



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

Minutes of Meeting of Full Governing Body (incorporating Standards Committee meeting) held on 10th July 2017 @ 5.30pm (rescheduled from 3rd July 2017)

Present:	Ms Marilyn Toft (Chair)	Trust	MT
	Mrs Emma Clifton	Trust	EC
	Mrs Patricia Dobson	Trust	PD
	Mrs Janet Shanks	Teacher	JS
	Miss Trudy Stannard	Trust	TS
	Mr Craig D'Cunha	Executive Head	CD
	Mr Jamie Webber	Staff	JW
	Mr Gavin Fisk	Parent	GF
	Mrs Sally Wright	Trust	SW
Apologies:	Mr Daniel Bloomfield	Parent	DB
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Claire Claydon	Incoming Headteacher (Autumn 2017)	CC
	Ms Anne McCarthy	ALT Hub Lead for Ipswich	AM

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:	Apologies were received from DB . Consent to absence was withheld by Governors and there was some discussion about how long it has been since DB attended a meeting. GF advised that he had spoken with DB and understood that there have been personal/work reasons for his lack of attendance and DB was intending to contact MT about this. PD noted that he was at the school on Thursday helping with the disco. MT will attempt to contact DB as soon as possible for further discussion. MT thanked members for their prompt attendance.		
	Membership:	There were no changes to report.		
	<u>Actions Agreed</u>			
	❖ DB to be contacted by Chair of Governors.		MT	ASAP
2.	Confirmation of previous minutes			
	The minutes of the previous FGB meeting held on 15th May 2017 were agreed as a true and accurate record of the meeting with no additional updates required.			
	Matters Arising from 15th May 2017			
	The following matters arising updates were noted: Single Central Record - PD confirmed that she did follow up on the outstanding query			

<p>and she will be at the school later this week for a final spot check before the end of term.</p> <p>Sport Premium Visit to Chantry - TS visited the school on Thursday instead and met with Sarah Clayton as they believe it is a wider issue that requires ongoing discussion.</p> <p>Complaint Response re: administration of SAT's - MT provided a response to the complainant following the previous FGB meeting and there has been no further contact.</p> <p>Ofsted Staff meeting and Communication to parents - CD confirmed that the Staff meeting was held on 20th June and the meeting with parents took place on 21st June. This item will be discussed further later in the agenda.</p> <p>Feedback from Safeguarding and Governance Training Session - MT confirmed the session took place and will be discussed further later in the agenda.</p> <p>Access to School – Safeguarding - CD advised that the time in question is when there are no children on site. GF noted that there was a concern raised about Yr1/2 sports day that was addressed and resolved at the time and JW noted that they have changed the way staff leave the clubs. GF added however that he was still let in tonight without having a badge showing. CD advised that further changes will be considered when the Business Manager is in place and he authorised badges to be ordered for EC and LT. LT to organise this through school office.</p> <p>Safer Employment policy - CD has sent document to MT for review and she will forward to LT as soon as possible.</p> <p>Flow chart and procedures document re: Safer recruitment to be shared with all governors - CD advised that he will do this as soon as possible.</p> <p>On-line Safety Policy - CD will meet with appropriate staff member to finalise the policy and send to LT by the end of term for review at the next FGB meeting.</p> <p>Shallow Water Training - CD advised that this was being investigated but he had not yet had confirmation. JW advised that currently all staff are trained so this is not an issue for this term but training for some staff will expire before next Summer and he will pursue this at the appropriate time next year.</p>		
<p>Confirmation of previous minutes</p>		
<p>The minutes of the previous Standards meeting held on 4th May 2017 were agreed as a true and accurate record of the meeting with no additional updates required.</p>		
<p>Matters Arising from 4th May 2017</p>		
<p>The following matters arising updates were noted:</p> <p>Pupil Progress meeting flowchart challenge questions to be circulated - CD will arrange for this to be done tomorrow.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Final spot check of this year to be conducted on Single Central Record before end of term. ❖ ID badges to be ordered for EC and LT. ❖ Safer Employment Policy to be forwarded to LT. ❖ Safer recruitment Flow chart to be circulated to all governors. ❖ Pupil progress challenge questions to be circulated to all governors. ❖ On-line safety policy to be finalised 	<p>PD</p> <p>LT</p> <p>MT</p> <p>CD</p> <p>CD</p> <p>CD</p>	<p>20/07/17</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>End of term</p>

3.	Pecuniary and other interests		
	No new or relevant interests declared.		
4.	Chair's Actions		
	MT advised that there were no recent actions that needed to be highlighted at this meeting.		
5.	<p>Headteacher's Report [Standing Item]</p> <p>CD provided members with his July 2017 Report, Pupil Premium Review Report 2017 and Pupil Outcomes Report – SATs results 2017 at the meeting. Highlights were as follows:</p> <p><u>Pupil Premium Review Report</u></p> <ul style="list-style-type: none"> ➤ This review was not a judgement but a review of practices and an opportunity to recommend strategies for use going forward (detailed in report). Nothing controversial was raised but it was sensible to review based on feedback from the Ofsted inspection. ➤ Review provided by Executive Head of an Outstanding school in Clacton. ➤ Advertisement is due out for new FET manager so the Job Description will be re-written to take into account recommendations. ➤ Senior leadership team will visit the school in Clacton. <p>SW advised that she had been present for the very useful feedback and acknowledged great suggestions for practices to introduce. TS added that although she had not been present or seen the document before now, she had met with Sarah Clayton and had discussed many of the suggestions made and agreed with the aims. All members agreed that the Pupil Premium money must be targeted to close the attainment gap and focus on pupil progress.</p> <p><u>MT asked about considering changing the name of the FET team to Learning & Progress Team</u> and CC advised that she wanted some time to reflect on and review the vacant post, ensuring a stronger focus on pupil progress.</p> <p><u>GF noted the need to make these changes whilst also ensuring there is not a negative effect on our duty of care and safeguarding.</u> AM responded that currently the whole FET team take a week to process data received so they have now moved to one person doing this task which frees up remaining staff time for safeguarding issues.</p> <p><u>JS noted that the governors recent safeguarding training had advised you would need 6 DSLs to cover a school of this size.</u> <u>MT asked if CC will be looking at this</u> and she confirmed.</p> <p><u>JS asked when the report will be circulated to staff.</u> After some discussion CC confirmed that the final Pupil Premium Plan, based on this document, will be shared with all staff by September.</p> <p><u>SW asked who will prepare the Pupil Premium Plan</u> and CC advised that Sarah Clayton will do this as SLT lead.</p> <p><u>Regional Schools Commissioner (RSC) Visit</u></p> <ul style="list-style-type: none"> ➤ The 2 hour visit took place on 6/7/2017, 2 days after the SATs results were published. ➤ No formal feedback received yet except for commenting that it looks like the school have the appropriate leadership and plans in place at this point. ➤ The report will be shared with the governing body when received (completed). <p><u>MT noted that there will be another RSC visit in the Autumn as the RSC considers Gusford to be a coasting school</u> and CD confirmed that they should expect closer scrutiny as well as more support going forward.</p>		

2017 Pupil Outcomes

- Early Years - 70% of pupil premium pupils made a good level of development compared to 53% of non-pupil premium pupils.
- Year 1 Phonics screening - 86% of pupils met the standard that CD noted was an encouraging result.
- Key Stage 1 - Significant gap between pupil premium and non-pupil premium for reading, writing and maths although broadly in line with national average.
- Key Stage 2 - Disappointing results. Expected % for Reading 54%, Writing 70%, GPS 55% still below national and Maths at 55% is well below national level.
- GPS is particularly worrying as this is picked up from test and teacher assessment for writing.
- Need to look at why relatively good progress at KS1 and then not for KS2.

MT noted that she was struggling to understand why the predictions were so much higher than the results eventually attained and asked why this is the case. CD was unsure and there was some discussion around the method for obtaining predictions. CD noted that the detail in lessons seemed fine but embedded knowledge available for the exam was an issue.

CD then presented members with further analysis information and highlighted the following:

- Believes issue affects the whole of KS2 not just Year 6 as shown when looking at progress measures throughout Years 3, 4 and 5.

SW asked whether or not the school have done any analysis relating to pupils who have actually moved through the school. CD advised not, as there is little mobility and he would only agree that this was significant if in-year progress was happening.

SW asked if progress is decelerating and CD denied this stating the pupils are not making rapid and substantial progress in Years 3, 4 & 5.

CD added that they are not gaining embedded knowledge so we need to look at the curriculum during the year and the quality of teaching (QoT) in Years 3, 4 & 5. CD also acknowledged that the Year 6 Team have worked really hard make up the deficit from earlier in KS2.

MT asked what we are doing about QoT and CD advised that we need to complete a curriculum review and question whether or not it is robust enough as well as strengthen coaching to staff who need to improve.

GF noted that the Homework Policy only focuses on reading and he is concerned that more could be done. It was confirmed that Yr 2 have homework every day, Yr 4 have reading homework and Yr 6 have homework. CD agreed that this needs to be looked at in order to embed knowledge and skills.

PD added that there were a lot of complaints from parents regarding homework for young children so the school changed the policy. CC agreed that this is often an issue for parents.

Key points

- Excluded pupils - 3 students at PRU and 10 students out of 90 didn't do the tests but they still count in the statistics. However, even with these removed we still have results that are below the national average.
- Administration of tests irrelevant if pupils have the knowledge and skills.
- Gaps still exist between pupil premium and non-pupil premium performance and progress.
- Girls outperformed boys in all areas.
- Introduced middle leaders to this analysis so they are fully aware that the intensity in Year 6 needs to be replicated in Years 3, 4 & 5.

MT asked what the school response will be and presumed there would be an action plan. CD suggested that CC may want to consider this.

CC explained the NAHT Aspire programme to members that she had previously discussed with AM and is keen to be able to procure for Gusford. The programme is designed for schools that have received back to back “requires improvement” judgements and focuses in on teaching and learning, including homework and student/family support. CC highlighted the following elements of the programme:

- Includes 12 development days.
- Adviser in school for middle leaders.
- Collaborative Quality Analysis self-review process.
- 3-year programme encouraging a long term focus.
- Access to resources for curriculum review.
- Learning for life skills and developing resilience.
- Network days with schools in Colchester/Norwich.
- Programme recognised by Department for Education.

MT asked if it is introduced across the whole school. CC advised that it starts with a group of key leads.

CC asked if it was possible for members to agree to procuring the NAHT Aspire programme at this meeting and AM added that it has gained David Hilton’s approval.

PD & JW asked what the total cost is and CC advised an initial cost of £15K in the first year drops to £10K in the 2nd year and then £8K the following year.

After considerable discussion about the benefits PD proposed agreeing to this procurement and all members agreed, on condition that this is within the Trust procurement policy - LT will investigate and report back to MT.

JS asked if the Trust could pay something towards this and AM advised that this is being negotiated.

JS noted that the Emerging Leaders programme included work outside of school for participants so what level of this work is likely within this programme? CC advised this programme is very flexible and looks at things staff are already doing so there is usually a team approach to additional work, often on development days.

MT asked CC to invite a representative to the Standards meeting on 14th September 2017 or the FGB meeting on 16th October 2017, with possibility of CQA results being available for discussion.

Reflecting on staff and parent meetings in June

GF attended the staff meeting, which was an opportunity for staff to ask questions about the inspection and highlighted the following points:

- The whole school staff appeared to be in attendance.
- Questions were raised about the Headteacher leaving and it was made clear that he had not been made a scapegoat.
- Questions were raised about the Active Learning Trust. When CD explained the number of days lost through absence there was some recognition of the issue and he advised that he had simply enforced a policy that was already in place and hadn’t been applied previously.
- The very low Staff morale and impact on staff leaving was discussed. It was made clear that the actions that staff wanted to see needed to be about moving forward.

GF noted that it was a challenging meeting and acknowledged how well CD dealt with the situation.

MT noted that the feedback from Ofsted’s lead inspector did outline many positives but GF did not feel the staff had received positive feedback for the positives in the report. He added that the positive message he had tried to give was around looking forward to the start of a new year with a new Headteacher and had felt that the staff were overwhelmingly supportive of the new Headteacher and want to move on positively.

JS added that everyone recognised how difficult it has been, especially communication and we need to learn from this going forward.

Exit interviews

The main points of these confidential interviews were summarised by **SW** who had undertaken the interviews on the request of the school:

SW concluded that going forward all staff want progress to be achieved but low staff morale needs to be addressed and staff need to feel supported, with an accessible senior team with appropriate expertise. Need to ensure job descriptions (JD's) clearly describe staff responsibilities. **CD** noted that all tasks asked of staff are in their job descriptions and nobody has been asked to do something outside their role. He also added that these are not new job descriptions but the originals that were provided to staff. He has reinforced what has already been stated in the JD's.

Members discussed this further and **MT** thanked **SW** for undertaking these interviews and collating the headline report.

SW noted that very clear messages had come out and we need to look forward, learn and take action. **CC** advised that **AM** has been working last month on a needs analysis for training of staff and induction plans are being prepared for NQTs and Subject leads etc.

GF asked if the school has a recording system for verbal altercations with parents and **CD** confirmed this but advised that no reports had been received. **AM** added that these instances need to be recorded and dealt with.

TS questioned whether it is always abuse or sometimes simply challenge by parents.

Staffing

- There have been a number of resignations.
- One teaching vacancy remains for September.
- Appointed Business Manager.
- 3 Teacher candidates being interviewed tomorrow.
- FET manager vacancy to be advertised in new term.
- Deputy Head vacancy to be advertised in new term.
- Behaviour TA post to be advertised in new term.
- TA's fixed term contracts terminated with 11 weeks notice. Internal ads for the 6 posts (3 full time posts) with standardised hours.

MT noted the structure of the new Senior Leadership team and asked if **CC** was happy with this. **CC** confirmed that she is happy with this and noted she will also have support from **AM**. **CD** also noted that none of the headship team teach.

JS asked if the recent resignations figure of nil on the Headteacher's report should be a different figure and **CD** will check and advise.

Staff Attendance

- April to July - 75 days absence for teachers. Whole year absence is 335 days.
- April to July - 169.5 days absence for support staff. Whole year absence is 695 days.
- Proportionally teaching staff absence has reduced but there is only a slight reduction with support staff.

There was some discussion around the procedure staff are expected to follow when calling in sick/absent and comparison was made to procedures followed elsewhere. **CC** will consider the current process in view of this.

Safeguarding

- Hard work being done by FET team acknowledged.
- Safer recruitment - all personnel forms completed. Outstanding reference requests have now been made, two per person, in line with ALT policy, so will now be collecting internal references for any still outstanding. This will be completed before the end of term.

