



Minutes of the Full Governing Body Meeting at Edleston Primary School.

Date	Thursday 18 th May 2017 at 4:00 p.m.
Present	Mrs Bagni, Mrs Tomkinson, Miss Humphries, Mr Flood, Mr Eagney, Mrs Surowka, Miss Szymura In attendance: Mrs Ollier (Clerk to the Governors)
Apologies	Ms Salt
Absent	

Main points of discussions

1. **Apologies for absence**

As above

2. **Register of interests**

None to declare

3. **Correspondence**

Miss Humphries has received an e-mail from Antonia Murphy resigning from the Governing Body at this time for personal reasons.

Mrs Bagni has received an application, for the Governing Body to consider, from Colette Procter (Deputy Headteacher/ KS 2 leader) to join the Governing Body as a co-opted governor from which there are now 2 vacancies. There followed a discussion on skill sets required by the Governing Body at this time. It was felt by some members of the Governing Body that the skill sets required for the Governing Body were mainly business, financial and fund-raising. The Governing Body decided to decline this application at this time.

4. Minutes of the previous full GB meeting [from 9/2/17]. [The full GB meetings are always in the first half term and the GB committee meetings in the second half term].

Actions noted form previous minutes	Feedback
Governors to have a list of the abbreviations used in the Foundation Stage data. Mrs Ollier will e-mail a list to Governors	Governors have all received the list of the abbreviations and information used in the Foundation Stage data.
Miss Humphries and Mr Flood wish to attend the Governor Conference on March 10th. Mrs Ollier will book this when the details are available	Mr Flood attended the conference and reported back to c Governors at the committees meeting on 23/3/2017
Full Questionnaire evaluation results will be sent by e-mail to Governors when evaluated.	Completed
Parents will be sent another text and letters to remind them of the revised school uniform from September 2017	Completed

5. Headteachers report [RB]

Governors had read through the report prior to the meeting. Mrs Bagni drew Governor's attention to the following points:

Pages 1 - 10 were pages detailing data and mobility in every year/KS group. Miss Szymura asked if the end of term 2 % for attainment at expected and above were the expected SATs results. Mrs Bagni replied that it's difficult to forecast test results. Pupils were generally fairly calm, not particularly stressed and they seemed to cope fairly well during the week. There were no behaviour issues and all attended.

Page 23 - Table showing actions and impact on the learning and development of pupils. These will put into a file for Governors to refer to when Ofsted are next in school. The new Governors protocol for Governors will link to this.

6. Directors report [EH]

Page 6 - Training see agenda item 8

Page 15 - Asbestos Management in Schools

All maintained schools built prior to the year 2000, and which hold an asbestos register, MUST comply with Regulation 4 (Duty to Manage) of the Control of Asbestos Regulations.

During the school year 2017/18 all maintained schools will be required to purchase an asbestos management survey, in accordance with the latest Health and Safety Executive Guide HSG264. The price for this is £1949 which was unforeseen and not accounted for when school set this year's budget.

7. KiVa and behaviour update [RB]

Mrs Bagni had prepared a Behaviour/Kiva Report: Summer Term 2017 for Governors.

Kiva - There have been 5 reported incidents this term compared to the same period last year when there were 21 incidents reported. The reported incidents this year have mainly been for friendship group breakdown and rough play. After follow up interviews with pupils they have been saying that the incidents have not happened again.

Behaviour - Mrs Bagni is attending a Headteachers meeting tomorrow (19/5/17) and Challenging Behaviour is an item on the agenda.

Although school are able to put some strategies in place, further funding isn't available to deal with these problems within school.

8. Governor training confirmation. [EH]

Governor and Trustee Induction courses (2 sessions 7th and 28th June) have been booked for Mrs Surowka and Mr Eagney.

Knowing your school: the role of the Link Governor has been booked for Miss Humphries (29th June) has been booked.

Actions Exclusions Training for Governors (4/10/2017) will be requested for Mr Flood.

Governors are asked to forward any training slides/documents to Mrs Ollier after the training for retention and referral, and these will be kept in an evidence file. Skills matrix can also be updated.

9. Role of the GB-expectations including Governors proforma for visits to the school [EM/RB]

Governors were given a copy of Protocol for Governors at Edleston Primary School.

This document sets out the protocol guidelines for both formal visits and informal visits under the following headings

Formal visits

The cycle of formal visits should be identified at the full Governing Body meetings and they will usually relate to the priorities identified on the School Development Plan. The individual Governor will act as a representative of the Governing Body, with the expectation that they will subsequently report back. Some formal visits may be allocated to specific Governors with designated responsibilities, for example Special Educational Needs, Literacy and Numeracy.

- ✓ The Rational for Governors Visiting School
- ✓ Preparing to Visit
- ✓ Follow up to the Visit
- ✓ Visiting classrooms
- ✓ Monitoring the Effectiveness of Governor Visits

Informal visits

- ✓ Class Assemblies, trips out of school etc.

Governors can just complete the first sheet of the visits protocol. If questions arise as a result of the above visits they **MUST** be shared with the class teacher and or Headteacher.

From September each class will be appointed a class Governor. This Governor will stay with the class as they move up the school. The Governing Body also agreed that the Class Link Governor may be asked to meet with a group of children from their allocated year group to discuss an agreed topic or focus. The topic is linked to a school improvement priority. Governors are asked to produce a written report when they complete this activity.

The document also contains guidelines and considerations for

- ✓ Aims of the visit
- ✓ After the visit
- ✓ Suggested questions to ask both pupils and subject leaders.
- ✓ Linking to the school improvement plan.
- ✓ Reporting back to the Governing Body.

Governors should complete a record of each visit which will then be kept in the evidence file for Ofsted.

Mrs Ollier will e-mail a copy of the form to be used to all governors.

Governors were given a copy of

- ✓ Governing Body Annual Planner document which outlined the On-going key tasks for the Governing Body.
- ✓ Staff Dismissal and Discipline Committee
- ✓ Pupil Discipline Committee
- ✓ Exclusions
- ✓ Staff Appeals Committee

10. Restructuring [EH]

Miss Humphries said that the Governing Body was aware of how stressful the restructuring process has been for all staff in school and how September will be challenging for all.

Miss Humphries praised staff, including staff who have been unsuccessful in the interviews, for carrying on in such a professional way that pupils have been unaffected and unaware. All involved are a credit to the school. Quick action in identifying the need for restructure was also commended.

11. Reading bookmarks [EH].

The reading bookmarks scheme will continue in September. There is a KS2 assembly each month and prizes are given for the most bookmarks. This is to encourage children to read at home.

Also celebrated will be the most improved at times table pupils. The next assembly for this will be on June 6th at 2:40 p.m. All governors are welcome and encouraged to attend. Miss Surowka will be attending.

Also Miss Humphries wishes to document how nice it was to see the times tables rock stars competition when she was in school. All the children were full of encouragement and it was fun to watch.

Miss Humphries also acknowledged and praised the Year 6 team for arranging the residential for their class and the support they have given all children as they prepared and sat the SAT's

13. Governor's questions.

Question - Can governors have an update on how SATs week went?

Answer - Pupils were generally fairly calm, not particularly stressed and they seemed to cope fairly well during the week. There were no behaviour issues and all attended.

- **Question** - Update from ABC Preschool?

Answer - This is included in the Headteachers report.

Question - Can we document the Role of Governing Body - Expectations?

Answer - See item 9. Governors have been given a copy of Protocol for Governors at Edleston Primary School

- **Question** - Re-Structure - How we can support the new structure moving forwards? How are staff and the moral from September and can Governors offer more support at events i.e. Parents evening/sports day/trips?

Answer - The training day will centre on reducing workload for staff. Governors are welcome to come into school to help out on school trips, sports day, parents evening etc.

School will continue to run some after school clubs every half term but will arrange them so that they are shared between staff.

School will look at having 2 trips per class each instead of 3.

- **Question** - Reading - in the last meeting it was feedback that the book marks were not as successful as we had hoped, what new initiative or drive is taking its place?

Answer - See agenda item 10.

- **Question** - Have Wistonia confirmed when canopy and railings will be fixed? Also how much has school spent on Wistonia in last 3 years?

Answer - **Canopies** UK, who installed the canopy, have fixed the canopy flashing which had just come away from the wall in one place during recent windy weather. The amount paid to Wistonia was shared with governors. A large percentage of the total was for "one-off repairs/new installations". The remainder was for annual cyclical maintenance of premises and monitoring/maintenance of intruder and fire alarms.

The railings/all-weather pitch will be assessed next week when Mr Flood meets with Wistonia on-site.

- **Question** - Has it been arranged for rubbish to be removed from side of field?
Answer - The school site-manager will have a look at the extent of the problem. Mr Flood had a price for the hire of a wood chipper and offered to help our Site Manager to clear the twigs etc. The chippings would be used in our wild area. Governors agreed to organise a fund raising event to cover the cost of the wood chipper (approx. £70).

- **Question** - For full committee meetings do you want to have a member of staff to present the books?
Answer - Summer term - Year 3 and year 5 teachers will attend to present the maths books.

Actions to be implemented			
Person responsible	Action	Impact	How will this be feedback to GB?
Mrs Ollier	Actions Exclusions Training for Governors (4/10/2017) will be requested for Mr Flood	Governor skill	Next meeting
Mrs Bagni/Mrs Ollier	Governors are asked to forward any training slides/documents to Mrs Ollier after the training for retention and referral, and these will be kept in an evidence file alongside record of visits etc. Skills matrix can also be updated	Evidence file for Ofsted	Next meeting
Evidence file for Ofsted	Mrs Ollier will e-mail a copy of the record of visits form to be used to all governors.	Evidence file for Ofsted	Next meeting

Meeting closed at 5:20 p.m.

Dates and times of next meetings

Full Governing Body Committees meeting

Thursday 13th July 2017 - 4:00p.m - 5:00p.m

Governors Coffee morning

Monday 26th June 2017 9:00 a.m. -10:00 a.m.

Leadership and Management meeting (EH, ES, AF, RB)

Tuesday 4th July 4:00p.m - 5:00p.m.