



# Gusford Primary School

The *Active Learning* Trust

*"Together we believe, learn and achieve"*

## Minutes of Meeting of Full Governing Body held on 3<sup>rd</sup> February 2020 @ 5.00pm

<b>Present:</b>	Miss Trudy Stannard (Chair)	Trust	<b>TS</b>
	Mrs Patricia Dobson	Trust	<b>PD</b>
	Mrs Claire Claydon	Headteacher	<b>CC</b>
	Mrs Emma Clifton	Trust	<b>EC</b>
	Ms Samantha Collins	Parent	<b>SC</b>
	Mrs Nicola Griffiths	Trust	<b>NG</b>
<b>Apologies:</b>	None		
<b>In Attendance:</b>	Mrs Liz Talbot	Clerk	<b>LT</b>
	Hannah Cagney	Deputy Headteacher	<b>HC</b>
	Ms Vicki Martin	Business Manager	<b>VM</b>
	Mrs Louise Hughes	Acting Assistant Headteacher	<b>LH</b>

No.	Item	Explanation	Who	When
1.	<b>Tour of School</b>			
		<p>CC explained that the focus of the tour was to review all classrooms for the quality of their learning environment. CC provided a paper explaining what should be visible in each classroom and a checklist to review them against.</p> <p>Feedback from governors following the exercise:</p> <ul style="list-style-type: none"> <li>• Corridors were very vibrant and very informative, covering a lot of topics including Educational visits, a Culture board, Homework, Science and art.</li> <li>• Very positive personalised classrooms.</li> <li>• In KS2 a special mention was made of Mr Minter's classroom which was extremely clear and orderly.</li> <li>• Framlingham classroom was also notable.</li> <li>• Many helpful words and resources.</li> <li>• Backs of doors used in some classrooms which may not therefore always be evident when the door is open.</li> <li>• Word banks were hidden in some rooms.</li> <li>• Values nicely presented and working walls very bright.</li> <li>• All classrooms had Working walls and Behaviour traffic lights.</li> <li>• Celebration walls and Marking scheme were not always obvious.</li> <li>• Noted that 3H classroom seems to need the most work.</li> <li>• In KS1 it was judged that classroom 2Ar was the best example.</li> </ul> <p><b>TS asked how often staff see other classrooms</b> and CC advised that she schedules the staff meetings for different classrooms to encourage this.</p> <p>CC also advised that the Australia corridor was worth a special mention.</p>		

2.	<b>Apologies/Welcomes/Resignations</b>		
	No apologies were received.		
	<b>Membership:</b> The following changes were reported:		
	<p><b>TS</b> welcomed everyone to the meeting and advised all that her 4-year term of office ends on 20<sup>th</sup> March 2020 and for personal reasons she has decided not to renew. It will therefore be necessary to appoint a new Chair of Governors. This will be directed by ALT and <b>LT</b> will advise all, as and when she knows anything more.</p> <p><b>TS</b> acknowledged the hard work and support of all during her time on the Governing body and thanked them for their continued participation. Governors thanked <b>TS</b> in return, for all her hard work and support of the school.</p>		
3.	<b>Pecuniary and other interests</b>		
	There were no declared interests relevant to this meeting.		
4.	<b>Confirmation of previous minutes</b>		
	The minutes of the previous FGB meeting held on <b>2<sup>nd</sup> December 2019</b> were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required.		
	<b>Matters Arising from 2<sup>nd</sup> December 2019</b>		
	<p>The following matters arising updates were noted:</p> <p><b>Trust &amp; Parent Governor Vacancy</b> – <b>LT</b> advised that Karen at ALT is meeting with others in the Trust to discuss Trust Governor recruitment and training so she will update by email when feedback has been provided.</p> <p><b>CC</b> advised that recruitment of a 2<sup>nd</sup> Parent governor is in progress with the DBS clearance recently submitted. Lisa Wood is the new Parent governor candidate. <b>CC</b> will notify <b>LT</b> when clearance has been obtained so that her induction can begin.</p> <p><b>Science &amp; English Link Visit</b> – <b>NG</b> confirmed that this has now been arranged for next Monday afternoon and reports will be provided in due course.</p> <p><b>SLT Roles &amp; Responsibilities Document</b> – <b>CC</b> advised that she has been working on this and the significant change has been that Pippa’s responsibilities have mainly become <b>LH</b>’s responsibility with some spread across the SLT Team. <b>CC</b> will circulate shortly after this meeting.</p> <p><b>Governors tour of area of school &amp; Checklist</b> – This is covered under Item 1 of this agenda.</p> <p><b>Future Link Visit dates to be agreed &amp; schedule to be updated</b> – <b>LT</b> has advised governors where the schedule is located and <b>TT</b> asked them to add any dates for visits that they have arranged. <b>PD</b> noted that she has a meeting arranged with the SENCO on 19<sup>th</sup> May.</p> <p><b>SC</b> asked about the ‘ABC’ questions which <b>CC</b> had originally talked about providing for visits and <b>CC</b> confirmed that she will look at supplying pupil questions for this purpose.</p> <p><b>Feedback from inspections to be shared</b> – <b>CC</b> noted that the Inspectors are now focusing on schools being aware of their strengths which she acknowledges are discussed regularly with governors at these meetings.</p>		

	<p><b>AIG Report</b> - This is covered under Item 7 of this agenda.</p> <p><b>Graphs from electronic overview of teaching to be shared in July</b> – Carried forward to July meeting as necessary.</p> <p><b>Dave Baker to attend March FGB meeting</b> – This is not confirmed yet and will be clarified nearer the time.</p> <p><b>All other Matters Arising are covered in this agenda or completed prior to this meeting.</b></p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>• Update on Trust governor and Parent governor vacancies.</li> <li>• Science &amp; English link visit to take place and reports to be completed.</li> <li>• SLT Roles &amp; Responsibilities Document to be updated and circulated.</li> <li>• Link Visit dates to be added to the schedule.</li> <li>• Pupil questions to be provided for governor link visits.</li> <li>• Graphs from electronic overview of teaching to be shared at July meeting.</li> <li>• Dave Baker to be asked to attend the FGB meeting in March 2020 to help governors prepare for an Ofsted inspection.</li> </ul>	<p>LT</p> <p>NG</p> <p>CC</p> <p>ALL</p> <p>CC</p> <p>CC</p> <p>CC</p>	<p>ASAP</p> <p>10/02/20</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>20/07/20</p> <p>30/03/20</p>
5.	<p><b>Chair’s Actions</b></p> <p>TS advised that she had received an ALT self-evaluation of Trust document, which was a strategic document sent to all schools and she had responded on behalf of the governing body, to questions about how the governing body operates and what information is on the website regarding the governing body. Governors noted that it would be interesting to see the result of the self-evaluation when completed.</p>		
6.	<p><b>Preparation for Inspection</b></p> <p>The tour of school exercise was undertaken and further discussion around the focus of inspections was covered under Item 4 of this agenda.</p>		
7.	<p><b>Headteacher’s Report [Standing Item]</b></p> <p>CC provided copies of relevant reports a week before the meeting and summarised as follows:</p> <p><b><u>AIG Report</u></b> CC noted that this had been reviewed verbally at a previous FGB meeting but now shared in hard copy.</p> <p><b><u>SC referred to the key barriers to Reading and asked about any progress regarding the need to look for opportunities to involve more volunteers etc.</u></b> CC noted that this predates the two Reading reviews which show progress with this. HC added that there are now several parent volunteers dedicated to reading.</p>		

SC asked how the school recruit volunteers for this and CC advised that they have discussed advertising and will soon be starting a regular timetable for this.

SC noted that the outdoor facilities are not being used as much as everyone would like and asked if there is any option to request funds from the Trust to improve the facilities? CC advised that the Trust will not fund this but regarding EYFS there is not a lack of equipment, it is just under used. HC added that the sand pit renovation is now booked up.

### **Targets set for 2020**

CC provided governors with a report showing Targets for 2020 with comparison to previous school data and National data and provided a GOV.UK report showing comparison data with 6 schools in the area. CC commented as follows:

- The performance tables for primaries were released in December so anyone can see the results and can compare.
- Gusford has the largest pupil number in the cluster with 80 KS2 pupils last year.
- Gusford has the only green (above average) score for writing.
- SLT know they have improved in comparison to this data.
- Comparison to all ALT primaries was also shown and one of these schools has only 15 children.

