



Gusford Primary School

The Active Learning Trust

"Promoting Achievement and Success"

Minutes of Meeting of Full Governing Body held on 21st May 2018 @ 5.00pm

Present:	Ms Marilyn Toft (Chair)	Trust	MT
	Mrs Emma Clifton	Trust	EC
	Mrs Patricia Dobson	Trust	PD
	Mrs Claire Claydon	Headteacher	CC
	Miss Trudy Stannard	Trust	TS
	Mrs Eliza Earthroll	Parent	EE
	Ms Samantha Collins	Parent	SC
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
	Miss Lou Hughes	Yr 3/4 Team	LH
	Mr Matthew Shin	Yr 3/4 Team	MS
	Julie Goodridge	NAHT Aspire	JG

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:			
		JW sent his apologies. Consent to absence was given by Governors.		
	Membership:	The following changes were reported:		
		MT advised governors that JS has sadly resigned from the governing body with immediate effect, so it will be necessary to recruit another Staff Teacher Governor. MT has already thanked JS on behalf of the whole Governing body for all her previous work as a Governor.		
	<u>Actions Agreed</u>			
		<ul style="list-style-type: none"> To begin the process of recruiting a replacement Teacher Governor. This action has been further clarified with ALT and will be reported back at the next meeting. 	CC	ASAP
2.	Pecuniary and other interests			
		No new or relevant interests declared.		
3.	Guest Speakers			
	<u>Year 3/4 Homework Trial</u>			
		MS shared the example menu with governors and explained how it works as follows: It is designed for the child to choose a challenge at a level that they want, dependent on weekend commitments.		

- Each child gets a home/school learning book and chart.
- There are practical tasks including exercises. Example shared with governors was produced by an SEN child. The task was to produce a 3D model about mythical creatures.

LH noted that this is very successful with SEN children e.g. writing a menu and listing the cooking stages of the process and producing the finished product. Other examples include children making bird homes. LH highlighted the following:

- Positive feedback from parents and many wanted to do more.
- First term all children very enthusiastic but how do you maintain interest?
- Fortnightly programme of academic and practical projects.
- Felt the parents needed more information and support so would produce packs for parents to help them.

MT asked how long they expect children to spend on a task. MS & LH advised that this varies and this is something they might change as interest has reduced. They are looking to structure it a bit more in future. LH also noted that they get better work in if it is shared in class but acknowledged the timetabling constraints.

HC suggested that they could share once a week in assembly time as a homework sharing assembly and CC suggested that they display in the hall and get parents in to look at the end of day.

MT asked what the perception of homework is across the school. MS & LH advised that they believe it is varied but has improved, though they would like to see this going on in more year groups.

MT asked how they think parents would respond. MS believes they would be happy if it is flexible. MT asked Parent governors and they agreed flexibility makes it possible. They also noted that it is nice to have a project so there is an interaction between parents and child on what they are learning. Other parents state a similar view.

CC confirmed that from next year it will be extended to other year groups. EE noted that it would be better during term time and not just the half term holidays which can be busy.

MT questioned, in relation to transition, what the expectation is for home learning. TS advised that there is an expectation but there are still some who struggle and don't get the support at home so they run a Homework club in the school library. LH suggested that she could offer this once a week and CC noted that she had done this in the past for the children who did not have the equipment at home and it was usually full. LH advised that she is happy to send out a letter to see if there is interest in attending a homework club.

SC asked if there is any intention to provide homework for lower years too even just basic spelling and sums and CC confirmed that they need to do this. LH noted that the National Curriculum word lists start in year 1 and this is fast learning homework. In Yrs 3/4 word lists are given out and they then use the same words for handwriting practice. In addition, SEN children are still given 5 words a week and they are able to learn them.

MT asked if this could be brought in through Aspire and JG confirmed that homework ideas are in the next curriculum section.

TS noted that they have just bought dictionaries and thesaurus (combined) to take home for their Pupil Premium (PP) children. CC advised that she used to get them gifted by their local rotary club. One of the governors volunteered to investigate this going forward.

MS and LH left the meeting at this point.

