



**FULL GOVERNING BODY MEETING
MONDAY 3 OCTOBER 2016 AT 17.00
MINUTES**

Andy Sutton (Chair), Elizabeth Smith (Headteacher), Linda Bundy, Andy Biss, Shaun Isaac, Francesca Prior, Martyn Ashmead and Carolyn Wilkinson

IN ATTENDANCE: S Mursell (Clerk).

APOLOGIES: Tony Jerrett and John Lawrence

The meeting was quorate.

The meeting started at 17.00.

1. APOLOGIES

Apologies were received from John Lawrence and Tony Jerrett.

2. RECONSTITUTION OF THE GOVERNING BODY

The Clerk referred governors to the governing body minutes of 3rd October 2016 when the constitution of the new governing body was agreed. The Clerk advised governors that the Instrument of Government had been completed on that basis, sent to Governor Services for approval and signature, and a copy of the signed Instrument was received by the Clerk. A copy of the Instrument provided to all governors at the meeting.

It was confirmed that the governor group of HT, LA governor, Staff governors and Parent governors will roll forward to the new governing body and automatically assume membership of the newly constituted governing body

That group of governors was confirmed as:

HT - Elizabeth Smith

LA - Andy Sutton

Staff - Carolyn Wilkinson

Parents - Shaun Isaac and Andy Biss (Francesca Prior was absent from the meeting however that grouping of governors is quorate)

The Clerk confirmed that the governor group of HT, Staff, Parent and Authority governors would now appoint the co-opted governors as follows:

Tony Jerrett, John Lawrence and Linda Bundy.

It was agreed by the newly constituted governing body that this group of governors are confirmed as co-opted governors of the newly constituted

governing body and they would start new terms of office from the date of this meeting.

3. DECLARATIONS OF INTEREST

No governors made a declaration of interest in respect of agenda items.

4. CO-OPTED GOVERNOR VACANCY

Governors had been circulated with details of a prospective new governor, Martyn Ashmead, and the chair outlined his skills and experience that he has from many years in education. It was agreed that he be invited to join the governing body and he joined the meeting at this stage. It was **agreed** that Martyn will join the SIC committee and the Headteacher Performance Management panel.

5. MINUTES OF MEETING OF 3rd OCTOBER 2016

The minutes were unanimously approved and signed by the Chair.

6. MATTERS ARISING

- **British Transport Police Visit:** Shaun Isaac reported no progress and it was agreed to follow this up in the Spring term
Action: Clerk – FGB 15th May 2017
- **Travel Plan:** following the last meeting a park & stride scheme is now in operation and we are hoping that a new bike shelter at school will be constructed. It was requested that the Travel Plan is put on the school website.
- **Sports Funding Information on the School Website:** this is on hand and is being put on the website by ICT support.
- **Governor visits:** AS has attended assemblies and the harvest festival. AB has been in school as governor of the month.
- **LLP:** Simon has visited school to work with subject leaders and carried out work sampling.
- **GOVERNOR links:** Martyn agreed to be the Year 4 governor link.

7. CHAIR'S UPDATE AND CORRESPONDENCE

SLAs: The chair advised that the new SLAs have to be agreed by 31st December. Governors considered that the SLAs represent good value for money and there is limited capacity on the governing body to undertake any further in-depth consideration of alternatives to the SLAs. The headteacher advised governors of the increasing need for Ed Pysch support in school where top-up in excess of the 3 days is required.

It was **agreed** to accept the recommendations of the headteacher with regard to SLAs 2017/20.

It was also **agreed** that the number of hours of clerking support will need to be reviewed during the Spring term based on the anticipated number of governing body meetings for the following school year.

Governor newsletter: The chair confirmed the need for a governor section in the newsletter to be published and governors also discussed a potential governor blog for the school website. It was **agreed** that the governor of the month will be responsible for writing an article for the school newsletter.

8. HEADTEACHER'S WRITTEN REPORT

The headteacher referred governors to the main points as follows:

- 75% of lesson observations are considered good or better. Of the lessons observed that were less than good, coaching is in place as appropriate. It is recognised that teachers feel under pressure when observed and in future observations will be more informal with drop-ins by the SLT, there will be book-looks, SLT will talk to the children and as a result there will be triangulation of evidence. This mirrors activities when undergoing an Ofsted inspection.
- Governors have been given a copy of the SIP which has been updated with cohort targets. This is detailed in the SIC minutes where reference was made to the school moving to the Hampshire Assessment Model. The first data drop is this week and the data will clearly show children who are regarded as stuck and those children on track to meet ARE.
- RAISE data was reviewed in detail by the SIC committee with the proviso that the results for writing were not included in RAISE, therefore there were no combined scores.
- Areas of focus were clearly identified in the SIP.
- For SEND children the data will be reviewed to check that they have all made reasonable progress; however it is recognised that they may not make ARE. The case studies will be retained for Ofsted purposes.
- The school continues to issue fixed penalty notices as appropriate.
- **Governors asked about children with Education Health Care Plans and the length of time taken to agree them?** The school is applying for SENSA top-up funding for some children to fund the additional support before the EHC is granted.
- **Governors noted the high level of exclusions.** This is one child with challenging behaviour issues where the school is working with the primary Behaviour Support team in order to support this child at school

Governors reviewed the results of the questionnaire which are mostly positive. The headteacher **agreed** to send a breakdown of the questionnaire results to governors. **Governors commented that some of the questions appear to be broad in their context.** It was confirmed that the questions are the Ofsted questions.

9. VERBAL UPDATE FROM THE M & R COMMITTEE

The chair updated governors on the business of the M & R committee. The committee agreed the revised school budget 2016/17 which had been reported in the circulated minutes.

It was **agreed** to approve the revised school budget 2016/17 which shows:

- Expenditure of £1,009,109 (One million, and nine thousand, one hundred and nine pounds)
- Income of £992,259 (Nine hundred and ninety two thousand, two hundred and fifty nine pounds)
- An in year deficit of £16,851 (Sixteen thousand, eight hundred and fifty one pounds) *rounded up figure*
- Which with a brought forward surplus of £61,623 (Sixty one thousand, six hundred and twenty three pounds) leaves an end of year surplus of £44,772 (Forty four thousand, seven hundred and seventy two pounds)

The committee had discussed the photocopying contract and it was agreed to stay with the current supplier. Since that discussion an unexpected invoice, for print

management costs had been received from Harraps in connection with the photocopying contract; however the invoiced amount has been negotiated down.

The Breakfast Club provision has been reviewed and the club continues to make a profit.

The next meeting will review SFVS and ahead of that meeting it was **agreed** that SI and AB will undertake the governor SFVS checks.

FP joined the meeting during these discussions at 5.50 p.m.

10. VERBAL UPDATE FROM THE SIC COMMITTEE

The chair updated governors on the business of the SIC committee. The meeting was preceded by a presentation on English by Ellie Giron which was very informative.

Most of the meeting was taken up with analysis of the RAISE data and all governors have been circulated with the minutes of the meeting. It was confirmed that the school is not regarded as a coasting school. ***Governors asked if based on the RAISE data the school may fall in to the category of Requires Improvement?*** It is unlikely that Ofsted would make this judgment based solely on the data as it is the first year of reporting on the new assessment method. Ofsted will also consider the interventions that the school have put in place and consider the impact that they are having.

Governors were referred to the “Highlights and Spotlights” document that details the strengths and weaknesses. .

It was agreed that the next SIC meeting will include a presentation on Maths.

11. POLICIES FOR RATIFICATION

Governors ratified the Assessment Policy and the Marking & Feedback Policy. The policies will be posted to the school website.

12. OUTCOMES OF SAFEGUARDING AUDIT

The audit was overseen by the Safeguarding governor, Andy Biss, and submitted by the deadline. For governors information it is no longer a requirement to provide a formal report on Safeguarding to governors. Also for governors information it was reported that there are currently 2 children at school who are in care and neither are on track to meet ARE.

The action points arising from the Safeguarding Audit are:

- Safeguarding training for the whole school is to be undertaken through the Safeguarding Training Pathway in the summer term
- A check will be made on the renewal of DSL training for the HT and DHT
- Andy Biss is continuing in his role as interviewing volunteers to the school. There are some volunteers outstanding on the Single Central Register; however they will be taken off the register as they have not been in school for some time
- Andy Biss is attending the Safeguarding training course in February

Martyn Ashmead stated that he is progressing with his own DBS check.

13. GOVERNOR TRAINING

The chair requested feedback from governors on the recent governing body training. It was felt it was very useful and the information received will feed in to the governor self-evaluation document.

The actions arising being:

- Governors are now equipped with several sets of questions when holding the school to account
- Governors agreed to undertake governor monitoring visits more often

14. GOVERNOR MONITORING

The chair has undertaken a class visit and attended governor training on Holding Leaders to Account. No other governors have visited school since the last meeting other than visits already reported.

The chair will review the governor self-evaluation document with the headteacher and Martyn Ashmead will also assist. It was **agreed** that an updated governor action plan will follow this work.

15. AOB

Francesca Prior reported on the progress of grant applications that she has made on behalf of FOO for the sensory garden and the wildlife area. The chair acknowledged that this meeting will be the last meeting that Francesca will attend before her term of office as a parent governor finishes. Governors recognised her service to the school.

The chair will also encourage Property Services to cut back the overgrowth where the wildlife area will be located.

CLOSE OF MEETING

The meeting closed at 18.50

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	07-03-2017
13-02-2017	11-07-2017	
27-03-2017		
15-05-2017		
03-07-2017		