



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

Minutes of Meeting of Full Governing Body held on 4th December 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
	Mrs Claire Claydon	Headteacher	CC
	Mr Jamie Webber	Staff	JW
	Mrs Sally Wright	Trust	SW
Apologies:	Miss Trudy Stannard	Trust	TS
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Vicki Martin	Business Manager	VM

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:	Apologies were received from TS and consent to absence was given by Governors.		
	Parent Governor Recruitment	CC advised that there are 4 interested parents and she explained the ballot process that now needs to take place. It will be necessary for the ballot to take place in January, owing to the Christmas break, to allow the appropriate 10 days for return of ballot papers. Parents will be advised of the election through a parent mail. MT asked if there will be a profile provided for each parent and CC confirmed this.		
	Membership:	There were no changes to report.		
	Actions Agreed	❖ Parent Governor election to take place to recruit two new Governors.	CC	22/01/18
2.	Pecuniary and other interests	No new or relevant interests declared except that EC declared that she knows two of the parents who have put forward nominations to become Parent Governors.		
3.	Confirmation of previous minutes	The minutes of the previous FGB meeting held on 16th October 2017 were agreed as a true and accurate record of the meeting with no additional updates required except to note that the matters arising should have included reference to the fire drill that is still to take place and will be carried forward below as an outstanding action.		

Matters Arising from 16th October 2017

The following matters arising updates were noted:

Recruitment of Parent Governor - Covered under Item 1.

Safer Employment Policy - VM will forward this to LT before the next meeting and they are currently in communication regarding electronic storage of all the up to date policies.

Outstanding references to be obtained - CC and VM advised that this is still in progress.

SW asked if they have introduced a check-list now and CC confirmed that this is now being used appropriately.

PD noted that she is visiting the school on 6th December to check the Single Central Record (SCR) and to sign off registers for last half term. MT asked if they have any idea of time-scale for sign off of SCR and VM advised that she is now working through the support staff after completing the check on teaching staff. MT noted that it is crucial we complete this asap There was then some discussion about how to prioritise this task over other duties. VM will meet with CC outside this meeting to discuss sharing the task appropriately as a priority. MT asked for them to let LT know what time-scale they are aiming for after they have discussed this and provide an updated action plan for circulation to all Members by the end of next week.

Follow up Behaviour Visit - PD advised she will also undertake this visit on Wednesday 6th December.

Press interview - CC confirmed that she sent off a photo and a press release about the harvest festival before half term and some members confirmed that they had seen this.

Environmental Garden - Covered later in the agenda at Item 11.

Shelf move - CC and JS advised that nothing has been done yet. CC asked JS to show her the shelf and a decision will be made about what can be done. PD queried whether or not a window requiring repair had been fixed yet. This had been mentioned to her by one of the TAs and there had been some concern that a laptop could easily have been removed through this window. CC and VM had not been made aware of this and JS investigated during this meeting and could not find the relevant window. VM will investigate further after this meeting.

Storage of governor declaration forms - LT will complete this before the end of term.

Dates for Aspire Development Days - These have been included on the Aspire report for tonight's meeting.

H&S Link Governor - Covered in Item 12.

QoT proforma - TS to do this on her return.

School Signs - VM has investigated this and now has a contact to provide what is required. Expect completion of this before January.

H&S Incident Register - PD will also be looking into this on Wednesday 6th December.

<p><u>SW queried what is being done when reporting an incident now</u> and CC confirmed this is done on-line and printed for record. JS suggested that the medical staff member would probably know where the earlier records are.</p> <p>Homework Policy - Carried forward to 2nd FGB of Spring Term. CC advised that this may change as it is dependent on curriculum review outcome. She added that lots of homework is happening at the moment and there is a homework heroes display in the corridor.</p> <p>Fire Drill - To take place before the end of term.</p> <p>All other Matters Arising have been completed prior to this meeting.</p>		
<p><u>Actions Agreed</u></p> <p>Safer Employment Policy to be forwarded to LT as soon as possible and up to date policy list and storage of policies to be completed.</p> <p>Safeguarding Governor to undertake Safeguarding Visit and Behaviour Visit.</p> <p>Outstanding staff documentation to be obtained and Action Plan with time-scale to be circulated to Members.</p> <p>H&S issues of shelf outside Kangaroos classroom to be reviewed and actioned.</p> <p>Governor declaration forms to be stored at the school.</p> <p>Pro-forma for monitoring quality of teaching to be shared.</p> <p>School sign to be amended and banners to be bought for other areas of school.</p> <p>Locate H&S incident register and store with other relevant registers in the FET room.</p> <p>Review Homework Policy in Spring Term.</p> <p>Fire drill to be undertaken before end of term.</p>	<p>VM/LT</p> <p>PD</p> <p>VM/LT</p> <p>CC</p> <p>LT</p> <p>TS</p> <p>VM</p> <p>VM/PD</p> <p>CC</p> <p>CC</p>	<p>22/01/18</p> <p>06/12/17</p> <p>15/12/17</p> <p>22/01/18</p> <p>19/12/17</p> <p>22/01/18</p> <p>19/12/17</p> <p>06/12/17</p> <p>26/03/18</p> <p>19/12/17</p>
<p>4. Confirmation of minutes of Standards Committee and Resources Committee</p>		
<p>The minutes of the previous Standards meeting held on 14th September 2017 were agreed as a true and accurate record of the meeting with no additional updates required.</p> <p>The minutes of the previous Resources meeting held on 9th October 2017 were agreed as a true and accurate record of the meeting with no additional updates required.</p>		
<p>Matters Arising from 14th September 2017</p>		
<p>The following matters arising updates were noted for addition to FGB matters arising:</p> <p>Pupil Premium Plan - Identifying what the impact of the PP Plan will be and clarifying how many PP children are in each year group.</p> <p>Kellogg Breakfast Club - Exploring the possibility of applying for this.</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"> ❖ Identifying likely impact of Pupil Premium Plan and clarifying how many PP children in each year group. ❖ Exploring the possibility of applying for Kellogg Breakfast Club. 	<p>CC</p> <p>VM</p>	<p>22/01/18</p> <p>22/01/18</p>
	<p>Matters Arising from 9th October 2017</p>		
	<p>The following matters and updates were noted for addition to FGB matters arising:</p> <p>Foundation Stage Play Area - Grant application to be completed.</p> <p>Absence Insurance - CC has been investigating this and has found what is on offer to be inappropriate so far. The ALT policy only covers absence of 5 days or more so is not appropriate for the school's current absence issues and other policies have huge cover costs. She will continue to explore this.</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"> ❖ Submitting grant application for Foundation Stage Play area. ❖ Exploring possibility of obtaining appropriate Absence Insurance cover. 	<p>VM</p> <p>CC</p>	<p>22/01/18</p> <p>22/01/18</p>
5.	<p>Chair's Actions</p> <p>MT advised there have been no actions taken since the last meeting other than the pay review meeting that is covered later in this agenda at Item 17.</p>		
6.	<p>Standards Update</p> <p>CC noted that Sarah Clayton is unable to attend meetings held on Mondays as she doesn't work on this day.</p> <p>Analysing School Performance (ASP) - CC confirmed that she has set up the accounts for each of the governors who attended the training and advised that the log-ins are very time sensitive so governors may need to contact her again to gain access. PD advised that she has achieved an active account and others are progressing with this. CC provided members with printed key reports from the system and highlighted the following:</p> <ul style="list-style-type: none"> ➤ Page 4 shows us that we will be coasting again this year at point 2 below the threshold in Maths. CC explained the coasting process and advised that the school will be getting a letter from the Regional Schools Commissioner (RSC) about this. She is already preparing a response and informing parents. CC added that one reason for this result is shown on page 10 scatter-graph which highlights the decision last year for 10 children not to sit the test for emotional reasons impacting on the results in progress. <u>MT asked if we will not be making the same decision this year</u> and CC confirmed not. CC added that practice SATs were done and all children were willing and able to attempt these. There also appear to be some pleasing outcomes, although only part way through marking these. ➤ Page 27 shows us that Phonics is above average this year and this is very positive. <p>Ofsted Data Dashboard - CC advised that she would send this to governors electronically as a PDF for them to look at outside the meeting.</p> <p>FFT Aspire - KS1 & KS2 dashboards intended for governors were provided in hard</p>		

	<p>copy. CC advised that these list questions that governors should be able to answer through reference to the data and explained that FFT provides a 3 year trend and also reminded members that this is old data.</p> <p><u>MT asked if there is anything in particular to point out</u> and CC referred again to the impact of the 10 children not sitting the SATs and the need to plan for dealing with this in 17/18. CC added that another practice SATs week will be held.</p> <p><u>JS noted that they would be able to do small groups and separate times</u> and CC advised that there wouldn't be separate times and they would have to move some of year 5 to different areas to work for that week. CC added that it is better if all pupils do the tests at the same time as causes less anxiety.</p> <p><u>SW noted that historically all support staff help out and change the times of breaks to help out.</u> CC agreed but noted that it would only be four mornings now so the impact is a lot less but still quite a lot of work.</p> <p>CC also noted that at the Extended Leadership Team meeting it was noted that a child whose previous result on the last reading paper had been 19, had now scored 31, so this was a major improvement.</p> <p>New Assessment Criteria - New achievement statements from Edison are now in use in Pupil Asset and remaining training on this will take place early next term. Maths links closely with the White Rose programme that we are using.</p> <p>Achievement Team Meetings - three weekly cycle of these meetings. Focus on progress. Teachers who have started this can see a difference already.</p> <p>Pupil Progress Meetings - New format for these meetings.</p> <p>CC advised that current in-house data will be available for the next FGB meeting. <u>MT asked if members can have the report(s) before the meeting next time so that they can absorb the information and prepare questions for the meeting</u> and CC agreed to this. <u>MT noted that the date of the next FGB meeting will be amended to ensure the data is available and advised that this meeting will be a Standards focused meeting.</u></p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ❖ Ofsted Data Dashboard to be sent to Governors as a PDF. ❖ Reports to be provided to Governors with the Agenda to allow questions to be prepared in advance of the meetings. 	<p>CC/LT</p> <p>CC/LT</p>	<p>10/01/18</p> <p>12/01/18</p>
<p>7.</p>	<p>HR Report [Standing Item]</p> <p>CC advised as follows:</p> <p>Autumn Term Resignations - 3 resignations this term. Not replacing TA directly.</p> <p>Autumn Term Appointments</p> <ul style="list-style-type: none"> ➤ Deputy Head recruitment - 3 candidates shortlisted and interviewed by CC, PD and Joy Parkes. Appointee will start in January. ➤ Assistant Head recruitment - 3 candidates shortlisted and interviewed by CC and Joy Parkes. Appointee will start in January. ➤ Yr 2 Teacher appointed as temporary maternity cover. ➤ 1:1 Tutor for three CIC pupils will start in January on a casual contract. Will be here one morning a week for three children initially and possibly additional through PP. <u>MT asked if this is for academic tutoring</u> and CC confirmed this adding the appointee is an ex-secondary school teacher. 		

	<p>Vacancies</p> <ul style="list-style-type: none"> ➤ Assistant SENCO post which closes today has seven applications received to date. Will shortlist over next two days and interview on 13/12/17. Interview panel has been agreed and does not require governor participation. ➤ EYFS HLTA advert will soon go live. ➤ Sports Coach advert will soon go live, just finalising the Person Specification. <p><u>MT asked when these would be likely to start</u> and CC advised they would usually need two months notice so hopefully by Spring half term.</p> <p>Other HR Changes</p> <ul style="list-style-type: none"> ➤ VM has met with most of the TAs to discuss working patterns and create allocation timetables for each which will be systematically recorded. <p>Roles & Responsibilities of new Headship Team</p> <ul style="list-style-type: none"> ➤ Table provided for governors showing which members of the Team are responsible for which areas of work and who will provide specific information at future meetings ➤ All team members will have a teaching commitment. <p><u>MT asked for clarification of who is responsible for early years</u> and CC confirmed that this is covered by the Deputy Head and CC. <u>MT asked if this model is costed and in budget</u> and both CC and VM confirmed this.</p> <p><u>JS noted that on the last HR Report there had been a suggestion that a Behaviour Support Learning Mentor and Pupil Premium Learning Mentor were to be recruited, have these ideas been shelved?</u> CC advised that these have not been shelved but postponed for looking at again later. <u>MT agreed we need to focus on raising performance of PP children.</u> CC confirmed that this is why the Job Descriptions are for learning mentors rather than teachers and added that they are trying to multi-task roles as much as possible.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
8.	<p>Aspire Update</p> <p>CC provided members with an Aspire document for reference and highlighted as follows:</p> <ul style="list-style-type: none"> ➤ Development days are listed on the front page. ➤ Monday 11th December @ 3.45pm - Implementation Review meeting which needs governor representation. JS advised that she will be there and SW suggested she could meet JS at a subsequent date to review how it went. This approach was agreed by members. CC advised there will be an Implementation Review meeting at the end of each term. ➤ Visit notes were included in the document. ➤ Aspire Implementation Plan Report provided by Sarah in preparation for Monday's meeting and included information on Achievement Teams, Assessment Criteria, Pupil Progress Meetings, Fast Learning, Quality First Learning and Maths Curriculum. <p><u>MT noted the report was very clear and asked if there had been three development days so far.</u> CC confirmed this and added there had been five visits in total this term.</p> <p>Ipswich Opportunity Area plans - CC advised members that she has attended three meetings, including the last one with SW and has asked about the possibility of retrospective DfE funding for Aspire, as this programme is being promoted at the moment. CC clarified that she is asking for funding of the basic programme over three years and we pay for the extra elements that we also want.</p>		

	<p><u>MT asked if there is still a positive reaction within the school to Aspire</u> and JS agreed that staff seem to be inspired by it and she believes that the Aspire representative's involvement is very positive.</p> <p><u>MT asked CC if she is happy with how it is working here</u> and CC confirmed that in some ways it has exceeded her expectation as it is moving quicker, especially the Achievement Teams. Extended Leadership Team meetings are also very positive and working well and this has helped her to get an overview of the whole school.</p> <p>JS noted that Wednesday 11th April (as detailed in the Development Days timetable) is actually during the Easter holidays. CC will look into this.</p>		
	<p><u>Actions Agreed</u></p> <p>❖ Development Day date of 11th April to be amended.</p>	CC	ASAP
9.	<p>Accountability Audit Document</p> <p>CC provided copies of the Accountability Audit Document to all members and highlighted the following:</p> <ul style="list-style-type: none"> ➤ This breaks down responsibilities for every area of the school and details what everyone needs to do, including governors. ➤ Ends with a student voice section. <p><u>MT noted that this was a really good document and helpful when governors are visiting the school.</u> CC advised that she has shared this at the Extended Headship Team meeting and they suggested providing a version that could be shared with parents and include their responsibilities.</p> <p><u>MT agreed that parents would be interested in this and noted that she found it was a very clear document to understand and possibly share with RSC when the school gets a visit.</u></p> <p><u>JS noted that the governor key actions need amending to reflect the disbanding of committees and the fact that all issues will be dealt with at FGB meetings.</u></p>		
	<p><u>Actions Agreed</u></p> <p>❖ Governor key actions to be amended to reflect disbanding of committees.</p>	CC	ASAP
10.	<p>Budget</p> <p>VM provided printout of latest budget and highlighted as follows:</p> <ul style="list-style-type: none"> ➤ all expected spend in the forecast year end ➤ original figure previously predicted has reduced. Additional FSM income is less than original prediction. <p><u>MT noted that some expenditure this year e.g. cost of additional support from Chantry and repairs to equipment will be one-off and will not affect next year's budget.</u></p> <p>VM noted that we need to reduce agency costs and CC is looking at the Headship Team covering some absences that currently go to supply. JW noted it is also a good way to get to know the children.</p> <p><u>MT thanked VM for her work on this and the easy to read report.</u></p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		

11.	Trust Business [Standing Item]		
	<p><u>ALT Hub Session</u> - The good attendance from this school was noted.</p> <p><u>Trust Development Visit</u> - Development of outdoor area. Three colleagues went to Hillside to look at the possibility of being involved in Forest Schools, as it is a passion of CC's and she believes the grounds are perfect for this and the children would get a lot out of it. Unfortunately, the training costs are huge and we don't have capacity for this at the moment. It also needs to be led by an HLTA so this has to be something for the future. <u>MT asked if the Opportunity Area Funding could possibly cover this</u> but CC advised it is not something appropriate for this funding. CC added that equipment and health & safety can be an issue/expense too. <u>MT confirmed that she knows that Hillside will support once it is up and running and agreed with CC that there are areas in the grounds which have potential.</u></p>		
12.	School Visits & Link Governor Reports [Standing Item]		
	<p>Members discussed the need to reallocate areas following the resignation of some governors.</p> <p>Members agreed that they must have governors responsible for six areas: Safeguarding, Health & Safety, SEN, Aspire, Pupil Premium and CC would also like a Curriculum Development Governor. The following was agreed:</p> <p>SEN & Safeguarding (equivalent to Student & Family Support) - PD agreed to be responsible for this.</p> <p>Aspire - SW agreed to be responsible for this as she can come into the school during the day.</p> <p>H&S - EC agreed to be responsible for this.</p> <p>Curriculum Development and Pupil Premium - MT agreed to be responsible for these.</p> <p>These will all be re-considered when the two new Parent Governors are appointed.</p> <p>PD noted that the new governors will need time to understand their governor role before taking on specific responsibilities. There was also some discussion about governor induction and training and SW was concerned that this does not seem to be provided by the Trust at the moment. MT will discuss this with ALT. JS asked if there could be an initial meeting for new governors with the Chair and MT agreed this was a good idea.</p> <p>MT asked LT to look for relevant induction documents on the ALT site.</p> <p>No visits have been undertaken yet this term.</p>		
	<p><u>Actions Agreed</u></p> <p>❖ Governor induction documents to be sourced on ALT website.</p>	LT	ASAP
13.	Safeguarding [Standing Item]		
	<p>MT asked if there are any new items.</p> <p>CC advised that she is on DSL training on Wednesday and needs to book JS on this.</p> <p>MT noted that the national guidance Keeping Children Safe in Education is out for consultation at the moment. The new version will be in place from April 2018. One known change is in relation to mental health where the role for schools will be more specific and every school will have to identify a lead staff member. ALT will need to look at their Safeguarding policy again and school procedures will need reviewing.</p> <p>PD noted that it would be good if there was a list of training done and reminders issued</p>		

	for refresher training when due. VM confirmed this is now recorded on the SCR. JS noted that the PCSO is still coming into the school regularly and is very supportive, having spoken with individual pupils as appropriate. He is becoming quite well known to children.		
14.	Health and Safety [Standing Item]		
	H&S Audit Report - ALT have sent through their progress report that regrettably has a lot of red on it. MT asked what is urgent. VM noted it is a three year plan which cannot be fixed overnight. SW asked if there is a big cost implication and VM advised not but added that the fire door issues are being addressed immediately. JS asked who is responsible for prioritising this and VM confirmed she will go through this to prioritise tasks. MT asked EC to meet with VM in the new year and report back at the next FGB meeting. VM noted that some staff need additional training on Handsam. MT requested that a fire drill be undertaken before the end of term and CC confirmed this will definitely happen.		
	<u>Actions Agreed</u> ❖ H&S Governor to meet with VM and review Audit document for report back at next FGB.	EC	22/01/18
15.	Policies and Papers for Acknowledgement/Approval		
	The following ALT revised policies were discussed as follows: Adoption Policy - Acknowledged for adoption by members. Probation Procedure Policy - Acknowledged for adoption by members. Shared Parental Leave (adoption) Policy - Acknowledged for adoption by members. Shared Parental Leave (Births) Policy - Acknowledged for adoption by members. Recruitment Selection Policy - Acknowledged for adoption by members. Equal Opportunities in Employment Policy - Acknowledged for adoption by members. Safeguarding Policy - Acknowledged for adoption by members. Whistle Blowing Policy - Acknowledged for adoption by members. Appeal Timetable 2018 - Acknowledged for adoption by members. VM advised that there will be some new H&S policies for review at the next meeting.		
	<u>Actions Agreed</u> ❖ H&S Policies for review at next FGB.	VM	22/01/18
16.	Governor Critical Friends		
	It was agreed that cards would be sent to: ➤ Danny and Gavin to thank them for their work as governors.		

	<ul style="list-style-type: none"> ➤ Sarah Clayton for all her work since stepping in as Deputy Head. ➤ Jack Bolton & JW for ensuring the development of sports teams, in particular the football team. ➤ Staff in general for embracing change and to wish them a Happy Christmas. 		
17.	Any Other Business		
	<p>School uniform - CC advised that most pupils wear the uniform but when it is warm and sweaters are off, the white is not ideal as it can easily become off-white. Green shirts are being suggested and these are still sold at Asda and Sainsburys, if the embroidered version is not chosen and Tesco will stock if requested to. <u>SW asked if this will be phased in</u> and CC confirmed this would be suggested from Summer term following consultation with parents and children first. Members all agreed to this proposal.</p> <p>ID badges - VM will look into what has happened to these following the taking of photos.</p> <p>New Data Protection Rules - VM advised that she may need a governor to help advise on this in the Spring Term and EC agreed she may be able to help with this.</p> <p>JW & JS left the meeting at this point.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p>		
18.	Date and Time of next meetings		
	Next Full Governing Body Meeting has been changed to Monday 22nd January 2017 @ 5.00pm . Members agreed that they would like all meetings to start at 5pm in future.		

The meeting closed at **8.15 pm**

Minutes Agreed:

Name: _____

Signature: _____

Date: _____