TS noted that another ALT school has a “well above average” score for writing and asked if they could gain something from working with them? CC confirmed that they talk to them a lot when looking at good practice but acknowledge that Gusford have a higher Pupil Premium cohort.

SC noted that the target for KS2 Maths is down on last year and National even though we are in Year 2 of Maths Mastery. CC explained that the target considers the needs of the particular cohort and this year there are complex needs. CC added that with regard to the Writing target, we are cautious so the target reflects where we are confident we will be.

CC then explained that FFT refers to the Fischer Family Trust who provide predictive data based on past history of school. This is sometimes accurate but not always. CC confirmed that they would like to hit National target but do not expect to match with FFT expectations.

### **Reading Review Report**

Report provided from revisit on 15<sup>th</sup> January 2020 was summarised as follows:

- 3 ALT central staff in for the day and provided the report - Very positive improvement on previous visit.
- Following last review were implementing the reading programme and teaching reading skills and not just phonics.
- Text was appropriate, children had opportunities to read aloud and Year 1 use of word recognition skills to decode unknown words were noted.
- Learning behaviours were positive and all engaged.
- Very enthusiastic about VIPERS programme. Easy way for teachers to make sure they are covering all skills needed.
- Year 6 heavily into inference and exposing to more difficult texts.

TS asked if all the schools are using VIPERS programme and HC advised that she doesn't know, as there are so many things out there but they use what our children need.

CC noted that some others use Power of Reading but she has observed that everyone is using the same language throughout the school e.g. inference and retrieval.

SC noted that it is also easy for parents to do and understand.

HC noted that this part of the reading review which also includes:

### **Changes to the library**

- Years 3/4 and 5/6 books have now been moved to the library and they have started to introduce higher level fiction and received vetted donations.
- Sign off has been received for the software so need to arrange date for barcoding and implementation to help check progress. The PTA will be helping with this.
- The PTA have paid for the software and extra books that have come in.

**TS asked if there is a plan to have a Librarian?** And **HC** confirmed that they plan to incorporate this into the job description for one of their vacancies. The library will be open all the time and classes will take place in there once a week. **HC** also noted that they had a successful book jam week with authors in and a parental workshop which was a successful.

**PD asked if the “chill and chat” facility was well used** and **CC** confirmed this, adding that **HC** has made it clear to all staff that reading is a real priority.

**SC asked about strategies for engaging parents,** noting that they used to do the reading challenges which she felt were good for encouraging readers to do more. **CC** explained her view that there is a shame aspect to this, where children have no help with this at home, so they cannot get the reward. She is putting more into activities in school.

### **ALT Lesson study project Report**

**CC** was keen to share this report with governors and summarised as follows:

- Initially a small trial with a couple of teachers pairing up and looking at the behaviour of the learners.
- Identify what they thought might be happening.
- Feedback provided to all in staff meeting and all came on board.
- Evaluation shows very positive observations.
- The feedback is positive.
- **HC** noted that teachers are now happy for observations to take place without booking a time, doors open and enjoy being observed.
- Teachers wanted to repeat the exercise in the future and were grateful for the opportunity.

**NG suggested they would have to inform teachers that they want them to do this once a term** and **CC** explained that they were doing this but not so focussed. **HC** added that Dave Baker was able to provide the model of how it should be done so the next phase is to do this themselves.

**ALT** were applauded for providing this opportunity.

### **Preparation for SAT’s**

**CC** explained that there was a Year 6 data meeting with **ALT** which **Joy** led and the report shared with governors captures everything.

**PD asked if they think they are on track** and **CC** and **HC** believe they are on track adding that at the end of this term they will have a concrete idea.

**CC** noted this had led to an interesting discussion about the new guidance on access arrangements e.g. additional time and with the reading paper, the possibility of considering rest breaks between texts where previously just additional time was available. She believes this is a helpful idea to help with stamina issues.

**TS asked when you must apply for the access arrangements** and **CC** explained that you don’t have to apply for the rest breaks but they need to establish which children really need this.

**HC** added that they are tracking their reading speeds and this will help to establish who needs this.

	CC noted they will have documents to explain why the groups are split appropriately for this.		
<b>8.</b>	<b>Trust Business [Standing Item]</b>		
	There was no Trust Business to share at this meeting.		
<b>9.</b>	<b>Budget [Standing Item]</b>		
	<p><b><u>2019/20 Budget</u></b></p> <p>VM provided copies of the January 2020 Budget Report for Governors and summarised as follows:</p> <ul style="list-style-type: none"> <li>• The budget is on target and CC noted that VM has been very busy invoicing for money owed.</li> <li>• Income is detailed first and the report will always show items with variances. Only 5 to report on this month.</li> <li>• SEN funding has increased owing to changes to pupil needs.</li> <li>• Nursery numbers have increased so funding has also increased.</li> <li>• Trip income is offset by trip expenditure.</li> <li>• Increase in Agency Supply cover expenditure owing to resignation of HLTA which needs cover.</li> <li>• Ipswich Opportunities Area funding also received so lesson study time has been covered.</li> <li>• Repairs expenditure has increased owing to electrical/plumbing work required including 5year assessment issues. Everything in the Legionella assessment has been actioned.</li> <li>• Carry forward is still healthy.</li> </ul>		
<b>10.</b>	<b>School Visits &amp; Link Governor Reports [Standing Item]</b>		
	<p><b>Behaviour Visit (PD)</b> – Governors acknowledged receipt of the report.</p> <p><b>FET Visit (PD)</b> – Governors acknowledged receipt of the report.</p> <p><b>SCR Visit (PD)</b> - Governors acknowledged receipt of the report.</p> <p>TS thanked PD for her commitment to these visits.</p> <p>PD noted that she has also completed the SEN visit and the report is currently being reviewed before publishing. PD acknowledged that this was a new visit for her and added that she now understands how extensive the work is and how effective the team are. The report will be circulated when approved.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>• SEN visit report to be circulated when published.</li> </ul>	<b>PD</b>	<b>ASAP</b>
<b>11.</b>	<b>Safeguarding [Standing Item]</b>		
	PD noted that she will be at the school next Monday afternoon for the annual SCR audit review.		
<b>12.</b>	<b>Health and Safety [Standing Item]</b>		
	<p><b><u>Health &amp; Safety Action Plan Progress Report</u></b></p> <p>VM updated governors as follows:</p> <ul style="list-style-type: none"> <li>• EC will meet with VM before the audit next week.</li> <li>• VM is still busy working through the report.</li> <li>• It was noted that the COSHH posters and evacuation bags etc are in situ.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Next audit is Wednesday 12<sup>th</sup> February.</li> <li>• Working on Business Continuity Plan, revised fire procedures and changes to first aid and dealing with children with medical conditions.</li> <li>• All Policies are now on google drive for all staff to view.</li> </ul> <p>EC agreed to provide feedback at the next FGB meeting.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>• Update following H &amp; S audit to be provided.</li> </ul>	<b>EC</b>	<b>30/03/20</b>
<b>13.</b>	<b>Policies and Papers for Acknowledgement/Approval</b>		
	<p>No policies to review at this meeting.</p> <p>Updates to Lettings Policy and Health &amp; Safety Policies will be available for review at the next FGB meeting.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>• Updates to Lettings Policy and Health &amp; Safety Policies to be shared at next FGB meeting.</li> </ul>	<b>VM</b>	<b>30/03/20</b>
<b>14.</b>	<b>Governor Critical Friends</b>		
	<p>The following achievements and hard work were acknowledged by Governors:</p> <ul style="list-style-type: none"> <li>• Mel Newman and Ann Bergdahl with <b>HC</b> for their work in moving the reading on.</li> <li>• Australia day – Contribution of Kitchen staff and exceptional artwork production acknowledged.</li> </ul>		
<b>15.</b>	<b>Any Other Business</b>		
	No other business was raised at this meeting.		
<b>16.</b>	<b>Date and Time of next meeting</b>		
	The next Full Governing Body Meeting has been arranged for <b>Monday 30<sup>th</sup> March 2020 @ 5.00pm.</b>		

The meeting closed at **6.30 pm.**

**Minutes Agreed:**

Name:

Signature:

Date: