



Gusford Primary School

The *Active Learning* Trust

"Together we believe, learn and achieve"

Minutes of Meeting of Full Governing Body held on 4th February 2019 @ 5.00pm

Present:	Miss Trudy Stannard (Chair)	Trust	TS
	Mrs Patricia Dobson	Trust	PD
	Mrs Claire Claydon	Headteacher	CC
	Mrs Emma Clifton	Trust	EC
	Ms Samantha Collins	Parent	SC
Apologies:	Mrs Eliza Earthroll	Parent	EE
	Mrs Nicola Griffiths	Trust	NG
In Attendance:	Mrs Liz Talbot	Clerk	LT
	Ms Vicki Martin	Business Manager	VM
	Ms Hannah Cagney	Deputy Head	HC
	Mrs Christine Holmes	Assistant Head	CH
	Mr Tony Minter	Year 3	TM
	Ms Anna Bergdahl	Year 5	AB

No.	Item	Explanation	Who	When
1.	Apologies/Welcomes/Resignations:			
		Apologies were received from EE owing to illness and from NG . Consent to absence was given by Governors. TS welcomed everyone to the meeting.		
	Membership:	The following changes were reported:		
		There were no changes to report at this meeting.		
2.	Pecuniary and other interests			
		There were no declared interests relevant to this meeting.		
3.	Guest Speakers			
	<u>Leading Active Learning</u>			
		TM & AB were introduced to governors and explained that they are both doing the Leading Active Learning (LAL) course which is a study course about leadership and as a result are leading separate projects. TM summarised his project about the Computing Curriculum as follows:		
		<input type="checkbox"/> The project looks at how confident the teachers are about teaching the curriculum and whether the school has the appropriate software and hardware to meet their needs.		
		<input type="checkbox"/> It looks at how each year group connects to the next year group.		

- The ICT Technician has been working with **TM**.
- A survey of all KS2 Computing teachers has been undertaken which has concluded that everyone seems confident in their teaching but the software use is a bit patchy and does not always match with the Edison Learning Curriculum that the school want to teach.
- Finding that the ‘Switched On teaching tool’ statements don’t fit with the Edison Learning statements.
- The next stage is to meet with teachers and the technician to look at the Edison Curriculum and see how we should link this with the hardware and software that is in the school.

TS asked how long the project is and **TM** advised that it is to be delivered by the end of the programme which is 1 year.

EC asked if **TM** thinks that he can resolve any issues with the equipment/software already available or does he believe the school will need to buy something new.

TM advised that he doesn’t think the school will need to buy anything new but make better use of what they have and look at free software. **TM** added that he had been surprised that in Year 3 not many children understood how to use the computer for research and use a search engine but could use apps easily.

TS asked if he has found the staff to be computer literate. **TM** confirmed this and **CH** added that a lot of skills swapping goes on. **TM** explained that he is hoping to structure this skill sharing, helping staff to be smarter and for example encourage the use of ‘Pic Collage’ which is a photo editor app that can be used to produce a collage from pictures taken and then used to evidence work done.

TS asked if the children add apps to their phones for using at home on homework etc. **CC** explained that the children aren’t allowed to have their phones in the classroom but they could look at possible use for homework. **TM** noted that the school have iPad which are used more in Year 6 and the children design and build their own app.

AB summarised her project which focuses on reading to rejuvenate the library as follows:

- Library stock is patchy and some books are in poor condition.
- The technology is not currently used to provide an up to date inventory of the books in stock, so the library is not used like a library with scanning etc.
- The plan is for the library to be used as a library, bringing classes into the library and sharing ideas on books etc.
- Technology is the focus and they are investigating how to update it.
- Looking at changing the layout to create a pleasant environment.
- Three main focuses - Create a record of what books are in school, their condition and investigate how to create a wider selection.
- Next step will be to extract some stock which matches with the Edison topics and start to use with the technology to achieve the aim.
- Meeting with a variety of people to get ideas about how to improve the library layout.
- Will be writing a proposal to the Foyle Foundation who give grants for school libraries.

<p>PD noted that the School Council last week talked about the library and their wish that it was more of a library for them to use.</p> <p>AB advised that she intends to talk to the children to find out what they would like and will be suggesting setting up a library committee to work in the library at lunchtimes.</p> <p>SC asked how the library is currently used and when the children access it. AB advised that it is used for interventions and meetings. Fiction is collated in phases so the children don't come to the library during the day. CC added that it tends to be the teachers who collect books from the library. AB also noted that there are areas in some of the classrooms used as libraries and she would instead like to widen the selection in the one library area.</p> <p>HC added that they plan to set up a higher ability area in the library and hope that this will also help to widen curiosity.</p> <p>Governors acknowledged that both projects were very interesting and it would be good to have an update on progress at a future meeting after Easter.</p> <p>Members thanked TM & AB for their presentations at this meeting and they left the meeting at this point.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Update on progress of LAL projects to be included on agenda of May 2019 FGB meeting. 	<p>LT/CC</p>	<p>13/05/19</p>
<p>4. Confirmation of previous minutes</p> <p>The minutes of the previous FGB meeting held on 3rd December 2018 were reviewed and amendments requested as follows:</p> <p>Page 4 - Action points are dated 2018 and should be 2019.</p> <p>Page 6 – Action point to be added regarding TS sharing with HC some transition documents that were discussed at the Ipswich Cluster meeting.</p> <p>Page 7 - It is the interviewer/assessor who has to write the report not PD.</p> <p>These amendments have now been made and final minutes will be signed off at next meeting.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Updated minutes for meeting held on 3/12/18 to be signed off at next FGB meeting. 	<p>LT/TS</p>	<p>01/04/19</p>
<p>Matters Arising from 3rd December 2018</p> <p>The following matters arising updates were noted:</p> <p>Possible donation of dictionaries – SC advised that there is no progress yet but she will be speaking with the Chairman of the Rotary club before the next meeting.</p> <p>Visit to Albert Pye Nursery – VM advised that she did visit the nursery and spoke with the Business Manager about how they manage the 30 hours offer. She discovered that they do have additional staff to cope with this and will be talking about the viability of this here.</p> <p>Solar Panels update – VM advised that the solar panels belong to Suffolk County Council (SCC) and are leased to the school for 20 years. The School are able to use the energy and benefit from the reduction in their bills that this creates. However, any money refunded by the energy company must be passed on to SCC. There had been some discussion in the school with the Caretaker about the roof leaks being caused by</p>		

	<p>the layout of the panels and resulting blocked gulley's. CC suggested that this issue be raised with SCC and VM agreed to ask them to visit the site to look into this.</p> <p>Governor Safeguarding Training Certificates – VM confirmed that she has received some certificates from governors and is waiting for the remainder.</p> <p>Google Governor email system – LT advised that she explain the Gmail system at the end of the meeting, demonstrating as necessary on her laptop.</p> <p>iPad method of analysis – HC advised that she has not heard from TS's colleague but they have been trying out some google docs and are happy instead with what they have devised.</p> <p>Attendance Link Visit – CC advised that a meeting had been arranged but EE was not in attendance. TS will discuss this further with EE outside of this meeting.</p> <p>Mathematics Link Visit Report – SC advised that the report is with Pippa for final approval before circulating to all governors. Pippa will then provide an update at the next FGB meeting.</p> <p>CPD Spend Guest Speakers – Guest speakers attended as per Item 3 above. CC also advised that the Headship Team are getting closer to completion of writing the training analysis that will release the CPD funding allocation of £31,600. The analysis requires a brief description of CPD links, format providers, impact and estimated cost which can include cover cost. Some programmes the school are already funding have been included e.g. Aspire, as this would double the impact. Some teachers watched a Shanghai teacher teach a maths lesson which only incurred the cost of cover but this could be included. This had a big impact on some staff and they are now sending a Year 5 teacher to observe also. The analysis must be completed by 14/02/1 and they would then receive the money in 3 instalments; 60% immediately, 20% at the end of the year and then claim the remainder.</p> <p>TS asked if this is a one-off funding and CC confirmed this.</p> <p>Prevent Training link – VM confirmed that this has been sent out again.</p> <p>H & S Action Plan progress report – VM advised that they had not received the Action Plan yet so they will have to postpone discussion until the next FGB meeting.</p> <p>All other Matters Arising are covered in this agenda or completed prior to this meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ● Update on possible donation of dictionaries to be provided. ● Governors to submit remaining copies of individual Safeguarding training certificates. ● Attendance Link Visit to be discussed with EE. ● Mathematics Link Visit report to be circulated and update provided at next FGB meeting. ● H & S Action plan to be reviewed and discussed at the next FGB meeting. 	<p>SC</p> <p>All</p> <p>TS</p> <p>SC/PW</p> <p>VM/EC</p>	<p>01/04/19</p> <p>01/04/19</p> <p>ASAP</p> <p>01/04/19</p> <p>01/04/19</p>
<p>5.</p>	<p>Chair's Actions</p> <p>TS advised governors that since the last FGB meeting she had attended the AIG meeting and a summary of this will be provided by CC under Item 7 below.</p>		

6.	<p>Trust Business [Standing Item]</p> <p>At the start of the meeting TS informed all governors of the sad news that the ALT CEO, Gary Piele had died on 2nd February after a long battle with thyroid cancer. Clive Bush will continue to lead the Trust at this time and condolences will be sent to Gary's family.</p>		
7.	<p>Headteacher's Report</p>		
	<p>CC provided reports/documents to members before the meeting and summarised as follows:</p> <p><u>Assessment Reports</u></p> <ul style="list-style-type: none"> □ Year 6 – Booster groups are being held for greater depth. □ Before school booster groups - children change on a termly basis. □ One to one tutor – Children changed regularly. □ Some Year 5 children going to tutor for writing. □ Test SAT's and Pixl tests are happening this week and an update can be provided at the next meeting. □ Late March will be the practice SAT's week. □ Comparison to other schools is difficult as there is no data apart from Pixl tests. □ The PiXL associate who visits Gusford and 10 other schools suggested we would be in the top half of these which would be better than last year. □ Figures highlighted in yellow are just below expected levels and we are working on these. <p>TC noted that this is the January data and the next data drop is due at the end of this half term. CC confirmed that an update will be provided to governors at the FGB meeting scheduled for May 2019 but the PiXL update will be available for the next FGB meeting.</p> <p><u>Trust Action Plan</u></p> <p>CC highlighted the new document for AIG meetings, noting the first page captures Ofsted action points. The remainder of the document was summarised as follows:</p> <p>Leadership & Management</p> <ul style="list-style-type: none"> □ First column is populated by ALT and as a group agreed the content for impact, lead and actions. □ Headship team pre-populated the actions to help progress the meeting. □ Next meeting will review and look at the impact of actions taken. □ Commentary provided by Joy Parkes and has captured the discussion, where we are and response. Rapid improvements in there. □ Some things were removed to ensure this document shows action taken. <p>Quality of Teaching</p> <ul style="list-style-type: none"> □ Challenging area of work to improve the consistency in QoT, learning and assessment. □ Planning and sharing good practice and encouraging learning from each other. □ Need to embed Talk for Writing and Maths Mastery to improve consistency and deal with any issues and provide support plans. □ Identified what we are already doing e.g. Compass training for all Year group leaders. 		

TS asked how they are going to approach improving consistent use of these methods and **HC** explained that Julie from Aspire is already training the TA's in how to use the methods more effectively and **HC** will be popping into PPA sessions to help Year Group Leaders and teachers to use them more effectively. Additionally, PPD day was used for working on planning with non-negotiables e.g. Handwriting & presentation.

- The Middle leader structure will attend the next AIG meeting to discuss effectiveness, support and next steps.
- A Leader has been on a Support plan which has now finished but is being closely monitored.
- Additional comments - Strengths in every year group; New staff in every area and inconsistency is the concern rather than QoT.
- Places booked on developing teachers programme. Want those attendees to deliver to all teachers at the next level.

TS asked if this report is shared with all staff and **CC** advised not as some sensitive information.

TS asked if the middle leaders are helping to move the knowledge down and **CC** confirmed that most of this is on the raising achievement plan that all staff see.

Early years

- CC** has done some training.
- HC** completed a SWOT analysis on writing.
- Hub moderation and story time phonics training is continuing.
- Visitor from Albert Pye made some suggestions for the best use of outdoor area so looking at this.
- Action Plan being written by Early Years Leader.
- Enthusiasm is good. Raising expectations all the time.

TS acknowledged that there appears to be definite movement and **CC** agreed with this adding that she spent a whole day with them and saw the improvements herself.

VM advised that the Nursery is now viable as there has been a good increase in numbers.

PD asked if the Nursery poster has disappeared and **CC** confirmed that it has vanished and they are going to get some new signs.

SC asked if they can put a sign at the entrance near the nursery and **CC** confirmed that there will be.

TS suggested they could do a press article about the nursery and **CC** agreed to look for any opportunities to do this.

The remainder of the report details:

- Pupil outcome forecasts.
- 2 pages of Commentary.
- Staffing update.

TS asked with regard to forecasts, which is the area of most concern and **HC** advised that these are forecasts so not appropriate for concerns but they are currently looking at 'moment in time data' which has highlighted Writing in Year 2 and resulted in extending the time they do 'Talk for writing' units. Some training on moderation has also taken place.

	<p><u>Aspire Visit</u></p> <p>A Development Day took place on 22nd January 2019.</p> <ul style="list-style-type: none"> □ All Leaders had one to one sessions to identify what the impact of the Ofsted report was on their area and what actions they need to be taking. □ Written a monitoring plan to work towards their consistency across year group. □ Exceeded expectations and staff involved were very positive. □ Reviewed first term of Edison and dealt with any misconceptions. □ NQT looked at topics teaching this term and learnt how to use compass more effectively. <p>Governors acknowledged that it seemed like a lot was covered and was encouraging that more staff were being involved.</p> <p>CC noted that cover for training is a very big challenge.</p> <p>Next aspire visit is to take place on 11th February 2019. This will cover 2 Leaders who were off sick and foundation book look.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Updated attainment data will be provided at the May FGB meeting. • Updated PiXL data will be shared at the next FGB meeting. 	<p>CC/HC CC</p>	<p>13/05/19 01/04/19</p>
8.	<p>Budget [Standing Item]</p>		
	<p>VM advised members there was nothing to report at this meeting.</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) – PD confirmed that everything is good and it is possible now that the SCR is up to date, to do one visit per term. However, PD will still update the registers every half term. PD is planning to also change the Behaviour visit and FET visit to once per term.</p> <p>Attendance Visit (EE) – This item is covered under Item 4 of this agenda.</p> <p>Mathematics (SC) – This item is covered under Item 4 of this agenda.</p> <p>CC noted that the FET are sending out fixed penalty notices for poor attendance. Some were late attendances and there has been some improvement as a result.</p> <p><u>PD asked if the level of in-term holiday requests has reduced</u> and CC advised that there has been no significant change, however, they are having to review consideration of the impact of requests for over 1 week’s holiday in term time.</p> <p>SC noted that the reward badges works so well as the children are so excited about them. CC advised that lost badges can be replaced for £1.</p>		
10.	<p>Safeguarding [Standing Item]</p>		
	<p>VM advised members there were no updates to report at this meeting.</p>		

11.	Health and Safety [Standing Item]		
	<p><u>Health & Safety Action Plan</u></p> <p>This item is covered under Item 4 of this agenda.</p> <p>There were no other H & S updates to report at this meeting.</p>		
12.	Policies and Papers for Acknowledgement/Approval		
	<p><u>Anti-Bullying Policy</u></p> <p>HC noted that she has updated this policy to include the School Values, updated list of Support groups and updated procedures. Policy approved by Governors.</p> <p><u>Handwriting & Presentation Policy</u></p> <p>HC noted that this is an amalgamation of 2 policies. HC noted that the requirements on Presentation across the school are very clearly understood. However, the previous policy indicated that Foundation stage children were expected to join their letters and this has changed to Year 2 in this policy, as this expectation was too high and had been noted by Ofsted.</p> <p><u>TS asked what ‘hot and cold’ writes in the policy refers to</u> and HC explained that this refers to the stage of the unit the child is at i.e. ‘Hot’ means they are at the end of the unit and have learnt this element and ‘Cold’ means they have not learnt the element yet. TS suggested this should be explained in the policy and HC agreed to add this in. Policy approved by Governors.</p> <p><u>Young Carers Policy</u></p> <p>HC provided Governors with a copy of this Policy and explained the background to producing this as follows:</p> <ul style="list-style-type: none"> □ There had been training and an assembly last year about this subject. □ A small support group meet regularly. □ The school does not currently have a Policy so this is a model policy which does match what we do. <p><u>TS asked if all staff are aware of who the Young Carers are</u> and HC confirmed that there is a central list and staff should all know who these children are in their own classes.</p> <p><u>SC asked if other year group teachers will know who these children are</u> and HC confirmed that if a new child is added to the list, the information is sent to all staff.</p> <p><u>PD asked if the percentage of children is high</u> and was advised that it is not terribly high but may be higher than you might think.</p> <p><u>TS highlighted the need to provide support for Young Carers when they do SAT’s so it is important for staff to be aware of who they are.</u> CC agreed that they are aware of this and acknowledged that last year some of these children were included as special circumstances.</p> <p>Policy approved by Governors.</p> <p>TS requested that when future updates are made to policies, the actual updated elements be highlighted for Governors to easily consider and HC agreed to this suggestion.</p>		

13.	Governor Critical Friends		
	<p>There was some discussion about whether or not the cards are appreciated or a bit divisive.</p> <p>CC confirmed that the card for the Family Engagement Team was very welcome after the Ofsted visit but she agreed that so many staff are doing more than they have to now so it is difficult to pick out individuals for this.</p> <p>TS suggested that the Governors will make a general statement in future to acknowledge hard work and achievements.</p> <p>Today they would like to acknowledge the effort involved in achieving the very positive AIG report.</p>		
14.	Any Other Business		
	<p>TS asked for an update on the reception area alterations and CC advised that she had been told it wasn't going to happen because of an issue with obtaining quotes but now she has been told the work will be completed at Easter. CC will update Governors again at the next FGB meeting.</p> <p>LT explained the new Gmail set up for Governors future communications and explained how all future agendas, minutes and documents needed for meetings will be stored on the drive accessible to all governors only.</p> <p>There was some discussion about the Elmer elephant statue which will be painted next half term.</p> <p>SC asked what has happened to the January Newsletter and CC explained that it will now be the Jan/Feb Newsletter which is currently being completed and is due to be sent out imminently.</p> <p>CC noted that the Disco timing is being changed because of difficulty staffing. The Years 1-3 will start after school at 3.45pm to 4.45pm and the Years 4-6 will start from 5pm to 7pm and the PTA will trial with a DJ.</p> <p><u>SC asked about inclusion of Reception classes</u> and CC confirmed they are not included this time but this is being discussed for the Summer term disco, possibly from 2.30pm.</p> <p>There was some discussion about general fundraising and voluntary contribution to trip and the need to cancel if not enough contributions received. CC clarified that they will always send a reminder to encourage contributions.</p> <p><u>SC asked if collection of 'Books for school tokens' was successful</u> and HC confirmed that £100 of books will be received as a result of collection of these tokens and they will be publicizing this and thanking parents.</p> <p><u>SC highlighted the change from pick & mix lunches to a pre-packed box.</u> VM advised that this had to change for a variety of reasons i.e. nutrition, carbon footprint</p>		

	<p>etc. The feedback from children has been that they are enjoying it and it is an easier/quicker choice. VM added that they have a new Head of kitchen from last week and she is planning to prepare samples for Parents evening.</p> <p><u>SC noted the change to Sports Clubs which are now run by school sports coaches.</u></p> <p>CC advised that this change was necessary and far more children than before are participating. There are three times the number of clubs covering a wider range of sports and are free. They may introduce Performing arts which will incur a charge (except 2 places funded through PP).</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> • Update on Reception alterations to be provided at next FGB meeting. 	CC/VM	01/04/19
15.	Date and Time of next meeting		
	The next Full Governing Body Meeting has been arranged for Monday 1st April 2019 @ 5.00pm.		

The meeting closed at **7.18 pm**

Minutes Agreed:

Name:

Signature:

Date: