



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

Minutes of Meeting of Full Governing Body held on 26th March 2018 @ 5.00pm

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
	Miss Trudy Stannard	Trust	TS
	Mrs Eliza Bloomfield	Parent	EB
	Ms Samantha Collins	Parent	SC
Absent:	Mrs Sally Wright	Trust	SW
Apologies:	Mr Jamie Webber	Staff	JW
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Vicki Martin	Business Manager	VM
	Ms Hannah Cagney	Deputy Head	HC

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:			
		JW sent his apologies for this meeting and consent to absence was given by Governors. All attendees introduced themselves to the New Parent Governors Eliza Bloomfield and Samantha Collins who were attending their first FGB meeting.		
		Membership: The following changes were reported:		
		MT advised that SW has resigned from the governing body owing to her alternative commitments so she will be considering the need to recruit another Trust Governor. MT has thanked SW , on behalf of the whole Governing body, for all her previous work as a Governor and Vice Chair of the Full Governing Body.		
	<u>Actions Agreed</u>			
	<ul style="list-style-type: none"> Investigate the need to recruit a replacement Trust Governor. 	MT	ASAP	
2.	Pecuniary and other interests			
		No new or relevant interests declared. New Parent Governors provided copies of their Declaration of Interests forms to LT for saving in the appropriate places.		
		<u>Actions Agreed</u>		
	<ul style="list-style-type: none"> Store Declaration of Interests forms for new governors in appropriate places. 	LT	ASAP	
3.	Confirmation of previous minutes			
		The minutes of the previous FGB meeting held on 22nd January 2018 were agreed as a true and accurate record of the meeting with no additional updates required.		

Matters Arising from 22nd January 2018

The following matters arising updates were noted:

QoT Proforma - TS has sent this form to CC and she is in the process of agreeing a date with Rick Hanson (from Chantry) to come and show her exactly how best to use it.

Homework Policy - CC informed members that the full policy revision has been deferred now and will be rolled out with curriculum changes in September 2018. However, there is a trial under way in Yrs 3 & 4 and MT has asked for feedback on this at the next FGB meeting.

Fire drill - CC informed members that a fire drill was carried out at during a lunch time and did warn staff prior to this. Sweeps were completed everybody was out and accounted for in 3 minutes. Governors acknowledged that this was very good and CC added that the children were calm and well behaved and she has thanked staff for the way they dealt with this. CC acknowledged that they need to complete another unannounced fire drill and are still discussing the possibility of a lock down drill. TS provided advice from her experience of a lock down drill and CC agreed that there is a need to discuss with staff and agree lock down points where there are no windows. MT asked CC to report back on this at the next FGB meeting.

Kellogg Breakfast Club - VM advised that there has been no progress with this yet. MT asked if there is a specific date for submission of applications and when this will be progressed and HC confirmed that it will be completed as soon as possible.

H & S Audit - VM & EC have met to discuss this. This is covered further in Item 10.

H & S Policies for review - VM advised that she will be in a position to pass the revised policies on to LT for circulation in approximately 2 weeks. LT will then circulate to members with a sign off form for them to record that they have read, understood and approved/acknowledged all changes.

Foundation Stage Play Area - MT asked if there was any update on the planned improvements and HC advised that the needs and priorities have changed so a new quote is being provided and the bid for funding will be submitted. CC advised that they are hoping for approx £10K and she also thinks that the PCA have some money put aside for this. There will be an update at next FGB meeting.

Transition Work - CC advised that she had not received an email/letter regarding this so was unable to send a copy to TS, however she did discover that another ALT school did not get the initial invitation so an extra session has now been added for 3 schools who were not invited originally. PD noted that the children who attended appeared to benefit from it and CC advised that it was Yr 6's most able maths students who attended.

ALT Compliance Officer - She has visited the school already and MT will be asking ALT to clarify what their view is on the GDPR regulations in relation to governors' responsibilities.

Attendance - CC acknowledged attendance needed and has been in contact with an Essex based company already because the relationship with the Education Welfare Officer was not working. This company would be able to provide a package for Suffolk schools and Gusford would be at the head of the queue. This could start after the Easter holidays with them visiting the school once a fortnight, to help with identifying cases for concern, providing the letters, organising the meetings and preparing paperwork for the issue of penalty notices. There was some discussion about the need for consistency in application of the policy and TS queried whether or not once a fortnight visits were enough. CC advised that this was part of a bigger package with a staff member in school being responsible for all the letters and notices. TS suggested that this staff member could liaise with both of the likely receiving Secondary schools ahead of the children, to help continuity. MT also noted that there is a Trust school who have a similar catchment

	<p>whose work on attendance has dramatically worked and they now seem to be achieving higher attendance consistently.</p> <p>Link with Sidegate Primary on Transition behaviour - CC confirmed that a member of staff will have this as their focus and will make contact with the appropriate Sidegate Primary staff member.</p> <p>CC highlighted to members that she is considering staggering lunch break to avoid all children being in the playground at the same time as the Junior playground feels very small when all children are out and there have been a number of phone calls referring to perceived bullying, particularly in relation to older children involved in incidents with younger children. CC is currently considering with SLT which groups should be together to help nurturing and has floated the idea of having a house system to create family groupings. Members were generally in agreement with this idea and CC noted that it is work in progress aimed for implementation in September, following trials before then.</p> <p>Suffolk LA Safeguarding Audit - CC advised that they received notification that this audit had to be completed when unfortunately the relevant governor was on holiday. The deadline meant that it had to be completed and submitted without the Governor input so some questions had to be left blank. CC noted that most things came out as a '1' but there were some '2s' which need attention. There was one '4' in relation to the disclosure and barring service (DBS) as not all staff have an existing DBS in place. This will be covered further under Item 9. TS asked how often this audit is required and CC confirmed that it is an annual audit.</p> <p>Governor ID Badges - VM noted that she has found photos and will do photos for the two new governors and send them all off for badges as soon as possible.</p> <p>All other Matters Arising had been completed prior to this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide update on Homework trial under way in Yrs 3 & 4. <input type="checkbox"/> Provide update on lock down drill plans and unannounced fire drill. <input type="checkbox"/> Provide update on the possibility of applying for Kellogg Breakfast Club funding. <input type="checkbox"/> H & S policies to be circulated to all governors outside of meeting for approval/acknowledgement. <input type="checkbox"/> Provide update on grant application for Foundation Stage Playarea. <input type="checkbox"/> Gain ALT view on GDPR regulations and governor responsibilities. <input type="checkbox"/> Provide update on production of Governor ID badges. 	<p>CC</p> <p>CC</p> <p>HC/VM</p> <p>VM/MT</p> <p>HC</p> <p>MT</p> <p>VM</p>	<p>21/05/18</p> <p>21/05/18</p> <p>21/05/18</p> <p>ASAP</p> <p>21/05/18</p> <p>21/05/18</p> <p>21/05/18</p>
<p>4. Chair's Actions</p>	<p>MT advised that the following actions were required from her since the last meeting:</p> <p>Safeguarding Audit - Chair agreed to the FET team completing this in the absence of the Safeguarding Governor.</p> <p>Staffing - Shortly after the last meeting Sarah Clayton resigned from her position as Assistant Head as she has a new job as Deputy Head at a school in Bury St Edmunds. MT agreed with CC and the Trust to begin an immediate recruitment drive which resulted in the interviews today. 6 candidates were short-listed out of 11 applications. Each candidate taught a lesson to Yr 5 which was observed by the Assistant Head, observed a Yr 4 teacher and gave feedback, completed an in-tray exercise to test safeguarding and delegation skills, provided a 10 minute presentation to a mixed group of staff about an initiative to improve teaching and learning which they had seen or</p>		

	<p>researched and completed a panel interview. MT noted that it was a very rigorous process which helped them to make their decision and a conditional offer has been made pending receipt of suitable references and DBS clearance. The successful candidate would start in September as they are currently an acting Deputy Head.</p> <p><u>MT asked what arrangements have been made to cover the absence in the next term.</u> CC advised that she has considered this and is pleased to advise that Yr 3 & 4 is where Sarah mainly worked and this area has a strong Phase Leader plus CC and HC will assist. Pippa will pick up work from some other areas and curriculum is being assisted by Aspire work. CC believes they can manage for a term without asking the Trust for support by managing internally and prioritising. <u>JS agreed that there were real strengths on the extended leadership team, PD asked if Richard Dedicoat also leaves this week and this was confirmed.</u> <u>MT noted that RD was working one day a week and asked how his role will be covered</u> and CC confirmed that HC will assist with this now. <u>TS asked if they have enough capacity now that they are a staff member down</u> and CC agreed it will be tight but once the SATs are out of the way and the alternative support for Yr 5 is implemented, they should be okay. Governors agreed that it seems to have been thought through. CC noted that the Trust have challenged her plans and were satisfied and added that DSL cover will be tight owing to course dates but training for 2 members of staff is arranged for just after Easter.</p>		
<p>5. Headteacher's Report</p>			
	<p>CC provided reports/documents to members prior to the meeting and summarised the different areas as follows:</p> <p>RSC Letter re: Coasting school - CC noted that she was aware that the school met the Coasting school criteria before the RSC letter arrived and was able to immediately provide the Trust with relevant information needed for inclusion in the letter of response.</p> <p>Report to ALT Board Meeting - CC had to present her report by picking out key areas that were the biggest challenges, areas which were working well and then highlight new challenges following the meeting. A lot of questions were then fielded by her. CC informed governors that most of the information in her report to the ALT board had already been shared with them in earlier HT reports but added that there is now an updated Ofsted Action Plan which she will send to governors after Easter.</p> <p>ALT Academy Improvement Group Meeting - CC explained that what she has provided is the draft letter resulting from the last Academy Improvement Group meeting . This is the draft with no significant changes expected and she will send the final version of this to governors when available.</p> <p>CC explained that they discussed the 4 key areas as detailed in the report and the Aspire Advisor attended the meeting too.</p> <p><u>MT asked if there was anything in particular she wished to draw our attention to and asked when the next data drop is due.</u> HC advised that they have just had the latest data and she has been asked by CC to provide a report on this data for the next FGB meeting. CC highlighted the following:</p> <ul style="list-style-type: none"> ➤ A practice SATs was undertaken and was very useful highlighting actions. <u>MT asked whether or not it was last year's paper that they tested on</u> and CC confirmed this. CC added that she was pleased with the resilience of the children as nobody refused to have a go and nobody was upset. HC noted that they are trying to have familiar faces for the trial and the real thing and advised how they were able to identify the children who need help to speed up because they gave the children a different colour pen for using during the 25% of additional time allowed. CC concluded that the children will be split into smaller groups as some were too noisy and Yr 5 will come out of their classrooms to help with this. <u>MT asked if the</u> 		

school are able to provide enough staff for this and CC confirmed they have planned for a minimum of 2 adults in each room. There was some discussion around previous governor participation in this and the need to provide quality assurance. PD and TS volunteered to assist again this year. TS enquired whether or not the school need to have scribes and readers who understand how to do this (i.e. have had scribe training) and CC confirmed this adding that they understand there is a strict list of what you can do. SATs will take place in the W/C 14th May (Mon to Thurs). HC will contact PD & TS to discuss any gaps that governors may be able to assist with. PD & TS added that they are happy to come into the school in the morning to act as an independent witness for the opening of the papers. TS noted that it is worth buying in some better pens to help them write more smoothly and acknowledged that this was a PixL idea.

- CC noted that the Year 6 data in the report is already out of date but the signs are very good and encouraging. TS asked how the data looked at this time last year and HC advised that she didn't know but believed that this year there has been a lot more moderation so they are feeling more confident. MT noted that last year there was much disappointment over the inaccuracy of the predictions and outcomes achieved. PD noted that she didn't remember any mock SATs being done last year and TS asked if mocks will be done for all years to help them with their exam skills. CC confirmed they will be doing this. There was some discussion around what more could be done to help Yr 6 children prepare for SATs, in particular in relation to the provision of revision guides. SC noted that she has seen a guide on the website but maybe it could be emailed out to parents too. HC added that they have just started sending out weekly homework of English and Maths to Yr 6 children which is all revision type questions. TS suggested that they may want to look at the endeavour area of PixL - e.g. energy snack advice & using assemblies for sleep well advice. PD asked if there is 100% return on this homework and HC advised that there will never be 100% but this will provide a good indicator after Easter of who is doing this. TS suggested that it was worth also looking at PET-Xi to help with English (not cheap but highly recommended) and Positively MAD may also do a primary programme for memory skills. MT noted that this may be something we can collaborate on as a Trust. It was agreed that HC and CC would have a look at these things to see if in the future their staff could pick up some skills and will feedback at the next FGB meeting.
- MT noted that there was a huge gap between predictions and what actually happened in the SATs last year. HC highlighted that there has been so much moderation this year and therefore they are much more confident. Only one child will not do the SATs this year compared to 12 last year. There is also one child who could be removed from the data owing to only recently arriving in the country.
- QoT and Learning - Positive picture with just 2 teachers needing some support and this support being in place. MT asked if there is a teacher struggling what support is available. CC explained that there is a clear support plan available with close monitoring, team teaching or observing others and support from Dave Baker at ALT. What is provided varies dependent on the individual. MT asked if they then see improvements. HC and CC confirmed that they are really open and clear on what is needed and they seem to like knowing what they have to do and, as a SLT, track progress.
- Hub leader will be quality assuring some of the work being done now and will do some follow ups.

Aspire Implementation Review - Can see where we are going. MT asked if staff reaction is still positive and JS confirmed this adding that Julie is very good to work with and the staff are very happy working with her.

HR Report

Pay Reviews

- The schedule for support staff performance management reviews has been produced. **HC** has met with the staff and explained that they will have an observation and this has been well met.

Appointments/Leavers/Vacancies

- Interviews today for an Assistant Headteacher as described earlier.
- Resignation received from Cover supervisor who will stay on payroll as supply in future to cover absences where notice has been provided.
- TA left to go to a pre-school. Level 3 qualified and would affect ratios. Had a really good parent helper who they were able to appoint as a TA.
- Received 16 applications for Nursery Practitioner post, all level 3 qualified. Interviewed 2 who were very strong and now have what is needed for the new term.
- Will be short of cover so will advertise for cover support and HLTAs.
- Advertisement for Assistant SENCO received a lot of interest and resulted in 4 candidates being interviewed. Successful candidate was internal and is leaving her teaching position which will be covered by a supply teacher who is skilled and well known within the school.
- New job share partnership has been created for the new academic year.
- There are currently adverts out for a Sports Coach, Temporary Teacher KS1 and EYFS (1-year post) and a year group leader for Yr 6, as acting leader currently in post. CC in latest tweet have amended the wording for an experienced KS2 teacher not just Yr 6. Also advertising for another FET worker as mentioned earlier.

Headship Roles & Responsibilities

- Reviewed headship team roles and responsibilities from September and included in HR Report.

Grievance/Disciplinary

- No grievance or disciplinaries and no long-term absences. Holding RTW meetings.

	<p>NQTs</p> <p>CC thanked JS for reminding her of the need to report back to Governors on NQT progress.</p> <ul style="list-style-type: none"> ➤ 4 in school and have had good feedback on them all. ➤ All mentors have been trained in Suffolk. ➤ One mentor is moving to a new role so there will be a new mentor who is an experienced Phase Leader. ➤ Booked an extra training session and a refresher. ➤ ALT have begun to quality assure the mentoring arrangements. <p><u>JS asked if we anticipate all the NOTs will be remaining with the school for the new academic year</u> and CC confirmed that all have permanent contracts and she is confident that they will all successfully complete this year.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated Ofsted Action Plan to be sent to governors after Easter. <input type="checkbox"/> Final version of Academy Improvement Group letter to be sent to governors when available. <input type="checkbox"/> Report on latest data drop to be available for next FGB meeting. <input type="checkbox"/> PET-Xi and Positively MAD to be considered for possible staff training and feedback provided at next FGB. 	<p>CC</p> <p>CC</p> <p>HC</p> <p>HC/CC</p>	<p>20/04/18</p> <p>ASAP</p> <p>21/05/18</p> <p>21/05/18</p>
<p>6. Budget [Standing Item]</p>	<p>VM advised that currently this year the school are not overspending and highlighted that agency cost is at 49% of budget, which is still high but is going in the right direction.</p> <p>Next year's budget is now being considered and it is clear that they will struggle slightly so they are already looking at where money can be saved. <u>MT suggested that there will be some savings made next term on staffing</u> and VM confirmed this.</p> <p><u>MT noted that the school were due to get the kitchen and staff room updated as ALT had agreed to fund this and asked if this is still happening.</u> VM advised that she is waiting for quotes on this and will be chasing this up.</p> <p><u>MT also suggested that the reception needs to appear more welcoming during the daytime</u> and CC agreed, adding that it may be possible to have a shutter for evening use and that they are looking at an electronic entry system. MT noted that all the Trust schools are looking into having this and she will speak to Gary Peile about this before the next FGB meeting.</p>		

	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> □ Provide progress report on Kitchen and Staff room update work. □ Speak to Gary Peile about electronic entrance systems in ALT schools. 	<p>VM</p> <p>MT</p>	<p>21/05/18</p> <p>21/05/18</p>
7.	Trust Business [Standing Item]		
	<p>LT advised members that there was no new Trust Business which she needed to share with them.</p> <p>MT noted that with regard to Safeguarding there has been a national update on the “Keeping Children Safe” guidance for implementation by September 2018. There are no significant changes but an increased emphasis on special educational needs and mental health issues. Schools will have a duty to work with local safeguarding partners in these areas. ALT will update the Trust policy in May. CC confirmed that the school will then update their procedures and will have an updated Child Protection Policy ready for September.</p> <p>LT advised that she will be arranging with EB & SC to attend the Safeguarding training for Governors at the earliest opportunity.</p> <p>VM confirmed that she will do the DBS checks for the 2 new governors asap also.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Arrange for new Parent governors to attend the Safeguarding training for Governors ● DBS checks to be completed for new Parent Governors. 	<p>LT</p> <p>VM</p>	<p>ASAP</p> <p>ASAP</p>
8.	School Visits & Link Governor Reports [Standing Item]		
	<p>PD had circulated copies of her school visit report to all governors and discussed as follows:</p> <p>SCR Visit - PD noted this was undertaken just after the last FGB meeting and there will be another visit on Wednesday.</p>		
9.	Safeguarding [Standing Item]		
	<p>Outstanding staff documentation & Action Plan - Covered earlier in agenda at Item 5.</p> <p>VM will send LT the updated action plan for the Single Central Record (SCR).</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Updated SCR Action Plan to be sent to LT for circulation to all governors. 	<p>VM</p>	<p>ASAP</p>
10.	Health and Safety [Standing Item]		
	<p><u>H&S Audit Report & External Audit</u> - EC and VM updated as follows:</p> <ul style="list-style-type: none"> ➤ EC went through the plan with VM and will go into the school over the next term. ➤ There are some quick fixes on the H & S audit report and they will be working through these. The H & S Audit will be due again in October. 		

	<p>➤ Agreed to share update in July FGB meeting.</p> <p>Other H & S Items</p> <p>PD advised that she has noticed parents letting their little children run around the back of the air conditioning fans outside the library and she is concerned about them injuring their fingers. PD asked if they can they be cordoned off somehow and CC agreed to putting some netting around them.</p> <p>EB had to leave the meeting at this point.</p> <p>SC asked if the visits are carried out when children are on site and VM confirmed this adding that the audit is too.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Update on H & S Audits to be shared in July FGB. ● Air conditioning units outside library to be cordoned off. 	<p>VM/EC CC</p>	<p>17/07/18 ASAP</p>
11.	Policies and Papers for Acknowledgement/Approval		
	<p>Updated H & S policies and Homework policy were covered under Item 3.</p> <p>CC has been giving consideration to writing a policy on parental behaviour and has discussed this with ALT. This aims to discourage parents from arguing on the premises, bringing external issues into school, and calling social services (examples of recent behaviour). This could be published on the school website and put out with a newsletter. MT will follow this up with ALT if CC will draft something. TS noted that CC needs to make sure there is scope for behaviour that you may not have seen yet also. CC noted that there was a great turn out for workshops, phonics meeting etc. and it is only a small number of parents who are creating these problems. HC noted that when the updated Values are implemented it will be easier to manage.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Parental Behaviour policy to be discussed with ALT and update provided at next FGB meeting. 	MT	21/05/18
12.	Governor Critical Friends		
	<p>It was agreed that cards would be sent to:</p> <ul style="list-style-type: none"> ➤ Year 3/4 team for the performance that they have just organised. PD also acknowledged that the performance was excellent. ➤ Year 6 team for the success of the practice SATs week. ➤ Kay Clifford for organising world book day and related activities, especially following the impact of the snow. ➤ Lou Machin and Kath Sparrow and the four Yr 6 girls for “Gusford’s got Talent”. ➤ Sarah Clayton for her hard work over her time at Gusford. ➤ Richard Dedicoat for his hard work over his time at Gusford. 		
13.	Any Other Business		
	<ul style="list-style-type: none"> ➤ PD noted that the rubber beading around the windows is falling off and VM advised that this has been reported to Euro windows who are coming in on Wednesday to look at this. 		

	<ul style="list-style-type: none"> ➤ TS suggested they should look at holding mock Ofsted interviews for middle leaders to help prepare staff. ➤ TS advised that Chantry are holding Maths excellence sessions and she will send the dates to CC so that anyone can come along. ➤ SC asked for clarification of the meeting dates for July as they had been changed. ➤ MT noted that the Scheme of delegation is still out for consultation with governors following some changes. ➤ MT noted that with the addition of 2 new parent governors and resignation of SW, they will need to look at roles and responsibilities again at the next FGB meeting. 		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Dates for Maths Excellence sessions at Chantry to be sent to CC. <input type="checkbox"/> Governor roles & responsibilities to be reviewed at next FGB. 	<p>TS MT</p>	<p>ASAP 21/05/18</p>
14.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for Monday 21st May 2018 @ 5.00pm.		

The meeting closed at **7. 20 pm**

Minutes Agreed:

Name: _____

Signature: _____

Date: _____