

Rangeworthy CEVC Primary School

Minutes of the Full Governing Body Meeting Held on Tuesday 9th July 2019 in the School at 7.00pm

No	Item	Action
1	<p>In Attendance:</p> <p>James Powell (Head Teacher) JP Sarah Hoptroff Parent Governor – Chair SH Liz Edmunds Co-opted Governor EE Jenny Eastment Co-opted Governor JE Emma Pattullo Co-opted Governor EP Susan Warnock Staff Governor Swa Sharon Wells Parent Governor Swe David Russell Foundation Governor DR Thelma Maslen – Clerk</p> <p>The Chair welcomed all Governors to the meeting.</p>	
2	<p>Apologies</p> <p>Apologies were received and accepted from: Jeanette Mullen-Co-opted Governor & Max Bemrose-LA Governor. Sarah Hoptroff agreed to stand in as Chair due to Jeanette Mullen being unable to attend the meeting.</p> <p>All Governors agreed with this decision.</p> <p>JP informed Governors that Max Bemrose has resigned from the Governing Body due to work commitments.</p>	Decision
3	<p>Declaration of Interests</p> <p>Parental (pecuniary) Interest were declared from SH. JE/SWa is a member of staff.</p>	
4	<p>Minutes of meeting held on 22.01.2019 <i>To confirm as an accurate record.</i></p> <p>Minutes of meeting held on 19.03.2019 & Confidential Minutes <i>To confirm as an accurate record.</i></p> <p>Minutes of meeting held on 14.05.2019 <i>To confirm as an accurate record.</i></p> <p>The above minutes were all approve and signed by the Chair SH. All Governors present agreed with this decision.</p>	Decision
5	<p>Matters arising from those minutes (not otherwise on the agenda)</p> <ul style="list-style-type: none"> • The PP and SEND data are in the process of being evaluated with the end of year data. • The updated Policy and review calendar (dropbox) C/F • JP confirmed the risk assessment for the school camp was completed by SWa and this was notified to SH. • EP confirmed she has spoken to the Clerk of the Parish Council regarding pupil numbers at Rangeworthy and the information was received via Village gossip. They have noted and minuted this information at their meeting. 	EP

	<ul style="list-style-type: none"> SH noted a parent had produced a lovely notice on the Rangeworthy Facebook and the School Association page regarding pupil spaces which indicates that spaces are available in all years. 	
6	<p>Headteacher's Report JP would like to thank SWa and Jane for a very successful Kilve Court experience for the children. JP attended Kilve Court for the day and the event was very well organised.</p> <p>Maths – same day interventions. JP noted it has been trialled in different classrooms and Teachers are tweaking it to make it work for them. The interventions are not always very effective due to the limited number of adults we have, and we have not got the capacity for support. SWa noted a lot of maths are taught in the afternoon to cover all the elements. JP noted the school has been waiting for the maths intervention programme to come out all year and Claire raised this at the Cluster meetings and how effective they have been all year. Funding will be continued this year and maths will need to be utilised this year to bridge the gap where children find it more challenging.</p> <p>SPAG have been added to the SPD and some of the actions have been completed. This will continue into next year. JP noted the spelling results in KS2 were a lot better this year. Greater Depth Writing is very hard to achieve especially in Year 6. There is 1 child in Year 6 with Greater Depth. This child was the only child given this judgement by the School Improvement Advisor, at that point.</p> <p>EP asked: How many LAC children do we have? JP confirmed the school has 1 LAC child.</p> <p>SH asked: Request for doctors' certificate. Is this in the Attendance Policy? Action: JP noted he will check the policy and will advised the Governors according. JP has received some advice regarding families who are hard to reach, and official documents from their Doctors need to be provided for absence and consent from the family if the school needs to contact their Doctor. JP noted the school could hold a care plan meeting with the School Nurse to raise this concern. This was recently raised with the Safeguarding compliancy check the school recently had regarding recurring broken weeks.</p> <p>EP asked: Is there a reduction in term time holiday request? No, the same families request holiday. SH asked: Is there a blank template for absence letters? JP noted all holiday requests will be unauthorised unless in extreme circumstances.</p> <p>Bishop's Visitor report has been issued to staff. Action: JP will forward a copy of the Bishop's Visitor report to Governors. The Siams Inspection is due in November 2019. The Inspector was impressed how articulate the children were.</p> <p>Health & Safety Risk Profile has been issued to Governors. SH noted the risk profile being 'green' is due to the hard work from JP. Safeguarding Compliance inspection (not received yet) was very positive and the SCR is very detailed and accurate which is a credit to the two Admin staff in the office. The minor comments made were how to improve the process. JP will issue the report, once it has been received.</p>	<p>JP</p> <p>JP</p>

	<p>Action: Clerk will place SCR Report on agenda for Term 1.</p> <p>Data – An unvalidated data report was distributed to the Governors. The results achieved a good set of data. SH congratulated SWa for all her hard work in achieving great year 6 results as it was a challenging cohort including the first time in several years of a pupil achieving greater depth in all areas.</p>	Clerk
7	<p>School Development Plan (SDP) JP noted the SDP has been updated. JP noted we have achieved a large amount of actions on the SDP. JP would like to thank Staff and Governors for their support this year. JP had commenced setting out the SDP for the next year. Governors had no comment.</p>	
8	<p>SEF updated JP advised the SEF will be updated and will be based on the new Ofsted Inspection Framework in September. JP has received an updated version from the Domino Alliance which JP will adopt for Rangeworthy.</p>	JP
9	<p>Link Governor Report SEND (JE): JE noted the impact on the drop in PP premium will be noticeable next year. The school will receive £1300 per child. There is currently 5 Pupil Premium on role. JP noted 3 out of the 5 children have made progress.</p> <p>English SWe attended English lead looking at reading. Report not yet completed.</p> <ul style="list-style-type: none"> • SWa noted there was an Author event at Bristol UWE. JP noted all children have ordered a book to donate to the school library. • Reading has been highlighted within the Curriculum and the new Ofsted Framework. 	Swe
10	<p>Decision Planner The Governors reviewed and discussed the decision planner. Action: JE will circulate the decision planner to Governors to approve.</p>	JE
11	<p>Staff Update</p> <ul style="list-style-type: none"> • JP advised the same class structure will be implemented for September 2019 and all the teachers will remain in the same. There is no child which will be split between the two classes. • The distribution of TAs has been agreed. • There may be an additional child which may be joining the school who will come with an EHCP. For every child who has an EHCP the school will have to contribute £6000. If the school cannot meet this child's needs additional funding would need to be applied to employ additional staff for the support. <p>EP asked: Will the school be keeping the TA who is teaching French? JP noted she has a teaching post until the end of April 2019 on a separate contract for teaching French in addition to her TA role.</p>	
12	<p>Committee Minutes Health & Safety 1.7.2019 The majority of the H&S actions have been completed due to the School Association work and the work completed by the handy man. EP asked: Will there be a fire practice during a lunchtime – are the lunchtime supervisors all trained? SH noted there is always an annual practice to cover the lunchtime EP asked – What is the thought around the new gate – does it still provide the schools ethos of being warm and welcoming?</p>	JP

	<p>- JP noted safeguarding is paramount to the school. There have been a few comments how open the school is. The Governors discussed this issue in depth and agreed for the new fencing costing and approval to be taken to the Finance Committee for approval. To also consider the lobby/ access to the office area as this is where some children change for PE</p> <p>Finance No mtg 26.02.2019 Governors had no comments.</p> <p>Curriculum mtg 2.05.2019 Governors had no comments.</p> <p>Action: JE will forward the Curriculum Minutes of the 14.2.19 to Governors JP noted the RE and the SMSC Policy has been returned from Ethos back to the Curriculum Committee.</p> <p>Action: EP will place an up to date version of the Policy Review Calendar onto 'drop box'.</p> <p>Ethos 15.11.2018 JP has forwarded the Ethos Minutes to Governors. All the above meeting minutes will be approved at the next FGB meeting. C/F</p>	<p>JE</p> <p>EP</p> <p>Committee Chairs</p>
13	<p>Sports Funding / Pupil Premium JP noted the sports week was very successful. The mojo active for sports week had good reviews. EP noted the sports week was a brilliant week and children tried activities they had not done before. It was good evidence of how the sports premium money had impacted the children The Sports Funding will continue to support Forest schools and the Breakfast Club sports activities.</p>	
14	<p>GDPR EP has volunteered to be the GDPR Governor. No GDPR concerns to report. JP advised we will be relying on the Retention Policy for the end of the year for all documents to be stored or transferred.</p>	
15	<p>Domino Alliance EP asked if there had been a positive impact from being part of the Domino Alliance? JP noted this was discussed with staff at the last staff meeting and they noted the Domino Alliance is a really proactive and active Domino Alliance Group and a lot of opportunities available for staff but staff would not be part taking in every activity or meeting they would be offering due to financial and time constraints.</p>	

16	<p>Policy Reviews Complaints Policy – The Domino Chair of Governors working party reviewed the Complaints Policy. The policy was shared with a group of schools in South Glos. Maxine Winter, from Governor Services, will then make this policy a model policy. All Governors agreed to this decision.</p> <p>Action: Head teacher performance Management TOR will be drawn up by EP. The HT Panel would be EP/JM/DR</p> <p>Drop Box Governors discussed the use of the Drop Box and how clerks of committees, when agreeing policies, would send electronic versions to update this. Also agreed that the Clerk would maintain same process for any policies agreed at FGB.</p>	<p>Decision</p> <p>EP</p>
17	<p>Any other Business</p> <ul style="list-style-type: none"> • EP – Noted there is a new development in the village for 14 houses opposite the village hall. EP has volunteered to distribute the school prospectus/leaflets advertising the school to the marketing suite. All Governors agreed with this decision. • DR advised of a planning application just past the school of a barn converting into a personal dwelling. DR advised the PCC has placed an objection for this application as the lane would be used causing increased traffic outside the school. The governors chose at this stage not to make a comment • Church Services on the theme of education 9.30am on Sunday 8th September 2019. All Staff and Governors were invited. • TORs for each Committee – Chairs need to consider the content before the first FGB meeting in Term 1. • SH has requested a Governor to co-ordinate the skills audit if she was to send out. EP/JE have agreed to review • SH informed the Governing Body of her resignation from the FGB due to work commitments but would assist a handover to a new volunteer. This leaves a position on the Finance Committee, H&S Committee, Data link Governor and Vice Chair • JM has requested a Governor to consider taking on the role as Chair. • On-going costs for the Breakfast Club – the club is still being run as a lost leader. Governors agreed to continue to support and fund the Breakfast Club. <p>SH would like to thank the School Association for their work they have done in the school over the past year in particular the time spent on decorating and fund raising to purchase new resources.</p> <p>SH would like to thank James and the Staff for their work this year as it has been a difficult but positive year.</p> <p>JP would like to thank the Governing Body for your hard work and support.</p>	<p>EP</p> <p>Decision</p> <p>All Chairs</p>
18	<p>Reflection</p>	

	<ul style="list-style-type: none"> The Governors are pleased the school budget will come out of deficit if spend continues to be monitored and thanked JP and his staff for their hard work. 	
19	Approval of the FGB Meeting Dates 2019-20 All Governors present have approved the FGB meeting dates for 2019-20.	Decision
17	Date of next meeting: Tuesday 15 th October 2019 at 7.00pm	

Meeting closed at 9.00pm

Signed:

Dated: