



**Minutes of a meeting of the full Governing Body
held at William Fletcher Primary School
on Tuesday 1 October 2019 at 6.30 pm**

Present:

Trish Amesbury (TA) (Co-opted) (Chair) *(from 7.03 pm)*
Vicky Ball (VB) (Vice Chair) (Co-opted)
David Hinde (DH) (Parent) *(until 7.38 pm)*
Kate Hopcraft (KH) (Parent)
Anna Isles (AI) (Co-opted)
Andrew Lister (AL) (Co-opted)
Deborah Nind (DN) (Headteacher)
Sharone Parnes (SP) (Co-opted) *(from 6.42 pm)*
Oliver Petter (OP) (Local Authority)
Charlotte Rayner (CR) (Co-opted)
Rosie Staniland (RS) (Staff)
Kate Thorpe (KT) (Parent)

In attendance:

Clare Saunders (CS) (Clerk)
Karen Chambers (KC) (SENCo) *(until 6.50 pm)*

Absent:

Helen Yaxley (HY) (Co-opted)

The meeting was opened by the Vice Chair at 6.30 pm. The meeting was **quorate**.

1. Welcome

VB welcomed governors to the first meeting of the school year, and also welcomed Karen Chambers as the school's SENCo and a former governor.

2. Apologies for Absence

TA had said that she would be late arriving and this was accepted. **HY** was absent but had said that she would not be renewing her term as a governor which was due to expire later that week.

3. Election of Chair and Vice-Chair for the academic year 2019-20

VB left the room. The Clerk told governors that there had been one nomination for each role: **TA** for Chair, and **VB** for Vice-Chair. She confirmed that both were willing to stand for re-election and she invited further nominations or objections. **TA** was elected Chair and **VB** was elected Vice-Chair, each for a term of one year ending on the date of the first meeting in the 2020-21 school year.

VB returned and continued to chair the meeting.

4. Declarations of Pecuniary Interests

The Clerk confirmed that she had so far received a few Declarations from governors and asked that the rest be sent as soon as possible so that the Register could be updated for the website. **Action: all governors** who have not yet submitted a Declaration for this school year to ensure that they complete one and email it to the Clerk before the next meeting.

5. Urgent additional items

There were no additional items.

6. Minutes and Matters Arising from the Meeting held on 25 June 2019

Matters Arising:

item 5 (6)(5)(5)(5)(6)(5)(6)(6)(12): **DH** has completed the *Prevent* training and provided the certificate. It is not known whether **SP** has done the training yet. **VB** commented that she would be talking about *Safeguarding* training later on the Agenda.

item 5 (6)(5)(12): **VB** reported that she had received most of the Skills Audit forms back. This would be discussed at the next meeting.

item 7: **HY** and **AL** passed on DN's thanks in the summer term. **Action completed.**

Item 8: Action: **DN** to send parents a link to the SDP for this year.

(6.42 pm – SP arrived.)

The Minutes of the meeting held on 25 June 2019 were approved, and signed by **VB**.

7. SEN Report

KC had circulated the SEN report in advance of the meeting and began by highlighting the first paragraph which explained the definition of SEND and the methods for tracking progress and attainment of children with SEND.

Turning to the analysis of the numbers of pupils on the register, **KC** commented that there had been a significant number in FS and Y6 last year – higher than the national average – and that the most dominant need throughout the school is Cognition and Learning.

KC reminded governors that last year there had been a focus on Social, Emotional and Mental Health, and said that the Boxall Profile assessment tool had proved really useful across the school. A governor asked whether the tool was used with every pupil, and **KC** replied it was just for the ones who were being targeted for additional assistance.

KC emphasised that she works closely with the Family Support Worker to improve parental engagement, and that because of the long waiting list for PCAMHS/CAMHS, it is vital that the school has sufficient support in place for the children. She confirmed that speech and language work is delivered by a TA, but that the Speech and Language Therapist comes in to school to monitor it.

KC concluded her report by confirming that two foci for this year will be Communication and Interaction, and families with EAL whose children also have SEND. A governor asked whether there are many children in this cohort, and **KC** replied that there are. Another governor asked whether **KC** was aware of how the children with SEND were performing, compared with those in other schools. **KC** said that they were a relatively small cohort so

it was difficult to identify trends in the data but they were all making progress. **DN** added that in the KS2 tests, all the children with Social, Emotional and Mental Health needs had achieved the Expected level or higher, and that three others had also achieved Expected.

VB thanked **KC** for all her work in the previous year, for the report and for her attendance at the meeting this evening.

(6.50 pm – KC left.)

8. Chair's Items

It was agreed to move this item down the Agenda to allow **TA** to be present.

9. Headteacher's Update

DN told governors that there are 267 children on the roll. The FS class has moved from being a 1½ form to a full class of 30, as planned. Nine children have joined since the start of term and four have left due to their families leaving the area. She commented that she would need to start finding out about the likely intake for next year, and a decision would have to be made as to whether the number stayed at 30 or went back up to 45.

A governor asked whether there was space in most classes at the moment; **DN** answered that there was, partly because year groups had been combined, giving more flexibility eg Y1 is full but Y2 has spaces, so additional Y1 children could be accommodated.

DN reported that there had been a very settled start to the term and that the FS children had made a very good start at school. The Phonics evening had been well attended.

Turning to the school data from July, **DN** emphasised that she had been really pleased with the results, and she recorded her thanks and congratulations to the staff for the work they had done to ensure the children's progress and attainment. She reported that the data compared very favourably with the national results, highlighting the progress data measuring a child's journey from KS1 to the end of KS2 as particularly significant.

DN told governors that schools are being asked to plan for a no-deal Brexit and said she had received confirmation from their school meals provider that they were already prepared for this and had planned how to obtain food supplies. She had also had reassurance from the school's IT provider. A governor asked whether there was any safeguarding issue for EU children whose families might not have registered to remain in the UK. **Action: DN** to send information to the parents who might be affected by Brexit.

DN informed governors that the new staff members had made a really good start and already felt like part of the school family. She said that Kelly Parsons would be returning in January to work 2½ days a week covering PPA and management time, although she would not be a Senior Leader. Paul Austin was remaining as a permanent staff member, becoming KS1 Lead and a Senior Leader. **DN** added that one member of staff had returned from long term sick leave, and another had gone on long term sick leave. The staff appraisals have been completed and recommendations must be made to the Pay Committee before the end of October.

DN reported that there were a lot of interesting projects planned for the year ahead, including a school trip to Blenheim Palace to see the Maurizio Cattelan exhibition.

(7.03 pm – TA arrived.)

DN explained that the children would work on art projects based on what they had seen, and that they would putting on their own art exhibition in February. She also said that 31 children in KS2 would be going to the House of Commons later in the month, that their visit would be linked to the Rights Respecting School work, and that the school would be holding Parliament Week in November.

DN reminded governors that reading for pleasure continued to be a theme across the whole school, saying that there had been good results in reading in the summer. She also confirmed that the school would be embedding Maths Mastery in its lessons, saying that the staff were now trained in it and putting the principles into action. **AL** explained that Maths Mastery involves teaching maths in longer sections, one area at a time (eg place values), and that each unit is assessed, as well as there being an assessment at the end.

DN gave out dates for Learning Walks as follows:

20 November 2019 at 9.00 am

6 February 2020 at 9.00 am

2 June 2020 at 1.30 pm

TA encouraged all governors to go on at least one of these Learning Walks or to arrange with **DN** another mutually convenient time to visit. **Action: all governors** to attend one of the Learning Walks or to contact **DN** to arrange a visit to the school another time.

8. Chair's Items

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

Governors' Code of Conduct

TA introduced the new *Governors' Code of Conduct*, saying that she couldn't see any significant changes from the 2018-19 Code, and she recommended that the governing body accept it. Governors agreed to adopt the Code; **TA** signed it and thanked governors for having read it.

Keeping Children Safe in Education

TA drew governors' attention to *Keeping Children Safe in Education*, which had also been circulated via Governor Hub, saying that all governors needed to read this and confirm when they had done so. **Action: all governors** to read the document and confirm to **VB**.

Headteacher's Appraisal

TA, **VB** and **CR** confirmed that they had done the necessary training, and **TA** encouraged all governors to consider doing the training, saying that it would be better to have several people able to conduct appraisals because it is difficult finding mutually convenient dates when there are only three governors able to do it. **CR** added that there is a training course on 18 October. **Action: all governors** to consider doing the appraisal training; **TA** to arrange a meeting with Mary Burr.

Governor and Curriculum Leads links

This item would be discussed under item 10 below.

Committee Memberships

TA asked whether all governors were happy to remain on their existing committees. **CR** asked that an additional governor join the Curriculum committee, as it would be reduced to

three governors now that **HY**'s term of office was due to expire; the Terms of Reference refer to the committee needing three for a quorum. **OP** offered to join the committee, and this was agreed. Memberships of the other two committees remained unchanged.

Health and Safety Governor

TA explained that a new Health and Safety Governor was needed as **HB** had resigned from the governing body in the summer. She explained that the role involves walking around the school with **DN** on three occasions during the year, and co-operating with the health and safety audit once a year. **Action: TA** to email governors about the role.

Governor Appointments and Election of Parent Governor

TA reminded governors that an election for a new Parent Governor was needed, and it was agreed that parents should be notified about this just before the October half term. It was hoped that a new governor could be elected in time for the next meeting of the FGB.

TA also said that as **HY** has stepped down from her role as a governor, there is an additional vacancy for a Co-opted Governor. The governors recorded their thanks to **HY** for all her hard work on the governing body – not only in the last four years but before that – and for her commitment to the school. **DN** suggested that it would be good to have another member of the support staff fill the vacancy, and governors agreed. **Action: DN** to find a staff member for the role of Co-opted Governor.

It was agreed that **KH** would become the new SEND Governor.

The **Clerk** and **TA** noted that **CR**'s term of office was due to expire on 14 October. **CR** indicated that she was willing to continue as a governor. Governors agreed to re-appoint **CR** as Co-opted Governor for another four year term.

10. School Development Plan

DN spoke about the SDP, which is in four sections to reflect Ofsted's new framework:

1. *Quality of Education*
2. *Behaviour and Attitudes*
3. *Personal Development*
4. *Leadership and Management*

Quality of Education

Target 1.1

DN reminded governors that the first target is reading and that the school needs to embed the idea of reading for pleasure. She commented that the FS data was very good, above the national average, but said that there was a group which had not achieved the level which the school had hoped. She said that there would be a focus on early reading, an area which Ofsted are targeting, and one action would be to look at parental engagement.

Priority Lead: Emma Brown

Link Governor: Charlotte Rayner

Target 1.2

DN explained that the current national curriculum has been followed by the school for several years now and that she believes it is time for a review. She added that the school

needs to ensure the children's horizons are sufficiently broadened during their time there.

Priority Lead: Deborah Nind
Link Governor: Oliver Petter

Behaviour and Attitudes

Target 2.1

DN referred to the work done around the wellbeing of both pupils and staff, adding that this year there will be a focus on support for children with anxiety and their families.

A governor asked whether the children got anxious about the tests at the end of the year, and **DN** replied that the staff do their best to keep them calm, while ensuring that they know the tests are to be taken seriously.

Priority Lead: Paul Austin
Link Governor: Anna Isles

Personal Development

Target 3.1

DN explained that this area of the SDP would look at the work around being a Rights Respecting School, and British values. She said that she wanted to link this with looking at how the children become independent thinkers and learners, and give the children a deeper understanding of democracy and human rights.

Priority Lead: Andrew Lister
Link Governor: David Hinde

(7.38 pm – DH left.)

Leadership and Management

Target 4.1

DN referred to the fact that there are increasing numbers of teachers leaving the profession. The DfE is doing a review of teachers' workload. She explained that this area would look at whether technology can help to reduce the workload, and would assess feedback and marking to see whether these can be improved to minimise the time taken.

Priority Lead: Deborah Nind
Link Governor: Trish Amesbury

Target 4.2

DN ended by explaining that now when Ofsted visit, they will want to speak to all subject leaders, not just those for maths and English, and that the school has to ensure that the subject leaders have the tools they need to be able to talk about their subjects knowledgeably and passionately. The role of the middle leaders and subject leaders will therefore be strengthened.

Priority Lead: Deborah Nind
Link Governor: Trish Amesbury

Action: **DN** to send the SDP to all governors.

TA raised the question of having a Parents' Code of Conduct, clarifying that the code could cover issues such as the corrects way and times in which to approach staff, governors, the Head etc, making the process fair for everyone. **DN** added that she had found some model codes on other schools' websites, which could be adapted. A governor asked whether there was still a Home School Agreement in place, and **DN** answered that there was, and that it goes out to the parents of FS children. Governors agreed that a working group could discuss a Parents' Code, that any code should incorporate the schools' values and that the code should be worded in a positive way. **Action: DN, TA, KH, KT and CR** to meet and put together a Parents' Code.

11. Governor Appointments and Election of Parent Governor

This item had been discussed at item 8 above.

12. Safeguarding

DN reported that all new members of staff had received safeguarding training, and that all lunchtime assistants and other support staff had read Part 1 and annex 1 of *Keeping Children Safe in Education* as well as the school's own Safeguarding Policy.

She told governors that she had recently attended training about child sexual exploitation, and that this had been in the Safeguarding Plan. She added that it was hoped to have completed the annual report by the time of the next meeting.

13. Health and Safety

DN reported that a side gate had been put up by the car park. There had been a leak in a cupboard near her office, caused by a defect in the roof, but the roof has been repaired.

14. Governor Training

VB told governors that **OP** has signed up for induction training, that **DH** has completed the *Prevent* training and that **DN** is due to attend a couple of courses this term. She spoke about the four new e-learning courses provided by The Key, and told governors that she had completed the Safeguarding Assessment course. **Action: VB** to send governors the link for The Key training again; **VB** to check for how long the generalist safeguarding training is valid as some governors may need to redo their training soon.

15. Resources Committee

The Minutes of the meeting held on 19 September 2019 had been circulated in advance.

VB reported that the committee had agreed to adopt the same ToR as last year, updated to show the year 2019. She referred governors to the section dealing with the budget.

DN provided an update on the white board, saying that she had now spoken to Nick but no decision had yet been taken as to what should replace the board.

VB mentioned Count Day on 3 October, saying the absence of one family with three children would adversely affect the school's income for the year.

VB, SM and DN will look at benchmarking and do a comparison with schools in the area.

The next meeting of the committee will be held on Monday 11 November at 3.15 pm.

16. Performance & Standards Committee

The Minutes of the meeting held on 19 September 2019 had been circulated in advance.

AI stated that there was an error on the Minutes – **DH**'s surname has an "e" at the end.

She told governors that **DN** had provided the committee with an analysis of the data from the summer, and that the committee had been very pleased that the school had achieved good results against the national figures. She highlighted that there had been a high number of children with SEND in Y6 but that they had performed well. She also referred to Y4 where there are several children who are currently not meeting the expected standard in reading, saying that they will be monitored this year.

AI reported that the new spelling scheme was discussed by the committee, and that it would be interesting to see how this progresses.

AI referred to the final item on the Minutes, clarifying that there is no free transport for children who go on to Gosford Hill because it is deemed to be within a 3 mile walking route. She reminded governors that there is also no transport to the Marlborough now.

AI added that the June meeting of the committee will be held on Thursday 11 June, not 5 June as listed in the Minutes.

The next meeting of the committee will be held on Tuesday 12 November at 2.00 pm.

17. Curriculum Committee

The Minutes of the meeting held on 19 September 2019 had been circulated in advance.

CR thanked **OP** for agreeing to join the committee, saying it would be good to have another governor's input and that it would make it easier to ensure meetings were quorate.

CR referred to the Minutes of the meeting, saying that the committee had discussed various possibilities for the parent questionnaire. She commented that she would be sending possible dates for a meeting with **DN** to committee members.

The next meeting of the committee will be held on Thursday 14 November at 3.15 pm.

18. Any Other Business

TA referred governors to the letter she had received about the meeting of the NGA on 19 October, and asked whether anyone was available to attend as it would be useful to have feedback to the rest of the governing body. **KH** said that she would check to see whether she could go. **Action: all governors** to consider attending the meeting and to go if available and willing to do so.

19. Date and Time of Next Meeting: Tuesday 26 November 2019 at 6.30 pm

Items for inclusion on the Agenda should be sent to the Clerk a fortnight before the meeting.

The meeting closed at 8.33 pm