

Rangeworthy CEVC School
Minutes of a meeting of the Full Governing Body
held on Tuesday 17th November 2015 in the School at 7.00pm

No	Item	Action
1	Present: Janet Dickson, Jeanette Mullen (Chair), Susan Warnock, Jenny Eastment, Anita Ackerman, Sarah Hoptroff, David Russell In attendance: Sarah Fletcher (Clerk)	
2	Apologies: Paul Vosper and Emma Pattullo had sent apologies and these were accepted by the GB.	
3	Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items. New forms were completed by governors not present at the last meeting.	
4	Minutes of the previous meeting: (held 15th September 2015) The HT proposed an amendment to Item 5. She asked that a sentence is amended to read as follows: <i>The HT added that even though the cohort had not performed well in their EYFS end of year assessments, the results were lower than they should have been.</i> The amendment was agreed. The minutes were proposed as an accurate record by Jenny Eastment, seconded by Sarah Hoptroff and agreed by all present.	SF to amend and print for signing
5	Matters Arising none	
6 and Item 12 from the agenda	Headteacher's report Circulated prior to meeting. The following areas were discussed: Admissions and Changes The HT advised that there are in fact 7 boys in Year 5/6 and not 8 as stated in the report. She also said that the 2 girls in Years 4 and 5 had now left the school to live in the Hebrides. Premises There were more problems with the old intruder and fire alarm system than previously thought. The new monitoring and servicing company, BAC fire services, have advised that an incorrect type of alarm had been set up in the new hall and many wires and been cut meaning that alarms were not working in some areas and monitoring had not been carried out due to faults. They have put together a report detailing the problems and the GB felt that a letter of complaint should be written to the old company asking for recompense for the period when they were not actually monitoring the system, and damages caused. The fire safety certificate will be signed off when all the repairs are completed. The HT will speak with Paul Vosper about the situation and contact the LA if the old company does not respond to the complaint. School Development Plan The Curriculum committee had discussed how this would be monitored at their recent meeting. The SDP will be updated to show governor names against actions	JD To update in Term 3 Updated SDP to be circulated

<p>Ofsted The HT advised that the school's disappointing data could make them vulnerable to an Ofsted visit. Helean Hughes from the LA had visited and was confident that the school would still be judged as 'good'. An LA Review has been organized in preparation for an Ofsted Inspection at the suggestion of Helean Hughes. This will be carried out on 30th November 2015 by Louise Lewis and she would like to speak to governors at 2.30pm</p> <p>SEF A new SEF has been created and the HT and the judgements, headlines and actions were read out to the GB:</p> <p>Leadership and Management – Good</p> <ul style="list-style-type: none"> • Clear vision and aims, lots of changes implemented • Good performance management for all staff • New creative curriculum • Working with cluster and other schools – developing outward looking ethos • Pupil premium leader in place. Effective allocation and monitoring of pupil premium. • School council effectively sharing views of children. • New assessment system • Skilled governors • Effective safeguarding • Experienced senior leader and teachers with leadership experience <p>Next stages Continue to develop opportunities for children to experience diversity Further develop children's safe use of technology inside and outside of school.</p> <p>Quality of teaching and learning – Good</p> <ul style="list-style-type: none"> • Teaching good and outstanding • Regular monitoring carried out • Phonic developments made – showing impact • New feedback policy in place • Effective SEN provision – a strength of the school <p>Next stages – embed changes to phonics, monitor changes in Class 1 to ensure continuity in learning and assessment for learning is embedded. Monitor feedback policy and further develop teacher's understanding of mastery in maths</p> <p>Personal development and welfare – Good with elements of outstanding</p> <ul style="list-style-type: none"> • High attendance • House point system introduced, teamwork • Very positive pupil teacher relationships • New behaviour policy • Christian values and family ethos • British values <p>Next stages – provide opportunity to experience other cultures for</p>	<p>All governors to let the HT know if available Term 3 agenda</p>
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	<p>themselves, work towards healthy schools award, social media education</p> <p>Outcomes for pupils – blip this year, normally good</p> <ul style="list-style-type: none"> • EYFS – slightly below national • Yr1 – teaching not good in phonics, new phonics progression now in place, closing monitoring of learning and teaching, tests 6 times per year, 77% prediction at end of year for Y1 achieving required level in phonics screening test. • KS1 Results - issues – not robust enough assessment procedures in place – children have actually achieved well but insufficient evidence to back this up. When tested again on entry to Yr3 showed higher results. • Robust assessments now, tracking closely good progress expected • KS2 – cohort specific issue for disappointing results, focus stretching more able in maths <p>Next stages – Close monitoring to ensure strategies implemented result in raised attainment and progress in phonics, EYFS, KS1 Ensure that KS2 children are sufficiently challenged resulting in more children achieving above expected levels.</p> <p>A governor asked if it will be easy to track with the new assessment system? The HT replied that they will be using an old style sats test paper as an additional end of year test to allow comparison with this year's results, in addition to end of KS tests.</p> <p>Overall effectiveness - Good</p> <ul style="list-style-type: none"> • Variety of opportunity • Broad curriculum • Behaviour and safety good <p>Next stages: Continue to develop opportunities for children to socialise with children from a range of cultures and socio-economic groups, ensure that children have ever increasing opportunities to learn about people from different cultures.</p> <p>The Chair asked that all governors are familiar with the SEF. The HT asked that governors send any visit reports from the last year to her.</p> <p>The HT circulated an update monitoring form which included school priorities from the last ofsted inspection. The GB discussed ways of ensuring that they are ready for the next visit and agreed that an ofsted question could form part of the agenda for meetings.</p>	<p>All governors</p> <p>SF – FGB agendas</p>
7	<p>Feedback from surveys 17 forms were returned and feedback results were shared with the GB. These had also been sent to parents, with a covering letter explaining the process for dealing with bullying as some parents had indicated that they were unaware of the process. The questions on the survey were the same as those asked on the Parent View questionnaire that ofsted looks at.</p> <p>A governor asked how it will be done in future. The GB discussed how it could be put on line but agreed that it will be</p>	

