

Rangeworthy CEVC School
 Minutes of a meeting of the Full Governing Body
 held on Tuesday 15th September 2015 in the School at 7.00pm

No	Item	Action
1	<p>Present: Janet Dickson (Head), Susan Warnock, Paul Vosper (Vice Chair), Emma Pattullo, Jenny Eastment, Sarah Hoptroff (from 7.15pm and item 5) In attendance: Sarah Fletcher (Clerk).</p>	
2	<p>Apologies: Jeanette Mullen Absent: David Russell, Anita Ackerman</p>	
3	<p>Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items. All governors present completed new Pecuniary Interest forms and understood that information from these would now be displayed on the school website.</p>	<p>JM, AA and DR to complete new forms</p>
4	<p>Elections: Jeanette Mullen was unable to attend the meeting but had informed the HT that she would be happy to stand as Chair again if nominated. Emma Pattullo nominated Jeanette Mullen as Chair of Governors for this academic year, this was seconded by Jenny Eastment. No other nominations. All agreed. Paul Vosper was nominated as Vice Chair of Governors for this academic year by the HT, this was seconded by Sue Warnock. No other nominations. All agreed. As the Chair had sent apologies the Vice Chair chaired the rest of the meeting. Sarah Fletcher was voted in as Clerk to the Governing Body for this academic year.</p>	
5	<p>Report by Maggie Cook – SIA (<i>copy of PowerPoint presentation was circulated to governors after the meeting</i>). Rangeworthy’s successes in 2014-15</p> <ul style="list-style-type: none"> • Successful SIAMS inspection following positive Ofsted inspection • Reflection garden • New library location • Breakfast club • High attendance • Happy children, enthusiastic behavior, enthusiastic learners • New Head teacher • The Governing Body • New creative curriculum <p>MC discussed each of these areas with the GB and asked if they felt anything else could be added. Governors suggested the following:</p> <ul style="list-style-type: none"> • The new SEND policy that had been put in place as a result of the new SEND Code of Practice, • The new Assessment system that had been put in place • The general re-organisation of the school and site; including the way the site is managed despite limited resources and the new skilled 	

	<p>support who is also the caretaker at the HT's previous school. A governor asked what the school had done to help achieve such high attendance figures. The HT said that parents of pupil premium and free school meals eligible children, had been supported in many ways and that all parents are asked to speak directly with the HT to request time off. A governor thanked the HT for the robust diligence in undertaking these duties in compliance with legislation, as it can be a difficult and sensitive area</p> <p>MC said that the GB had demonstrated that they are on the ball when addressing the actions highlighted in the last ofsted report and she had noted that monitoring reports for pupil premium and looked after children were included on the agenda for this meeting. A governor asked how often pupil premium should be discussed and monitored and after a discussion it was agreed that it should be a standing agenda item.</p> <p>Data</p> <p>MC said that the most recent data did show that there was still work to be done. Data for EYFS, KS1 and KS2 was shared with the GB and a governor asked how the figures corresponded with the number of children tested. MC said that in KS1 each child represented 14%. There were no level 3's recorded in KS1 and all data was below the South Glos and National averages. 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. MC said that she doesn't see it as a perpetual problem and is confident that the HT has appropriate measures in place to address this. In KS2, the results were much nearer to the South Glos and National average apart from in Maths where again the school was aware that results could be lower based on that particular cohort. MC talked about the sorts of questions that the GB could ask the HT based on what ofsted would expect.</p> <p>Progress so far to address achievement and Ofsted actions:</p> <ul style="list-style-type: none"> • Full time teacher in Year3/4 • Audit by new head teacher of strengths of the school and next steps • Focus on EYFS pupils and their provision • LA specialist guidance for EYFS • New pupil tracking system used by staff • Marking policy • Individualised support and development for teachers • Raising of aspirations • Provision for Year 1 and 2 • LA Specialist guidance for Year 1 and 2 • Ongoing preparation for ofsted <p>Governors felt that the new Behaviour policy should also be included in this list as it was very clear and the children knew what was expected of them.</p> <p>Governors Role:</p> <ul style="list-style-type: none"> • To monitor – particularly the pupil premium. • To support • To challenge • To address identified ofsted action 	SF - Agenda planner
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	<p>The HT stressed that if any governors had concerns regarding the report then they should contact her after the meeting. MC added that she has no concerns and is confident that the measures put in place will bear fruit. A governor asked whether the GB will be able to see any improvements this year.</p> <p>The HT said that regular monitoring will be reported back at FGB meetings via the HT's report. It would be difficult to give numerical levels due to the new assessment system but they will be able to monitor progress and quality of teaching. The HT went on to explain the review system and how interventions are put in place and their impact monitored.</p> <p>The SDP will include a summary of the actions put in place without including any confidential detail.</p> <p>MC was thanked for her presentation and left the meeting at 7.50pm.</p>	
6	<p>Committees and Special Responsibilities The following was agreed:</p> <p>Committees</p> <ul style="list-style-type: none"> • Curriculum, Standards and Staffing (quality of teaching) Chair – Emma Pattullo Clerk – Jenny Eastment Membership – Janet Dickson, Susan Warnock, Anita Ackerman (to be asked following meeting) • Finance, Resources and Staffing (costs) Chair – Jeanette Mullen Clerk – Sarah Hoptroff Membership – Janet Dickson, Susan Warnock, Paul Vosper, David Russell (to be asked following meeting) • Health and Safety sub committee Chair – Paul Vosper Clerk – Paul Vosper Membership – Janet Dickson, Jenny Eastment, Sarah Hoptroff, and the HT was asked to approach staff to see if anyone would be able to join. • Ethos Committee Chair - TBD Clerk - TBD Membership – Anita Ackerman, Janet Dickson, David Russell <p>Other Responsibilities</p> <p>Complaints – David Russell (to be asked after the meeting) Safeguarding – Paul Vosper SEN and Inclusion – Paul Vosper Gifted and Talented - Jenny Eastment English – Anita Ackerman (to be asked following meeting) Maths – Sarah Hoptroff Science – Emma Pattullo ICT – Emma Pattullo PE – Jenny Eastment Assessment – Jenny Eastment EYFS – Jeanette Mullen Website – Jenny Eastment HT's Performance Management – Jeanette Mullen and Emma Pattullo</p>	<p>SF</p> <p>SF</p> <p>JD</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p> <p>SF</p>

7	Minutes of the previous meeting: (held 23rd June 2015) Were agreed without amendment and signed by the Vice Chair.	
8	Matters Arising: none	
9	Head teacher's report – <i>circulated to the GB prior to the meeting.</i>	
10	Bishop's Visitor letter – <i>circulated prior to meeting.</i> The GB was pleased with the complimentary letter, following the visit by the Bishop's Visitor on 22 nd June 2015.	
11	SEND, Pupil Premium, Looked After Children (LAC) and Sports Premium Funding reports <i>All reports circulated to governors.</i> The GB asked the HT to pass on their thanks to Mrs Tarplee for putting together the SEND, Pupil Premium and LAC reports. The HT explained why there appeared to be some repetition amongst the numbers in the reports. She also confirmed that the Learn Pads referred to are a second order. A governor asked how much of the information would be put on the website. The HT replied that most of the first 2 pages of the Pupil Premium report would be put on there but that the rest would be classed as confidential. The LAC report will go to the Local Authority. When asked about the overall evidence that supported the Pupil Premium spending the HT said that progress over time is good and that the Change Tracker system is now used to measure qualitative evidence. The Sports Premium Funding report outlined how the schools allocation of £8,270 had been spent in the last academic year and also the planned spending of the £4,815 allocated this year. A governor asked if the sports premium would continue to be received each year and the HT said that she didn't know.	
12	Governor Training and Visits – The new training guide is available online and governors were encouraged to take a look and consider courses that may benefit them. JE had been present at an assessment meeting at the end of last term. EP has booked the following training: Performance Management for Head teachers ICT Strategic leadership and monitoring EP and JE have booked the following training: Essential briefing for governors Governance today School Improvement - Monitoring and Evaluating <i>Post meeting note – the clerk has passed the NCTL Clerks Development Programme qualification</i>	Courses to be booked via the clerk.
13	Policy Reviews Governor Code of Conduct All governors present signed the Governor Confidentiality Agreement and a	

	<p>vote was held as to whether meetings of the Rangeworthy Governing Body should be 'open' or 'closed'. All governors agreed that meetings should be 'closed'.</p> <p>FGB Terms of Reference – new document agreed and will be signed once the committee membership has been updated.</p> <p>Equality Policy – it was agreed that this policy is up to date and should remain on the calendar with a review date of June 2016.</p> <p>Accessibility Plan – the HT will update this and asked for feedback: Governors suggested that the Elliot building is a potential concern and the FGB was advised that the HT had been considering this issue over the summer. It was agreed that a strategy needed to be put in place to ensure effective management of this project.</p>	<p>SF</p> <p>Term 6 agenda</p> <p>Term 2 agenda</p>
14	<p>Surveys</p> <p>The HT explained that as part of the school's self-evaluation, she would like to carry out a parent's survey using the questions from Parent View. The GB agreed this was sensible idea and discussed ways of ensuring a good response.</p> <p>The HT said that she would also like to carry out Staff and Pupil surveys and that she would be using the standard ofsted ones. This was also agreed.</p>	
15	<p>Correspondence:</p> <p>The clerk drew the governor's attention to a document that she had circulated entitled 'What Governing Boards should expect from school leaders and what leaders should expect from governing boards'.</p> <p>She also reminded them to look at the new Autumn update from Governor services that had been circulated the previous week. A governor who had read the update asked if the school was using the new EYFS baseline assessment and the HT confirmed that they were.</p>	
16	<p>Any other Business:</p> <p>A governor enquired about a child whose parents have asked for them to be withdrawn from any religious activities at the school, as she wanted to make sure that the child would not be missing out on PSHE if not attending collective worship.</p> <p>The HT confirmed that PSHE is taught separately and that she would check the wording in the RE policy regarding this matter.</p>	<p>JD</p>
17	<p>Dates of next FGB meetings – all starting at 7.00pm</p> <p>Term 2 – Tuesday 17th November 2015</p> <p>Term 3 – Tuesday 19th January 2016</p> <p>Term 4 – Tuesday 1st March 2016</p> <p>Term 5 – Tuesday 10th May 2016</p> <p>Term 6 – Tuesday 21st June 2016</p> <p>Governors were thanked for attending at the new earlier time. Meeting ended at 9.15pm</p>	