



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 13th May 2019 @ 5.00pm

Present:	Miss Trudy Stannard (Chair)	Trust	TS
	Mrs Patricia Dobson	Trust	PD
	Mrs Claire Claydon	Headteacher	CC
	Mrs Emma Clifton	Trust	EC
	Ms Samantha Collins	Parent	SC
	Mrs Nicola Griffiths	Trust	NG
Apologies:	Mrs Eliza Earthroll	Parent	EE
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Lou Hughes	Year 3 Teacher	LH
	Rebecca Boyton	Year 2 Teacher	RB
	Ms Vicki Martin	Business Manager	VM
	Mrs Hannah Cagney	Deputy Head	HC
	Mrs Christine Holmes	Assistant Head	CH

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
		Apologies were received from EE shortly before the meeting, owing to childcare issues. Consent to absence was not provided. TS welcomed everyone to the meeting.		
		Membership: The following changes were reported:		
		There were no changes to report at this meeting. However, there was some discussion later in the meeting regarding the reduced number of Trust Governors and it was agreed that the Governing Body is short of one Trust Governor when considering ALT's recommendations. This will be investigated with the Trust.		
		<u>Actions Agreed</u>		
		<ul style="list-style-type: none"> ▪ Investigate with ALT the need for another Trust Governor. 	LT	ASAP
2.	Pecuniary and other interests			
		There were no declared interests relevant to this meeting.		
3.	Guest Speakers			
		<u>NPO Training Presentation</u> TS welcomed the guest speakers and they began their presentations which are summarised as follows:		

LH - NPQSL (Senior leadership qualification)

Background

- Been at the school 16 years and seen many changes over this time which have each created many new challenges.
- The project required an initiative that could be rolled out in the whole school and fit with the School Development Plan (SDP).
- Met with **CC** to share ideas with the assistance of **HC** as a mentor.
- Acknowledged that **ALT** have put a lot of money and effort into improving wellbeing for staff and children including having two wellbeing ambassadors.
- Looked at the number of severe and bad behaviour incidences on the playground.
- Considered the children who have anxiety issues and how daunting a place the playground can be, with 300+ children out there at the same time.

Aims & methods

- The aim was to create a more relaxed environment and reduce anxiety. With the effect of improving attainment.
- Interviews were undertaken with staff and questionnaires completed.
- Considered what it would be like if less children were on the playground and what the other children could be doing instead and decided to introduce assemblies for these periods.
- This half term have mixed up the year groups, older with younger which has also been successful.
- Introduced 'Soft start' where children can come into classroom at the start of the day until they are used to the environment.
- Teachers get the opportunity to look at homework projects and have conversations with children in a calmer environ. Children seem to prefer this arrangement.
- Changes were considered initially just for the Juniors and then spoke with **KS1** staff who also considered this option. A lot less of them so they had more responsibilities therefore amalgamating responsibility across the school reduced the pressure for these staff.
- Rolled out over the whole school with adaptations and trouble shooting.

Outcomes

- The result has been that the playground is a much quieter place.
- Staggered breaks enable children to play more as there is more space in the playground.
- Sports Coaches are present on both playgrounds.
- The quality of play has improved and there are less incidents for teachers to deal with.
- Good coverage of **RE** and celebrating other cultures in assemblies. Promoting initiatives e.g. grab a book and Online safety assemblies.
- Overview of assembly plans provides consistency across the school.
- No negative incidents from 570 children. Reduction in high level incidents from 55 to 33. 29 children previously involved has reduced to 2 children.
- Low level incidents are down from 83 to 14.
- Impact has been very positive in so many areas.

Future Plans

- Further evaluation to train some older children to be play leaders.
- More equipment and more structure.
- Pupil voice and discussing what would they like to see for the Autumn term.
- Still very passionate about moving the project on.

	<p>NG asked what the timeframe was for this project and LH advised that it began in Spring 1 2018 so has been running a year now.</p> <p>RB – NPQML (Middle leadership qualification)</p> <p>Background</p> <ul style="list-style-type: none"> ➤ Working for a middle leadership qualification. ➤ Subject leader for science. <p>Aims & methods</p> <ul style="list-style-type: none"> ➤ With Pippa Wake looked at Edison curriculum. ➤ Looked at attainment for science and then spent a year looking at the impact after the introduction of the Edison curriculum. ➤ No concrete way of assessing this and not a comprehensive coverage. <p>Outcomes</p> <ul style="list-style-type: none"> ➤ Found that children are now more regularly doing Science and everyone is using the curriculum more comprehensively. ➤ Child led learning is taking place. ➤ Found that an increase in participation has led to a deeper understanding and a mastering of the subject. <p>Personal Outcomes</p> <ul style="list-style-type: none"> ➤ Changed perspective on course. A lot of modules on becoming a middle leader as this is a big step up from being a teacher. ➤ Wider mechanisms of how a school works have become clearer. ➤ Greater understanding of management role. ➤ Gained a lot of transferable skills. <p>TS noted that it was a pleasure to hear such enthusiasm about becoming a leader and asked if they would recommend the courses to others going forwards. LH highlighted the difficulty of doing this alongside teaching and the impact of the quality of different providers.</p> <p>NG noted that it was nice to hear that pupils are enjoying science more as a result of this.</p> <p>The Governing Body thanked both guest speakers for their willingness to undertake these qualifications and their time today providing their presentations.</p> <p>LH and RB left the meeting.</p>		
4.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous FGB meeting held on 1st April 2019 were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required.</p> <p>Matters Arising from 1st April 2019</p> <p>The following matters arising updates were noted:</p> <p>Progress of LAL projects – It was agreed for the update on these projects to be provided at the FGB meeting scheduled for 15/07/19.</p> <p>Possible donation of dictionaries – SC advised that she is still waiting to hear further on when the funding will be available and will bring this item to a future agenda when there is progress. Members agreed to remove this from Matters Arising.</p>		

	<p>Governor Safeguarding Training Certificates – VM confirmed that she is still waiting for certificates from some governors. NG agreed to email her certificate to VM as soon as possible and this will be followed up with EE outside this meeting.</p> <p>Attendance Link Visit – TS advised that this visit has been completed and will be covered under Item 9 of this agenda.</p> <p>H & S Action Plan progress report – This is covered under Item 11 of this agenda.</p> <p>Updated Attainment Data – This is covered under Item 7 of this agenda.</p> <p>Updated PiXL data – It was agreed that this had been covered in the previous meeting and no update was required.</p> <p>All other Matters Arising are covered in this agenda or completed prior to this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Update on progress of LAL projects to be provided. ▪ Absent governors to submit remaining copies of individual Safeguarding training certificates. 	<p>CC</p> <p>EE/NG</p>	<p>15/07/19</p> <p>15/07/19</p>
5.	Chair’s Actions		
	TS advised that there are no chairs actions to share at this meeting.		
6.	Trust Business [Standing Item]		
	TS & LT advised that there is no Trust business to share at this meeting.		
7.	Headteacher’s Report		
	<p>CC provided copies of some relevant reports that had not been made available prior to the meeting and summarised as follows:</p> <p><u>Trust Action Plan Update</u></p> <ul style="list-style-type: none"> ➤ Text in blue is the most recent updates. ➤ AIG already due in again next week. ➤ Yvonne Hunter no longer working for ALT and James will now pick up some of this work. ➤ James met with CC to discuss where best his support can be used and a follow-up visit note was provided as requested by CC. ➤ James came in and worked with HC, looking at marking etc and will be providing another visit note. ➤ Action plans that year group leaders are working on are developing well and being supported by Aspire. ➤ Some good book scrutinies have taken place and have seen some real impact through this. <p><u>Aspire visit</u></p> <ul style="list-style-type: none"> ➤ Development day 1st May 2019. ➤ Positive learning walk. Strengths were shared with staff and are highlighted in green on the report. 		

	<ul style="list-style-type: none"> ➤ Areas for development were discussed, highlighting the need to share good practice for all to improve. ➤ Science book look was undertaken and some misconceptions were discussed but overall it was a positive work scrutiny. ➤ New year Group Leader training provided. <p><u>Consistent Quality of Teaching and Learning & Development</u></p> <ul style="list-style-type: none"> ➤ Observations have shown that consistency in QoT is constantly improving. ➤ CPD is being provided to support this. ➤ 3 Teachers attending ‘Developing teachers’ programme with Lyons Hall. ➤ Every Teacher and Higher-level Teaching Assistants will have access to this type of programme. <p><u>TS asked for an update on the current position with support plans for any teachers</u> and CC advised that they have no staff on a support plan currently. There are two staff whom she is keeping a closer eye on but they are not on a support plan.</p> <p><u>Staffing</u></p> <ul style="list-style-type: none"> ➤ Good feedback has been received from candidates for vacancies who have visited the school, in particular, relating to the quality of the learning environment and the learning. ➤ Working walls were also highlighted. ➤ A misunderstanding regarding the SAT’s arrangements was resolved quickly. <p><u>Staff Development</u></p> <ul style="list-style-type: none"> ➤ All schools across the Trust were invited to bid for some ‘sugar tax’ money and Gusford sent in 5 bids. These included requests for a new solar cover for the swimming pool, a roadway track and bikes for the infant playground, some playground markings (fitness trail), 2 outdoor table tennis tables/social spaces and to refurbish the Rainbow room as a thrive sensory room with some outdoor furniture. ➤ 4 bids have been accepted and just waiting to hear on the swimming pool cover. <p><u>SC asked how much the cover would cost</u> and was advised that it would be approximately £800.</p> <p><u>TS asked if there was also a request for re-vamping the library</u> and was advised that this was the old PCA money and this is still going ahead, with an initial audit of the books being undertaken shortly and an Action plan ready for September. This will include revising the reading scheme for the infants. Expect to be running as a library in September but re-vamp will not be complete then.</p> <p>An update on this will be provided at the September FGB meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Update on Library re-vamp to be provided at September FGB meeting. 	CC	24/09/19
8.	Budget [Standing Item]		
	VM updated governors as follows:		

	<ul style="list-style-type: none"> ➤ The budget for 19/20 needs to be completed by the end of this month. It will be a more difficult year financially. ➤ The Government are promising to fund the teacher pay increase this year but not next year. ➤ Meetings due with ALT central teamg this month and in June. Will update governors at the July meeting. ➤ Acknowledged that ALT paid for the reception changes. <p><u>TS asked if the leadership team feel it was a good use of money</u> and they were all in agreement that it was adding that positive feedback had been received about it being much less claustrophobic and a real improvement when parents must congregate in that area.</p> <p><u>TS asked if the barrier on the car park was working well</u> and VM confirmed there had been no problems adding that it helps to stop parents driving into the car park and has improved safety.</p> <p><u>PD asked if the barrier is causing congestion on the road instead</u> and was advised that it is not.</p> <p><u>SC asked if the barrier will be open for governors</u> and this was confirmed.</p>		
<p>9.</p>	<p>School Visits & Link Governor Reports [Standing Item]</p>		
	<p>Visit Reports were provided and highlighted as follows:</p> <p>Behaviour Visit (PD) – Governors acknowledged receipt of the report.</p> <p>FET Visit (PD) - Governors acknowledged receipt of the report.</p> <p>Attendance Visit (TS) – Governors acknowledged receipt of the report.</p> <p><u>Governor Training</u></p> <p>TS advised that the following areas need consideration:</p> <ul style="list-style-type: none"> ➤ Provision of initial training and refresher training. ➤ Governors should be challenging the school in a constructive manner and getting to know their school. ➤ Link visits should have a focus and the staff member should be advised what the focus is before the meeting. A set of questions should be prepared with consideration to governor remit. ➤ Would be beneficial if all had the same training at the same time. <p>PD noted that new governors were not receiving training in the same way as long-standing governors had and SC agreed that there had been no training since she had completed the Skills audit.</p> <p>There was some discussion about the National Governors Association website to which all governors have membership provided by ALT and the availability of governor training through Schools Choice.</p> <p>VM will investigate the appropriateness of what is available through Handsam Governor Compliance Training.</p> <p>Governors will attempt to access the NGA website; LT will investigate what training is available through ALT and all governors will complete the Skills Audit form and return it to LT.</p> <p>Training will then be discussed further at the next meeting.</p>		

	<p><u>English Link Governor Role</u></p> <p>HC advised that this is a vital role as this is always questioned by Ofsted.</p> <p>NG agreed to take on this responsibility and noted that as she is due to arrange the Science link visit, she will arrange a visit to cover both topics in this instance.</p> <p>SC noted that she intends to do complete another Maths link visit before the end of the year and will be looking at the Ofsted report/Action Plan to decide on an appropriate focus for the visit. CC noted that in her previous experience the link governor used to sit in with the Maths lead and do pupil perception with the children and governors agreed that this could be good feedback to all governors.</p> <p>TS asked if an exit style questionnaire is provided to the pupils who are leaving the school at the end of the year and CC advised that a lot of surveys around mental health have been done lately but not this idea across a whole year group.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Access to NGA website to be tested and reported to LT. ● ALT training availability to be investigated and reported back at next meeting. ● Skills Audit Forms to be completed by all governors and returned to LT. ● Handsam Governor Compliance Training to be investigated. ● Science and English Link Visit to be arranged. ● Maths Link Visit to be arranged. 	<p>All</p> <p>LT</p> <p>All</p> <p>VM</p> <p>NG</p> <p>SC</p>	<p>ASAP</p> <p>15/07/19</p> <p>15/07/19</p> <p>15/07/19</p> <p>15/07/19</p> <p>15/07/19</p> <p>15/07/19</p>
10.	Safeguarding [Standing Item]		
	<p>VM advised that the Safeguarding Audit was completed as advised in PD's last report. There was nothing else to share with Governors at this meeting.</p>		
11.	Health and Safety [Standing Item]		
	<p><u>Health & Safety Action Plan</u></p> <p>VM advised that she has now received the Action Plan from the auditor and underwent an ALT audit last week. Therefore, the two documents will be reviewed by VM and EC before the next meeting.</p> <p>EC noted that her employers have just introduced Mental Health First Aiders and asked if the equivalent is available at the school. CC advised that there are 2 Senior Mental Health leads who staff are aware that they can visit at any time.</p> <p>CC also confirmed with TS that they are collecting data now on this through the Swirl project.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● H & S Action Plan and Audit Report to be reviewed and shared at next FGB meeting. 	VM/EC	ASAP

12.	Policies and Papers for Acknowledgement/Approval		
	<p>ALT Appeal Timetable 2020 - Acknowledged by Governors.</p> <p>ALT Curriculum Intent Statement – Acknowledged by Governors.</p> <p>ALT Modern Slavery Statement - Acknowledged by Governors.</p>		
13.	Governor Critical Friends		
	<p>The following achievements and hard work were acknowledged by Governors:</p> <ul style="list-style-type: none"> ➤ The 2 staff who provided presentations earlier in this meeting for their hard work and the impact on the school their projects had achieved. ➤ The 2 Acting year group leaders who had stepped up after staff left at Easter and are both impressing with their work to date and have been very proactive. ➤ All staff who have worked on the preparation for the SAT's. ➤ The school football team who have reached the final of the cup. ➤ The school choir who have provided various performances over the year including Snape and last week went to perform at a lunch club and received some lovely feedback. 		
14.	Any Other Business		
	<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"> ➤ The Lettings policy will be reviewed - VM. ➤ The Headteacher's Report will be provided in advance of the meeting to allow Governors time to prepare for any challenging questions. 		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Revised Lettings Policy to be on agenda for next FGB meeting. ● Headteacher's Report to be available at same time as final agenda for the next FGB meeting. 	<p>VM</p> <p>CC</p>	<p>15/07/19</p> <p>08/07/19</p>
15.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for Monday 15th July 2019 @ 5.00pm.		

The meeting closed at **6.30 pm.**

Minutes Agreed:

Name:

Signature:

Date: