



**Minutes of a meeting of the full Governing Body held at William Fletcher Primary School on Tuesday 7 February 2017 at 6.30 pm**

**Present:**

Trish Amesbury (TA) (Parent) (Chair)  
Vicky Ball (VB) (Co-opted)  
Hannah Battye (HB) (Parent)  
Cathy Bowden (CB) (Parent)  
Ilona Bennett (IB) (Co-opted – from 6.35 pm)  
David Hinde (DH) (Parent)  
Anna Isles (AI) (LA Governor) (Vice Chair)  
Andrew Lister (AL) (Co-opted)  
Ed Murray (EM) (Co-opted)  
Deborah Nind (DN) (Headteacher)  
Sharone Parnes (SP) (Parent) (from 6.45 pm)  
Charlotte Rayner (CR) (Co-opted)  
Helen Yaxley (HY) (Co-opted)

**In attendance:**

Clare Saunders (CS) (Clerk)

**Apologies:**

Karen Chambers (KC) (Staff)

The meeting was opened at 6.31 pm by the Chair and was quorate.

**1. Welcome**

TA welcomed governors to the meeting and introduced Hannah Battye (HB) as the new Parent Governor who was elected in November.

**2. Governor vacancies and prospective new Governor**

TA reminded governors that there were still two vacancies for Co-opted Governors but that they had all been sent information about the skills and experience of a prospective new governor, Ilona Bennett. After discussion, governors formally agreed to co-opt Ilona Bennett (IB) onto the governing body and she joined the meeting. TA welcomed her and everyone introduced themselves.

TA informed governors that VB's term of office as Parent Governor had come to an end, and she invited them to consider appointing her as a Co-opted Governor. This was agreed with effect from 28 November 2016.

TA commented that there was now only one vacancy – for a Parent Governor – and that the school would be arranging an election after half term. **Action: TA** and **DN** to ensure that an election for a Parent Governor takes place.

**3. Apologies for Absence**

Apologies for absence had been received from **KC**. Her apologies were accepted.

**4. Declarations of Pecuniary Interests**

There were no updates.

**5. Urgent Additional Items**

None.

**6. Minutes and Matters Arising from the meeting held on 22 November 2016**  
**Matters Arising:**

**item 5 (8):** Not all governors have tried Governor Hub yet – the Clerk has put all the necessary details on the Hub so everyone should be able to access it now. **Action: all governors** to log on to the Hub and try it out. ([www.governorhub.com](http://www.governorhub.com))

TA has checked with Sandra and the DBS checks have all been done.

**item 5 (11):** Not all governors have met with their subject co-ordinators. **Action: the Clerk** to send round the list of link governors and subject co-ordinators from the October meeting.

**item 6:** In progress. TA encouraged the new governors to attend several committee meetings and decide which they would like to join. **Action: DH, HB** and **IB** to attend some committee meetings.

**item 8:** The subject of Academies is on the Agenda at item 11.

After-school care will be covered on the Agenda at item 7.

Safeguarding is on the Agenda at item 12.

The Minutes of the meeting held on 22 November 2016 were approved and signed.

**7. Chair's Items**

*After-school care:* TA told governors that the school had wanted to provide afterschool care for some time but that the building project had taken up so much time over the last two years that it had not been possible to start looking at this until now.

(6.45 pm – **SP** arrived.)

Magpies currently provide after-school care – they collect the children at the end of school and drive them to their premises. Recently, however, they asked whether it would be possible to use space at school – they said that transporting the children from school was no longer a viable option and that, if the school couldn't provide a room, they would be unable to offer the service. When the school said that this would not be

possible, Magpies sent emails direct to the parents, saying that because the school could not offer them a room, they might have to discontinue the service.

**DN** had been contacted by another provider of after-school care, and **TA** had found another two. They – and Magpies – were all invited to give presentations to governors – two of these took place last week and the other two will happen next week. Two organisations are very small and the others are larger, corporate businesses. **TA** told governors that no decision is being made at the moment and that this is a fact-finding process.

A governor asked whether the providers would also offer breakfast club facilities; **DN** explained that the school currently runs its own breakfast club and has two dedicated staff members. It runs well unless one of them is ill, and for this reason it would be better to have a team of people involved. A governor commented that it would be a good idea to look at which provider could also offer breakfast club facilities. **DN** answered that one benefit of the way the breakfast club is run now is that it is provided on a drop-in basis, and that because there are always staff around when the club is running, the staffing ratios can be maintained. An external provider would need definite numbers of children attending. She commented that the breakfast club currently breaks even financially, and that the financial implications of external providers need to be looked at carefully. One of them is offering to run the service at a loss for a year, but in the second year the school would have to cover some of the loss.

A governor asked whether Magpies are still offering to run the after-school care service. **TA** answered that they are one of the providers giving presentations and that they seem to have resolved their transportation issues.

A governor asked how long an after-school session would last; the answer was that it would run from 3.00 pm – 6.00 pm. One governor asked whether it would be better to offer a shorter finish time eg 4.30 pm, to reduce the cost and encourage a greater take up, but another replied that most after-school schemes offer a similar three hour period as standard. Childcare vouchers can be used as payment.

A governor asked whether children from other schools would also be included in the provision. **DN** answered that she and **TA** had asked for priority to be given to the children from William Fletcher. Both providers who have given presentations have said they could open the scheme up to 3 year olds but **DN** said that she would have real concerns about very young children being looked after in the same room as the 10 and 11 year olds.

**TA** invited governors to provide give input into the decision-making process, saying that it was hoped to be able to offer after-school care for September, which means making a decision by Easter. A governor thanked **TA** and **DN** for their work in looking into the different schemes and inviting governors to attend the presentations.

## **8. Governors' Gold Awards**

**TA** explained to the new governors that the Gold Awards were introduced last year to help make the governing body more visible within the school. Teachers are asked to

nominate children for recognition at the end of the year. The children receive badges and certificates. This year, the staff will be asked by Easter to nominate children, to give them more time.

## 9. Headteacher's Update

**DN** spoke first about the completion of the building works, saying how nice it was that the new rooms were finally in use. She took governors to see the new staffroom and Year 5 classroom, and explained that there is still some finishing work to be done: after discussion with the project manager, Abdul, it had reluctantly been decided not to have a second skylight in the intervention room, but to use the money for a bin store and for work to the playground. The way in which the playground was left had been a disappointment to **DN** as she had specifically asked for a different design to the one which had been created, and there were areas which now needed repair. Another problem which has appeared is water is running off the new roof and collecting on the flat roof of the original building, so **DN** is also in discussions with Carillion about this.

**DN** recorded her thanks to the staff for their hard work at the start of term when they came in to school to help move everything in to the new classrooms and staffroom.

**DN** informed governors that Safeguarding training for all new staff had taken place earlier in the term. Some of the volunteers also came to the training. She asked whether governors would also like to attend Safeguarding training one evening, and all governors agreed that this would be very useful. **DN** said that the training lasts for three years and that governors would not also need to do the governors' Safeguarding training provided by County. **Action: DN** to send a date for Safeguarding training to all governors.

**DN** told governors that the Family Support Worker discussed at the last meeting had handed in her notice. **DN** commented that she had been doing an amazing job and would be missed. **DN** had met with the Headteachers of Stonesfield Primary School and the Marlborough to discuss the way forward. As a result of this discussion, **DN** suggested to governors that the school appoint a replacement Family Support Worker to work just at William Fletcher, for 10 hours a week. She confirmed that she had looked at the budget and that this would be affordable, and she emphasised that the assistance provided by an FSW is invaluable to the school as they give parents help with issues around diet, behaviour, bedtimes and many other concerns. A governor asked how much the post would cost the school; **DN** replied that the job would pay £10 – £12 per hour, and that it would cost double what the school pays at the moment since the involvement of the Marlborough has meant that the school has only had to pay half until now. It may be that the Marlborough will want someone from September, so there could be additional hours on offer then. Governors agreed that it was essential to employ a Family Support Worker and asked **DN** to proceed with the recruitment process.

**DN** invited all governors to join her for a learning walk around the school. There are two walks planned: 15 March at 10.30 am and 19 June at 9 am. **Action: all governors** intending to join one of these learning walks to notify **VB** and **DN**.

**10. School Development Plan**

An updated copy of the SDP had been circulated in advance.

**DN** informed governors that the school had been working on its healthy eating policy this term, and that the possibility of a school tuck shop selling healthy snacks was being explored.

A curriculum workshop on literacy is being planned for the second half of term.

**DN** invited questions from governors on the content of the SDP and asked whether any governors would be able to contribute to Science week in March, which is being planned by the new Science co-ordinator, Kelly Parsons. It is hoped to find some people to talk to the children on a range of science related topics and there will be science workshops during the week. It was reported that **VB** and **CB** have become STEM parent ambassadors, and **DN** is very pleased to have them in school. Links have been made with Earthwatch who will also be involved in the week.

Referring to Raise Online, **DN** told governors that the most recent dashboard, published a couple of weeks ago, showed a weakness in the attendance of SEN and FSM children. The school is aware of the problem and knows that it is a small number of children who are involved. She reported that **KC** is going to put an action plan in place, and that some of this will be work which the FSW will assist with. **TA** commented that it was important to note that the school is already taking steps to address the issue.

**11. Academies**

**TA** told governors that a committee had been formed to discuss the issue of academies – it comprises **VB, CR, AL, DN, TA** and **DH**. **DN** and **TA** attended an academies roadshow and talked to some of the people from Multi-Academy Trusts (MATs). **TA** said that there are a lot of issues around becoming an academy, that they needed to find out how it would benefit the school, and that both she and **DN** were determined to ensure that the school did not lose its identity. **DN** commented that the County are still keen for schools to become academies.

**VB** reported that she has done the academies training via Modern Governor. She has made notes and will put them together for other governors before the next meeting. **TA** thanked her for this and said it would be very helpful.

**Action:** **TA** to send out a date for a meeting of the Academies Committee and prepare an Agenda; **VB** to send out her notes to other governors.

**12. Safeguarding**

New members of staff and volunteers have received Safeguarding training.

**13. Health and Safety**

A health and safety walk will take place after half term. **CR** has done the Health and Safety training for governors. There is a new security door at the front of the building.

There are no current issues.

**14. Governor Training**

**VB** told governors that there are a lot of useful training courses and information online – Modern Governor, the Key and GEL. **Action: VB** to send the links to these websites to all governors.

**15. Resources Committee**

The Minutes of the meeting held on 26 January 2017 had been circulated in advance.

Sandra has two quotes for LED lighting for the whole school, and the money which is in the building budget needs to be spent before April.

There is new playground equipment.

Unfortunately the new caretaker resigned after only two days.

**16. Performance and Standards Committee**

The Minutes of the meeting held on 1 February 2017 had been circulated in advance.

**EM** told governors that the committee had reviewed the category *Leadership and Management* in the SEF. They had also discussed “being Ofsted ready” and agreed that all governors need a good understanding of the strengths of the school and how weaknesses are identified, what interventions are in place and how the success of the interventions will be monitored and assessed.

**EM** commented that *Leadership and Management* is a strength of the school and that the governors have a responsibility to ensure that the Senior Leadership Team are properly resourced. In this respect, the building work was a significant distraction and took up far more of their time than it should have done.

**EM** highlighted the issue of disadvantaged children and said that there are a number of steps being taken to support them.

He reminded governors that when the school receives a visit from Ofsted some governors will need to be available to meet the inspectors. They will need to be aware of the key points and what is being done by the school to address any weaknesses. The SEF is the school’s evaluation of its strengths and weaknesses, and therefore it is a vital document for governors.

**17. Parents and Community Committee**

The Minutes of the meeting held on 26 January 2017, as well as *Questions and answers about after-school childcare*, had been circulated in advance.

**CB** told governors that she had invited members of the community to the committee meeting, and she thanked **AI**, **CR** and **HB** for their help at the meeting. She said that it had been very useful to have people from outside the governing body at the

meeting, and that it was very helpful to have the questions about after-school childcare in mind during the providers' presentations.

**CB** said that having the Science week information on the school's app was very impressive.

**18. Any Other Business**

A governor suggested that there should be short biographies of each governor on the website, and this was discussed. A governor commented that photos of the governors are on the school noticeboard. It was suggested that there should be a governors' newsletter to parents, but noted that when it has been attempted to send frequent newsletters in the past, these have become out of date very quickly. **Action: CB** to include a possible governors' newsletter and biographies for the website on the Agenda of the next Parents and Community committee meeting.

**19. Date and Time of Next Meeting: Tuesday 28 March 2017 at 7.00 pm.**

**CB** and **CR** gave apologies for this meeting as they will be attending a training course.

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

The meeting closed at 8.06 pm