Burrowmoor Primary School

**Full Governing Body Meeting**

Held on Wednesday 17th May 2017 at 6.00pm

**Present:** A.Smith, S.Dobbs, A.Pugh, S.Baxter, E.Liversedge

**In Attendance:** F.Delve

**Apologies:** J.Wing

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| **Item** | **Notes** | **Action** |
| **All reports were previously circulated unless stated** | | |
|  | **Welcome & Apologies for Absence**  Apologies given from JW and all present were welcomed. |  |
|  | **Declaration of Pecuniary & Non-Pecuniary Interests**  No new declarations were indicated. |  |
|  | **Minutes of the last Meeting & Matters Arising**  Minutes agreed as correct.  Draft minutes from FP&P meeting were in packs and agreed as correct. AS asked what is happening with the post of SBM. CP from the Trust has been through the SBM job description with SD and WT. EG from NWA will do most of the finance role and the other responsibilities with be divided as appropriate to the admin team. AS said we need to clarify what roles are being divided to the current admin staff. SD responded that CP will come in again and the Dfe are looking at hub type models for multi academy trusts. All of this has been discussed with WT. There is a possible opportunity for a creative rethink of office space. It may be that SD will move into SBM office and the Heads current office could be used as a meeting/conference room. SD will keep Governors updated with any decisions.  Debt Recovery Policy – AS suggest we start using it now. To be discussed at further Finance meeting.  SB asked about the Children’s Residential (now renamed to Residential Institution). It will be run by ‘Break’ which is a charity who offers children a place in care. EL asked if there will be a health and safety issue with it being backed onto the school and the need for a risk assessment to be done. This is not a secure unit and there is a possibility of some poorly behaved children staying at the home. This needs to be further addressed. SD said she and the manager of the home will work together and it is hoped we will have good relationships with them. EL asked what the children in the home will be doing during the day and what the staffing is like during the day. It may be that the children are schooled at home but if there becomes a parental concern, we can assure our parents as we will work with the care home. |  |
|  | **Safeguarding Update**  Nothing specific from SD other than what is in the Head’s Report. |  |
|  | **Head Teacher Report**  Attendance is just below the national average but there are reasons for this. SD has spoken with TJ and KL to put in key pointers for explanation. There has been one permanent exclusion but no appeal so it will stand.  We are looking at managed move for off-site provision. SB asked what managed move is which was then explained.  EL asked who is responsible financially. SD said that we are at the moment but we are looking at funding whereby we may only have to pay half. Talks are going well at the moment to try and find the best solution.  At this point AS said he received an email about a pupil taking unauthorised absence and does he need to reply. SD answered no and confirms BPS has recorded it as unauthorised. TJ to follow up.  SD and TJ are working with Highfields and with Yvonne every week. TJ will meet with all parents involved and a plan of action to move forward is in place.  The Learning Walk with the Trust on Monday was very successful and all staff, pupils and parents/carers are aware of the good news. It was a real tonic to staff as they are all trying really hard. SD said we are still on a journey but our efforts are being recognised. It has been a team effort and we are very, very keen to look at constructive comments and we will address and concerns or issues as well as strengths. An email has been received back from the Trust and we are all delighted the progress has been recognised.  A few pertinent comments were made. The use of Science books is a very good idea, however it was said putting worksheets into books is not necessary all the time. Staff are to put together programmes of their skills and knowledge.  ***AP arrived at 6.25pm***  Middle Leaders bullet point – We are certainly making progress on History and Geography and JP and AM were impressed with these two subjects. SD encouraged Governors to have a look as the knowledge is there visually and in the programmes of study.  SB asked if SATs are going well. SD replied yes KS1 have 73% on their reading paper so far and results will be quite a contrast to last year. AS said the current Year 1 & 2 are having a good year, the question is whether the problem is still there in Years 3 & 4 and asked if there is a catch up going on. SB said we will get evidence from the Pixl tests for Year 5. SD also noted that Ofsted regard Years 3 & 4 as a strength in the school.  An interesting observation was mentioned on Year 4 boys’ learning, there are pockets of things that are happening for a greater depth and SATs will give evidence of learning in Maths. AS asked what have we done since the Ofsted inspection? SD replied one area will be the SATs results and as we can show evidence for other things, this will demonstrate improvement. With regards to SEN, we have no evidence of communication yet. SB said we do have some which is ongoing and also working with Yvonne. TJ is speaking to the parents/carers on pupils with SEN on an individual basis and looking at a plan for each child, they will be invited in to school. It was asked how Senco arrangements are going this term, SD replies it is in place for September this year. EL has asked for a meeting with TJ and she can then feed back. SB asked if, following the last Ofsted report, we have done enough as a Governing Body. SD replied not yet but with systems in place for next term and with EL meeting TJ, we should be able to evidence the communication and it will show we have/are addressing the concerns. TJ and Yvonne are working on the day to day aspects as best they can and SD and Yvonne are working on a plan. SD said if governors want to more involved they can. Governors were happy to leave with EL and AS suggested EL and TJ meet now and again before October half term. SD said we need to make sure we are evolving and working together. AP said to put this matter on the agenda as an item for each meeting. At this point AS said the key issues on the Heads Report have been addressed.  SD confirmed the Trust will return in June and said to please be involved in the book scrutiny etc. SD invited governor involvement in this.  Targets for school effectiveness were looked at and the pupils found KS2 SATs maths reasoning difficult. AS asked if they had a shorter time, which was answer by AP as a government decision to reduce the time allowed by 10 minutes. SD said on this note if the pupils of BPS found it difficult then so may other schools also. We are looking at 68-73% for expected and above in our KS2 results in 2017.  Year 6 teachers feel the year group has not been as strong as the previous year and SB agreed that last year was very strong. SD said it is KS1 where we should make the biggest jump but we will see an upward trajectory in all phases/key stages in our results across the school.  SD – With regards to page 2, there are various things going on and the main thing which isn’t school focused is the meeting with Steve Barclay who is very keen on the Children’s University idea from SD. AP asked if this can be tied in with LEP whom he has just met with. SD said yes and made some notes. The Children’s University could be opened at NWA or somewhere else suitable in March. SB has emailed JW about this which just needs following up.  AP said there is the old grammar school building and EL asked what space is needed. SD said it will depend on the number of children and that the focus is a ‘centre for excellence’ especially for arts and culture. AP said there is funding available and for every £1 the government put in, the LEP will put in £1.50 so if we can prove it will make a difference to the town of March, there is money there to be put into it. AS wouldn’t want all the money to disappear in capital buildings and suggests if the building looks like an old run down school, children wouldn’t want to come. It would be a good idea from the Trusts point of view to have it on Trusts property. SD is looking at getting Cambridge involved to help support children in Fenland. EL said there are also links to use what Calser have got, everything is there we just need to speak to the right people. Art is big at the moment so we need to push for this. AS asked how does a business plan get taken forward so it doesn’t remain an idea and someone else gets all the money? AP said to make it sustainable and great for the area and have a business plan in place. SD said the children graduate from it so it sets aspirations and goals. James is happy to help as is Steve Barclay.  The trip to Stonea, especially the Boudica site was very well thought through and the children loved it. SD is always open for suggestions for trips. AS thanked SD for the Heads Report. |  |
|  | **Proposals for Governors**  SD is very open to suggestions and thoughts. A couple of things to look at are greater involvement from governors such as with the Learning Walks. Also, if meetings are taking place in school we need to know when governors come in so we can work around them. SD would like to be available especially if it is to talk about anything to do with their specific area. Governors need to be included in the process to standardise. SD asked all to make sure they are up to date with all policies. AS asked where we are at the moment with new governors. FD – All staff and parents/carers have been informed we are looking for a parent governor and 2 staff governors. So far, two parents have shown interest and one member of staff although they may struggle with meetings on Thursdays or if they do attend, it may be that due to parental responsibilities they may have to leave meetings early. In regard to the parent vacancy, we may need to go to a ballot. AP wants to look at new governors as those who want to work with the staff and not just come to the meetings. AS said we need to discourage sub-committees. It was suggested we have a governors signing in book so we can keep a log of who comes in and how often. FD will arrange this.  SD wants all to be aware the ‘Governance Handbook’ is a very good thing for us. AP suggests it be put on the agenda. When a parent governor is elected, their child must be in school so it could be a Year 6 parent. AS asked if we can get them in post so they are able to come to the next meeting in July. SD and AP noted that it is a standard procedure for governors to make pre-arranged visits when visiting a school, in accordance with Dfe guidance and safeguarding. AP commented that this is expected at NWA too. | **FD** |
|  | **Exclusion Policy**  SD – This has come from the Trust and they are looking for comments. AP said not much has changed other than a couple of amendments. There is now a flow chart and two lines have been added to the policy. |  |
| **8.** | **Job Description for AHT’s & Middle Leaders**  Two AHT’s have been appointed who complement our other AHT. SD, AM, and JP from the Trust are working on job descriptions at the moment. The school structure is being looked at – ***copies were handed out*** – this is the proposal for the 3 AHT’s. Middle Leaders have a very clear structure and expectations should be a whole school responsibility. AS said the structure answers all questions regarding responsibility and it is clear to people at these levels that they are expected to know their roles, especially for the next Ofsted visit. He also asked what time do Middle Leaders have beyond their PPA time and has Maria (Lower KS2) been appointed. SD answered not yet due to personal circumstances. She is doing the job and is working with TJ just not getting paid for it.  SD met with all Middle Leaders last week which includes Maria, who are all on board. SD advised all are welcome to look at the minutes.  AS suggested TA’s should be on the structure as they are accountable to classroom teachers, meaning teachers line manage them therefore they know they are responsible for TA’s. EL said the structure is more for leaders and SD commented the structure is to clarify laws, however AS said that all must know who is responsible to who. |  |
| **9.** | **Governors Subscriptions**  Do we want to subscribe to Cambridgeshire County Council? AS asked if we get value for money. It was said that we need to check with the Trust to access ‘in Trust training’ as £66 per governor is a lot of money for the school to pay. For safeguarding in an absence we can use Hilary at NWA. AS thinks we don’t need it and SD agreed it is not cost effective. AP suggested buddying up with someone. SD said for FD clerking courses we can go through the Trust. AS said the Trust is taking responsibility for clerking and AP said a good course will be paid for. |  |
| **10.** | Discussed earlier in the meeting. |  |
| **11.** | **Any other business**  SD to speak to FD to look at CCTV. | SD/FD |
| 1. **Date of next meeting**   29th June 2017 | | |
| **Meeting closed at 19.37pm** | | |

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**ACTION POINTS**

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| **WHO** | **ACTION** |
| FD | Governor signing in book |
| SD/FD | Look into CCTV |
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