



# Gusford Primary School

The *Active Learning* Trust

*"Together we believe, learn and achieve"*

## Minutes of Meeting of Full Governing Body held on 1<sup>st</sup> April 2019 @ 5.00pm

<b>Present:</b>	Miss Trudy Stannard (Chair)	Trust	<b>TS</b>
	Mrs Patricia Dobson	Trust	<b>PD</b>
	Mrs Claire Claydon	Headteacher	<b>CC</b>
	Mrs Emma Clifton	Trust	<b>EC</b>
	Ms Samantha Collins	Parent	<b>SC</b>
<b>Apologies:</b>	Mrs Eliza Earthroll	Parent	<b>EE</b>
	Mrs Nicola Griffiths	Trust	<b>NG</b>
<b>In Attendance:</b>	Mrs Liz Talbot	Clerk	<b>LT</b>
	Ms Vicki Martin	Business Manager	<b>VM</b>
	Ms Hannah Cagney	Deputy Head	<b>HC</b>
	Mrs Pippa Wake	Assistant Head	<b>PW</b>

No.	Item	Explanation	Who	When
1.	<b>Apologies/Welcomes/Resignations:</b>	No apologies were received although <b>EE</b> and <b>NG</b> were both absent. It became apparent after the meeting that both governors had not received emails and documents for the meeting following absence at the previous meeting where the new method of communication had been discussed. This process has now been clarified with them and consent to absence was given by Governors.  TS welcomed everyone to the meeting.		
	<b>Membership:</b>	The following changes were reported:  There were no changes to report at this meeting.		
	<b>Pecuniary and other interests</b>	There were no declared interests relevant to this meeting.		
3	<b>Confirmation of previous minutes</b>	The minutes of the previous FGB meeting held on <b>4<sup>th</sup> February 2019</b> were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required.		
	<b>Matters Arising from 4<sup>th</sup> February 2019</b>	The following matters arising updates were noted:  <b>Progress of LAL projects</b> – It was agreed for the update on these projects to be provided at the FGB meeting scheduled for 15/07/19.		

	<p><b>Approval of Amended minutes of FGB meeting 3/12/2018</b> – The revised minutes of the FGB meeting held on <b>3<sup>rd</sup> December 2018</b> were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required.</p> <p><b>Possible donation of dictionaries</b> – <b>SC</b> advised that she has a meeting arranged for Wednesday 3<sup>rd</sup> April to try to move this forward but has been advised that any major order would take place in December and therefore only assist from next year. <b>SC</b> added that it may be possible to obtain some surplus dictionaries for this year. An update will be provided at the next FGB meeting.</p> <p><b>Governor Safeguarding Training Certificates</b> – <b>VM</b> confirmed that she now has the certificates for everyone in attendance but the Prevent online training has not been completed by the absent governors and certificates are outstanding.</p> <p><b>Attendance Link Visit</b> – <b>TS</b> advised that this must roll forward to the next meeting. <b>PD</b> noted that the FET are keen for this meeting to take place.</p> <p><b>H &amp; S Action Plan progress report</b> – <b>VM</b> advised that they have still not received the Action Plan so they will have to postpone this discussion until the next FGB meeting.</p> <p><b>Updated Attainment Data</b> – To be provided at next FGB meeting.</p> <p><b>Updated PiXL data</b> – This is covered under Item 7 of this agenda.</p> <p><b>Reception Alterations update</b> – <b>VM</b> advised that this work will be completed during the Easter break. The result will be a larger, more welcoming reception area and hatch and there will be a security arm at the entrance to the car park. The contractors have promised to finish this in the holiday period and will be working on Easter Monday to achieve this.</p> <p><b>All other Matters Arising are covered in this agenda or completed prior to this meeting.</b></p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>▪ Update on progress of LAL projects to be provided.</li> <li>▪ Update on possible donation of dictionaries to be provide d.</li> <li>▪ Absent governors to complete Prevent training and submit remaining copies of individual Safeguarding training certificates.</li> <li>▪ Attendance Link Visit to be discussed with EE.</li> <li>▪ H &amp; S Action plan to be reviewed and discussed at the next FGB meeting.</li> <li>▪ Updated attainment data to be provided.</li> </ul>	<p><b>CC</b></p> <p><b>SC</b></p> <p><b>EE/NG</b></p> <p><b>TS</b></p> <p><b>VM/EC</b></p> <p><b>CC</b></p>	<p><b>15/07/19</b></p> <p><b>13/05/19</b></p> <p><b>13/05/19</b></p> <p><b>ASAP</b></p> <p><b>13/05/19</b></p> <p><b>13/05/19</b></p>
<p><b>4.</b></p>	<p><b>Chair’s Actions</b></p> <p><b>TS</b> advised governors that <b>CC</b> had recently discussed with her the idea of having a school therapy dog. The dog will reside with <b>CC</b> and stay in her office in a cage. Therapy dogs are good for wellbeing, to comfort and reward, break down barriers and can be an excellent way to start conversation. <b>CC</b> confirmed that this has ALT approval and staff have also been polled and responded 100% positively.</p> <p><u><b>PD asked where the dog will be when CC is out of school</b></u> and <b>CC</b> confirmed that when logistically possible the dog will still attend and be attached to another member of staff, otherwise it will remain at home.</p>		

	<p>CC acknowledged that she will have to allow parents to say whether or not they are happy for their children to have contact with the dog and in particular will be speaking first with the parents of 2 children with notified allergies. The dog is likely to be a Boston Terrier.</p> <p>EC noted that there used to be a visiting therapy dog which had very positive impact. The Governors all agreed that this was a good idea.</p>		
5.	<p><b>Trust Business [Standing Item]</b></p> <p>TS noted the need for a statement about curriculum intent on the school website and CC confirmed that this was in hand and she is waiting for ALT content and plans to include a statement from each subject lead.</p> <p>There was no other Trust Business to discuss at this meeting.</p>		
6.	<p><b>Trust Ofsted Action Plan [Standing Item]</b></p>		
	<p>CC advised of the following updates on the Action Plan:</p> <p><b><u>Further Development of Leadership &amp; Management</u></b></p> <ul style="list-style-type: none"> <li>➤ Directed work with Aspire, working with the Year Group Leaders.</li> <li>➤ Fortnightly extended leadership meeting on ‘Book looks’ with Year group leaders, covering maths and curriculum.</li> <li>➤ Very positive feedback.</li> </ul> <p><b><u>Consistent Quality of Teaching and Learning &amp; Development</u></b></p> <ul style="list-style-type: none"> <li>➤ ‘Book looks’, teacher observations and teaching assistant observations.</li> </ul> <p><b><u>TS asked if this has highlighted any unexpected issues</u></b> and HC advised not, adding that generally it has highlighted more strengths than weaknesses. PW added that the observations on maths were very positive.</p> <p><b><u>TS noted that the Ofsted report had commented on the topics</u></b> and HC confirmed that ‘Book looks’ have focused on this.</p> <p><b><u>TS asked if we are moving from red to amber on this</u></b> and CC advised that although they don’t RAG rate this they are moving in the right direction.</p> <ul style="list-style-type: none"> <li>➤ Trust moderation sessions have taken place and books and staff have come out strongly.</li> </ul> <p><b><u>TS asked how they found the experience of leading this</u></b> and PW confirmed that this was fine but she had to amend the structure a bit to focus more on the key objectives enabling the teachers to challenge more easily and making it feel less personal. PW noted that when the collection of work was circulated, Gusford’s came out very strong against other Trust schools.</p> <p>CC confirmed that this will help with conversations with Inspectors in the future.</p> <p><b><u>Improving effectiveness of Early Years</u></b></p> <ul style="list-style-type: none"> <li>➤ CC &amp; HC have been very busy visiting with half of the EYFS team each in a compare and contrast exercise.</li> </ul> <p><b><u>TS asked what ideas came out of this.</u></b> CC highlighted changes in the layout of equipment and the way it is being used and the action plan drawn up by the Phase leader which has been quality assured by Yvonne Hunter.</p>		

	<p><b>CC</b> noted that she had adopted the suggestion of dividing the outside area between staff to give them all some responsibility for how it is used. Additionally, an outside sandpit will be created in the Easter break and they will be re-surfacing under the tree.</p> <p><b>TS</b> acknowledged, after walking around the site on Friday, the huge size of the site and possibilities available, with good ideas from staff and without the need to spend a lot of money. A lot of work has been done on the garden and a pond which will become an outdoor classroom. <b>HC</b> noted that within the EYFS action plan there is an aim to get parents involved in this and put out pleas for help/equipment and working parties led by staff.</p> <p><b>PD</b> acknowledged that she had noticed a club using this area and was surprised at the size of the space.</p> <p><b>TS</b> thanked staff for the work on this and also asked <b>CC</b> to include governors in the circulation of the newsletter going forwards. <b>LT</b> to circulate recent Newsletter ASAP.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>● Recent School Newsletter to be circulated to all Governors.</li> </ul>	<b>LT</b>	<b>ASAP</b>
<b>7.</b>	<b>Headteacher’s Report</b>		
	<p><b>CC</b> provided her report to members before the meeting and summarised as follows:</p> <p><b><u>Pupil Numbers</u></b></p> <ul style="list-style-type: none"> <li>➤ Realtime numbers on role show quite a drop on previous years.</li> <li>➤ At one point in the year the Nursery did not look viable but now they are covering staffing costs.</li> <li>➤ Open morning for reception helped with this and new signs will also help.</li> </ul> <p><b><u>Mobility</u></b></p> <ul style="list-style-type: none"> <li>➤ Leavers and arrivals are mainly through families moving house.</li> <li>➤ Census will impact on budget as down 30 children on last year. Forecasts show a rise.</li> </ul> <p><b><u>Pupil Premium</u></b></p> <ul style="list-style-type: none"> <li>➤ PP is shown as percentages of year groups across the school.</li> <li>➤ Jump in year 3 is owing to them having a larger year group this year.</li> </ul> <p><b><u>Behaviour</u></b></p> <ul style="list-style-type: none"> <li>➤ Exclusions high last year.</li> <li>➤ 8 exclusions this year relate to 2 pupils.</li> <li>➤ Bullying and racist incidents – staff getting better at reporting.</li> <li>➤ Spike in cyber bullying owing to messages sent on Whatsapp and Snapchat. Even though this is a 16+ app, parents are giving access to their children. E-Safety Team have set up an Action plan to tackle this.</li> </ul> <p><b><u>TS asked which year group are mainly affected</u></b> and <b>HC</b> advised that incidents in Year 5 have spiked recently. Parents can block these apps and are given information to help them do so but some parents think it is the teachers responsibility to sort it out. <b>EC</b> noted that this problem is not unique to this school.</p> <p><b>HC</b> clarified that all mobile phones are given in at the start of the day so all incidents happen outside of school. <b>PW</b> added that incidents can happen in the first break times owing to problems raised the night before. <b>CC</b> noted that 2 exclusions were related to this lately and the school arranged for a police representative to come in to talk to relevant children too.</p>		

Racist incidents are generally inappropriate language which has been heard outside of school and not always understood but copied. Parents are always called and action taken is explained.

**TS asked if any of these incidents involve the younger children** and **HC** advised that the majority are juniors. **HC** added that when they record the incident they also have an advisory conversation and note what action is being taken.

**TS** acknowledged that this will mean that any repeats incidents will therefore also show action taken previously.

### **Special Educational Needs**

- Small group but some increase in numbers is showing.

### **Staffing**

- Shows as at 22/03/19 data.

**TS** asked if the school has static staff turnover now and was advised that some staff are looking at interviews.

- 2 new staff and had some long term absence covered by TA who has been retained.
- 2 teachers leaving at Easter - Supply teacher coming in and the other being covered by a teacher returning from maternity leave.
- Staff absence looking better than last year.

**TS asked what level staff absence was at last year** and was advised by **VM** that she believes it was double the amount this year. **CC** added that some regular absence patterns are investigated and the full implementation of sickness absence meetings has made a difference. They are also proactive on occupational health referrals.

**TS asked if there is awareness of the Education Assistance Programme which the Trust have bought into** and **CC** confirmed this is publicised with staff.

**PD asked if this reduced absence has cut the cost on supply teaching** and **CC** confirmed this adding that supply teaching is now used more for CPD lately and using HLTA's more.

### **Pupil Attendance**

- Pupil attendance is steady regardless of a lot of bugs.
- Persistent absence is dropping.

**TS asked how this compares to last year** and **CC** advised that she believes it is steady and she will be able to compare more going forwards.

- One class had 100% attendance and there were quite a lot of children with 100%.
- Attendance badges are very well received and considering them for staff too.

### **Child Protection & Safeguarding**

- Shows how many concerns logged and how they have been progressed.
- 7 Safeguarding Leads and Safeguarding Governor and booking some refresher courses.

### **Health & Safety Updates**

- 28 incidents logged since start of year. Will compare going forwards.
- Fire drill all evacuated and registered in 3 mins. Detailed investigation established this was caused by an accident.
- Waiting for H&S external audit and already working on some things.

### **Staff Development**

- Bid for training needs analysis - Approval letter showing what is required.
- Staff meetings and plans for summer.

	<ul style="list-style-type: none"> <li>➤ CPD detailed in report.</li> <li>➤ New programme links to consistent working with Lyons Hall. OTP all teachers will do from September.</li> </ul> <p><b><u>TS asked when Safeguarding training is undertaken</u></b> and CC confirmed this is during staff meetings.</p> <ul style="list-style-type: none"> <li>➤ Choir are very busy. Been to Snape maltings and had some lovely feedback. <b><u>TS asked how this gets passed back to parents</u></b> and CC advised that there is some twitter feedback shared and it is shared through the choir. PD noted that she was surprised how many children were involved. Equal boys and girls.</li> <li>➤ Signing up for voice in a million school competition.</li> <li>➤ Trying to raise funds for a new cover for the swimming pool.</li> <li>➤ Approached by Aspire to consider having PW support 11 Ipswich schools in Opportunity area as an SLE to the Maths and Writing development days and the school will receive payment for her time.</li> </ul> <p><b><u>TS concerned what the impact will be on her role in school.</u></b> PW acknowledged this and advised that it helps our staff with moderation and helps with giving responsibility and development to next level for some things.</p> <ul style="list-style-type: none"> <li>➤ Successful launch of PCA and allocated £12K onto new projects including library, stage lighting, sandpit and surface improvements. Easter bunny hunt, summer fete, bags to school for old clothing.</li> </ul> <p><b><u>SC asked if the play area work will be happening during Easter break</u></b> and VM advised that not all of the work can happen then as there would be too many contractors in school at once.</p> <p><b>PiXL data</b></p> <p>HC explained the data as follows:</p> <ul style="list-style-type: none"> <li>➤ Year 1 – 6. Agreed with Trust that year 1 is not appropriate so will not be doing this.</li> <li>➤ Year 2 – SAT’s paper.</li> <li>➤ National comparison only shows those who submit.</li> <li>➤ Gap analysis shows Year 5 outperforming in some areas but under in others. Bear in mind 300+ schools only.</li> <li>➤ Year 4 – different perspective. Gives idea across cohort. Well in middle mark and not so well in high attainers. Year groups leaders need to look at this.</li> <li>➤ Fast maths and have to try to beat their own time – accurate first, how quick after this.</li> <li>➤ Taken back to year group leaders and helps to inform learning.</li> <li>➤ Year 6 due out this week.</li> </ul>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>● Updated PiXL data will be shared at the next FGB meeting.</li> </ul>	CC	13/05/19
8.	<p><b>Budget [Standing Item]</b></p> <ul style="list-style-type: none"> <li>➤ VM is busy preparing the new budget for September.</li> <li>➤ Income will be reduced and there will be a significant reduction in the carry-forward meaning the following year will be more difficult.</li> <li>➤ A meeting will take place in July with ALT to look at this further.</li> </ul>		

<b>9.</b>	<b>School Visits &amp; Link Governor Reports [Standing Item]</b>	
	<p>Visit Reports were provided and highlighted as follows:</p> <p><b>SCR Visit (PD)</b> – Governors acknowledged receipt of the report.</p> <p><b>Attendance Visit (EE)</b> – This item is covered under Item 4 of this agenda.</p> <p><b>Mathematics Visit (SC/PW)</b> – Governors acknowledged receipt of the report. <b>SC</b> advised that she had met with <b>PW</b> just before Christmas and will now need to arrange a follow up visit.</p> <p><b>PD</b> advised that she has also completed FET and Behaviour visits and reports will be provided for sharing, prior to the next FGB meeting.</p> <p><b>PD</b> noted that she had accompanied Year 2 children on a trip to Ipswich Transport Museum and highlighted how much the children had enjoyed this. There was some discussion around the surprising lack of experience some children displayed using the play equipment in the park nearby and with basic games on an equivalent trip to the Toy museum.</p> <p><b>TS asked if the school has any basic games e.g. Chess</b> and <b>CC</b> confirmed that they have some sets of skittles.</p> <p><b>TS asked if all children are given the opportunity to attend these visits</b> and <b>CC</b> confirmed this.</p> <p><b>CC</b> noted that she is keen for the Attendance visit to take place as soon as possible and <b>TS</b> volunteered to complete this and will do so on 03/05/19.</p>	
<b>10.</b>	<b>Safeguarding [Standing Item]</b>	
	<p><b>CC</b> advised members that she had circulated the Safeguarding Self-Assessment form.</p> <ul style="list-style-type: none"> <li>➤ Action points have been extracted and the FET have set a date to review this.</li> <li>➤ Outcomes were mostly 1's with a couple of 2's and one 3.</li> <li>➤ Safer working practice – volunteers and visitors given a full copy of the safeguarding policy. <b>VM</b> is working on providing a summary sheet instead which will move this outcome up to a 2.</li> </ul>	
<b>11.</b>	<b>Health and Safety [Standing Item]</b>	
	<p><b><u>Health &amp; Safety Action Plan</u></b></p> <ul style="list-style-type: none"> <li>➤ As stated under Item 3 of this agenda the Action Plan has not been received so this will be discussed at the next FGB meeting.</li> </ul> <p><b>VM</b> advised governors that staff have been told they can't come into the school during the Easter break owing to the work being done on the premises.</p>	
<b>12.</b>	<b>Policies and Papers for Acknowledgement/Approval</b>	
	<p><b>ALT Safeguarding Policy</b> – Acknowledged by Governors</p> <p><b>ALT Complaints Policy</b> - Acknowledged by Governors</p> <p><b>ALT Appeal Timetable 2019</b> - Acknowledged by Governors</p>	

<b>13.</b>	<b>Governor Critical Friends</b>		
	<p>5 Staff involved in the Princes Teaching Institute programme have worked very well.</p> <p>TS noted the yr 3 and 4 world concert rehearsal was really impressive.</p> <p>Caretaker's additional work painting and willingness to open up in the Easter break for the Contractors.</p>		
<b>14.</b>	<b>Any Other Business</b>		
	<p>No AOB raised for this meeting.</p> <p>The following items were raised as possible AOB for the next meeting:</p> <ul style="list-style-type: none"> <li>➤ Investigating what governor training is available to help governors fulfil their role.</li> <li>➤ Request for a Link Governor for English.</li> </ul>		
<b>15.</b>	<b>Date and Time of next meeting</b>		
	The next Full Governing Body Meeting has been arranged for <b>Monday 13<sup>th</sup> May 2019 @ 5.00pm.</b>		

The meeting closed at **6.50 pm**

**Minutes Agreed:**

Name:

Signature:

Date: