeting, ensuring that visits are very effective too.</p> <p>Actions for the standard committee been agreed.</p> <p>Pupil premium data to be reported following Pupil Progress meetings.</p> <p>Governors to ensure that the school website is up-to date.</p> <p>Checked by governors, it is updated regularly and agreed by governors.</p>	
10.	<p>Raising Standards</p> <ol style="list-style-type: none"> 1. Headteacher's Report 2. Statistical report. Absence and lateness, exclusions, Pride. 3. TOP – governors to understand actions planned for raising standards 4. Performance Management – plan for cycle for all staff 5. Report from the governor healthcheck – 09.09.15 6. Governor Visits – focus on TOP 7. Governor Training - needs for this year <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>Off-site visits – governor involvement is needed (NK agreed to do this) to work with the head teacher to ensure from a governance perspective that all was at the necessary standard.</p> <p>Priorities These will be added for all staff, there is an overview on the front of the report and the targets on the back, an impact statement will also go into this report. The three key priorities agreed have been broken down for this year to ensure the strategic priorities are met in a manageable timescale. These all work in to both the staff and the head's performance management reviews.</p> <p>The curriculum is a national priority for Ofsted. There has been a curriculum review undertaken. This was reported to governors including the strengths, weakness and improvements to be made.</p> <p>Q. Were there a number of changes made that have made a difference? A. Yes, there has been. There has been a more improved use of the school day. This included use of the activities in supporting good causes and linking to the curriculum.</p> <p>Q. Has the assembly time been moved, considering the review that took place? A. Yes, it is now 2.45pm on most days and the only time this is different is where FC has to visit to two schools on the same day.</p> <p>Q. Do you find the teachers are a lot more open with you? A. Yes, absolutely, the teachers are better prepared and they have agreed that this makes the implementing easier too.</p> <p>Sports funding and the effectiveness of the funding spend was discussed and reported.</p>	

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	<p>Q. Attendance is a challenge in most schools, do you feel that Petersfield has the best approach now?</p> <p>A. The safeguarding governors can check the records that the school keeps regarding persistent absence. An 'Attendance Healthcheck' has been conducted. The school does celebrate class and whole school attendance and has thought this matter through carefully so that the pupils are not identified individually in a classroom setting but that the celebration and improvements are looked at over large numbers class/year groups.</p>	
11.	<p>To Review and Ratify Foundation Subject Policy</p> <ol style="list-style-type: none"> 1. Collective Worship 2. RE 3. Assessment 4. Attendance 5. Critical Incident Plan 6. Offsite Visits 7. Safeguarding and Child Protection 8. Medical Policy 9. Parent Information Pack including Home school agreement 10. School Prospectus 11. Social Networking <ul style="list-style-type: none"> • Petersfield Principles and Induction – updates to be noted • Behavior policy deferred following INSET training <p>Attendance –The main amendment is the registration time to maximise learning time. The school is working within the revised county guidance which is to enforce action on those families that take holiday during term time. The expectation is that children will be in school 100% of the time unless there an authorised or exceptional reason. Governors were comfortable with this stance and change to the policy. The safeguarding governor role remains to monitor persistent absence with the Heads.</p> <p>Social networking policy – reword 'becoming friends' statement so that there is a differentiation of 'inappropriate' to do with professional activities.</p> <p>Pay policy – an amendment was made to show the recommendations in regard to the teacher's pay increase in line with the Teachers Pay and Conditions Review Body: main pay scale uplift advice is 2% and 1% for all other scales.</p> <p>Working party on data protection will be convened due to the upcoming changes; DH was suggested as a potential governor to oversee this due to his area of expertise.</p> <p>CCS – healthy schools, KR will come in and meet with the Heads and pupils.</p> <p>Admissions – no change to the school's admissions policy were recommended. Action: LP to contact admissions.</p> <p>Cambridge School Improvement Board does meet and aims to improve schools; the HT's were informative on the matter.</p> <p>Governing body audit LM has completed one part; the audit is the county document which is completed differently at Petersfield. There are actions for areas that could be improved and these were discussed by governors. It was very positive as all key actions were many actions that were on the</p>	

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	<p>school agenda anyway.</p> <p>Q. Leadership meetings have been more effective in the new format, how are you quantifying that? A. There are many changes that have taken place, times and following up on tasks being completed, this is very effective.</p> <p>Q. How can the governors address the issue going forward of the Heads' work load? A. The heads cluster group has been sought for advice, staff have been asked for their views and there have been some support brought in so that also helps. Moving forwards there are areas that have not been able to be changed as year but this can be discussed more at the Heads' performance panel. There are potential changes that can be taken in regards to those issues which are taking the time and if they can be reduced. Governors can see the improvements and can understand the areas to be moved onto next.</p> <p>Q. How does the Primary Advisor follow up on this? A. It doesn't but it was due to the shared HT role. The person was in school regularly and this took time.</p>	
12.	<p>Committee Reports and Strategic Group.</p> <p>No Committees have met so far.</p>	
13.	<p>Governors SEF</p> <p>The following areas were discussed by governors:</p> <p>Pupil Premium Evaluation – was sent round to governors prior to the meeting Governing body self-evaluation tool – needs looking at in the future Governor self-evaluation</p>	
14.	<p>Governor Visits.</p> <p>This was discussed at the strategic group:</p> <p>A governor visit will take place on pupil voice to speak with a group of children and then after speak with the teacher, these are to be booked with the HTs to ensure they are spaced out.</p> <p>Learning behaviours attainment and progress & learning environment – NK & LM H&S walk – KR</p> <p>Parents evening - Governors in attendance to look at governance in general with parents who attend.</p>	
15.	<p>Governor Vacancies</p> <p>The following governor vacancies are outstanding:</p> <p>2 P.O.M's 1 Co-opt'd 1 Parent 1 Foundation</p>	
16.	<p>Governor training.</p>	

	Decisions and Actions	Who
	KR went to the governor termly briefing DH – needs to do induction training Exclusion training needs to be undertaken	
17.	AOB. None notified	
18.	<p>Reflection on the meeting. The Full Governing Body met on the 21st September 2017. At the meeting they:</p> <ul style="list-style-type: none"> • Attended Safeguarding training including Child Protection and Prevent • Voted chair and vice chair for 2017-18. The Chair is now Linda Meredith, Colin Wilson and Jane Johnson are Vice Chairs. • Identified training needs • Nominated governors for link roles e.g E-Safety and EYFS • Set up committees for 2017-18 • Discussed and approved the attendance policy • Discussed the workload of staff and Headteachers and necessary next steps. • Planned governor visits for 2017-18 to monitor the work of the school • Action county agenda items • Agreed policies • Approved pay scale recommendations • Reviewed the Governor self-evaluation and identified next steps <p>Thursday 19th October – Please do join us for our “Thank you to our vicar” Collective Worship.</p>	
19.	<p>Date of next meeting</p> <p>7th December 2017 at 7.30pm</p>	

The meeting closed at 10.30p.m.

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

Item	Action	
1.	1 co-opted (change LM to Co-opt'd, VW would need to be a foundation gov) ** get CW to check the vacancies at the top of the minutes**	CW

Upcoming Meeting	Date
FGB all start at 7.30pm	7 th December 2017 8 th Feb 2017 3 rd May 2017 19 th July 2017
	The FGB meetings on the ... and ... will start with a Parents' Forum at 7pm.
Resources all start at 7.30pm	
Standards all start at 7.30pm	

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