



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

Minutes of Meeting of Full Governing Body held on 16th October 2017 @ 5.30pm

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
	Mrs Claire Claydon	Headteacher	CC
	Mr Jamie Webber	Staff	JW
	Mrs Sally Wright	Trust	SW
Apologies:	Mr Gary Peile	Chief Executive - ALT	GP
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Julie Goodridge	Aspire Advisor	JG

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:	<p>Apologies were received from GP owing to last minute health issues and he provided a letter for members covering the issues he had planned to discuss.</p> <p>MT thanked members for their attendance at the first Full Governing Body meeting of the academic year and with new Headteacher Claire Claydon.</p> <p>MT advised members that she had received resignations from Daniel Bloomfield (Parent Governor) and Gavin Fisk (Parent Governor).</p> <p>There was some discussion around the election process required to recruit Parent Governors and CC agreed to put a notice in the school Newsletter.</p>		
	Membership:	The Vice Chair was re-elected after MT nominated SW and this nomination was seconded by TS . No other nominations were received and SW accepted the role of Vice Chair for another year.		
	<u>Actions Agreed</u>	<p>❖ A notice requesting any parent interested in becoming a Parent Governor to contact the school office will be added to the next school Newsletter.</p>	CC	ASAP
2.	Trust Business [Standing Item]	<p>As noted above GP was unable to attend and provided a letter highlighting the following issues:</p> <p>Thanking the Governing Body - GP thanked members for giving their time and acknowledged the Trust's determination to support governors and CC in their aim for Gusford to become both a good and outstanding school. GP also acknowledged following his 2 visits this term, the determination of staff to do the very best for students.</p>		

	<p>Updated ALT Scheme of Delegation - MT highlighted the main impacts of this as:</p> <ul style="list-style-type: none"> ➤ The Headteacher acting as the representative of the CEO at meetings. ➤ The main focus of the governing body being on Standards and holding CC to account whilst reducing some focus on Finance and Personnel issues. With this in mind members agreed to disband the Resources Committee and Standards Committee and from today, just hold two full governing body meetings per term which would be longer meetings, focusing mainly on school improvement and standards. It was agreed that CC would provide a full Headteacher's report for one meeting and a standards focused Report for the second meeting each term. ➤ LT referred members to the Detailed arrangements for delivering the Scheme of Delegation and Delegation of Director's responsibilities documents, provided by ALT and agreed to send copies of the 'responsibilities' document to all members with the final minutes. <p>Hub based Governor Sessions - MT advised members that the date of the next Session is Wednesday 15th November 2017 @ 5.30pm. The venue to be confirmed shortly.</p> <p>MT suggested that GP be invited to the next FGB meeting and members agreed.</p> <p>Other Trust Business</p> <p>LT noted that new regulations have been introduced for school exclusions and advised that the Trust policy will be updated to reflect the changes. CC confirmed that she was aware they had changed.</p>		
3.	<p>Confirmation of previous minutes</p>		
	<p>The minutes of the previous FGB meeting held on 10th July 2017 were agreed as a true and accurate record of the meeting with no additional updates required.</p> <p>JS noted that on Page 8 of the minutes it had been agreed that the Business Manager must attend all Safeguarding training and the Safer Recruitment training as she is the person responsible for the Single Central Record (SCR). CC acknowledged this and referred to an email she had received from Jan Steel which advised that as a minimum the Headteacher and Business Manager must attend the Safer Recruitment training. The Business Manager will soon be attending this.</p>		
	<p>Matters Arising from 10th July 2017</p>		
	<p>The following matters arising updates were noted:</p> <p>Single Central Record - PD confirmed that she came in and did a spot check on 11/07/17.</p> <p>ID badges - Photographs of all governors were taken today and will be used for badges and the noticeboard.</p> <p>Safer Employment Policy - CC will forward to LT as soon as possible.</p> <p>On-line Safety Policy - Covered under Item 13 of this agenda.</p> <p>Homework Policy - Covered under Item 13 of this agenda.</p> <p>PD will be undertaking a Safeguarding Visit at the school after half term and will update at next FGB.</p> <p>NAHT Aspire representative to attend - Completed under Item 6 of this agenda.</p> <p>School Development Plan review - Covered under Item 6 of this agenda.</p> <p>Scheme of Delegation implementation - Covered under Item 2 of this agenda.</p> <p>Follow up Behaviour Visit - PD advised she will undertake this visit after half term.</p>		

<p>Press interview - Members agreed that this was still a good idea to gain some positive PR. CC advised that Gusford School is in the paper this week with a photo of the new class. She also noted that they had received a good collection for Harvest Festival and she was considering inviting the press in to produce an article about this and she could include an interview with herself to help promote the school. TS noted that this helps to create a strong presence and makes a good impact. CC agreed to arrange this before half term.</p> <p>Safeguarding issues raised in training session - Covered under Item 11 of this agenda.</p> <p>Environmental Garden - Members are keen to develop on the suggestion made originally by Gavin Fisk. CC noted that she had included responsibility for outdoor areas in the clarity of roles exercise she had undertaken for the Assistant Heads roles. MT highlighted the Forest schools programme which CC was interested in investigating further. There was some discussion about the window boxes which are currently installed but not very well used and how this could be improved. CC concluded that she would need someone on staff to plan and lead on recruiting volunteers to help with this and she may have someone in mind.</p> <p>Shelf move - JS noted that this has not been done yet and the shelf needs to be removed. There was concern that it is a metal structure which may mean that it can't be removed but could be padded or the layout changed somehow. CC and the Business Manager will look at this.</p> <p>Fire safety lighting issues - JS advised there is an issue with lights in the hall and CC will check this out. <u>MT asked if there has been a fire drill yet</u> and CC advised that it is arranged to happen imminently.</p> <p>Anti-bullying Policy - Covered under Item 13 of this agenda.</p> <p>School Voice-mail message - Voice-mail message has been recorded now. JS advised that 2 pupils have been involved in this and it is very good. Parents have commented positively.</p> <p>All other Matters Arising have been completed prior to this meeting.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Safer Employment Policy to be forwarded to LT as soon as possible. ❖ Safeguarding Governor to undertake Safeguarding Visit at the school after half term. ❖ Follow up behaviour visit to be undertaken by Governor. ❖ Press interview to be undertaken by Headteacher. ❖ Environmental garden, Forest Schools and window boxes to be considered further – Trust development visit at Hillside on 28 November. ❖ H & S issues of shelf outside Kangaroos classroom to be reviewed and actioned. 	<p>CC</p> <p>VM/PD</p> <p>PD</p> <p>CC</p> <p>CC</p> <p>CC</p>	<p>ASAP</p> <p>04/12/17</p> <p>04/12/17</p> <p>20/10/17</p> <p>04/12/17</p> <p>04/12/17</p>
<p>4. Pecuniary and other interests</p>		
<p>No new or relevant interests declared.</p> <p>All members completed new Declaration of Business Interests Forms for the new academic year. LT will liaise with CC's secretary regarding recording and storing these forms.</p>		

	<u>Actions Agreed</u>		
	❖ Record and store governors Declaration of Business Interests Forms.	LT	04/12/17
5.	Chair's Actions		
	<p>MT advised of the following actions taken:</p> <p>Senior Leadership Appointments - Agreed to go ahead with Senior Leadership appointments process. All members were concerned about the lack of capacity in the Senior Leadership Team and agreed that it needed strengthening. The Trust agreed to CC's request to move ahead quickly in order to meet prospective candidates resignation and notice commitments. CC advised that there are 3 candidates for the Deputy Head position being interviewed tomorrow and 3 candidates for the Assistant Head positions being interviewed on Wednesday and she is confident of making appointments. <u>TS asked if there are any internal candidates</u> and CC confirmed there are 2 internal candidates and an external candidate from a similar school in Essex. MT acknowledged the good planning in arranging the Deputy Head interviews first so that these candidates may be considered for the Assistant Head positions. CC confirmed this is possible as it will be the same interview panel so there will be no need for another interview. Candidates will be observed teaching and there will be additional very relevant tasks. Governor representatives will be PD on Tuesday and MT on Wednesday.</p> <p>Website Development - All members acknowledged anxiety about the current website. CC confirmed she has now instructed the provider to produce a community focused website with virtual staff room and social space for staff. Need to schedule a launch date. <u>MT asked about time-scales</u> and CC confirmed she has a document with all details which can be circulate to all members with the final minutes.</p>		
6.	Headteacher's Report [Standing Item]		
	<p>CC provided members with her Autumn (1st) 2017 Report and School Improvement Summary prior to the meeting. Before discussing highlights, CC invited guest speaker Julie Goodridge (JG) - Eddison Curriculum lead and Aspire advisor, to provide her presentation as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Would usually have provided 2 visits so far but have managed to provide 5 visits since 13/09/17. <input type="checkbox"/> 3 year partnership with decreased contact as we progress. Able to front load the partnership as CC knows the material and knows what we want to do with what we have. Often work with schools in networks and have network days and school development days however, for now not networking which has enabled a much quicker start. <input type="checkbox"/> CQA day one involved varied activities all around the school with 2 Aspire representatives in attendance. <u>MT asked if they spoke to many staff</u> and JG confirmed this and added that they also spoke to children, completed a climate walk and looked at school documentation including documents related to learners at risk of under achieving. <input type="checkbox"/> Looking at specific things like opportunities for good learning. Not formal lesson observations but followed by brief meetings asking questions rather than commenting on methods used. A professional collaborative approach. <u>MT asked if they had also spoken with Support staff</u> and JG advised not yet. <u>MT asked how staff responded to this questioning</u> and JG stated that staff were brilliant and very welcoming. <input type="checkbox"/> Development day added early to work with Year 6 teachers for analysing the data. Year 6 leader has worked very well with this and can see how his can be rolled out before Christmas to each Year team. JG noted that data scrutiny was undertaken 		

which helped to indicate where the school might be against the national level and teachers were encouraged to take ownership themselves for the progress of every child whose progress appeared to have slipped when looking at where they were in Yr 5 and where they are in Yr 6. **CC** added that we must make sure they achieve as well as last year or even more which is why we are focusing on Yr 6 first.

TS asked if they look at which tools are being used to measure the progress and **JG** confirmed this and added that it only works if your information is accurate. Also have to manage and raise expectation. **TS** noted that expectation may have been higher before and if the data is not scrutinised the expectation may be over predicted. **JG** agreed and explained that they are working on a case study at the moment.

TS suggested making comparison with other schools and they could then moderate the marking and could also then record this as a quality assurance exercise. **CC** advised that they had spoken to Joy about this and agreed to do this across the Trust schools. **JS** noted that there had been some moderation before.

- **JG** noted that there is a reasonable amount of good things going on just not consistent and need to be more focused. Must be about named learners not general references. Want to introduce fast learning of foundational skills and use the model of short sharp and often. Need to practice regularly to embed these things.

MT noted that it was the governing body understanding that the behaviours for learning are very positive. **CC** also noted some early positive feedback from Yr 6 teachers and . **JS** confirmed she has seen a positive response to this and added that it is important to work in partnership. This may be challenging at times but always developmental.

There was some discussion around how this will be rolled out further.

SW asked how many Yr 6 classes there are and how many of these teachers are new to the school. **CC** advised 3 classes with no new teachers and added that she will circulate the staffing structure when the new SLT appointees have been included. **PD** noted that staff seem very enthusiastic and asked if they have noticed changes with pupils. **JG** advised that once the Headship team is appointed they need to complete the lines of accountability exercise that ensures systems are in place for communications to flow smoothly.

- **JG** to meet with FET SENCO before Christmas to look at student and family support.
- Planning on use of quality framework and fast learning for Yrs 3 and 4. Quick wins and longer term system review.

TS acknowledged that the plans seem very focused and specific. **JG** confirmed that they had listened to what has been said by key staff so far about what is needed. **CC** also advised members that a lot of the materials being used by **JG** are also written by **JG**. **TS** informed members that the Transition Programme Leader had been appointed today and would start in January working with primary schools and focusing on numeracy and literacy.

Members thanked **JG** for the time she has already invested in the school and she highlighted to them that there are opportunities for them to be involved too. In particular, on the 4th development day which includes implementation review when leaders will report back on what they have done so far (how identified, what action taken and result of action etc.) and it is good if a governor can be present. **CC** to share the dates and highlight the implementation meeting dates. **JG** also suggested that documents could be shared with governors and **CC** advised that there will be on-line space for all staff and governors to access these documents.

JG left the meeting at this point.

In conclusion CC advised that JG's Visit notes will be added as appendices to the HT report in future.

CC summarised the remainder of her HT report as follows:

Actions taken since September 2017

- Year 6 have the highest proportion of Special Educational Need (SEN) and Pupil Premium (PP) pupils across the school. Challenging targets have been set.
- Curriculum review is being undertaken - Urgent review is needed for Maths but staff are excited about the changes and volunteering to do things now.
- Review of use of PiXL which has been used heavily here so may need to look at in a different way going forwards. **TS confirmed it is up to us to pick and choose what we use from PiXL. MT agreed we collect too much data in some instances which is then not being analysed.**
- Introducing Achievement Team Meetings which can impact quickly.

School Data

- Data from census received once a term is included.

Safeguarding

- FET team information on safeguarding is included.

Attendance

- Attendance data is tracked week by week. **SW asked what is the current target for attendance** and CC advised 97%. The school's current figure is 96.3% so it has improved a little. MT requested persistent absence figures be included in the HT report in future as this is reported on in national data comparisons. CC agreed to do this. TS referred to the Suffolk School Improvement Summary provided and highlighted that this shows persistent absence comparisons which confirm ours is higher than national at the moment.
- 3 fixed term exclusions this term but all one child. CC noted that this child is now on a part-time timetable being reviewed fortnightly and is on the waiting list for a 2 day placement at a PRU.

Health & Safety

- The broken glass issue which had resulted from work to replace the majority of windows throughout the school was highlighted.
- PD noted that we will need another Health & Safety link governor following the resignations.

Staffing

- **MT asked how the new teachers are settling in** and CC advised very well. CC added that the NQT's are really enjoying the ALT training that they are doing.
- All vacancies were discussed fully at the Resources Committee meeting.

Quality of Teaching

- Monitoring is being undertaken. **MT asked if someone was to ask what percentage of teaching is good or better could you quantify this?** CC explained they have not quantified at this stage but have highlighted some people for support and some are already being supported with some improvement seen. **TS agreed we need this to be quantified including strengths and weaknesses.** CC advised that nobody is on a support plan yet. **TS clarified that having this documented would be useful.** **MT asked if there is a proforma that could be shared with CC and TS agreed.** CC is looking at the new headship team having phased focus responsibility so this could work well. TS added that it can also easily direct visitors with evidence easily provided. **JS noted the importance of explaining to staff the**

<p><u>purpose of this observation so that it can be viewed more positively. SW asked who can access the information and TS confirmed only SLT.</u></p> <p>➤ EYFS has undertaken gap analysis of Baseline data for Reception and looked at comparisons between children who attended the nursery and those who didn't. CC advised that she is keen to fill the nursery and then Brookside nursery. JW noted that some days there are very few children and all members agreed that this would help outcomes in the long term.</p> <p>CC advised members that she did ask about the possibility of changing the school name to Gusford School and Nursery but was advised that this could be legally very complicated. However, the school sign can be changed to include the nursery in a different font, so we will progress with this. <u>TS asked where the nursery sign is</u> and CC clarified that it is behind a tree but needs to be on the end of the nursery building. JW added that it should also be on the fence of the field. Members agreed that it would be good to get banners, which are quite economical, for these areas.</p> <p>SEN</p> <p>➤ <u>MT asked how often the Welcomm assessment is done.</u> CC advised usually on entry.</p> <p>MT thanked CC for a very useful report and there was some discussion about amending the layout. CC agreed to have context first, then teaching and learning and consider using Ofsted headings. There will also be Aspire visit notes as an appendices.</p> <p>The Suffolk School Improvement Summary has been provided for information only and will be embedded in the staff handbook.</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"> ❖ Aspire development days and implementation meeting dates to be provided to Governors. CC ASAP ❖ JG's Visit notes will be added as appendices to the HT report in future. CC 4/12/17 ❖ A new Health & Safety link governor to be appointed. MT 4/12/17 ❖ Pro-forma for monitoring quality of teaching to be shared. TS ASAP ❖ School sign to be amended and banners to be bought for other areas of school. CC ASAP 		
<p>7. Ofsted Progress Report based on Action Plan [Standing Item]</p>		
<p>This information has been included in Item 6 Headteacher's report.</p>		
<p>8. Budget</p>		
<p>MT suggested that the Business Manager should attend these meetings. CC stated that she will want the Business Manager at one of the meetings and an Assistant Head at the other in future.</p> <p>CC confirmed that strengthening of the Headship Team is included in the budget and the budget for the next 3 years is satisfactory.</p>		

9.	<p>Committee Meetings [Standing Item]</p> <p>TS advised that further to what has already been discussed here, there was nothing discussed at the Standards Committee meeting held on 14th September 2017 that needed to be highlighted at this meeting.</p> <p>In relation to the Resources Committee meeting held on 9th October 2017, MT noted that, taking into account the new arrangements, the most useful thing would be to circulate the HR report to all governors. CC will check content of the HR report and advise LT before it is circulated. Need to consider how the new arrangement of just FGB meetings will work in relation to Staff/Teacher governors when personnel issues need to be discussed. LT agreed to look into this further.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Content of the HR report to be checked before circulating to all governors. ❖ Consideration to be given to how FGB meetings will now be managed when dealing with personnel issues. 	<p>CC</p> <p>LT</p>	<p>ASAP</p> <p>4/12/17</p>
10.	<p>School Visits and Link Governor Reports [Standing Item]</p>		
	<p>No recorded School Visits have been undertaken since the last FGB.</p> <p>PD noted that she attended Ipswich Town FC for a school councils event and acknowledged that the event was superbly arranged by Chantry pupils and was very good for the school council. The schools were mixed and pupils worked together well and helped them to understand their role on the school council. JW noted that he had heard some younger children talking to everyone about their experience.</p> <p>CC asked if PD could write a summary article about the event and she will ask pupils who attended to do this too.</p> <p><u>Review Governor Links</u></p> <p>There was some discussion about how best the governors could work with CC and support SLT when undertaking visits and it was agreed that governors would discuss further when they attended the Implementation day and they would take the opportunity to look at link governor roles and spread the load. LT agreed to clarify the mandatory roles required before this.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Link governor roles to be discussed and clarified. 	<p>MT/LT</p>	<p>4/12/17</p>
11.	<p>Safeguarding [Standing Item]</p>		
	<p><u>Governor Safeguarding Training</u></p> <p>Further to the training JS noted that they had discussed the schools link with the local Police Community Support Officer (PCSO). They had been advised to log visits the PCSO made and detail the focus of the visit.</p> <p>It was noted that the PCSO is generally present at the start and end of the day and deals with many complaints about parking. There are some lunchtime visits building positive relationships with the children.</p> <p>CC noted that absence notification rules (notification not received) mean 1st day follow up visits are required and the PCSO will attend with a member of the FET team. CC</p>		

	<p>highlighted that there has been a spike in complaints owing to this but they try to make the visit a positive thing.</p> <p>The PCSO also undertakes E-Safety talks.</p> <p>MT asked if he would work with parents on this. CC advised that the FET team have talked about this but the police advise that the parents who would attend are not usually those that need to attend. CC added that they will be providing a useful magazine received from a mobile phone company to all children and they already provide a booklet to Yr 5 and 6 children about Snap chat.</p> <p>CC advised that Sarah Clayton is booked for Designated Safeguarding Lead (DSL) training and CC will also attend the Suffolk version although up to date through Essex County Council.</p> <p>JS has agreed to be a DSL also which will mean the school has 7 DSL's once all this training is completed.</p>		
12.	Health and Safety [Standing Item]		
	<p>CC advised that we are awaiting the H & S audit report but she believes a number of items will be highlighted as red as they were outstanding from the last audit and hadn't been dealt with. Once the report is received she will treat this as a baseline to be ready for the external audit. MT asked if there will be another action plan for this and CC confirmed that the Business Manager will do this.</p> <p>TS asked how long can we leave the red items and CC advised that the Business Manager is already working on this.</p> <p>There was some discussion about the temporary lack of an H & S governor following his resignation and concern about overloading the Business Manager. CC acknowledged that they are receiving extra support from Chantry for HR issues at the moment and TS suggested they could request temporary support for H & S issues too. CC also noted that there was a governor from her last school who would be willing to help for a couple of weeks so she will look at the report and then decide how to best progress this.</p> <p>H & S register - PD spoke to the Business Manager about this and they could not find the incident register and are still trying to locate this. It was agreed that such registers which require governor checks should not be stored in the staff room but should be in the FET room.</p>		
	<p><u>Actions Agreed</u></p> <p>❖ Locate H & S incident register and store with other relevant registers in the FET room.</p>	PD/VM	ASAP
13.	Policies and Papers for Approval		
	<p>The following policies (based on ALT policies) were considered for approval at this meeting:</p> <p>Gusford On-line Safety Policy - Noted and approved by members.</p> <p>Gusford Anti-bullying policy - Noted and approved by members.</p> <p>CC advised that they are currently undertaking a curriculum review and are trialling a different style of homework with Years 3 & 4. This is a Staff generated project after a meeting with parents and they were very excited about this improving home/school learning. Will see how this goes and hope to expand across the whole school so the Homework policy will be reviewed later.</p>		
	<p><u>Actions Agreed</u></p> <p>❖ Review Homework Policy in Spring Term.</p>	CC	26/03/18

14.	Governor Critical Friends		
	<p>It was agreed that cards would be sent to:</p> <ul style="list-style-type: none"> ➤ Louise for organising school council day. ➤ Danny Howden for being such a positive force. <p>Members also acknowledged and thanked CC for the tremendous amount of work she has done in the 6 weeks she has been Headteacher.</p>		
15.	Any Other Business		
	No other business was raised for discussion.		
16.	Date and Time of next meetings		
	Next Full Governing Body Meeting is Monday 4th December 2017 @ 5.30pm.		

The meeting closed at 8.10 pm

Minutes Agreed:

Name: _____

Signature: _____

Date: _____