	<p><u>Budget</u></p> <p>➤ Still looking the same although there will be some reductions owing to staff changes. All info has been sent to ALT.</p> <p><u>School Development Plan</u> Members agreed to look at the draft School Development Plan in the next FGB meeting.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Final Pupil Premium Plan to be shared with all staff. CC 14/09/17 ❖ RSC Report to be shared with governing body when received. CC 14/09/17 ❖ Homework Policy to be reviewed. CC 16/10/17 ❖ Check ALT Scheme of Delegation for guidelines on procurement and governor approval. LT ASAP ❖ Representative for NAHT Aspire to attend next Standards or FGB meeting. CC 14/09/17 ❖ Outstanding references to be obtained before the end of term. CD 20/07/17 ❖ School Development Plan to be reviewed by governors at next FGB. CC 16/10/17 		
6.	<p>Ofsted Progress Report based on Action Plan [Standing Item]</p> <p>This item was covered under the Headteacher Report.</p>		
7.	<p>Budget</p> <p>This item was covered under the Headteacher Report.</p>		
8.	<p>Trust Business [Standing Item]</p> <p>Members were advised that following consultation the ALT Scheme of Delegation will be going before the Trust Board tomorrow with the likelihood of changes being implemented in September. MT reminded members that the main changes were regarding: Size of governing body, Sub-committee structure, Headteacher as CEO representative and the number of Trust Governors on a governing body. Outcome to be reported back to governors at next FGB meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Monitor implementation of new Scheme of Delegation and report back to governing body at next FGB meeting. LT 16/10/17 		
9.	<p>Committee Meetings [Standing Item]</p>		
	<p>GF highlighted the following from the Resources Committee meeting held on 12th June 2017 as follows:</p>		

	<ul style="list-style-type: none"> ➤ Concern initially about meeting with more content but proved to be manageable. ➤ Debate over budget in forthcoming years. ➤ Richard Marlowe’s final meeting before leaving Gusford and the opportunity was taken to wish him well. He has agreed to help with the handover to the new Business Manager. <p>Members had no questions to raise regarding this item.</p>		
10.	School Visits and Link Governor Reports [Standing Item]		
	<p>The listed School Visits have been undertaken since the last FGB and a copy of the reports can be found in the Appendix of these minutes.</p> <p><u>FET Visit - PD</u></p> <ul style="list-style-type: none"> ➤ FET team were quite explicit that they have concerns going forward about work life balance following resignation of the Manager. ➤ CC advised that the Team have met with her since then and they have exchanged emails with ideas. ➤ Suggested Deputy Heads have safeguarding DSL responsibility. <p><u>Behaviour Policy Visit - PD</u></p> <ul style="list-style-type: none"> ➤ This was a follow up visit. ➤ Traffic light system is working and visit coincided with a break time so could see it in action out of class too. ➤ Will follow up in Autumn term following staff changes. <p><u>End of Year EYFS Outcomes Visit - SW</u></p> <ul style="list-style-type: none"> ➤ Very positive session and provided very detailed report. ➤ Discussion about negative article in press following Ofsted inspection. This appears to have caused some parents to withdraw their applications to the nursery. <p>PD noted that a teacher in the nursery had commented that she has tried to advertise more. Posters advertising the Brookside nursery were at the entrance to this school but we now have our poster alongside and have removed another one.</p> <p>CC added that she had attended a meeting for new parents where there was a lot of promotion of our nursery and almost all parents had spoken to her about what a good school Gusford is and how good the staff at the school are.</p> <p><u>JS suggested arranging for the press to do a piece on CC as the new Head of the school.</u> Everyone agreed this would be good in the new term.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Follow up Behaviour visit to be completed in Autumn term. ❖ Arrange for press to interview CC in the new term. 	<p>PD</p> <p>CC</p>	<p>16/10/17</p> <p>ASAP</p>
11.	Safeguarding [Standing Item]		
	<p>PD highlighted that the Safeguarding training that governors attended had included the suggestion that governors do learning walks and look at safeguarding in practice. CD was concerned that governors must be clear they know what they are looking for and SW added that the intention is to make sure that everyone is aware of the procedures and can evidence that they are implemented. JS was keen for it not to be referred to as a learning walk and CD added that boundaries between strategic and operational need to be observed.</p>		

	<p>The training had also advised that in order to check the SCR correctly, the files had to also be checked and this raised confidentiality issues. The Trust are employing a Compliance Officer to undertake checks on behalf of the Trust but ultimately it is the HT who is accountable.</p> <p>It was noted that the new Business Manager must have the Safeguarding and Safer recruitment training, including the person(s) managing the SCR.</p> <p>It was agreed to continue discussion about this and more points raised in the training, at the next FGB meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Issues raised in Governor safeguarding training to be added to the agenda for next FGB. 	LT	16/10/17
12.	Health and Safety [Standing Item]		
	<p>GF advised of his recent H&S Visit and provided the report to members.</p> <p>GF confirmed that the annual H&S external audit had taken place and less actions than previously had resulted. All actions have now been resolved.</p> <p>There had been questions about the fenced off area in the rear playground which used to be a garden and is now overgrown and sealed off, as it is a wasted space. It used to be the environmental garden. GF suggested that maybe we could use the Community payback service to clear the property outside of school hours and he has provided details of who to contact for this. All members agreed and MT suggested that the space could be considered for Forest schools use.</p> <p>JS raised an issue about a shelf outside classroom kangaroos where the children put their hats etc. as the shelves are at a bad height and there have been accidents. The premises officer has looked at this and someone will come in to move the shelf. GF will also contact the premises officer to check progress on this.</p> <p>The fire safety inspection has taken place and there was warning about some lighting. CD advised that this is being progressed.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ The environmental garden space to be cleared and put to better use. ❖ Shelf outside classroom kangaroos to be moved. ❖ Fire safety lighting issue to be rectified. 	CC GF GF	ASAP ASAP ASAP
13.	Policies and Papers for Approval		
	<p>There were no policies or papers for approval at this meeting.</p> <p>The revised On-line Safety Policy will be brought to the next meeting.</p> <p>MT highlighted the outstanding issues originally raised by GF with regard to the school website not showing all up to date policies. CD/CC will investigate this further.</p> <p>JS advised that the anti-bullying policy is being updated and will be available for review at the next meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ The revised On-line Safety Policy to be reviewed at next FGB meeting. ❖ School website updated with all up to date policies. ❖ Anti-bullying Policy to be reviewed at next FGB meeting. 	LT CC LT	16/10/17 16/10/17 16/10/17

14.	Governor Critical Friends		
	<p>It was agreed cards would be sent to:</p> <ul style="list-style-type: none"> ➤ Lauren Urquhart for producing all the analysis reports. ➤ Kay Clifford for leading the impact on Phonics results. ➤ CD's support team at Chantry for all their assistance. ➤ All staff to recognise the difficult term that they have worked through. 		
15.	Any Other Business		
	<p>CD advised members that the school will be involved in an Art Celebration event to be held at Chantry on 13th July 2017.</p> <p>It was noted that the school voice-mail message had not yet been updated with another voice but is on the list for action at the start of the new term. There was some discussion around possibly having one of the children record the message, like some other schools do.</p> <p>TS took the opportunity, on behalf of all governors to thank CD for his work at Gusford in very difficult circumstances and MT also thanked CD for his support of the governing body and his work for the school. CD acknowledged that it has been a team effort.</p> <p>MT also added that the governing body are looking forward to working with CC from the new academic year.</p>		
	<p><u>Actions Agreed</u></p> <p>❖ The school voice-mail message to be updated.</p>	CC	14/09/17
16.	Date and Time of next meetings		
	<p>Next Full Governing Body Meeting is Monday 16th October 2017 @ 5.30pm.</p> <p>Next Standards Committee Meeting is Thursday 14th September 2017 @ 5.30pm.</p> <p>LT presented a list of proposed dates for all 2017/18 Full Governor meetings and Committee meetings for consideration and members approved them all.</p>		

The meeting closed at 7.55 pm

Minutes Agreed:

Name: _____

Signature: _____

Date: _____