



Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 24 April 2018 at 6.30 pm

Present:

Trish Amesbury (TA) (Co-opted) (Chair) (from 7.20 pm)
Vicky Ball (VB) (Vice Chair) (Co-opted)
Hannah Battye (HB) (Parent)
Emma Crowe (EC) (Staff)
Kate Hopcraft (KH) (Parent)
Anna Isles (AI) (Co-opted)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Charlotte Rayner (CR) (Co-opted)
Kate Thorpe (KT) (Parent)
Helen Yaxley (HY) (Co-opted)

In attendance:

Clare Saunders (CS) (Clerk)
Sandra Morris (SM) (School Administrator) (until 6.50 pm)

Apologies:

David Hinde (DH) (Parent)
Sharone Parnes (SP) (Co-opted)

The meeting was opened by **VB** at 6.35 pm. The meeting was quorate.

1. Welcome

VB welcomed everyone and explained that in **TA**'s absence she would be chairing the meeting, although it was expected that **TA** would arrive later.

2. Apologies for Absence

It was decided to discuss Apologies and Absence later on the Agenda.

4. Urgent Additional Items

Budget for 2018-19

This item was moved up the Agenda so that Sandra Morris could attend.

Sandra handed out copies of the Budget Forecast for the financial years 2018-19 to 2020-21. She explained that this is based on an assumed intake number of 45 in September 2018, and 30 in September 2019. She commented that there had been a very good carry-forward figure this year which has been utilised during the year. **DN** agreed, saying that there has always been a good carry-forward but that in the coming years it would be important to "live within the school's means" rather than using

reserves. This would be a challenge for the school as it has always had a bigger carry-forward until now. She commented that there are two TAs leaving the school in the summer and that they would not be replaced. A governor asked whether there was a rule about how much could be carried forward. Sandra and **DN** explained that there is an upper limit but that the school could allocate sums to specific projects which reduces the amount treated as carry-forward.

A governor asked where the sum shown as capital income comes from, and Sandra replied that this is the money paid by County for capital expenditure. The spending of the money has to be budgeted by the school.

Another governor asked what the reason was for the major difference in the figures shown in the forecast, and **DN** answered that this was due to lower class sizes.

The Budget for 2018-19 was approved by governors.

(6.50 pm – Sandra Morris left the meeting.)

3. **Declarations of Pecuniary Interests**

Neither **DH** or **SP** have yet submitted their forms. The **Clerk** sent a form to **EC** and she has completed and returned it. **Action: DH** and **SP** to send completed forms to the **Clerk** as a matter of urgency. There were no other updates.

5. **Governor Vacancies**

VB explained that there are still two vacancies on the governing body – for one Co-opted Governor and the Local Authority Governor. **AI** said that she had been in touch with a possible nominee and was waiting to hear. There is a list of people to be contacted.

6. **Minutes and Matters Arising from the Meeting held on 20 March 2018**

Matters Arising:

item 3: Declarations of Pecuniary Interests forms have already been discussed at item 3.

item 5: Governor vacancies have already been discussed at item 5.

item 6 (6) (12): **KT** has had her photograph taken for an ID card but **SP** has not.

Action: SP to see Sandra to have the photo taken. Action ongoing.

item 6 (7): **TA** was not present at this point so the issue of transport to the Marlborough School was held over to the end of the meeting.

item 6 (9): The Home School Agreement will be discussed under item 15.

item 9: **HB** has met Mrs Bartrum, and **KT** has spoken to Mrs Phillips and will meet with her this term. **Action: DN** to send the form for updating the PE section of the SDP to **KT**.

item 12: **TA** has arranged for the ODST to speak to governors at the next FGB meeting. Action completed.

item 13: **KT** has completed the Safeguarding training and handed in her certificate. She

will attend the Induction training in the autumn. **Action: KT** to book for Induction training when the training courses for 2018-19 are announced; **DN** to send **KT** the link for Prevent training and **KT** to complete the training.

VB reported that she has still not heard from either **DH** or **SP** concerning the Prevent training, despite having emailed the link to them at least twice. **Action: DH** and **SP** to do the Prevent training urgently; **SP** to do the Safeguarding and send the certificate to **VB**.

item 15: Committee meeting dates were sent out to all governors. Action completed.

The Minutes of the meeting held on 20 March 2018 were approved and signed by **VB**.

7. Chair's Items

There were none.

8. Headteacher's Update

Staffing

DN told governors that interviews for a new KS2 teacher had been held and that an appointment had been made. The new teacher will be an NQT who has been doing the SCIT course. She reported that there had been 15 applications for the post (fewer than on previous occasions), with five applicants shortlisted for interview. She thanked **AI** and **AL** for their assistance with the interviews.

DN reported that Mrs Robinson has returned from maternity leave and is working one day a week in Foundation Stage.

Teaching and Learning

DN told governors that the Year 6 teachers are busy preparing children for the tests in May, that a Year 6 booster club is running and that she and another member of staff had run Easter school during the holidays. A governor asked whether the Easter school had been popular and whether it had helped increase children's confidence.

DN replied that a good number of children had attended, that they had enjoyed the sessions and seeing their friends in the holidays, and that the additional work had helped make the tests seem more familiar to them.

DN added that Year 2 children are preparing for the KS1 tests. A governor remarked that last year the KS2 Maths paper had looked different from previous tests and asked whether the KS1 tests also appeared different to those of previous years; **DN** replied that they had also changed as there were now higher expectations of the children.

DN commented that the staff do everything they can to take the pressure off the children and to minimise any stress which might be caused by the tests. At the moment, the children are doing tests in fun ways eg quizzes, which they enjoy.

PE Funding

DN informed governors that a sports leader has been employed to work on Fridays – at lunchtime he encourages the children to be more active, during the afternoon he supports PE sessions and after school he runs the football club.

Admissions

DN reported that there have been 51 applications for 45 places, and that four children who already have siblings at the school have been offered places elsewhere. **DN** expressed her opinion that this is an extremely unfortunate situation for the children who had thought they would be coming to the school and for their families who will have to manage drop-off and collection at different schools. She told governors that she has spoken to the local authority and to **TA** and **VB** about the issue, explaining how difficult it will be for the families, and she has made it clear that she would like the school to take the additional four children if possible. She explained that the school will have to wait until the second round of applications takes place before it is known whether any late applications are made. This will be on 12 June. Late applications from children who live nearer to the school take priority as distance is the first criterion.

DN remarked that it was important to ensure that the parents of the four children hoping for places were made aware that they could move down the list if late applications were made by people living nearer to the school; she added that they had been advised to accept the places they have so far been offered. She said that she will know in May whether all existing offers of places at the school are accepted.

A governor asked why the cut-off point was 45. **DN** replied that this was the number which had been set for the school, and she explained that the year above does not have many children so she would like to take more this year. A governor asked how the number would impact on staffing, and **DN** answered that there would still be two teachers but that there would be an increase from one to two teaching assistants, and that this would be a good ratio of teachers to children. She commented that another staffing consideration would be how many of the new children have special educational needs, although this is not known at the moment, and that there would need to be a plan for managing the way in which children are brought in at the start of the day.

(7.20 pm – **TA** arrived.)

Rights Respecting Schools

DN reminded governors that Mrs Lancaster leads this initiative and that the children are going to attend a Parish Council meeting soon. She said that the school had received a request from UNICEF to host some teachers from Iceland, that there would be another conference for children at the school as the one last year had been very successful and that the school will be assessed for its Gold award at the end of term.

9. After School Care

DN explained that there had been some initial issues with the provision of after school care, for example the doorbell and lighting, but that these had been resolved. Energykidz were inspected by Ofsted on 16 March but there is no report yet.

DN has had one parent raise three complaints about Energykidz, namely about the food, that the children were not allowed to watch TV, and that there was a high turnover of staff. **DN** said that she visits the club at least once a week and has seen them providing the food promised on their website. She commented that it had not been part of the offer for children to be watching TV, and that although there had been quite a turnover of staff, this was because it was difficult to recruit staff for those hours. So far this term there had been consistency in the staffing.

Governors agreed that parents wishing to complain about aspects of the after school care should speak to Energykidz direct, and that it was a matter for parental choice whether to send their children there or to other providers of after school care.

DN told governors that Energykidz had sent out questionnaires to the parents using their service, that 10 had been received back and that of these two had been critical. Energykidz say that they have tried to address the issues raised in the questionnaires.

DN reminded governors that part of the agreement with Energykidz was that when the numbers of children attending the club reached a certain level, the school would receive a payment; there are now 55 children attending each week and the school has received £2,284.66 since September 2017. **DN** estimated that only approximately £300 had been spent by the school on additional electricity.

A governor asked whether there had been any discussion around the school's breakfast club being inspected by Ofsted at the same time as the school. **DN** replied that this had not been done. She invited governors to propose ideas for food at the breakfast club, and some suggestions were made. A governor commented that parents who were unhappy with the food being served at breakfast club could send their own food in to school with their child.

2. Apologies for Absence

This item had been moved down the Agenda to allow **TA** to be present.

The **Clerk** reported that apologies had been received from **DH** and **SP**. Governors discussed the issue of frequent absence from meetings of the FGB and the Clerk advised them that apologies do not have to be accepted – the reasons given for the absence should be considered before apologies are formally accepted.

10. Safeguarding

DN told governors that the local authority holds meetings for Safeguarding Leads each term, which she attends. The most recent meeting dealt with lock down procedures, and **DN** reported that the school's own procedure would be practised this term although the children will be given an imaginary scenario of a dog in the grounds. The procedure is included in the school's Critical Incident Plan.

11. Health and Safety

HB and **DN** will be doing another health and safety walk this term. The next health and safety audit has been arranged for 13 June.

12. Governor Training

Already covered under item 6 above. Nothing further to report.

13. Resources Committee

The Minutes of the meeting held on 19 April 2018 had been circulated in advance.

VB reported that the visit by the ECSA team did not happen on 23 April as planned.

The boiler has now been fixed.

The next meeting of the Resources Committee will be held on Thursday 14 June at 3.15 pm.

14. Performance & Standards Committee

The Minutes of the meeting held on 17 April 2018 had been circulated in advance.

AI told governors that the committee had looked at the Year 2 data and predictions, and also the KS2 progress data, and discussed what was being done to support children who are currently working below the expected levels.

The next meeting of the Performance & Standards Committee will be held on Thursday 7 June at 2 pm.

15. Curriculum Committee

The Minutes of the meeting held on 19 April 2018 had been circulated in advance.

CR reported that the Home-School agreement had been discussed and that the committee had considered how to use it as a marketing tool for the school. It had been decided to relaunch it to everyone in school, rather than just using it for new entrants. Governors discussed whether it was possible for the children to have a diary with space to note details of homework due etc, and it was agreed that the issue of keeping communication going between parents and school was always a challenge. **DN** commented that parents with queries about homework or other issues can always email the office for clarification, and their questions would be passed to the teacher concerned.

The next meeting of the Curriculum Committee will be on Thursday 14 June at 3.15 pm.

16. Any Other Business

TA explained that this year's Governors' Gold Awards would be presented at the end of this term and that teachers need to nominate children to receive the awards. **TA** and **DN** will present the awards on 20 July.

TA will be attending a meeting with representatives from the Marlborough School, Bletchington and other schools on Monday to discuss the issue of school transport. She will feed back to governors and parents afterwards.

TA has invited the ODST to speak to governors at 6.30 pm on Tuesday 26 June (before the full governing body meeting). In addition, she has arranged to meet the Chair of Governors at Kirtlington School to discuss academies generally.

KH asked that governors let her know when they have arranged to meet with staff.
Action: all governors to let **KH** have the dates of their meetings with Priority Leads.

17. Date and Time of Next Meeting: Tuesday 26 June 2018 at 6.30 pm

Items for inclusion on the agenda should be emailed to the Clerk a fortnight before the meeting.

The meeting closed at 8.20 pm