



# Gusford Primary School

The *Active Learning* Trust

*"Together we believe, learn and achieve"*

## Minutes of Meeting of Full Governing Body held on 24<sup>th</sup> September 2019 @ 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>
	Joy Parke	Director of Primary Standards	<b>JP</b>
	Andrew Redman	School to School Improvement Manager	<b>AR</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>Apologies/Welcomes/Resignations</b>			
		<p>No apologies were received.</p> <p><b>TS</b> welcomed everyone to the meeting and in particular Louise Hughes who will be Acting Assistant Headteacher whilst Pippa Wake is on maternity leave.</p>		
		<p><b>Membership:</b> The following changes were reported:</p>		
		<p><b>Annual election of Vice Chair</b>  <b>LT</b> advised governors that a Vice Chair needs to be elected/re-elected at the start of every academic year. <b>PD</b> was nominated, seconded, and re-elected to the post of Vice Chair and agreed to continue in post.</p> <p><b>Trust Governor</b>  <b>LT</b> advised that ALT have agreed that the Governing Body is short of one Trust Governor and have confirmed recently that they are still working on recruiting to this position. An update will be provided as soon as possible.</p> <p><b>CC</b> suggested that the Chair of Governors at her previous school may be interested in being a Trust Governor and asked how he would show an interest. <b>LT</b> will investigate and advise.</p> <p><b>LT</b> also advised <b>EC</b> that her term as a Trust Governor will be completed in October but this can be renewed if she is interested in this. <b>EC</b> confirmed she would like to renew so <b>LT</b> will contact ALT.</p> <p><b>Parent Governor</b>  <b>LT</b> advised that Lynne De'ath had been in touch with her today to clarify the process for recruiting a new Parent Governor and this will begin as soon as possible.</p>		

	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> <li>▪ Progress report on recruitment of Trust Governor and Parent Governor to be provided at next FGB meeting.</li> <li>▪ Investigate how interest in being a Trust Governor is raised at ALT.</li> <li>▪ Renewal of Trust Governor term for EC to be confirmed.</li> </ul>	<p>LT/CC  LT  LT</p>	<p>02/12/19  02/12/19  02/12/19</p>
2.	<b>Pecuniary and other interests</b>		
	There were no declared interests relevant to this meeting. Members completed renewed declaration forms for the 2019/20 academic year.		
3.	<b>Guest Speakers &amp; Trust Business</b>		
	<p><u>ALT Training Session</u></p> <p>TS welcomed the guest speakers and they began a joint presentation which is summarised as follows:</p> <p>AR explained that they will be visiting all ALT governing bodies.</p> <p><u>Trust update</u></p> <ul style="list-style-type: none"> <li>● Number of schools in the Active Learning Trust.</li> <li>● Changes and developments regarding the new schools.</li> <li>● Bidding for new schools – Norfolk and Cambridgeshire including one SEN school.</li> <li>● Central team is growing but still a very slim team.</li> <li>● NGA membership has been renewed.</li> <li>● New Chair of the Board of Trustees.</li> </ul> <p><u>CEO</u></p> <ul style="list-style-type: none"> <li>● Stephen Chamberlain commences in post from 1<sup>st</sup> November 2019.</li> <li>● He has already visited Gusford CP school.</li> </ul> <p><u>New Ofsted framework</u></p> <ul style="list-style-type: none"> <li>● Implementation date of 1<sup>st</sup> September 2019.</li> <li>● Within what Inspectors will make judgements on; behaviour and attitude have been separated from personal development.</li> <li>● Judgements have remained same i.e. good/outstanding etc.</li> <li>● Quality of education includes the biggest change with emphasis on providing a broad and balanced curriculum. Concern about focus on specific subjects has instigated this.</li> <li>● Inspections – Does the plan reflect what they can see is being learnt.</li> <li>● Intent, Implementation and Impact - What are you trying to achieve?</li> <li>● How is it being delivered and what difference it is making?</li> <li>● If aiming for Outstanding must achieve ‘good’ in all areas.</li> <li>● Behaviour &amp; attitude – heads must have a strong policy supporting staff in dealing with bad behaviour.</li> <li>● Will want to see evidence of school ability to deal with minor bad behaviour.</li> <li>● Evidence of off rolling will be clamped down on.</li> </ul> <p>CC noted that she had heard at a Safeguarding conference that at a recent inspection, where the school had children at alternative provision, the inspectors were keen to see evidence that all the staff at the PRU had been DBS checked. It has therefore been suggested that the school provide a specific letter for the PRU to sign which will cover this for every child.</p>		

### Curriculum Development

- ALT providing a lot of support.
- Subject leaders will be crucial.
- Subject leader conferences are being provided and have started.
- Middle leaders need to consider themselves leaders.

### Subject specialist work

- Pilot programme focusing on tools for the trade what it's like to be a subject leader.
- Princes Teaching Institute – weekend conferences across country.
- Leading active learning programme and advanced – focus has changed to mirror the advanced programme and having trust wide conferences as numbers are dropping as so many completed already.

### Ofsted & Governors

- Slides will be made available and **JP** will send the framework document to the Clerk for adding to the appropriate folder for this meeting.

### CPD

- Relationships education, sex education and health education – supporting schools through hub meetings in Autumn and Spring terms.
- Work on mental health education.
- Trust statement in place need to ensure the school comply.
- Needs of governing body.
- Comprehensive programme across the Trust and other providers.
- NQT programme this year will benefit from a hub-based programme focusing on needs of NQT's in this area.

### Data update

**JP** provided a Pupil Progress and Attainment Report for governors and summarised as follows:

- Report shows a 3-year picture.
- **EYFS** – Good level of development - percentage has improved over time in line with national improvement.
- **Phonics** – Standard met – National level is 83% - school is up to 92% for 2019.

### **KS1**

- Reached expected standards on Reading, Writing and Maths.
- Reading attainment for 4 years from 2016 – 2019 was 76%, 62%, 70% and 70% respectively - Just below national.
- Writing attainment for 4 years from 2016 - 2019 was 75%, 60%, 68% and 48% – this is a key area for development so governors will want to track through year.
- Maths attainment for 4 years from 2016 - 2019 was 82%, 76%, 74% and 65% – cohorts change and import the progress from ks1 – ks2.

**CC** noted that this was moderated so outcome is accurate. They have a County moderator on staff who has also supported other schools in The Trust.

### **KS2**

- Reading has dipped below average - Key area for development. Attainment had gone up until this year when it dropped. Number achieving greater depth was 24% in 2018 and this year is 14%.
- Writing shows very strong progress at 1.4 and in the above average band. School are confident of accuracy owing to moderation. Attainment was 84%.
- Maths – improved last year – previously in “coasting” category and now improved and sustained 73% attainment.
- Trust looks at disadvantaged for **KS2** as they are looking for evidence the school is adding value for those children using the Pupil Premium (PP) spend. Progress in

	<p>part. Writing and Maths are in average band but Reading is below average. These are significantly low results for disadvantaged pupils.</p> <ul style="list-style-type: none"> <li>● ALT are investigating, in particular how PP spend is impacting outcomes for reading.</li> </ul> <p>Next step is to come back in Spring following data drop in December.</p> <p>Governors thanked the guest speakers for their presentation and the very helpful information provided.</p> <p><b>JP</b> and <b>AR</b> left the meeting.</p> <p><b>TS</b> noted the school is categorised as a Challenge 1 school and the following important dates were highlighted:</p> <ul style="list-style-type: none"> <li>● Curriculum development review on 15/01/20.</li> <li>● Reading review on 11/10/19.</li> <li>● AIG meeting on 18/10/19.</li> </ul> <p><b>CC</b> confirmed that the Reading review feedback should be ready for the next meeting.</p> <p><b>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</b></p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>▪ Reading review feedback to be provided to governors at next meeting.</li> <li>▪ Slides and Framework document to be made available to governors via Clerk.</li> </ul>	<p><b>CC</b> <b>JP/LT</b></p>	<p><b>02/12/19</b> <b>ASAP</b></p>
<p><b>4.</b></p>	<p><b>Confirmation of previous minutes</b></p> <p>The minutes of the previous FGB meeting held on <b>15<sup>th</sup> July 2019</b> were reviewed and were agreed as a true and accurate record of the meeting with no additional updates required. However, it was noted that where data was included, comparisons with earlier years should be shown throughout all data or hyperlinks to reports should be included.</p> <p><b>Matters Arising from 15<sup>th</sup> July 2019</b></p> <p>The following matters arising updates were noted:</p> <p><b>Trust &amp; Parent Governor Vacancy</b> - This is covered under Item 1 of this agenda.</p> <p><b>Hansam Governor Compliance Training</b> – <b>VM</b> confirmed that there is a course which she will be speaking to ALT about and will report back asap.</p> <p><b>Science &amp; English Link Visit</b> – <b>NG</b> advised this will definitely be happening this term and has been delayed owing to her increased work responsibilities.</p> <p><b>Library Re-vamp</b> – <b>HC</b> was unfortunately unable to attend this meeting, however <b>LH</b> advised that work has commenced and they have been looking at furniture already available in school for re-use and are investigating some software possibilities for the cataloguing process. There is a Higher-Level Teaching Assistant (HLTA) in the library one day a week helping with this. The mini libraries elsewhere in the school will be brought back to make a main lending library instead. Expect to have all books back by Christmas and will then be looking for volunteers to help with scanning and logging books.</p> <p><b>TS</b> noted that some students at Chantry are library trained and could help with this as volunteers and <b>SC</b> noted that some BT staff can provide volunteering at schools so this will also be investigated.</p>		

	<p><b>Comparison with National greater depth data</b> – CC noted that she requested and paid for Arbor reports which she has only just received and she will drop into the folder for the next meeting. CC also noted that 4 children in KS2 achieved full marks.</p> <p>TS suggested it would be good for their Senior schools to be notified so that they can acknowledge this officially with these children.</p> <p><b>Breakdown of results relating to PP children</b> – CC noted there will be an Arbor report for this too and there will be a comment sheet.</p> <p><b>List of Staff</b> – CC provided this list in the same format as the original with first names added.</p> <p><b>SLT Roles &amp; Responsibilities Document</b> – CC advised that this is a work in progress owing to decisions to be made on maternity leave cover.</p> <p><b>Budget for 2019/20</b> - This is covered under Item 7 of this agenda.</p> <p><b>Progress Report on H&amp;S Action Plan</b> - This is covered under Item 10 of this agenda.</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>● Feedback to be provided on Hansam governor compliance training following discussion with ALT.</li> <li>● Science &amp; English link visit to take place and report to be completed.</li> <li>● Senior schools to be notified where children achieved full marks in SAT's.</li> <li>● Arbor reports to be reviewed at next meeting including report &amp; comment sheet on PP children.</li> <li>● SLT Roles &amp; Responsibilities Document to be updated and circulated.</li> </ul>	<p>VM</p> <p>NG</p> <p>CC</p> <p>CC</p> <p>CC</p>	<p>ASAP</p> <p>02/12/19</p> <p>ASAP</p> <p>02/12/19</p> <p>ASAP</p>
5.	<p><b>Chair's Actions</b></p> <p>TS advised there were no Chair's actions to report.</p>		
6.	<p><b>Headteacher's Report</b></p>		
	<p>CC provided copies of the July 2019 AIG Report and summarised as follows:</p> <p><u><b>AIG Report</b></u></p> <ul style="list-style-type: none"> <li>● Meeting held at end of last term and the main focus was looking at data.</li> <li>● 1st page of report is covered by data discussion under Item 3 of this agenda.</li> <li>● New Year 6 lead in post.</li> </ul> <p><b>KS2 Reading</b></p> <ul style="list-style-type: none"> <li>● Sent one paper off for review but the result was regrettably not changed.</li> <li>● Practicing test papers – need to do some more work on tackling these papers.</li> <li>● Reading to children.</li> </ul> <p><b>KS2 Maths</b></p> <ul style="list-style-type: none"> <li>● Maths was a positive story achieving expected outcomes but need to work on embedding and continuing.</li> <li>● ALT have asked for a volunteer from Gusford to be involved in a working party to help inform the maths review and CC will also be in that group.</li> </ul>		

	<p><b>KS2 Writing</b></p> <ul style="list-style-type: none"> <li>• Writing – KS2 is strong but need to do more at KS1.</li> <li>• 39 children successfully applied for extra time and there were 10 accepted special requests.</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• Working with Myland English Hub in Colchester. Observations were done and they have helped the school write an English action plan.</li> <li>• Reading – NQT’s on ALT training and sharing their learning.</li> </ul> <p><u><b>TS asked for governors to be given an update on the NQT’s training at the next meeting and an Oracy update at the following meeting.</b></u></p> <p><b>KS1 Maths</b></p> <ul style="list-style-type: none"> <li>• Maths – Initially there were some issues when the Maths mastery programme was introduced but there are no longer any issues following solid support last year.</li> <li>• They have a teacher who is very keen to be a Yr2 moderator.</li> </ul> <p><b>EYFS</b></p> <ul style="list-style-type: none"> <li>• Significant improvement last year considering the baseline was much lower so makes results even more impressive.</li> </ul> <p><b>Summary of progress against identified areas for improvement</b></p> <ul style="list-style-type: none"> <li>• Outstanding developing teacher programme attended on a PD day.</li> <li>• Will observe lessons at next PD day.</li> <li>• Electronic overview of teaching – devised a google version spreadsheet showing how many book looks, observations etc. Headship team piloting and sharing with Leadership team in next few weeks.</li> </ul> <p><u><b>TS noted it would be useful to share this with governors</b></u> and CC agreed.</p> <ul style="list-style-type: none"> <li>• Changed curriculum early so in a good position for showing intent and impact.</li> <li>• Nice lesson study work which they can share with governors also.</li> <li>• Quality of Teaching – made good progress on consistency but have 6 new teachers so more work to do.</li> </ul> <p><u><b>SC asked what monitoring is in place to bring new teachers up to speed.</b></u> LH confirmed there was a lot in place, examples being NQT mentors, HC sitting in on PPA sessions and each headship team member overseeing a phase. Sand and water indoors now.</p> <p>CC noted that it was a very positive meeting and TS agreed they have developed and noted there is a better familiarity with the school.</p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>• Update on NQT’s training to be provided at next meeting and an update on Oracy at the following meeting.</li> <li>• Electronic overview of teaching to be shared with governors at next meeting.</li> </ul>	<p>CC</p> <p>CC</p>	<p>02/12/19 &amp; 03/02/20</p> <p>02/12/19</p>
<p>7.</p>	<p><b>Budget [Standing Item]</b></p>		
	<p><u><b>2018/19 Budget</b></u></p> <p>VM provided a budget report at the meeting which detailed year-end figures and highlighted variances in red for an overspend and green for an underspend. These variances were discussed as follows:</p>		

	<ul style="list-style-type: none"> <li>Free School Meal numbers were not as high on 2<sup>nd</sup> Census day so they had not received the earlier expected level of income.</li> <li>Nursery numbers increased and have started out this year with 30 (up from 9 at this time last year).</li> <li>Ipswich Opportunity Area and Lifeskills funding received.</li> <li>Spent less than expected on teachers but one Agency teacher was recruited to fill a vacancy.</li> </ul> <p><b><u>TS asked if the level spent on supply teachers had reduced over time?</u></b> VM confirmed that they had definitely stopped automatically using supply teachers to cover all absence, so the amount spent on supply teacher cover has improved dramatically. Governors acknowledged their support for this change in policy for covering absence. VM also noted that where necessary they use a new supply agency and have a good relationship with them as they use a very good system for recruitment.</p> <ul style="list-style-type: none"> <li>Repairs and maintenance overspend – there have been major works which have made huge improvements.</li> </ul> <p><b><u>TS asked why curriculum consumables were underspent?</u></b> CC explained that they took back budgets to manage centrally, so now order centrally and receive improved discounts, make efficiency savings and have less waste. Nobody is going short of supplies.</p> <p><b><u>TS asked if any staff are suggesting they are short of equipment to teach?</u></b> LH advised that the new curriculum has created a better attitude to sharing supplies.</p> <p><b><u>TS asked about the Catering underspend</u></b> and VM explained that the new contractor has reduced their price and they have a better working relationship.</p> <p><b><u>PD asked what the meals are like?</u></b> VM advised that they seem very good and highlighted the relationship with their new cook who is very happy with what she is doing. CC added that there seems to be less waste and more children are having a meal. VM explained that they moved away from the hub menu but still do ‘Pick &amp; Mix’ which is now a more balanced meal.</p> <p>VM also noted that ALT have spent money on the kitchen facilities including installation of a new extractor fan.</p> <p><b><u>TS asked if there is anything they would recommend Governors have a tour of at the next meeting?</u></b> CC agreed this would be worthwhile but will confirm what area when the agenda is set.</p> <p>VM noted that last week was National Teaching Assistant day and the cook provided some cakes for this.</p> <ul style="list-style-type: none"> <li>Professional services and CPD costs were offset by grants received.</li> </ul> <p>Governors thanked VM for her good work in creating this positive budget outcome.</p> <p><b><u>2019/20 Budget</u></b></p> <ul style="list-style-type: none"> <li>This should be available for the next FGB meeting. September is a very busy month for Year-end processes and audits etc.</li> </ul> <p><b>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</b></p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>Governors to tour appropriate area of school (TBA when agenda set)</li> <li>2019/20 budget to be available for discussion at next FGB meeting.</li> </ul>	<p>CC</p> <p>VM</p>	<p>02/12/19</p> <p>02/12/19</p>

8.	<b>School Visits &amp; Link Governor Reports [Standing Item]</b>		
	<p>Visit Reports were provided and highlighted as follows:</p> <p><b>Maths Visit (SC)</b> - Governors acknowledged receipt of the report. <b>SC</b> noted that <b>PW</b> had provided a really useful overview plan which was customised for each year group. <b>TS</b> asked if <b>SC</b> had spoken with the children at all and <b>SC</b> advised that she had discussed this with <b>PW</b> and a pupil perception exercise was suggested. <b>CC</b> concurred that this was a good idea and an ‘abc’ format could be used. This will be looked at further and format shared with governors for use in future visits.</p> <p><b><u>Governor Link Visit Schedule</u></b></p> <p><b>LT</b> had provided a schedule for discussion.</p> <p><b>TS</b> suggested that they needed to decide on a focus for each of the curriculum link visits and after discussion decided on the following:</p> <p><b>English</b> - 1<sup>st</sup> term Reading; 2<sup>nd</sup> term Writing and 3<sup>rd</sup> term Oracy.</p> <p><b>Maths</b> – 1<sup>st</sup> term Action Plan and 2<sup>nd</sup> term Pupil perception.</p> <p><b>Science</b> – 1<sup>st</sup> term Action Plan and 2<sup>nd</sup> term Pupil perception.</p> <p>Governors agreed to discuss suitable visit dates with the appropriate school contact and then to advise <b>LT</b> when agreed. <b>LT</b> will update the schedule with information provided today and continue to update as appropriate.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>● Future visit dates to be agreed and Link visit schedule to be updated.</li> <li>● ‘abc’ format questions to be shared with governors.</li> </ul>	<p><b>All</b></p> <p><b>CC</b></p>	<p><b>02/12/19</b></p> <p><b>02/12/19</b></p>
9.	<b>Safeguarding [Standing Item]</b>		
	<p><b>LT</b> advised that she is still waiting for a confirmed training date from the contact at Sidegate school and will update asap.</p> <p><b>PD</b> and <b>LH</b> noted that they are attending DSL training on 16<sup>th</sup> October 2019.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>● Safeguarding training date to be circulated when confirmed.</li> </ul>	<b>LT</b>	<b>ASAP</b>
10.	<b>Health and Safety [Standing Item]</b>		
	<p><b><u>Health &amp; Safety Action Plan Progress Report</u></b></p> <p><b>VM</b> updated governors as follows:</p> <ul style="list-style-type: none"> <li>● She has completed 20 modules of H&amp;S training over the summer.</li> <li>● A new fire assessment was completed last week which was very thorough. The report has not been received yet but <b>VM</b> will share it with <b>EC</b> and report back to the next FGB meeting.</li> <li>● Staff Handbook has been circulated reiterating H &amp; S regulations/policies.</li> <li>● <b>EC</b> will meet with <b>VM</b> and provide feedback for the next FGB meeting.</li> <li>● Handsam is having an upgrade and <b>VM</b> will attend training in October so the next audit visit will be in April 2020.</li> <li>● Still working on roof but have completed all the office area, KS1 and working on Years 3 &amp; 4. Will be working on Years 5 and 6 and are on schedule.</li> </ul>		



H	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>Feedback to be provided from Action Plan meeting with H &amp; S Governor.</li> </ul>	VM/EC	02/12/19
<b>11.</b>	<b>Policies and Papers for Acknowledgement/Approval</b>		
	<p>No policies to review at this meeting.</p> <p>VM advised that the DfE have published a list of policies that should be reviewed which she will be working through to ensure the school comply.</p>		
<b>12.</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>VM for managing the school budget so successfully and her additional work over the Summer.</li> <li>The Leadership Team for the definite changes seen and the joined-up thinking and working that is now happening.</li> </ul>		
<b>13.</b>	<b>Any Other Business</b>		
	<ul style="list-style-type: none"> <li>PD noted that St Mary's crib festival is taking place soon and the school choir will be involved.</li> <li>CC advised that a group of children will be going out on a trip to mark remembrance – more details to be provided in the newsletter</li> </ul> <p>No items were raised as possible AOB for the next meeting.</p>		
<b>14.</b>	<b>Date and Time of next meeting</b>		
	The next Full Governing Body Meeting has been arranged for <b>Monday 2<sup>nd</sup> December 2019 @ 5.00pm.</b>		

The meeting closed at **7.15pm.**

**Minutes Agreed:**

Name:

Signature:

Date: