



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 15th July 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:	None		
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Mel Newman	NQT	MN
	Ms Rebecca Slater	NQT	RS
	Ms Vicki Martin	Business Manager	VM
	Mrs Hannah Cagney	Deputy Head	HC
	Mrs Pippa Wake	Assistant Headteacher	PW

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations			
		No apologies were received. TS welcomed everyone to the meeting.		
		Membership: The following changes were reported:		
		<u>Trust Governor</u> ALT have agreed that the Governing Body is short of one Trust Governor and are now looking at recruiting for the governing body. It is unlikely that an appointment will be made before September 2019.		
		<u>Parent Governor</u> Eliza Earthroll has resigned as a Parent Governor with immediate effect. Work to recruit a new Parent Governor will begin from September 2019.		
		<u>Actions Agreed</u>		
		<ul style="list-style-type: none"> ▪ Progress report on recruitment of Trust Governor and Parent Governor to be provided at next FGB meeting. 	LT/CC	24/09/19
2.	Pecuniary and other interests			
		There were no declared interests relevant to this meeting.		

3.	Guest Speakers		
	<p><u>NQT's review of 1st Year</u></p> <p>TS welcomed the guest speakers and they began a joint presentation which is summarised as follows:</p> <ul style="list-style-type: none"> ➤ This year has been a steep learning curve but on reflection can see a huge difference in their confidence. ➤ Research undertaken for moderators. ➤ After initial term could see that they needed to focus on Reading. ➤ Lots of professional discussion with Hannah. ➤ Live marking has a real impact. Children of lower ability will now work more independently and all the adults in the room are going around giving instant feedback and children are doing more work. ➤ Comparison between Yr 2 and Yr 4. ➤ CPD courses have been phenomenal and modelled for Yr 3 but can see how this can be interpreted in other years. ➤ Discussions with Yr 2 team have been positive and they have been given the opportunity to take risks. ➤ Learning walks undertaken to see how children are grouped. Mixing more for more positive peer support. Classroom has evolved and are confident they have ideas of how to take this forward. ➤ Found project promoting the arts and bridging vocabulary gap so looking forward to taking this forward. ➤ Word wall in classroom and children proud of themselves using this improved vocabulary. ➤ Most positive element of training was around promoting success. Focussed feedback to children e.g. "like how you did this but you could also do this" ➤ More instant verbal feedback in English and Maths. Saves time whilst also trying to constantly learn and evolve. ➤ Instant feedback from children too. Gaining a better understanding of where they are and easier to do planning. More effective time management. ➤ NQT time – researching frameworks e.g. Edison statements. ➤ Everyone has been really supportive and observations are welcomed. ➤ Feels that the Trust envelopes you and makes you feel part of the Trust. Moderation and reflection provided constantly throughout the year. ➤ Been able to support each other too, through what is a tough year. <p><u>NG noted her interest in live marking and asked if this is a school wide policy.</u> HC advised that they need to refine this procedure and review their policy before they can implement for the whole school.</p> <p><u>NG asked if they follow their year group up</u> and MN & RS advised that they don't but CC reviews all the time as appropriate. They are both happier to stay at the year group level this year to consolidate their learning and help the children to do their absolute best.</p> <p><u>TS asked if they had any ideas to share that would make it even better</u> and was told not, but advised keeping talking and being honest was important. CC noted that the process works really well when there are 2 staff involved.</p> <p><u>TS asked if there will be any NQT's this year</u> and CC advised they will have 2 again.</p> <p>NG acknowledged that this process was good for trialling ideas in preparation for the whole school.</p> <p>VM noted how nice it was to hear such positive feedback.</p>		

	<p>CC also noted that Spanish is now being taught across the whole school thanks to RS's work on this and noted that when Ofsted were finishing their visit, they spoke with the NQT's and there was a special mention about them in the report.</p> <p>MN and RS left the meeting.</p>		
4.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous FGB meeting held on 13th May 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 13th May 2019</p> <p>The following matters arising updates were noted:</p> <p>Trust Governor Vacancy - This is covered under Item 1 of this agenda.</p> <p>Progress of LAL projects – CC advised that both colleagues have submitted their project folders so there is nothing further to add to this now.</p> <p>Governor Safeguarding Training Certificates – VM confirmed that she has now received all outstanding certificates from governors.</p> <p>Access to NGA website & completion of Skills Audit forms – All Skills Audit forms have been received now and access to the NGA website is still erratic. This subject is covered further under Item 9 of this agenda.</p> <p>Governor Training availability – This is covered under Item 9 of this agenda.</p> <p>Hansam Governor Compliance Training – VM still to feedback on this item.</p> <p>Science & English Link Visit – NG advised this visit has not taken place and agreed to email HG to arrange this for the beginning of September.</p> <p>Maths Link Visit – SC advised this visit has not taken place owing to work schedules on both sides. PW and SC will arrange this for September, before the next meeting.</p> <p>H & S Action Plan and Audit Report review – This is covered under Item 11 of this agenda.</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"> ● Feedback to be provided on possibilities of Hansam governor compliance training. ● Science & English link visit to take place and report to be completed. ● Maths link visit to take place and report to be completed. 	<p>VM</p> <p>NG</p> <p>SC</p>	<p>24/09/19</p> <p>24/09/19</p> <p>24/09/19</p>
5.	<p>Chair's Actions</p> <p>TS advised that there are no chairs actions to share at this meeting.</p>		
6.	<p>Trust Business [Standing Item]</p> <p>There were two items of Trust business to share at this meeting as follows:</p> <p>New ALT CEO - Stephen Chamberlain has been appointed as the new CEO and will take over from the interim CEO in Autumn 2019. He has extensive experience of leading some collaborative Trusts and numerous other significant roles in this field.</p>		

	<p>ALT parental ban - a parent was banned from the site earlier this term and that ban expires at the end of the 2018/19 academic year. CC acknowledged the support received from the Trust when it was needed with this matter.</p>		
<p>7.</p>	<p>Headteacher's Report</p>		
	<p>CC provided copies of all relevant reports prior to the meeting and summarised as follows:</p> <p><u>EYFS, Y1 Phonics & KS1 Data Report</u></p> <p>EYFS – Feedback from Ofsted in November had commented on baseline for current cohort being partially low. Outcomes for % Good Level of Development at end have shown one of the best set of results.</p> <p>2016 - 62% 2017 – 66% 2018 - 66% 2019 - 74% - This is a significant increase which has been moderated and confirmed.</p> <p>Phonics Yr 1</p> <p>2016 – 75% 2017 – 86% 2018 - 88% 2019 - 92% - This is an improvement on all previous years.</p> <p><u>TS asked what this success could be attributed to</u> and HC advised the implementation of very swift intervention and identifying of issues.</p> <p>Phonics Yr 2 10 children had to retake and 70% were successful.</p> <p>KS1 Data</p> <ul style="list-style-type: none"> ➤ Comparison to 2018 National is shown. ➤ Greater depth is slightly up on last year. ➤ Reading is exactly same at 70% expected. ➤ Writing has dropped to 48%. ➤ Maths down to 65%. <p><u>TS asked why Writing has dropped significantly</u> and HC advised that it was a new team and there were issues with expectations. HC added that she has worked with teachers to identify what was not done quickly enough and they have produced an action plan for use going forwards. Everyone is on board and HC believes that it will also help with Mel being champion.</p> <p><u>SC asked why Maths has dropped after bringing in maths mastery</u> and HC advised that this was new learning which was being embedded and there were a lot of changes last year but teachers are now also taking on more responsibility for monitoring.</p> <p><u>KS2 Data Report</u></p> <ul style="list-style-type: none"> ➤ Combined - were hoping to match or increase from 58% last year but achieved 53% for 2019 which will increase to 54%. ➤ Sent a reading paper off which they believe has been mis-marked. <p><u>TS asked if re-marking can result in a lower mark</u> and was advised by CC that this is possible but they are sure that they are correct after checking the whole paper.</p> <ul style="list-style-type: none"> ➤ The combined result has been pulled down by the reading mark which was 56%. ➤ Reading has dropped nationally too. 		

- ALT have indicated that KS2 reading results are a concern across all Trust schools.
- Booster groups have already been put in for reading.
- Support will be provided with reading going forwards. Need to increase stamina and cover a wider vocabulary.
- Higher deprivation areas have struggled this year.

There was some discussion between the SLT members around the difficulty level of the paper and the consensus was that the main issue was the final text, which was a classic text and many of the children would not have come across a similar text. Although most children finished it the accuracy of answers was significant. E.g. What was name of the group? The full name had to be given otherwise a mark was lost. SLT acknowledged the need to do more work on test technique and have already shared this information with the Yr6 teachers. It was noted however, that the marking schemes differ every year and not meeting the expected standard does not mean that the children cannot read.

PW also noted that mis-copying the spelling of a word in text resulted in no marks.

TS asked if there were a lot of children that were close to the mark/borderline.

CC confirmed this adding that some children got top marks in the tests and she will bring this information to the next meeting.

TS asked how many children it would have taken to move the combined mark up to the expected level and **PW** confirmed that it would only have needed 4 more.

- The 84% result for writing has been moderated by ALT.
- Maths has improved from 61% in 2016; 55% in 2017 and 64% in 2018 to **73%** in 2019.
- Greater depth Writing and Maths results have both increased for 2019.

CC noted that it will be useful to compare Greater depth with National figures when available and **TS** asked for this comparison information to be circulated to governors when possible, before the next meeting.

Governors acknowledged that a lot of work was put into this year's achievements and it is evident that reviewing has already begun.

TS asked for a breakdown of these results in relation to Pupil Premium (PP) children for the next meeting and **HC** agreed to provide this.

NG highlighted an article she had read related to reading and asked if they had any data on how many children read with their parents at home. **PW** advised the data is not available but she is already looking at this and has spoken to teachers about them reading to the class. **HC** added that they are focusing on a 'Super 7 books' – 7 classic books for the teacher to read out so everyone is receiving them.

PD acknowledged the accuracy of the play that was done of a Midsummer Night's Dream and **HC** advised that Yr2 have just done a Shakespeare day.

ALT Learning Review Report

ALT representatives were in school for the whole day and partnered up with **HC** and the Assistant Head. Every class was therefore seen twice. Looked at books, learning environment, consistency of teaching and identified strengths and areas for development.

The day ended with the feedback being given at the Year Group Leader meeting.

KS1 & KS2

The list of Strengths and Development needed was viewed by governors.

<p>Next steps</p> <ul style="list-style-type: none"> ➤ Edison learning objectives to be introduced – done a lot of work on this already and making it even simpler. ➤ Sharing resources more effectively - Year Group Leaders to be responsible for all classes not just their own. ➤ Introducing displayed vocabulary as a key expectation for lessons. ➤ Staff meeting linked to questioning and assessment for learning - encouraging all children to participate with use of different methods. <p>EYFS</p> <p>Strengths - Free flow to outside which has been worked on this year.</p> <p>Areas for Development - More inviting reading areas.</p> <p>Next Steps – Need some consistency to support the communication of the vision and recruiting 2 new staff. Julie from Aspire will help with this.</p> <p>TS noted that this exercise was well worth doing, provided constructive feedback and was good experience for Ofsted inspections. CC agreed that this was a very good day with no real surprises.</p> <p><u>Staffing Plan for September 2019</u></p> <p><u>TS asked that first names be added to the list of staff within the newsletter</u> and CC agreed she will do this for the next meeting.</p> <p><u>TS also asked if the document which detailed SLT roles and responsibilities could also be updated and circulated again</u> and CC agreed to do this.</p> <p><u>Parent & Pupil Perceptions</u></p> <p>CC highlighted some positive feedback received as follows:</p> <ul style="list-style-type: none"> ➤ Email received in SATS week from a parent whose children are coming to the end of their time at Gusford “their child loved SAT’s week and realised he could do this. Well done for helping to produce well rounded children”. ➤ Visit from the Principal of Ipswich school – noted pleasure and privilege to visit and most impressed. Further work will be undertaken with contacts established from this visit. <p><u>SC asked how they plan to introduce the Parents view survey</u> and CC confirmed that they will be providing a small survey for feedback at the Spring term parents evening.</p> <ul style="list-style-type: none"> ➤ Tweets shared on Facebook page prior to the fete provided some great comments and positive feedback. PD asked about the profit made at the fete and SC advised it was approximately £3.2K+. ➤ Positive feedback for sports coaches after they won the football cup. ➤ Positive tweets about the improvements at the main entrance. ➤ Parent commented about the morning club and her son saying he loves coming to Gusford School. ➤ School dog has been very popular. 			
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Comparison with National Greater depth data to be circulated asap. ● Breakdown of results in relation to Pupil Premium children to be provided at next meeting. 		<p>CC HC</p>	<p>ASAP 24/09/19</p>

