

Rangeworthy CEVC School
 Minutes of a meeting of the Full Governing Body
 held on Tuesday 19th January 2016 in the School at 7.00pm

No	Item	Action
1	<p>Present: Janet Dickson, Jeanette Mullen (Chair), Susan Warnock, Jenny Eastment, Anita Ackerman, Sarah Hoptroff, David Russell, Emma Pattullo (from 7.15pm), Paul Vosper (From 7.40pm) In attendance: Sarah Fletcher (Clerk) Louise Lewis (Local Authority) until 7.50pm and Item 5</p>	
2	<p>Apologies: All governors were present at the meeting</p>	
3	<p>Declaration of Interests: No governor had any pecuniary interest to declare in relation to agenda items.</p>	
4	<p>Ofsted preparation - presentation by Louise Lewis LL explained the new inspection arrangements and pointed out the main areas that the inspector will be interested in and gave the following tips to governors so that they are prepared when ofsted visit:</p> <ul style="list-style-type: none"> • How well do governors know the school? • How well do they understand data? • How effectively do they challenge the school and hold it to account? • How well organised and trained are governors? • How strategic are governors? • What impact are they having? <p>She said that there will be a focus on impact and that inspectors won't want a narrative of what has been done but what impact there has been. Inspectors will meet a group of governors, including the chair to explore how well governors evaluate the school's performance in terms of:</p> <ul style="list-style-type: none"> • Clarity, vision, ethos and direction • Pupils' progress • Leadership of teaching • Management of Staff (including performance management) • The difference made by Pupil Premium and Sports Funding • Strategic planning <p>Inspectors will consider:</p> <ul style="list-style-type: none"> • How effectively governors carry out strategic duties • How roles and responsibilities are allocated • Transparency and accountability • The quality of minutes and what this tells them about the quality of governance • The skills and experiences that governors bring to the school <p>Papers were circulated showing 20 key questions every governing body should ask itself along with an answer sheet. LL suggested that a Governor Action Plan could be created and that governors should look at ofsted reports from other school that have been visited recently to see the sorts of things they are asking. She also said that it is handy to have a one page summary of key things that have been done at the school and their impact. The governors discussed all of the points raised and thanked LL for her presentation. LL then left the meeting.</p>	

5	<p>Minutes of the previous meeting: (held 17th November 2015) Were agreed as an accurate record. Proposed by Sarah Hoptroff, seconded by Jenny Eastment, agreed by all and signed by the Chair.</p>	
6	<p>Matters Arising None</p>	
7	<p>Headteacher's report – <i>circulated prior to meeting</i> The HT added that she had met with Paul Vosper to discuss a Safeguarding report based on a recent audit that had been carried out. A small schools sports cluster has been set up which will enable pupils to compete together. The GB discussed the attendance analysis and the HT confirmed that this had been carried out for good practice. Attendance remains at a very good level and reasons for low attendance were all found to be due to illness. The new fire alarm system is working well and it was agreed not to follow up with the concerns over the previous one due to time restraints. LA Review 30-11-15 – <i>report circulated prior to meeting</i> Governors discussed the report in detail and were concerned that there were several data errors. PV has contacted Helean Hughes with reference to the small cohort figures and will report back at the next meeting. The HT agreed to speak to the LA regarding the errors. In the meantime she clarified the school's data from the Data Dashboard: KS2 – Reading and Writing – progress as expected and in line with national average. KS1 – Reading and Writing - not enough level 2 pupils made 2 levels progress (this was however only 2 children due to the small cohort PV hopes to get this explanation clarified by meeting Helean Hughes). No children made more than expected progress. Action plans for phonics are in place. Maths results were disappointing for both key stages and an action plan is in place to ensure that all pupils make expected or above expected progress. A governor said that some percentages in the report were not actually achievable based on the number of children in the school and it was agreed that a narrative needs to be applied.</p>	<p>PV Agenda item term 4</p>
8	<p>Integra Schools - South Glos Traded Services. Following extensive research the HT proposed that the school commits to the following traded services from Integra for the next 3 years: School Dinners: Primary provision of FSM and UIFSM – indicative cost £7396 Primary provision of paid meals – indicative cost £6250 Off-site meal preparation - £6000 No other local provider can offer the same service as there is no kitchen on site. The price quoted by Integra is less than in previous years and is considered good value for money. HR management and casework: £2672 - in line with other South Glos organisations and their policies and procedures. SIMS and IMS managed service: £2569 - this would be difficult to source elsewhere as it corresponds with</p>	

	<p>other schools' software.</p> <p>IT managed services: £1961- the service has been very good and it all fits in with admin and payroll.</p> <p>School Improvement: £3300 - the school benefits from the SIA's links with other schools.</p> <p>Educational Psychologist: £699 – shared cost with 3 other schools</p> <p>Payroll and pension administration; £1165 - fits in with other systems in place.</p> <p>Special staff costs maternity - £1821</p> <p>School's Finance Support - £1980 – fits in with other system in place.</p> <p>The GB agreed the proposals made by the HT.</p> <p>Staff Sickness Insurance - £4109 – The HT will look into what other companies can offer before signing up for this again.</p>	Agenda Term 4
9	<p>SDP – update A new EYFS/KS1 section has been added and it was agreed that the HT and JM will monitor this area. The review of 'whole school understanding of provision for diverse communities' under Curriculum Development, will be monitored by the Ethos committee.</p> <p>SEF – The HT emphasized that the GB needs to have a good understanding of the SEF as it addresses issues that are raised in the SDP.</p> <p>A governor asked how often it is re-visited? The HT said that it is tweaked regularly and agreed that it will be circulated each time any major changes are made.</p>	
10	<p>Pupil Premium update The staff member responsible for Pupil Premium has reviewed funding and how it has been spent. There are more pupils who qualify this year (8), and new funding will not be received until April 2016, however these pupils are having money allocated to them now. From September 2016, pupil premium funds will be pooled rather than spent individually. PV stressed that if funding is pooled then governors will need to know that money has been allocated appropriately.</p> <p>Sports Funding SW said that she has some good ideas for tracking this following a network meeting and JE will monitor the spending. The new sports providers are working well and pupils are responding well to the coaching.</p>	
11	<p>Committee Reports: Curriculum and Standards Committee meeting held 16-12-15 Minutes circulated prior to meeting. No questions were raised. It was agreed that monitoring reports should be sent to the Chair of the relevant committee, the HT and clerk, for circulation with agenda papers. EP is the E safety lead and will monitor the SDP actions for this.</p> <p>Ethos Committee meeting held 7-12-15. Minutes circulated prior to meeting.</p>	

	No questions were raised. A governor suggested that a prayer is said at the beginning of FGB meetings, this was agreed.	Agenda item all FGB meetings
12	Policies – all policies circulated prior to meeting <ol style="list-style-type: none"> 1. FGB Terms of Reference – proposal to change the number of Curriculum committee meetings per year to 3 – agreed. 2. Managing Sickness Absence – new model policy agreed and signed. 3. Whistle Blowing– agreed and signed. 	
13	Governor Training and Visits EP has completed Prevent Duty online training. The clerk was asked to re-send the link to all governors. JM, EP, AA and DR had attended the Ofsted briefing and EP had put together a powerpoint. This will be sent with the minutes.	SF SF
14	Correspondence: none	
15	Any other Business The clerk reminded the Finance committee that the SFVS audit will need to be carried out before the next FGB meeting. The HT said that 3 quotes had been sought for a new photocopier lease. The Finance ctte will add this to their agenda for the next meeting along with quotes for a new security card system for the doors. The new website is up and running and it was suggested that Jonathan Thomas is contacted for feedback. <i>HT's Pay – the HT left the room while this was discussed.</i> The Chair confirmed that the HT's performance management had been carried out and that she had met all targets set. She therefore proposed that a 1 point increment is awarded. This was seconded by DR and agreed by all. <i>The HT was asked back into the room.</i> Gazebo – the HT said that she had received a quote from a company who could apply for a lottery grant to fund a new gazebo. The GB discussed the proposal and agreed in principal. The HT will get some more quotes as a comparison. PV (H & S Chair) advised that health and safety regulations will need to be followed e.g. proportionate use of S Glos guidance on undertaking a capital works scheme – RAMS, insurances etc.	Fin ctte Fin ctte SW Agenda item Term 4
16	Date of next meeting Tuesday 1st March – 7.00pm Meeting ended at 9.20pm	