



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 3rd December 2018 @ 5.00pm

Present:	Ms Marilyn Toft (Chair)	Trust	MT
	Mrs Patricia Dobson	Trust	PD
	Mrs Claire Claydon	Headteacher	CC
	Miss Trudy Stannard	Trust	TS
	Ms Samantha Collins	Parent	SC
	Mrs Emma Clifton	Trust	EC
Apologies:	Mrs Eliza Earthroll	Parent	EE
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Vicki Martin	Business Manager	VM
	Ms Hannah Cagney	Deputy Head	HC
	Mrs Nicola Griffiths	Trust	NG
	Mrs Pippa Wake	Assistant Head	PW

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:	<p>Apologies were received from EE for today's meeting. MT welcomed the Guest Speaker and all members introduced themselves to her.</p> <p>MT advised all Governors that she is stepping down as Chair of Governors with immediate effect. MT took the opportunity to thank everyone for their support over the years and acknowledged how well the governors and CC have worked together recently, adding that she will continue to have a close relationship with the school.</p> <p>TS, on behalf of all governors, thanked MT for all the time and attention to detail she had given and for being so supportive to the school.</p>		
	Membership:	The following changes were reported:		
		<p>TS who is currently Vice Chair has been asked by the Board to take on the role of Chair with immediate effect and has accepted this role.</p> <p>Election of Vice Chair PD was nominated for the Vice Chair position by SC and this nomination was seconded by CC. PD accepted the nomination and was unanimously voted in by all governors.</p>		
2.	Pecuniary and other interests			
		There were no declared interests relevant to this meeting.		

3.	<p>Guest Speakers</p>		
	<p>PW provided all governors with a handout for her presentation which is summarised as follows:</p> <p><u>Whole School Maths Mastery Development</u></p> <ul style="list-style-type: none"> □ Maths is a priority for the school. □ Last Autumn Term the school started a mastery approach and focused on problem solving and reading. A subsequent review highlighted that there wasn't a solid understanding of what mastery was as the sequence of learning wasn't evident so they decided to go back to explaining the 5 big ideas, clarifying what mastery is and training staff to be mastery specialists by examining how mastery would affect them as teachers and what they needed to change. □ Changed from sets in maths to no sets, as it was recognised that this format puts a ceiling on children's learning. □ More time spent teaching different concepts, both conceptual and procedural. Focusing on fluency, reasoning and problem solving and bought the planning tool 'Power Maths' as this tool gives support for planning lessons. Wrote school calculation policy. Looked at medium term planning skills of teachers to ensure that they sit within the mastery process (slowing down teaching). □ Introduced fast maths with times tables and from next year times tables checks in Year 4. □ Teacher subject knowledge developed in meetings and Team Teaching sessions. □ Next step is to start working with Teaching Assistants (TA's). <p><u>TS asked what the response from staff has been like</u> and was advised that the change from sets was controversial as it was something that everyone was very used to. The change was challenging but results have been seen.</p> <p>CC noted that when she was taking a visitor around school today most classes were doing maths and had the manipulatives out. She added that training has been provided and the staff have come back very enthusiastic about it.</p> <p><u>TS asked if this is the same training that will be provided for the TA's</u> and was advised that PW will provide the training for all the TA's to ensure consistency.</p> <p><u>TS asked if this approach is being adopted by most of the primary schools</u> and PW advised that some are, and they are now meeting as a cluster group with those that are.</p> <p><u>MT asked if Parents are involved or briefed at all</u> and CC responded advising that they are not yet involved but there is some information on the website at this stage. There are plans for workshops in January for "Realise futures", supporting parents with maths in school.</p> <p><u>MT also asked if there are tasks that the children will do at home</u> and PW confirmed that there are, and parents are helping out in these areas.</p> <p>Members thanked PW for her presentation at this meeting.</p> <p>PW remained in the meeting as it is intended that the Assistant Heads will both attend alternate meetings.</p>		
4.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous FGB meeting held on 24th September 2018 were agreed as a true and accurate record of the meeting with no additional updates required.</p>		

Matters Arising from 24th September 2018

The following matters arising updates were noted:

Progress on Parental Engagement – Covered in Item 7 below.

Possible donation of dictionaries – SC advised that she has made some progress with her Rotary Club contact. In order to progress this sooner than next Summer, SC has agreed to provide a presentation to the Rotary Club very soon.

Governor ID Badges - VM advised that EC has now got hers but added that everyone will need new badges once the inventory machine has been added to the entrance and everyone will need their badges to enter the building.

AOB raised by SC – VM and HC confirmed that there was an error on the report.

Full Time Nursery places – VM advised that she has not able to visit Albert Pye yet as they had their Ofsted inspection when it was planned so she will aim to do this before the next meeting. CC added that at two Open morning events she has given out two application forms for the Nursery as the parents had not realised the school had its own nursery.

Link Governors meetings re: Attendance and Maths – Covered in Item 9 below.

HR Governor requirement – MT confirmed that she had been advised it is not necessary to have a Governor link for HR but all governors should have a basic understanding as per the latest ALT Scheme of Delegation.

Aspire Meeting date/FGB meeting date for Julie to attend – CC confirmed that the meeting dates in February don't match so Julie will not be available to attend the FGB meeting.

Aspire Meeting 27/11/18 – MT advised that this meeting was cancelled owing to the Ofsted inspection.

Income Generation of Solar Panels – VM noted that she has struggled to find the original information which is by now historical. Lynne had found reference to it in the minutes of a 2015 meeting and this included the information on who installed the panels. According to these minutes, it was suggested that over a 20-year lease period it would save over £200K. VM also highlighted that in a survey for LED lighting they couldn't understand why the bills were so low but now believe that this could be a reflection of the impact of the panels.

The Governors discussed their understanding of how Solar Panels work and VM advised that she will continue to follow up on this for maintenance issues and obtaining a plan of their location and will update at the next meeting.

Child Protection Policy overarching statement – CC confirmed that the Policy does have a statement to reference both overarching documents.

Governor Safeguarding Training – VM confirmed that all training is up to date but she would like copies of all individual's certificates so everyone agreed to bring any certificates they have for the school records.

H & S Action Plan progress report – Covered in Item 11 below.

Google Governor email system – LT advised that she has not been able to establish email addresses for all governors and confirmation of who is in the Governor group email address so VM offered to check this. LT will explain the system asap.

Staff List – CC provided a copy of this today.

	All other Matters Arising are covered in this agenda or completed prior to this meeting.		
	<u>Actions Agreed</u> <ul style="list-style-type: none"> ▪ Update on possible donation of dictionaries to be provided. ▪ Outcome of visit to Albert Pye Nursery to be shared at next FGB meeting. ▪ Any new information on Solar Panels to be shared at next FGB meeting. ▪ Governors to submit copies of individual Safeguarding training certificates. ▪ Google Governor email system to be explained and shared with governors before next FGB meeting. 	<p>SC</p> <p>VM</p> <p>VM</p> <p>ALL</p> <p>LT</p>	<p>04/02/19</p> <p>04/02/19</p> <p>04/02/19</p> <p>04/02/19</p> <p>04/02/19</p>
5.	Chair's Actions		
	MT advised that there have been no actions since the last meeting which need sharing with all Governors.		
6.	Trust Business [Standing Item]		
	<u>ALT – Establishment & Values</u> <p>TS explained that this document was for information and MT clarified that this came out as part of the changed scheme of delegation.</p>		
7.	Headteacher's Report		
	<p>CC provided reports/documents to members at the meeting and summarised as follows:</p> <p><u>Self-Evaluation</u></p> <ul style="list-style-type: none"> □ Snapshot of where the school is at the moment. □ Academy Improvement Group meeting was held on 31/10/18. □ Agreed that Gusford is a rapidly improving school. □ Agreed priority areas linked to HMI areas. □ Agreed targets. □ This letter was included in the reference bank for inspection. <p><u>Peer Review Visit</u></p> <ul style="list-style-type: none"> □ 2 visiting Headteachers observed every class and focused mainly on maths. □ Peer review agreed with SEF judgement that teaching, learning and assessment is judged as Good and concluded that Gusford is an improving 'Requires Improvement' school. □ The different activities undertaken in the visit are detailed in the report. □ Strengths were identified as follows: <ul style="list-style-type: none"> ▪ The new Values which had been introduced were being talked about by children. ▪ There was clear evidence the school is addressing HMI priorities. ▪ TA's are used effectively. ▪ There are consistent high standards and strong monitoring. 		

- Priorities for Development identified had already been identified in SEF.

It was noted that this was the 1st Peer review for the group of heads involved and the school agreed that it had been a positive experience and useful practice run for the Ofsted inspection.

TS agreed that the more staff and children get used to these observation exercises the more relaxed and natural they will be with their responses. **TS** acknowledged that sometimes staff are not sure whether or not to include the visitor or ignore them, as an observer and **CC** agreed that staff are really getting used to this.

Update on Parental Engagement

- 86 parents completed Parent View before the inspection.

TS asked if it is worth pushing this more with parents. **CC** noted that this is quite a good response and the Inspectors seemed quite impressed with this level of response but she is looking at doing this more at an event which includes parents. **CC** noted that sometimes a paper survey is more useful where commentary about other issues can be raised.

TS asked if there is anything in the Parent View responses that needs addressing and **CC** advised that the Inspectors took the view that the negative e.g. bullying responses were historical and acknowledged that homework is always an issue but was more positive than last year.

SC asked if they get to see the comments and **CC** advised not, only the inspectors see these comments. This is the same with the Staff survey. Feedback is not available to action and is another reason why a paper survey would be more useful.

CC informed governors that they need to work on helping the PTA be more effective. She acknowledged that **SC** has introduced some more volunteers and she wants to arrange a date to meet to try and agree on some events. All Governors agreed that **CC** needs to meet with them. There was some discussion about possible events and the possibility of donations to PTA arranged events and it was agreed that an open meeting was needed in the first week of the new term.

IDACI report

CC explained the report she had produced on the Income Deprivation Affecting Children Index (IDACI) as follows:

- Most schools will have a cohort that is at one end of the scale. But this school has 15% at top end and 24% at bottom end. This explains the extreme difference in reactions to some plans the school publicise.
- There is no detail in terms of which individual pupils are involved.

TS asked if it is possible to get this information from those that are providing the Index but **CC** has asked Suffolk **CC** and they say it is very complicated.

CC added that we know there is a lot of deprivation but also a significant proportion of children from most affluent areas.

There was then some discussion about the impact on behaviour this issue can have.

Arbor Report

CC explained that this is an Ofsted readiness report and highlighted the following:

- KS2 area e.g. rate of change being quicker. Drives home the point that the school are catching up with national.

	<p><u>TS asked if this report was useful when speaking with the Inspectors?</u> CC agreed that it helped and will be repeated in the future.</p> <p><u>MT and TS asked if CC will be speaking with teachers about this report</u> and she explained that the Ofsted report will really supersede this but in future they will do every year.</p> <p><u>Ofsted Inspection</u></p> <p>The Ofsted inspection took place on 27th – 28th November 2018. CC advised that the 1st draft of the report should be available within 14 days but could be 7 days. However, it may not be published before Christmas and it is so important that communication is accurate.</p> <p><u>MT asked how staff have been since the Inspection</u> and HC acknowledged that some staff are keen to hear feedback and some are not interested at all.</p> <p><u>MT asked if parents have heard anything or asked governors anything about the Inspection</u> and CC confirmed that they have not.</p> <p>CC explained that when the draft report is received they can only challenge factual errors, typos etc.</p> <p>NG asked can you challenge the tone and CC confirmed that sometimes this is possible so they will try if appropriate.</p> <p>Please refer to Part B confidential minutes for further discussion in relation to this item.</p>		
8.	<p>Budget [Standing Item]</p> <p>VM updated members as follows:</p> <p><u>Income generation of Solar Panels</u></p> <p>This was explained in Item 4 above.</p> <p>There was no further new budget information to share with governors at this time.</p>		
9.	<p>School Visits & Link Governor Reports [Standing Item]</p>		
	<p>Visit Reports were provided and highlighted as follows:</p> <p>SCR Visit (PD) – It was highlighted within this report that Governors need a refresher course in Prevent training. VM had sent a link to governors which had not been received so she will resend.</p> <p>FET Visit (PD) – Nothing was highlighted.</p> <p>Behaviour Visit (PD) – Nothing was highlighted.</p> <p>Attendance (EE) – No meeting has been arranged yet. Will follow up at the next FGB Meeting.</p> <p>Mathematics (SC) – A meeting took place with PW the Friday before the Ofsted Inspection and SC will complete the report as soon as possible. SC questioned how often they should meet up and it was agreed to meet termly.</p>		

	<p>TS noted that she attended an Ipswich cluster meeting about Pupil Premium and saw some transition documents which she will share with HC before the next FGB meeting.</p> <p>PD informed Governors that she had agreed to be an interviewee with Ipswich opportunity Area for a CPD audit and was asked about the school and how she saw it progressing. PD said that she had explained the background of the previous Ofsted outcome and how the new Headship Team were progressing, NQT progress and how Teacher development trust money is made available for CPD. The representative noted the vibrant atmosphere and was pleased to be given privacy to spend time with staff. Later she also noted how she was bowled over by the team work, collaborative planning and pride in pupils and their outcomes.</p> <p>MT asked what the next step is and PD advised that the representative has to write up her report. The outcome of this could be a CPD bronze Quality mark at this stage with the aim of progressing towards a gold and also access to a possible £31K.</p> <p>TS asked if it is possible to address the CPD spend at our next meeting and to hear about the Trust CPD programme - Leading Active Learning. CC confirmed that two of their staff can come and talk about their projects.</p> <p>Governors discussed the link governor positions and noted that there is a link Governor for Maths but not for English. It was agreed that this is needed so they will aim for the additional Trust Governor to be the link Governor for English.</p> <p>Additionally, NG agreed to be the link Governor for science and was advised that Christine would be her contact at the school.</p> <p>TS confirmed that she will take over the role of link Governor for Aspire and curriculum development.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Attendance Meeting to be arranged asap. • Report to be produced for Mathematics Visit. • Transition documents to be shared with HC before next meeting. • Address CPD spend and invite guest speakers to talk about the Trust CPD programme at the next meeting. 	<p>EE SC TS CC</p>	<p>ASAP ASAP 04/02/19 04/02/19</p>
10.	Safeguarding [Standing Item]		
	<p><u>Prevent Training for Governors</u></p> <p>As discussed at Item 9 the email link will be sent again.</p> <p><u>Single Central Record</u></p> <p>VM confirmed that we can now say that the SCR is now complete for those who only had one reference. Risk assessments were completed and signed off.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Prevent Training link to be emailed to all Governors again. 	VM	ASAP
11.	Health and Safety [Standing Item]		
	<p>VM and EC informed Governors that the H & S Audit will take place on Tuesday 11th December so they will review the H & S Action Plan for sharing at the next FGB meeting.</p>		

	<p><u>MT asked if they feel prepared for this audit</u> and VM confirmed that although EC will not be able to attend the Audit, they have worked on some of the issues raised in the previous plan.</p> <p><u>TS asked if VM has spoken to anyone about getting some help with this</u> and she confirmed that she has been given some support.</p> <p>VM advised that she and the Caretaker will be doing a walkabout tomorrow.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Updated H & S Action Plan to be reviewed and shared with Governors at the next FGB meeting. 	VM/EC	04/02/19
12.	Policies and Papers for Acknowledgement/Approval		
	<p>SC noted that the old Behaviour Policy is still on the website and CC advised that she check this.</p> <p>There was also some discussion about methods of storing documents on the website to make it easy for access and who should be responsible in the school for updating this.</p>		
13.	Governor Critical Friends		
	It was agreed cards should be sent as discussed.		
14.	Any Other Business		
	No other business was discussed.		
15.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for Monday 4th February 2019 @ 5.00pm.		

The meeting closed at **7.05pm**

Minutes Agreed:

Name:

Signature:

Date:

