

Rangeworthy CEVC Primary School

Minutes of the Full Governing Body Meeting Held on Tuesday 27th November 2018 in the School at 7.00pm

No	Item	Action
1	<p>In Attendance: James Powell (Head Teacher) Jeanette Mullen - Co-opted Governor – Chair Jenny Eastment - Co-opted Governor Sarah Hoptroff – Parent Governor Sharon Wells - Parent Governor Emma Pattullo - Co-opted Governor Liz Edmunds - Co-opted Governor Susan Warnock – Staff Governor Max Bemrose– LA Governor Also, in attendance: Thelma Maslen – Clerk</p> <p>The Chair welcomed all Governors to the meeting.</p>	
2	<p>Apologies An apology was received from David Russell – Foundation Governor. All Governors approved apology.</p>	
3	<p>Declaration of Interests Parental Interest were declared from SW, JE, EP & SH.</p>	
4	<p>GDPR No GDPR issues to report.</p> <p>JP has attended a GDPR seminar. The DPIAs processes eg. School registers. Carol Brown, GDPR Data Officer, will forward common DPIAs found in most schools.</p>	
5	<p>Minutes of meeting held 25.09.2018 The minutes were proposed as an accurate record and duly signed by the Chair Jeanette Mullen. Proposed by MB, seconded by SH. All Governors agreed with this decision.</p>	Decision
6	<p>Matters arising from those minutes (not otherwise on the agenda) School Primary Site</p> <ul style="list-style-type: none"> • JE forwarded the Impact Report to Governors. • H&S have agreed to tender the Cleaning Contract out from January 2019 to the end of the financial year. JP advised this decision was made to make the school H&S continuously compliant. • JP would like to thank EP for updating the Attendance Policy which was shared at the Curriculum Meeting. The Attendance Policy will now be disseminated to the Parents/Carers. • JP advised we should start fining Parents for lack of attendance. All Governors agreed with this decision. • JE noted the Government kept £400 out of the PP Fund for children in crisis. Action: JP will investigate this as he has no knowledge of this deduction. C/F 	<p>Decision</p> <p>JP</p>

7	<p>Head Teacher's Report <i>The Head Teacher's Report was distributed to Governors prior to the meeting and welcomed and questions or clarification to the report.</i></p> <p>A Governor asked: Where are we advertising for our new Reception Children? JP advised the school has advertised on the School Facebook Page. EM noted she did not have an up-to-date poster for the Village Hall.</p> <p>A Governor asked: Is there a notice board by the Park area for parents to view? JP advised he sent out an updated sheet and did receive some response from families.</p> <p>A Governor asked: Do you feel the Alliance Training is equal to or better than the South Gloucestershire training? SW is concerned about the small attendance and it will result in just the Alliance training. Liz Thomas is running the small school's cluster and will support the school with Maths. Vicky Gordan, School English Advisor, has been commissioned from May 2019 to support the school/alliance.</p> <p>A Governor asked: Do we have to pay for training through the Alliance. JP advised the school pays £300 for the Alliance as a small school and the training provided with Liz Thomas is 1 day's support. 3 Curriculum days are provided a year, so each school commits to 1 day for English and 1 day for Maths next year. JP informed Governors the release time for Teachers will involve a significant amount of time-out which would need to be covered with the HLTA/Head and supply.</p> <p>A Governor asked: Other writing approaches are being trialled, is there an outcome for this? JP advised the school have done 'talk for writing, which the school are utilizing, and all the time is being evaluated. SW noted a new scheme is called 'the write stuff' which fits the new curriculum.</p> <p>A Governor asked: With regards attendance the numbers were down with PP children, or was there anything specific? JP noted there are some PP children below the 85% attendance due to having only 8 in that cohort. The overall attendance is 96.2%.</p> <p>A Governor asked: Were there any minutes for the latest Safeguarding meeting? JP advised it was agreed on the 3rd September to have regular meeting and JP will arrange the next meeting.</p> <p>A Governor asked: What is an early help worker? JP advised an early help worker is support given to school for children who may require some support.</p> <p>JP advised the old information on the safeguarding file has been copied across to the new system.</p> <p>JM would like to thank the School Association for the funding provided to the school. JP advised the new interactive whiteboard will be fitted next week 6th December.</p> <p>JP advised the steps at the front of the school building will be replaced with wooden steps.</p>	
---	--	--

	<p>Attainment JP noted the first round of assessments of Reading, Writing and Maths have taken place for the whole school and the data has been inputted into our SIMS assessment manager computer program. Pupil Progress meetings have taken place and interventions have been amended as a result after each data entry point.</p> <ul style="list-style-type: none"> • Indications show that the progress is good within the school as a whole, but attainment isn't as strong. (R-28% P W-28% P M-30%) • SEND progress is good (R-22% P W-24% P M-34%) • PP progress is good in maths 31% but not enough in R-12% and W-8% (This can mainly be attributed to two children that haven't accessed the year 1 ARE's yet, so classify as 0% progress) • Attainment is difficult to measure because it is statistically difficult due to having cohorts less than 11. 	
8	<p>School Development Plan (SDP) <i>Working Document</i> JP issued the current draft SDP to Governors.</p> <ul style="list-style-type: none"> • The Curriculum Committee assigned members of the committee to monitor sections of the SDP. • The Ethos Committee have met and have created a SIAMs action plan. • JP advised he has added 'SPAG' into the SDP as this is an area which the school needs to focus on. 	
9	<p>SEF <i>(live ongoing Document)</i> JP advised there is nothing to report. SEF updated at the last FGB meeting.</p>	
10	<p>Committee Reports</p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Site Inspection was carried out. • Water Temperatures in the toilets were adjusted as too hot. • The settings on the boilers were adjusted. <p>Finance</p> <ul style="list-style-type: none"> • Half yearly review was carried out with Laura Britain, Finance Officer. The Budget is looking on track with an in-year saving and reduced the deficit by £4135.00. The review needs to be forwarded to the Local Authority by the 30th November. • The Government has awarded the school a contribution towards the school pay increases. • The Pay Committee agreed on 'Option 2' for The Teachers Pay Increases. <p>Curriculum EP noted the Curriculum minutes were previously circulated.</p> <ul style="list-style-type: none"> • SDP was discussed and planned out action plans agreed. • Attendance Policy was reviewed and agreed by the Committee. <p>Ethos Action: JP will chase up the minutes for the latest Ethos meeting.</p>	<p>Decision</p> <p>JP</p>
11	<p>Staffing Update 2018/19 Covered in Headteachers Report.</p>	
12	<p>Governor Training & Visits</p> <ul style="list-style-type: none"> • JM will be attending school on the 4th December 2018. • Subject/Link Governors need to arrange visits for monitoring. • JE attended a Pupil Premium Training. 	

17	Reflection <ul style="list-style-type: none"> • Data 2018 Review from the SILP Advisor • Good discussion around GDPR. • Budget Update • SDP Update • Policy Update <p>The Headteacher would like to thank Staff and Governors for their continual hard work.</p>	
18	Date of next meeting: Term 3 – 22nd January 2019 at 7.00pm Term 4 - 19.3.19 - 7.00pm / Term 5-14.5.19- 7.00pm / Term 6-9.7.19- 7.00pm	

Meeting closed at 8.45pm

Signed:

Dated: