



**FULL GOVERNING BODY MEETING
MONDAY 13 FEBRUARY 2017 AT 17.00
MINUTES**

Andy Sutton (Chair), Elizabeth Smith (Headteacher), Linda Bundy, Andy Biss, Martyn Ashmead John Lawrence and Tony Jerrett and Carolyn Wilkinson

IN ATTENDANCE: S Mursell (Clerk).

APOLOGIES: Shaun Isaac

1. APOLOGIES

Apologies were received from Shaun Isaac.

2. DECLARATIONS OF INTEREST

AB made a new declaration in that his wife is commencing employment at the school as an LSA.

3. MINUTES OF MEETING 5th DECEMBER 2016

The minutes were unanimously approved and signed by the Chair.

4. MATTERS ARISING

- **Travel Plan:** this is ongoing with a further meeting planned for 15th February. There is parking available on the recreation ground where eco-matting has been laid.
- **Sports Funding Information on the School Website:** this has now been put on the website.
- **Governor visits:** AS requested that governors provide a write up of their visits to school in the newsletter. AS is the March governor of the month and will start this process.
- **Special Needs Top-up Funding:** The headteacher has yet to receive the outcome of the SENSE (Special Needs Support Agreement) funding application.
- **SLAs:** The chair reported that the grounds maintenance contractor has changed. He will make contact with Property Services to investigate the opportunity for further grounds developments to be agreed with the new contractor.

5. CHAIR'S UPDATE AND CORRESPONDENCE

School website: The chair reminded governors of his request for governors to supply a short statement to be posted to the governor section of the website. The chair advised governors that the website is now considered up to date with statutory policies and

curriculum information on the website. The school will consider those other retained policies that need to be posted to the website.

Governor monitoring: The headteacher has produced a monitoring planner for governors. The chair and MA have considered the planner and included monitoring activities for governors together with the monitoring of key milestones when data drops take place. Activities are also mapped around the Resource and SIC committee's accountabilities ensuring that governors fulfil their key responsibilities. The chair and MA will complete their review of the document and send the completed document to all governors. **ACTION: Andy Sutton**

SEN report: SI in his absence has raised a query regarding the number of SEN children at the school. The headteacher will check the data with the SENCo and e-mail governors with clarification. **ACTION: Elizabeth Smith**

Future OFSTED Inspection: The chair advised governors that in March it will be three years since the last Ofsted inspection and therefore the school will be in the Ofsted window. Governors were advised of the need to be ready for an Ofsted inspection and key governors will be needed to meet with the inspector. AB as the Safeguarding/SEN link governor will try to be available for a meeting with the inspector, work permitting..

6. HEADTEACHER'S VERBAL UPDATE

The headteacher updated governors as follows:

- NOR is currently 208. There has been an unsuccessful appeal for a Year R child and the class size remains at 31. A Year 4 child has been admitted under the Fair Access arrangements where there is a sibling in Year 5.
- Personnel: The headteacher reported that turbulence in staff continues where there are two maternity leavers with one staff member currently on long term sickness. There have been four members of staff who have been off sick for one week or more this half term. One member of staff is also leaving the school at the end of the spring term to take up a promotion; there is one retirement at the end of March and the HLTA has gained promotion. With regard to the HLTA, as that individual is fully trained the advertisement will seek to recruit an individual with nurture experience as children continue to enter school requiring emotional support. Four LSAs have recently been recruited and it is hoped that they will commence employment after the half term. Finally the school is considering moving to using contract cleaners rather than employing cleaners. Although this may incur some additional costs it is regarded as the best option to ensure cleaning is maintained at the appropriate level. Caretaking Services from the Local Authority will support the school in the tendering process.

In respect of nurture, governors asked how the school can measure progress made by these children? The headteacher explained that the Boxall Profile is an assessment used for children with social, emotional and behavioural difficulties. Focused interventions are then put in place and following this, another Boxall Profile is completed and compared with the first one to measure improvements. There are other softer aspects that can be observed in children as to how they approach their learning. It is regarded that children should be emotionally settled at school to help their learning, but schools are not funded to support this aspect of their development.

Governors were advised that there are aspects of the staffing update that are confidential as not all members of staff are aware of these changes and parents have yet to be advised of any potential changes to class arrangements.

- Performance data: Governors were reminded that the school uses the Hampshire Assessment Model where there are 4 milestones. Data was circulated to governors based on progress against these milestones. Writing remains an issue in Years 1, 3, 4 and 5, with reading and maths an issue in Year 6. Year 5 targets will be re-levelled as Year 5 are not making the same level of progress towards ARE as other year groups are. EYFS data is measured on a termly basis rather than 4 milestones. Attainment in Maths at 71% is good whereas language is the issue in this cohort.
- Pupil Premium: For those not on track to meet ARE progress is measured in steps and Maths is the issue with this cohort.
- SEND: Is a cohort of 40 children and again Maths is the area of concern. **Governors asked if all interventions are in place?** They are in place and there is also a focus on precision teaching for this cohort. For SEND children this cohort is mostly boys. Governors were advised that the LLP is very much aware of this group and he is helping the school to focus on them. He is suggesting that this may be a cohort that an Ofsted inspector will want to focus on.
- SIP: The evaluation document had been sent to all governors with the key highlights being:
 - Priority 1 attainment of children – This has already been discussed. In addition there will be closer tracking of children who were judged to be exceeding at EYFS and were level 2 at KS1.
 - Priority 2 teaching and learning – The headteacher referred to the blended reading approach/ The LLP observed that recent training had been put in to practice by teachers. It is judged that the coaching support that has been put in place is impacting on improved classroom practice.
 - Priority 3 leadership – English and Maths subject leaders are being given release time and this has been noted by the LLP. Science leadership needs to be developed and there needs to be increased accountability in respect of their release time and the support that subject leaders give to staff.
 - LLP review visit: At the last visit the LLP did a learning walk with the HT and DHT where the report on the visit is to follow. Issues that were discussed include; children working at a greater depth, reasoning tasks were not evident in children's books, marking let the school down as there was not sufficient evidence of it in books, handwriting was picked up as standards have slipped following a purge on it and further development of middle managers being given time to develop although the support of English and Maths leaders was noted. AB was present for this feedback session by the LLP. The school remains on medium support from the Local Authority.
 - Staff training: The headteacher provided a list of training undertaken by staff.
 - Finance: As mentioned earlier there is a high level of sickness at school is predicting that the supply cover budget will be exceeded by the end of the financial year. The headteacher referred to the potential impact on the school of national formula funding where a reduction in budget share is anticipated. Governors were encouraged to participate in the consultation process and two governors have attended the briefing on this. It was **agreed** that the governing body will write to the MP in response to the consultation. **ACTION: Andy Sutton.**

Governors asked if the school is doing all it can to encourage parents to register their children for free school meals? This is already done and parents who should qualify are encouraged to register.

7. LA CLERKING ARRANGEMENTS 2017/18

Based on current requirements it was agreed that for the next school year there will be 6 FGB meetings and 5 committee meetings, 3 of which will be SIC meetings in line with key milestones and 2 M & R meetings one of which will consider the half yearly budget and one will be the annual budget revision.

8. VERBAL UPDATE FROM THE M & R COMMITTEE

There has been no meeting since the last FGB meeting however members of this committee have been carrying out SFVS checks that will be concluded over the half term holiday. AB will also undertake a check of the Single Central Record.

It was **agreed** that the SFVS will be signed off at the FGB meeting on 27th March 2017.

It was confirmed that Health and Safety governor inspections had been agreed as follows:

- Autumn 2 – JL
- Spring 1 – AJ
- Spring 2 – AS
- Summer 1 – JL
- Summer 2 – SI

Governors were encouraged to make arrangements that these visits are carried out in a timely manner.

9. GOVERNOR RECRUITMENT

The chair advised that there is a further co-opted governor vacancy which is being advertised through the One Stop Shop and Inspiring the Future websites. Other governors will use their contacts to seek prospective governors. The chair has also contacted Exxon.

10. GOVERNOR DEVELOPMENT PLAN

The chair expressed his thanks to the headteacher in developing this plan.

The chair confirmed the current governor responsibilities as follows:

- Development Training Governor – JL
- Safeguarding Governor – AB
- SEND Governor – AB
- Pupil Premium Governor – MA
- Safer Recruitment Governor – AS, JL and AB
- Finance Governor – JL and AB

Governors were advised that the governing body should have a higher focus on Pupil Premium and Sports Premium funding and the governing body should consider the impact of the funding.

Governors recognised the importance of monitoring the quality of teaching and learning through the headteacher reports.

Governors also recognised the importance of policy review and as already noted the school website is being updated for statutory and other advisory policies.

11. POLICIES FOR RATIFICATION

The Health and Safety policy is a model Hampshire policy. It was **agreed** to approve the Health and Safety policy.

The Restrictive Physical Intervention in Schools policy was circulated in advance of the policy and approved.

12. SAFEGUARDING/CHILD PROTECTION ISSUES

The headteacher confirmed that mid-year safeguarding training has been carried out for staff who have joined the school staff since September. All staff are also Prevent trained. Other

staff who are due to start at the school after half term will receive the same training at the earliest opportunity.

The HT and DHT are currently on the waiting list to receive CPLO refresher training.

There are no child protection issues to update governors on.

13 PREMISES

Already covered elsewhere on the agenda.

14. STAFFING

Already covered elsewhere on the agenda.

15. GOVERNOR TRAINING

AS and JL have attended a workshop on disadvantaged pupils. The chair will send out to all governors the salient points from the workshop.

It was confirmed that all governors have received the 2017/18 training directory and governors are booking on to courses.

In respect of monitoring, AS has visited school on Inset day to attend training on guided reading referred to in the headteacher's report. This will assist those children who are reading at a greater depth and will take account of the vocabulary used.

AB attended school for the LLP visit feedback.

AS has been in attendance at school assemblies.

AB will visit school at half term to complete the SFVS checks and to check the Single Central Record.

16. AOB

The date of the next M & R meeting is 25th April not 7th March as indicated.

The headteacher reported that the school is prosecuting two families for unauthorised absence and the written statements for the prosecution have been completed for the Local Authority.

The headteacher provided a copy of the parent's questionnaire for all governors with responses included.

AJ reported that the headteacher's performance management had been concluded.

CLOSE OF MEETING

The meeting closed at 19.00

Governing body meetings Oakfield 2016/17

FGB at 17.00 On Mondays	SIC at 16.15	M & R at 15.00 on Tuesdays
03-10-2016	29-11-2016	15-11-2016
05-12-2016	28-03-2017	25-05-2017
13-02-2017	11-07-2017	
27-03-2017		
15-05-2017		
03-07-2017		