	carried out annually as a paper version. It was suggested that a tear off strip is included so that the school can keep a record of who has returned it, but with the results still anonymous.	
8	<p>Pupil Premium update The HT reported that a second set of learnpads have been purchased. 3 new pupils are entitled to pupil premium but won't receive any funding until the new financial year. They will however be able to use the learnpads. Extra support in maths will be put in place. The Finance and Resources committee discussed how the budget will be spent at a recent meeting and they will be monitoring it.</p>	
9	<p>Committee Reports: Finance and Resources Committee meeting held 4-11-15 Minutes circulated prior to meeting. A governor asked if the £375 was for the new maintenance contract for the fire alarm. The HT confirmed that it was. The Terms of Reference were reviewed, however these were an old version and the new version had been agreed as part of the FGB Terms of Reference at the Term 1 FGB meeting. It was confirmed that no changes were necessary. Curriculum and Standards Committee meeting held 16-11-15 Minutes not yet available. JE reported that monitoring had been discussed along with the SDP and that EP will be the E Safety link governor. Ethos Committee – will report to the FGB in Term 3.</p>	Agenda Term 3
10	<p>Policies – all policies circulated prior to meeting</p> <ol style="list-style-type: none"> 1. Child Protection – new policy reviewed by HT and Paul Vosper (Safeguarding link governor). A few minor additions were made to the policy at the meeting. Policy agreed and signed by the chair. A governor asked how policies are made available to staff. The HT replied that most are given to staff and they are asked to sign to say that they have read them. 2. Attendance – governors discussed how the HT monitors attendance and how decisions regarding authorized absences are made. It was agreed that in order for the HT to consider appeals for pupils who have not achieved 95% attendance due to extended illness, an additional bullet point is added reading as follows: <ul style="list-style-type: none"> • <i>in exceptional circumstances, e.g. extended illness absence, an appeal can be considered by the head teacher with another governor.</i> This was agreed and the policy amended and signed. 3. Accessibility Plan – reviewed and updated by the HT and Paul Vosper, agreed and signed by the chair. 4. Pay – updated by HT, agreed and signed by the chair. 5. Appraisal and Capability – no changes necessary, agreed and signed by the chair. 6. Staff Discipline – new model policy and guidance, agreed and signed by the chair. 7. Vetting of Outside Agencies – the GB discussed the process and procedures in place. New policy agreed and signed. 	

11	<p>Governor Training and Visits</p> <p>Visits – JE had circulated a PE visit report, no questions were raised. The provider has since changed again and Roaring Rugby now provide after school sport, and coaching during curriculum time. Governors were reminded to send their reports to the HT and to use the new monitoring form.</p> <p>Website – JE had monitored the website and found it to be compliant with new legislation and requirements. She will be submitting a report. Governors asked the clerk to book the following: Ofsted briefing – AA, JM and DR EP and JE had attended the Essential Briefing for Governors course. JE said that this covered the 4 areas of the new ofsted framework. They had been told that online training for the Prevent Duty is available. The clerk was asked to investigate this.</p>	<p>All governors SF to circulated form.</p> <p>SF</p> <p>SF</p>
12	<p>Ofsted and SEF See item 6</p>	
13	<p>Correspondence: None</p>	
14	<p>Any other Business EP had sent a message to say that on a recent ICT course she had been told that governors should have separate 'sgmail' email accounts to use for governor business. The clerk had asked for guidance form the LA and will report back when information is available.</p>	SF
15	<p>Date of next meeting Tuesday 19th January 2015 – 7.00pm</p> <p>Meeting ended at 9.15pm</p>	