	<ul style="list-style-type: none"> List of staff including first names to be provided for next meeting. Document detailing SLT Roles and Responsibilities to be updated and circulated to governors. 	CC	24/09/19
		CC	24/09/19
8.	Budget [Standing Item]		
	<p>VM provided a budget report at the meeting and updated governors as follows:</p> <ul style="list-style-type: none"> Report shows where the variances are this year. Greens are positives and there are a few reds with comments beside them. Nursery – increased numbers 28 predicted finished with 47. <p>SC noted that Busy Bees nursery are no longer taking funded children and VM appreciated this information adding that the new signage for their nursery has now been put up.</p> <ul style="list-style-type: none"> Donations = Ipswich Opportunities Area Funding. Cost of trips has been offset. Teacher’s salaries – Any savings are being offset by agency costs at this time. Repairs and maintenance – Has been a lot of electrical work and fencing for security. Roofing work will take place over the Summer and hope this means no more leaks – Should be completed by November. Kitchen work being done with new oven and extractor – to be completed by September. All of this Summer work is being funded by ALT. <p><u>SC asked if there are any flooring repairs in the pipeline</u> and VM confirmed that one carpet in one room is being replaced owing to holes in it.</p> <ul style="list-style-type: none"> Work on the Playground will start tomorrow. <p><u>SC asked when the Early Years play area is being updated</u> and VM advised that she is still in negotiations but hoping this will also happen over the Summer.</p> <p><u>TS asked when the revamp for the library will start</u> and HC advised that she is still receiving quotes.</p> <p><u>TS asked whether or not access to Professional services e.g. Educational Psychologists had changed for Trust schools</u> and was advised that they are still paying Suffolk CC for this and it is very expensive.</p> <ul style="list-style-type: none"> CPD costs have increased but some funding from Ipswich Opportunities. <p>Most important thing is that they have a forecast Carry Forward which is much needed for next year.</p> <p>VM will provide the information for the following year at the next meeting.</p> <p><u>PD asked what the reception intake for next year is</u> and VM confirmed 73, which is 10 better than last year.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Details of budget for 2019/20 academic year to be provided at next meeting. 	VM	24/09/19
9.	School Visits & Link Governor Reports [Standing Item]		
	<p>TS requested a schedule be set up for planning & recording governor link visits and LT agreed to send a draft document for TS to review and then share at the next meeting.</p> <p>Visit Reports were provided and highlighted as follows:</p> <p>FET Visit (PD) - Governors acknowledged receipt of the report.</p>		

	<p>SCR Visit (PD) – Governors acknowledged receipt of the report.</p> <p>Behaviour Visit (PD) – Governors acknowledged receipt of the report. CC noted that the new Behaviour policy is referred to in the report and PD explained that she could not complete her ‘behaviour walk’ owing to activity on the day.</p> <p>There was some discussion about the lack of an Attendance Governor and it was agreed that responsibility for this area should be combined with FET visit responsibility. PD accepted this responsibility noting that the administrative side is being taken into the office and CC agreed that the subject will naturally arise within FET visit conversations.</p> <p><u>Governor Training</u></p> <p>LT advised that ALT are planning a training session in September (date not yet provided) covering “How to conduct a strong school visit” and “How to Challenge the Headship Team”.</p> <p>Two ALT representatives will also be attending the next FGB meeting to provide a “Data” training session and Sidegate School are planning some Safeguarding training which will be available to all ALT governors at a shared cost.</p> <p>Further training requirements will be considered after all of these sessions have been completed.</p> <p>VM and CC agreed that a small budget could be set aside for governor training.</p> <p>TS advised that the completed Skills Audits will be reviewed to help consider what additional training may be useful and to assist in considering which skills would be useful in prospective Trust and Parent governors.</p>		
	<p><u>Actions Agreed</u></p> <p>➤ Schedule for planning and recording governor link visits to be provided for 2019/20 academic year.</p>	<p>LT/TS</p>	<p>24/09/19</p>
<p>10.</p>	<p>Safeguarding [Standing Item]</p>		
	<p>Updated Child Protection Policy taking into account the new Keeping Children Safe in Education (KCSIE) guidelines. Amendments were detailed as follows:</p> <ul style="list-style-type: none"> ➤ Couple of changes on front page – New designated Safeguarding lead to ensure separation of duties for CC. ➤ Online Safety lead is leaving – This fits better in DSL team so HC will go on training to become this lead. ➤ New section on serious violence which all staff need to be aware of. ➤ Local Safeguarding Board will no longer exist - Now there will be Local Safeguarding Partners. ➤ Added information on peer on peer abuse including sexual abuse and up skirting, ➤ NSPCC whistleblowing contact details. <p>Now KCSIE compliant and all staff training has been scheduled for 9/10/19.</p>		
<p>11.</p>	<p>Health and Safety [Standing Item]</p>		
	<p><u>Health & Safety Action Plan</u></p> <p>VM provided a copy of the Action Plan for all governors and highlighted as follows:</p> <ul style="list-style-type: none"> ➤ Priority for VM to look through this during Summer. ➤ Some items in red only require quick fixes. 		

	<p><u>TS highlighted High Priority Action 26 on Page 46 which requires staff to be trained on use of EpiPen’s and inhalers.</u> VM clarified that the auditor was referring to all teachers needing this knowledge for when the Teaching Assistant is not in the vicinity, although this would be unusual. They are discussing doing this training on a PD day.</p> <p><u>SC highlighted Medium Priority Action 10 on page 43 which advises consideration being given to installing additional automatic fire detection systems and asked if this is being considered.</u> VM advised that a Fire risk assessment is booked for September. A new alarm system would need quoting for before consideration could be given, however, it is acknowledged that with no sprinkler system, if nobody is in school, it is likely that a fire would have the chance to develop.</p> <p><u>SC noted that parents complain about walkways not being cleared regularly</u> and VM advised that Ipswich BC will only do hedging/weeding etc. Too much extra work for the caretaker and not enough budget to employ help with this. EC suggested the possibility of a Community Project and PW noted that this would have to be done when the children are not here, or DBS clearance would be needed.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Progress report on H&S Action Plan to be provided. 	VM	24/09/19
12.	Policies and Papers for Acknowledgement/Approval		
	<p>School Lettings Policy - TS made the following observations:</p> <ul style="list-style-type: none"> ➤ Asked if the school let out the library or classrooms as well as the areas detailed under Item 3 and VM confirmed that they don’t. It was agreed that consideration could be given to adding the library as a small meeting room. ➤ The Application procedure is detailed under Item 6. Is it possible to apply online? VM advised there is no online application process. ➤ Under the application procedure it states that the governing body reserve the right to “Terminate any activity not properly conducted” and it was suggested to add “as judged by the school” to make this clearer. ➤ Parking arrangements are detailed Under Item 8h – This needs amending to include mention of the new barrier and that it will be left up by the caretaker. ➤ It was clarified that TWG is The Women’s Guild. <p>SC asked how prices compare to other schools and VM advised that they have put these costs up significantly this year to bring them more in line with others.</p> <p>PD asked if the regular hirers pay costs with no issues arising and VM confirmed there have been no issues.</p> <p>VM confirmed she will make these changes before finalising the document. Governors confirmed approval on this basis.</p> <p>School Charging Policy – Approved by Governors.</p> <p>School Behaviour Policy – Approved 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 Senior Leadership Team’s success this year and their overall strong leadership. ➤ Year 2 Team for their work supporting each other in readiness for the moderation exercise. 		
14.	Any Other Business		
	<p>Dates for meetings 2019/20 – Agreed to change the date of the Summer Term meeting to Monday 4th May and CC advised that she has provisionally booked Julie Goodridge (Aspire) to attend the Monday 2nd December meeting.</p> <p>Dates were confirmed as follows: Autumn Term – 24/09/19 & 2/12/19 Spring Term – 03/02/20 & 30/3/20 Summer Term – 04/05/20 & 20/07/20</p> <p>No items were raised as possible AOB for the next meeting.</p>		
15.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for Tuesday 24th September 2019 @ 5.00pm.		

The meeting closed at **7.15 pm.**

Minutes Agreed:

Name:

Signature:

Date: