

COLEHILL FIRST SCHOOL
LOCAL GOVERNING BODY MEETING

Minutes of meeting held at the school at 6.00pm on 7th June 2017
Present: Katie Ramsden (Chair), Andrew Turrall (Head teacher), Helen Self, David Tarring, Leela Senior, Juliet Gould, Chris Minns, Phil O'Connor, Lynnette Payne (Clerk)
A. Apologies received: Debbie Bowring
B. Declaration of Personal, Business and Pecuniary Interests: None
C. Minutes of last meeting: The minutes of the local governing body meeting held 28 th February 2017 were formally approved and signed. The new staff governor is Debbie Bowring and the Chair will send a thank you card to Ruth Everton for her service to the Governing Body. <i>Action KR</i>
<p>D. Matters Arising:</p> <p>Actions:</p> <p><i>A: Clerk to update governor details re PO; Clerk to arrange for staff and parent governor election as soon as possible - Action completed</i></p> <p><i>D: (E) CM to confirm completion of NSPCC training - (DT has also completed the Safer Recruitment training). Action completed</i></p> <p><i>I: AT to load SEF onto shared space; governors to familiarise themselves with the document – AT uploaded the document at the meeting. Action completed (Clerk to share with governors)</i></p> <p><i>J: Clerk to add to next meeting agenda- Action completed</i></p> <p><i>N: Clerk to add TOR & SOD to policy schedule and Autumn agenda- Action completed</i></p> <p><i>O: Clerk to amend Home Learning Guidelines - Action completed</i></p> <p><i>T: Clerk to add to next meeting agenda- Action completed</i></p> <p>Matters arising: It was mentioned at the recent Chairs' meeting that only three of the seven Trust schools had their new website fully active within the allotted time-frame, one of which was Colehill First's. Governors thanked the Head for his hard work in completing this.</p> <p>The Clerk advised that the new staff governor has been registered for the NSPCC training, but has not yet completed it. HS added that she was due to attend Safeguarding update training in September, along with the Head, relevant to their roles as Safeguarding Leads.</p>
<p>E. Chair's Report on Chairs' Group Meeting:</p> <ul style="list-style-type: none"> • There was mention of the possible expansion of the Trust, but nothing concrete to report. AT explained that schools that were not part of a MAT already were quite isolated and may be looking to join one. However, there have been several recent Ofsted inspections of schools within Trusts that have resulted in 'requires improvement' grading, so there is no room for complacency. • Education Improvement Strategy - AT said that he had just received the document and will load it onto the shared space. He advised governors to read it through and any questions can be referred to the Trustees at the next meeting. <i>Action AT/all governors</i> <p>The Chair explained that the CEO and external challenge partner are planning to put extra support into any schools that require it. They will analyse each school's data and SEF, paying particular attention to areas that would flag up to Ofsted. The Head emphasised the importance of challenge from governors and the recording of this in the minutes. The Chair added that there had been an external review of governance within the Trust by Brian Hooper. BH asked whether governors knew who to contact if they had concerns about a Trustee or Member, and also whether there was a succession plan if senior Trust figures resigned. A governor questioned whether there was a clear reporting structure in any Trust document. The Head said that it should be in the Scheme of Delegation, and there should also be a chain of accountability, both up and down. A governor asked whether there was a Resilience Plan in place. The Head said that one was not put in place when conversion took place, but this was being dealt with now. The</p>

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Chair added that BH had said that in other Trusts, the LGB Chairs were invited to Trustee meetings to give feedback.

- Training Requirements – the Trust are asking for requests from local governors for subjects that they would like training sessions on. The Head reminded governors that training materials are also available on the NGA website. He also invited governors to the staff safeguarding training at 3.30 pm on Wednesday 8th November 2017. This is run every three years by an external trainer, in addition to the annual safeguarding update given by the Head.

There were no further questions.

F. Headteachers' Report: *(Report circulated prior to meeting)*

The Head asked for governors' questions on the document.

- A governor **asked** for clarification of the 'British Values' development, as DZ had identified this as a possible area for development when she visited. AT said that pupils had shown a clear grasp of school values, as the school had focused on these, and British Values were the next area to develop awareness and understanding of. Now the children have been introduced to 'Terry the Tolerant Turtle', along with learning about other faiths and accepting the views of others, even if you do not agree with them. There are four symbols of BV, to be introduced one per half-term. The next one is Dory the Dragon of Democracy, (chosen by the school council), and there will be an election for the new school councillors on the same day as the General Election. The last training day had covered the understanding of the diverse nature of Britain and an action plan has been put together on British and Global diversity. This will feed into next year's SDP, so governors can monitor ongoing progress with it. A governor **questioned** whether it included a range of world religions. AT explained that the trainer was a member of the SACRE board and had good contacts with local faith leaders. HS added that curriculum planning would promote diversity, due to the lack of this in school, including a broader range of images displayed and books in the library. A governor **asked** whether there was still a link with the school in South Africa. The Head explained that the funding was withdrawn for this scheme after a short time, but he would like to forge a link with a British school, in order that reciprocal visits could take place and this would underpin children's awareness of British diversity.
- A governor **queried** whether more children were achieving 'greater depth', adding that it appeared so, according to the data in the report. AT stated that the 'Data Dashboard' was countrywide, so national comparative figures were not known yet, but there were more pupils within the school working at 'greater depth' than last year. External validators are visiting school this term to quality assure Maths and English assessments. HS added that the Trust's auditing team had visited school to review the Maths No Problem scheme books and observe practice from Years one to four inclusive. Teachers across the Trust take pupils' books to the Maths network meetings so that these are all moderated and judgements agreed.
- Another governor **questioned** the phrase 'consistently reflecting' in relation to the NQT. AT explained that this was not a negative comment, and meant that she was regularly reflecting on her own performance and asking other members of staff for advice, as would be expected of an NQT.
- A governor **asked** about the value of the 'Maths No Problem' conference and whether pupils liked this method of teaching. HS stated that it was very worthwhile and the whole scheme of teaching was now a lot clearer. Pupils are really enjoying the lessons. Another governor queried whether the impact of the method will be seen in results and HS said that this was already apparent in the recent SATS tests for Y2.
- Another governor referred to the Science CPD sessions planned for this term and **requested** that they be shared with governors. The Head invited governors to attend the Science Learning walk

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planned for Friday 7th July.

- A governor **queried** the Year 3 in-year progress figure for Reading, which appeared to have dropped to 71%. AT apologised and said the figure should read 100%. He then uploaded an amended copy of the Head's Report to the Governors' Shared Space.
- Another governor **asked** what the Trust's policy was on DBS checks and whether they were repeated every few years. AT explained that all staff, volunteers and external club staff had a DBS check, and if their role changed, for example from volunteer to paid staff, a new check was obtained. However, the policy of DCC was not to repeat checks unnecessarily, and the Trust followed this policy. The Clerk added that guidance was not to repeat checks, as Ofsted inspectors can consider this a waste of resources. Another governor **asked** whether the school subscribed to the DBS Update Service. The Head confirmed that the school does not subscribe, but rather the applicant does, in order for them to 'port' their disclosure.
- A governor **queried** the loss of a year two pupil. AT stated that the family had moved out of the area, so there was now a spare place in the class. He added that a new boy had started in Year three today, bringing the class size to 32, the maximum previously agreed by governors.

There were no further questions.

G. SEF: *(Papers circulated prior to meeting)*

The Head explained that the document will be updated in the Autumn, once the end of year data is available.

H. External Challenge Partner Feedback: The strengths of the school were the SEF, safeguarding, progress data and the behaviour of pupils. Areas for improvement were British Values, NQT supervision and support, the lack of use of Parent View and comments from PPG parents, although there was just one of these. The Chair advised that five out of the seven Trust schools had been judged as having strong governance, and she believed CFS was one of these. A governor **asked** whether an Ofsted inspection would just be focused on one or all Trust schools. The Head advised that it was most likely to be initially a one day visit to each of the schools. This could then be converted to a two day visit if it was deemed necessary by the inspection team. He added that DEED had visited to deliver CPD including support for staff in planning an attitudinal survey of pupils, in respect of cultural diversity and global issues. They will re-visit to assess the findings and support the school in planning to widen pupils' understanding of global and British diversity.

DB arrived at this point in the meeting, 7.03pm

I. Parental Questionnaire: The Head has collated the responses and uploaded this to the Governors' shared space. There have been more responses this year, from over 50% of parents. A governor expressed surprise at the low number, but AT said that this was a good proportion when compared to some other schools. A governor suggested that questionnaires could be left on tables at parents evening to encourage completion. The main issue again this year was homework and a governor **asked** whether this meant too much or too little. A separate homework survey has now been issued to obtain more details from parents. Another governor **queried** the two responses that said the school did not know their child well. In previous years, names were provided, so it was possible to follow up these types of comments. AT added that the form requested parents come and talk to him if they strongly disagreed with any statements. However, these two families have not done so. The governor **questioned** what happens after the survey and how the school guards against becoming complacent, in view of the mostly positive responses. The Head said that the responses would shape the SDP for the next year, and issues were always followed up, for example, a homework survey has subsequently been distributed. A governor suggested that computers could be made available on parents evening with access to the 12 Parent View questions recommended by Ofsted. There was

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some discussion about the best way to increase the number of responses, including sending the questionnaire out by Parentmail, which allows for anonymous replies. AT added that the format of the questionnaire was the same across the Trust, to enable comparison between schools, but more questions could be added if required.

J. Finance Update: *(Papers circulated prior to meeting)*

A governor **asked** whether the PE sports grant was ring-fenced. DB explained that this paid for the salary of Mrs Hurlstone, the sports teacher who visits during the week. This will definitely continue for next year, but subsequent funding may alter after the General Election. AT explained that there was a proposal to offer free breakfasts to all primary age pupils, instead of the current free school meals to KS1 children. This will have a significant impact on the school's budget. A governor **questioned** the 'Educational Consultancy' line. DB explained that this was a Trust-wide expense and was composed of various other lines. Also the under-spend in 'catering staff' was because one member of staff worked as a dinner lady and cleaned up the kitchen, fulfilling two roles. Another governor **asked** about the outstanding insurance claim. DB advised that Schools UK had said that the member of staff was not named in the 2012 paperwork, although was referred to in a comment further down the page. Schools UK said that, therefore, they should not have settled the first claim and DB and AT have decided not to pursue the matter further, in case those funds are recalled. There were no further questions.

K. New Governor Checklists: *(Papers circulated prior to meeting)*

AT explained that there was a checklist for Maths, English, Safeguarding, SEN and Early Years, each containing questions that an Ofsted inspector may ask governors. The Trust has produced the forms and governors should meet with the subject leaders to go through them. Cover will be provided to give staff the time to do this. KR reminded governors of their specialisms and a governor **asked** whether there was a document for science. AT said that only the mandatory specialisms were covered at the moment. The Chair advised governors to document their findings, in order to have answers to refer to in the event of an inspection. *Action – all governors*

L. Governor Visit Updates: *(Papers circulated prior to meeting)*

The Head commended governors on their learning walk reports and the chair **asked** when the science learning walk would take place. AT advised that this would be a virtual tour – Sean Rayner is putting together a presentation to share with governors on Friday 7th July, which will also be available on the shared space. There is microscope training on 28th June at 3.30 pm, which governors are welcome to attend. The microscope activity sets will be in school from September. SR will send an invitation to both events for the Clerk to circulate to governors. *Action SR/LP*

PO said that he attended both the years 3/4 netball match against Hayeswood 1st School and the 'Transfer to Middle School' talk given by AT and SR, and he would write a report for both. The Clerk advised that there was still a report on the Christmas lunch outstanding from PO and CM. *Action PO/CM*

PO added that he found the talk very informative and AT confirmed that this would now be an annual event.

M. LGB Issues: *(Papers circulated prior to meeting)*

- The Clerk advised that there were no candidates for the Parent Governor vacancy, and it would be acceptable to approach a parent to appoint to the governing body. There was some discussion about suitable candidates and it was **unanimously** decided to approach a couple of possible candidates, with a view to co-opting one and appointing the other.
- For the next academic year, there will be vacancies for a Health & Safety, English and PE governor, which it is hoped a new governor will fill. There is on-line H&S training available via the Trust.

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- A governor suggested a return to two meetings a term, as there had been a long gap between meetings this year. After some discussion, concerning holding one policy/administrative meeting and one local governors meeting per term, one at 5 pm and one at 6 pm, it was **unanimously** decided to hold a meeting in late September to complete the annual administrative tasks and to approve the format for the next year's meetings.

- Future visits and learning walk dates were covered under agenda item L.

The clerk advised that two Trustees had resigned, although one has been replaced and there were no further questions on the Clerk's update.

N. Policies for Review/Ratification: (*Papers circulated prior to meeting*)

- Anti-bullying – unchanged
- Security – unchanged
- SEND – this is a new policy, based on the St John's First School model. Sarah Lemon, as SENCO for three Trust schools, requested that they all have the same document, to make her role easier.
- Attendance Policy and New Guidelines – AT had made minor changes to this, to make it clear that the school expects 100% attendance, except for illness. This is as a result of the recent Isle of Wight court case. The Trust is working on a set of attendance guidelines for all Trust schools. A governor **asked** whether the school received the money if a parent is fined. The Head said that the court case would be bought by the LA and they would get the funds. Another governor **questioned** whether the school had ever pursued an attendance fine. AT stated that he would do this if he considered it would improve the child's attendance, but he had not had to do it yet. Another governor asked whether certificates could be given for 100% attendance, but HS said that this would punish genuine absence, for example vomiting requires two clear days before a return to school.
- Reporting Pupils Progress – minor changes
- Science – updated by SR

All of the above policies were **unanimously** approved by governors.

The ICT policy was not ready and was postponed until the next meeting. *Action SR/Clerk*

The Redundancy & Restructure policy is now the responsibility of the Trust and has been removed from the policy schedule. There are trust-wide procedures if required.

O. Governors questions for AT:

LS referred to the recent e-safety talk for parents and the low response and **asked** whether the Head has any ideas to encourage more engagement. AT said that he had discussed this with SR, as it was the worst ever attendance. A safer internet presentation can be purchased from the SSCT, but this is costly and SR's talk is tailored exactly to the correct age group. Parents generally attend once, but not each year.

DT **questioned** what checks were in place for in-school volunteers, following on from his recent safer recruitment training. AT confirmed that all were subject to a DBS check, and they had to sign a code of conduct, an Early Years disclosure by association document and a confidentiality agreement. They also had to read KCSIE and the school's safeguarding procedures. Until the DBS is received, volunteers are never left alone with children.

There were no further questions.

P. Governors questions for Trustees:

- Could Trustees ensure that the dates for LGB meetings next year are not immediately after a holiday, to help with meeting preparation

LGB response to Trustee referrals:

- None

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Q. Premises Update: (*Papers circulated prior to meeting*)

DB advised that she has received a quote for £850 to repair the climbing wall, and would ideally like this to be completed over the summer break.

PO identified the tarmac path to nursery as an issue. AT said that the nursery was using the other gate for the time being, as a parent had moved the cone from the damaged area and a child had subsequently tripped over. The path has been inspected and the school is waiting for a quote for the works. The repair does not qualify for a grant under Health & Safety requirements, as the nursery has another entrance to use.

There were no other issues and no questions from Governors.

R. F.A.I: Feedback on Governors meetings with subject leaders; Data Dashboard (late Autumn)

S. Date of next meeting: TBA – late September

Meeting closed 08.05 pm

Actions:

C. KR to thank RE for her service

D. (I) Clerk to share SEF with governors

E. AT to load Education Improvement Strategy on to the shared space; all governors to read

K. All governors to arrange a meeting with their specialist subject leader and write a meeting report

L. SR/Clerk to invite governors to the Science events; CM & PO to produce visit reports

M. New governor to be appointed to the vacant Parent governor post

N. SR to update ICT policy; Clerk to add to next agenda