Aspire

Update - JG advised that the school were where she would expect them to be at this stage of the programme. Recent activity was summarised as follows:

- Achievement Team meetings have been held, work on the curriculum has been undertaken and Vision and Values questionnaires have been worked on.
- General idea that time was being taken on info that is already there. Effective meeting strategies were considered.
- Children being part of reporting their progress. The Learner voice will be a focus going into year 2 of Aspire.

MT asked if the focus on the learner voice will be across the school including early years and JG confirmed this adding that the Administrative Team have also been included in looking at the Values.

Values - JG acknowledged that the Governors had contributed to this through submitting questionnaires.

- Most votes were for Kindness, Honesty, Respect, Confidence and Responsibility. Governors had voted for all of these except Confidence. These values must be used to achieve the vision. Don't need rules if we follow our values.
- Leadership Team discussion resulted in the vision statement "Together we believe, learn and achieve".

JG had arranged an exercise for the Governors to consider the worst meetings they had been to and what was a waste of time and the idea of setting ground rules for an effective meeting. This resulted in the following:

- Focus - good timekeeping (Responsibility).
- Clear outcomes (Confidence).
- All contributions valued (Respect).
- Contribute (Responsibility).
- Interactive (Kindness)
- Confidentiality (Responsibility)
- No question too silly (Honesty & Kindness).
- Correct people involved (Responsibility).
- Come prepared (Responsibility).

JG had arranged a second exercise for the Governors to pick 3 values from the list and consider how these help you to be a good governor. This was then discussed across the governing body and it became clear that these values were a key part of how they successfully fulfil their Governor role.

MT asked if this activity will be done with the children and JG confirmed this adding that they have done this with the Teaching Assistants so far. With the children they will get them to draw pictures.

JG suggested exploring these more and in particular using them when there are difficult situations/decisions to consider. The aim is for the values to be used all the time - a community code – part of the core business of the school.

JG left the meeting at this point.

	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ To report back on progress with extending the Homework policy and investigating the possibility of providing a Homework Club. ▪ To report on enquiries about the possible donation of dictionaries by the local Rotary Club. 	<p>CC</p> <p>??</p>	<p>24/09/18</p> <p>17/07/18</p>
4.	<p>Confirmation of previous minutes</p>		
	<p>The minutes of the previous FGB meeting held on 26th March 2018 were agreed as a true and accurate record of the meeting with no additional updates required.</p>		
	<p>Matters Arising from 26th March 2018</p>		
	<p>The following matters arising updates were noted:</p> <p>Replacement of Trust Governor - MT advised this is not required whilst the Scheme of Delegation is under consultation.</p> <p>Homework Policy - Homework Trial feedback has been provided under Item 3 above.</p> <p>Fire drill (non-announced) & Lock down drill plans - CC advised the Fire drill has not been done yet but she has investigated the lock down drills and discovered that most schools ensure the windows are shut and pull down the blinds and ask the children to be very quiet (usually tell them there is a dog or cow loose in the playground so they need to stay very quiet). CC advised that blinds will be fitted at half term.</p> <p>Kellogg Breakfast Club - VM/HC advised they have investigated this and discovered that you must have 40% of children entitled to free school meals (FSM) which Gusford do not have. The alternative provider Magic Breakfast require 35% of children to be entitled to FSM which is still too high. Will investigate Fairtrade Foundation also.</p> <p>Foundation Stage Play Area Grant Application - HC advised they had received the revised quote and it was excessively high at £20K. They had also had Early Excellence in who had seen the outdoor area and advised they don't need to spend that much money so they are reducing the request to just surfacing which will cost about £7K. HC advised that PTFA money can be used for the majority of this work.</p> <p>H&S Policies for review - VM advised that she has sent some updated policies to LT and LT advised that Governors only need to be aware that key policies are being updated so she will circulate those policies for acknowledgement outside the meeting.</p> <p>GDPR regulations & governor responsibilities - ALT view was gained at the ALT Session.</p> <p>Governor ID Badges - VM noted that she still needs some photos so will take remaining photos at the next meeting.</p> <p>Report on latest data drop - This was made available for this meeting and is covered under Item 6 below.</p> <p>PET-Xi and Positively MAD feedback - No longer relevant as the opportunity to investigate the possible use of these did not materialise.</p> <p>Outstanding documentation update - This is covered under Item 10 below. The letter was sent out to all relevant staff.</p> <p>Kitchen and Staff Room update progress report - VM advised that she is still waiting for one more quote to come back. She will work on this ASAP.</p> <p>Electronic Entrance System - MT advised that this system will be in place for all Trust schools and will be rolled out gradually. CC has asked to be in the first tranche</p>		

	<p>following a conversation with Clive Paskell who reviewed the reception area to consider how to make it more welcoming but secure. Precise remodelling detail was shared with governors and CC advised that a site visit for costing up has now been arranged.</p> <p>Safeguarding for Governors training - LT advised that EE was scheduled to attend today but the priorities changed on the last minute. LT will now arrange for EE and SC to attend as soon as possible in the new academic year.</p> <p>DBS checks for new governors - VM advised these are in progress.</p> <p>Updated SCR Action plan - This has not been circulated yet because it is still a work in progress and another visit is booked for tomorrow. VM advised that they are working on internal references for only 7 staff now so they are nearly there. <u>PD asked if VM got replies to the letter sent to relevant staff</u> and VM confirmed this but noted she still received some documents that were not helpful.</p> <p>H&S Audit - Updates to be shared in July FGB.</p> <p>Air Conditioning Units - CC confirmed that she has looked at this and is arranging for some portable plastic fencing to cordon it off.</p> <p>Parental Behaviour Policy update - CC had drafted a policy following incidents on site however Gary Piele was not keen on creating a policy because of a small minority. Instead it was agreed to amend the Home/School Agreement document to include a statement for signing by parents which includes the phrase “to treat everyone in school with respect”. Governors agreed this was a very good idea. The agreement will be re-issued to all parents in the new academic year.</p> <p>TS noted that the first statement in each of the 3 sections should be about learning and this was agreed.</p> <p>Maths Excellence Sessions - one was cancelled so this was missed this year.</p> <p>Governor Roles & Responsibilities - This is covered under Item 9 below.</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"> ▪ Investigate possible support of Breakfast Club through the Fairtrade Foundation. VM/HC 17/07/18 ▪ Key H&S policies to be circulated to all governors for acknowledgement. LT ASAP ▪ Remaining photos for governor ID badges to be taken at next FGB meeting. VM 17/07/18 ▪ Progress report on kitchen and staff room update. VM 17/07/18 ▪ Arrange for SC & EE to attend the Safeguarding for Governors course. LT 24/09/18 ▪ H& S Audit updates to be shared in next FGB meeting. VM/EC 17/07/18 		
5.	Chair’s Actions		
	MT advised there had been no actions to share with governors at this meeting.		

6. Headteacher's Report

CC provided reports/documents to members prior to the meeting and summarised the different areas as follows:

Standards Report (Data drop) - HC explained that the reports provided are based on the latest data and highlighted as follows:

- The most significant statistics being for Yr 6 where they will continue to focus on writing and this will be moderated this year.
- On track for target of 53%.
- Yr 6 PPG figure quoted as 31% is incorrect and should be 53%.

MT asked if they are quietly confident and CC confirmed this.

Attendance - Summarised by CC as follows:

- Now have Attendance Solutions working with them and attendance is now up from 95.2 to 95.3 after 2 visits.
- Now working on persistent absence which is currently 11.57% for Gusford against compared to a national figure of 8.2%.
- Any child with attendance below 90% is classed as persistently absent.
- They are looking at any below 93% and have 62 relevant children at the moment.
- FET team are following up on these.
- Trying to get SIMS system to work more accurately.
- Right level of challenge - must get 95.3% up to 96% (OA) and 11.57% down to 8.2% (PA).

MT asked if there is anything we could be doing that would help with this. CC explained that they have a number of schemes in place already, for example, in Yr5/6 they track weekly attendance and then reward with non-uniform for the day (on a class basis) and could look at implementing this across the school. There was then some discussion about various schemes that could be implemented and CC agreed to talk further to staff and report back at the next meeting.

MT asked if the policy on term time holidays is clear and fully implemented and CC confirmed that all cases are referred to the local authority for a decision on penalties. EE noted that she was aware that a number of children are usually missing in the last half term of the year. PD suggested this should also be added to the Home/School agreement.

Verbal Report on SATs week - CC summarised highlights as follows:

- Could see the resilience of the children and they all finished the papers.
- Only 2 children didn't do them - one being well below standard and the other on holiday (following one to one tuition and support).
- Very positive week and good to see the changes that had been made were making a difference including the breakfast club.

TS noted that she had attended and noticed a calm atmosphere where children felt prepared and were chatty and excited about the opportunity. She added that it felt very different to last year.

CC added that there had been a whole team effort and the Yr 2 SATs were also going well and she had been impressed with the attitude of the children.

MT asked if there had been any parent feedback and CC advised she had not received any.

EC noted that her son does not appear to be under pressure but supported and PD has a Yr 6 grandchild and he was confident about what he had done.

	<p>CC noted that they have the whole of the month to do Yr 2 SATs which is not the same pressure as the Yr 6 SATs which are on specific days. PD acknowledged that the homework given to Yr 6 children was really good and helped them with the SATs and she wanted to thank the staff for that.</p> <p>TS had to leave the meeting at this point.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ To report back on discussions with staff around attendance improvement schemes they will be implementing. 	CC	17/07/18
7.	<p>Budget [Standing Item]</p> <p>VM advised there is no significant update to provide since the last meeting. She is still working on next year's budget and the 3 Year forecast.</p>		
8.	<p>Trust Business [Standing Item]</p> <p>LT advised members that there was no new Trust Business which she needed to share with them.</p> <p>Feedback from ALT Governor Session - SC noted that she found this a really interesting session and PD agreed but added that it was a shame that there weren't more governors in attendance from all the schools and EC agreed with this.</p> <p>MT advised that the Trust have not shared their views about event attendance yet.</p>		
9.	<p>School Visits & Link Governor Reports [Standing Item]</p> <p>PD had circulated copies of her school visit report to all governors and discussed as follows:</p> <p>SCR Visit - PD noted her report was about her March visit which was a very positive meeting, however, she has arranged another meeting for tomorrow.</p> <p>PD also advised that she is visiting the Family Engagement Team next term.</p> <p>MT noted that the governors need to revisit roles and responsibilities taking into account the new governors. Members acknowledged that EC currently has responsibility for Health & Safety and GDPR; PD has responsibility for the School council, Behaviour, Safeguarding and FET and TS has responsibility for Pupil Premium.</p> <p>LT agreed to clarify the key link governor responsibilities and advise MT & CC which areas are not covered yet and may be suitable for SC and EE to cover. LT also agreed to source the Trust guidelines for governor visits and circulate the proforma.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Clarify key link governor responsibilities, source the Trust guidelines for governor visits and circulate the visit proforma. 	LT	17/07/18
10.	<p>Safeguarding [Standing Item]</p> <p>Outstanding staff documentation & Action Plan - This was covered under Item 4 above.</p>		

11. Health and Safety [Standing Item]		
No updates to provide.		
12. Policies and Papers for Acknowledgement/Approval		
Updated H&S policies & Parental Behaviour Policy were covered under Item 4. Updated Safeguarding Policy will be shared at the next meeting. They will be looking at the school's Safeguarding and Child protection procedures to ensure they reflect the revised ALT Policy.		
<u><i>Actions Agreed</i></u> - Updated Safeguarding Policy to be shared at next FGB meeting.		
13. Governor Critical Friends		
It was agreed that cards would be sent to: <ul style="list-style-type: none"> ➤ Yr 6 team for their preparation work for the SATs and all staff for their work during the SATs week. ➤ Janet Shanks to thank her for all her work as a Teacher Governor. 		
14. Any Other Business		
2018/19 Draft Meeting dates - These were shared and approved. CC noted that they had a visit today from ALT after an exchange of letters regarding their coasting status. Coasting measures are now being reviewed so RSC cancelled but representatives of ALT Central Team still attended and talked about what had been done since September, HR issues and H&S issues. They also walked around the school. It was a really positive visit. LT advised governors that Eliza has reverted to her maiden name and will now be known as Eliza Earthroll (EE). Her email address has also changed.		
15. Date and Time of next meeting		
The next Full Governing Body Meeting has been arranged for Tuesday 17th July 2018 @ 5.00pm.		

The meeting closed at **7.30 pm**

Minutes Agreed:

Name: _____

Signature: _____

Date: _____