



Minutes of the Full Governors' Meeting held on Wednesday 8 February 2017 at 4.45 pm

1- Declaration of Interest

There were nil returns to any declaration of interest to any items on the agenda.

2 - Welcome and Apologies

Those present were	Sarah Newton	SAN (Chair)	Norma McKemey	NMcK
	Zahida Aslam	ZA (Clerk)	Emma Diprose	ED
	Eirian Painter	EP (Head)	Helen Byrne	HB
	Sharon Compton	SC	Tina Desciscio	TD
	Natasha Griffiths	NG	Leigh Timbrell	LT
	Ali Cotton	AC		

SAN informed Aaron Thornton and Bernie Maguire had both resigned from the governing body SAN appealed to everyone to use their contacts in looking for more governors.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 7 December 2016 were approved and signed by SAN.

4 - Review of Actions from previous meeting and Actions from this meeting

Action No	Action	By Whom
1.	SAN recommended a revisit to look at the strategic aims which needs to include the mission statement. Action Point Completed.	
2.	AT to invite Jim Tew to a Finance and Staffing Meeting to give a presentation on the 2017/18 sports funding. Action Point Completed.	
3.	NG to forward the presentation slides from the Finances for Schools course to ZA to put on governor hub. Action Completed.	
4.	AT to add to the Finance and Committee Meeting agenda a discussion on looking at air conditioning system for the upstairs classrooms Action Point Carried Forward.	SAN
5..	SAN to include SEN annual report in the FGB agenda planner for TERM	SAN

	1	
6.	ZA to email AT asking for confirmation the governing body carrying out the requirements expected in the Safeguarding Policy. Action Point Completed.	
7.	EP to arrange for the governing body to have access to display governor hub on screen in the classroom where the meeting it to take place. Action Point Completed.	
8.	SAN recommended that Teaching and Learning is revisited in Term 5. SAN to add to the FGB meeting agenda. Action Point Update SAN explained teaching and learning is to be discussed at this meeting but recommended it is discussed in one more meeting.	SAN
9.	SAN to set up a practical session for governors and the SLT to look at each statement from the grade descriptors of the Ofsted evaluation criteria by coming up with evidence at either the FGB meeting or strategic meeting. Action Point Update SAN asked all governors to review each criteria and respond back to saying which grade descriptor they think applies	ALL
10.	EP to share the data which takes out pupils that have not been in the school for long.	EP
11..	FFT dashboard to be carried to the next meeting. Action Point Closed Down.	
12.	ZA to ask Bridget Sinclair to come to one of the FGB meeting to give a 20 minute talk on academies. Action Point Update ZA confirmed she had invited Bridget Sinclair to come in at 5.15pm at the next FGB meeting to go over academies. Action Point Completed.	
13..	All governors to prepare at least one question for meetings from the pre-read information that is provided. Action Point Closed Down.	
14.	All governors to read the NOV from January.	ALL
15.	EP to compile a summary for governors to understand the government target figures.	EP
16.	SAN to add the mission statement on the governor meeting agendas.	SAN
17.	EP to add the governing body actions to the SDP and circulate a revised version to the governing body	EP
18.	NMcK and AC to summarize the main themes of the strengths and weaknesses under headings	AC & NMCK
19.	EP to include in the letter to parents the percentage of the proportion of the school budget affected by next years funding.	EP

5 – School Highlights

A summary of all the school events and highlights since the last meeting included:

- Year 4 visit to the Natural History Museum
- Year 3 visit to Cadburys World
- Year 4 fortnightly visits to Churchfields for Science lessons in the lab
- Science Dome for years 2 and 5
- NG informed her dance group performed at Wyvern Theatre as part of the Swindon Dance Festival.
- E-safety week
- Google experience

6 - Matters arising from Committee and Feedback on progress towards SDP targets

- 6.1 The Finance and Staffing committee meeting took place on 25 January 2017 and the minutes of the meeting are waiting to be circulated.
- 6.2 The Curriculum Committee meeting took place on the 18 January 2017 and the minutes of the meeting have been circulated.
- 6.3 SAN informed a confidential staffing matter had been discussed and the comments received in response to the SLT consultation were reviewed. SAN added the outcome of the SLT structure was to proceed as consulted.

Q What about the comments that were made in response to the consultation?

A EP advised they had been addressed at the SLT meeting and SAN added she had addressed the comments in an email to staff.

SAN further added a discussion had taken place at the Finance and Staffing Committee Meeting about the financial situation facing schools in April which will have a negative impact on the school budget by £80K but can be as much as £200k. EP shared with the governing body a letter from SAN to be sent out to all parents advising them of the funding situation. EP informed she had not received any more information from the LA at the SAPH meeting apart from the indicative figure given at the school forum. EP informed she had shared the financial situation with staff.

Q What proportion of the school budget is £80k to £200K?

A EP replied it was 5% to 8%. AC recommended this is included in the letter to parents.

EP to include in the letter to parents the percentage of the proportion of the school budget affected by next years funding. ACTION POINT

EP further added that the school will also lose out as the minimum funding guarantee which had protected the school for the last 3 years does not apply anymore.

Q Are the cuts affecting academies too?

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- A EP replied the LA will be taking more from the academies for the provision of statutory duties than LA maintained schools.
- 6.4 SC informed the curriculum committee had looked at the data dashboard, discussed the boy project and looked at tracking grids.

7 – Feedback from Notes of Visits, Chairs Report, Training, reports from link governors, governor visits to school

7.1 Notes of Visits

A copy of the Note of Visit received in November had been circulated to the governors prior to the meeting. SAN pointed out that this Note of Visit covered KS1 and KS2 data for last year.

SAN handed out the Note of Visit from the SIP's visit in January. SAN asked all governors to read the NOV which covers information governors need to know. ACTION POINT.

NMcK recommended EP put together a summary for governors to understand the government target figures. SAN added that the summary should also include floor targets. ACTION POINT.

AC added it is key for governors to know where the school are in line with the government targets EP spoke through the government recommendations and pointed out that progress is key in schools where attainment is low. EP emphasised the importance of the school recording information on mobility which is taken into account.

SAN handed out copies of information of the Ofsted Briefing from the autumn copy of Governor Magazine from Governor Support on closing the gap which is now referred as 'diminishing the difference'.

7.2 Feedback from Chair of Governors

A copy of the Chair's Diary is attached to the minutes.

7.3 Training

Nothing to report.

7.4 Link Governors

Nothing to report.

7.5 Governors Visits to School

ED attended the numeracy focus day during which she had visited a number of classrooms to see how guided maths is being delivered and also growth mind set.

NMcK attended the Literacy focus day with Kate Bees and Gen Painter.

8 - Nursery update

SAN had forwarded a copy of the email received regarding the school being unsuccessful in the nursery bid.

Q What is the way forward now that the bid has been unsuccessful?

A EP replied the nursery will remain as it is but work will take place to enhance the outside and there was a need to get internet connection in the nursery too.

EP advised that at the Traded Services Fair she had picked up that the funding rates of EY are changing in April to be linked to how much provision is on offer. EP advised that Lainesmead Nursery currently get £4 but those nurseries which are open all year round and will offer the 30 hour provision will get £4.70. EP emphasised there was a need to discuss the 30 hour provision which is not compulsory and the nursery can link with other care providers for the school to get the higher funding. EP pointed out that if the nursery did opt for the 30 hour provision then the number of pupils in the nursery will be halved

The governors agreed that the Nursery should be removed as a standing agenda item

9. Head teacher's Report

9.1 Term 3 TD day

EP informed the focus of the TD was growth mind set and maths mastery.

EP showed a slide which is available for governors on governor hub explaining how growth mind set works. EP updated that Donna Saxby and LT have led an assembly. LT added that growth mind set is the answer the school has been looking for over the years. EP further added she had done pupil voice with Year 6 pupils who were very positive about it.

EP explained that maths mastery is taught similar to going on a maths hunt which begins with the step 'do it', then 'challenge it' and 'solve it'. EP informed it is about breaking the objectives in the curriculum as part of the journey, leaving no one behind and moving along together.

NG added it was very helpful in planning and assessing.

EP pointed out there were still some gaps but long term the teaching should become clearer.

Q What is the impact in the 3 terms maths mastery has been introduced?

A EP read out pupil voice from Year 6 pupils on how they feel more positive and confident about maths.

Q What about the pupils who are struggling in Maths?

A EP replied interventions are put in place.

9.2 SAPH and HT Briefing

EP informed the SAPH briefing had largely focussed on Ofsted. EP added covered awareness that upcoming inspections will focus on areas of development since the previous inspection by looking at evidence of progress in workbooks as well as looking at the tracking of low, middle and high attainers to see if they have moved on.

EP informed Bradley Simmons had attended the HT briefing where he made no apologies for the letter that was sent out. EP added that Headteachers had been informed 3 other letters had been sent out to the LA which they knew nothing about and not all had been responded to by the LA. EP further added that the main focus of his letter was secondary schools and lack of action to respond. EP informed that Bradley Simmons had advised that 300 inspections are planned for the South West Area with a focus on Swindon and in the next 18 months all schools graded as good, requires improvement and inadequate will be inspected.

Q Are there any outstanding schools in Swindon?

A EP replied there were a few.

EP shared that Bradley Simmons had mentioned that it has been 4 months since the letter had been sent out and the LA had not put an action plan together. EP advised that as a result of this the Headteachers will be getting together to work on progressing this without the LA.

9.3 Term 2 Nursery Closure Day

EP advised that the nursery staff had gone to visit Oaktree and Orchid Vale to look at how they manage transition throughout the year.

9.4 Mission Statements and Aims

A copy of the mission statement and aims had been sent out to the governors prior to the meeting.

EP informed the SLT had discussed the mission statement and wanted to include growth mind set. It was agreed that reference to 'tranquillity area' should be taken out of 'providing a happy caring environment' as the school no longer has a tranquillity area.

It was agreed that the mission statement and aims meets the needs of the school.

SAN advised the mission statement should be included into the governor meeting agendas.

ACTION POINT.

9.5 IPC

EP gave an update on IPC and informed how it is linked to storytelling which works well for the lower year groups but can be difficult for the Year 5 and Year 6 topics. EP advised that as a result of this a decision had been taken not to subscribe to IPC next year which costs the school nearly £1K. EP added the school will still use the structure but will make changes by making it more cross curriculum by introducing History and Geography based projects. EP further added this would allow the school the freedom on what they can do.

Q Can you still use the resources from the IPC that you already have?

A EP replied yes the school will use any resources they have.

Q Can the school re-subscribe if the curriculum changes?

A EP replied they can.

10 – Ofsted Leadership and Management Activity

SAN handed out a copy of Ofsted criteria on effectiveness of leadership and management. SAN asked all governors to review each criteria and respond back to saying which grade descriptor they think applies. SAN added this will allow the governing body to evaluate where we are and highlight items of discussion on future agenda items. SAN advised the governors that the governing body falls under the heading of leadership and management. ACTION PONT

11- Governor Section of SDP

SAN added a copy of the actions for the governing body to be included in the SDP which is attached to the minutes.

The governing body agreed to the actions.

EP to add the actions to the SDP and circulate a revised version to the governing body. ACTION POINT.

12 – School Strengths and Weakness activity

The governors worked to produce a list of school strengths and weaknesses

NMcK and AC to summarize the main themes of the strengths and weaknesses under headings for the next step which will involve looking for evidence of the points highlighted. ACTION POINT

This list will be included in the governor summary briefing document.

13 – AOB Zahida, this needs to be a confidential item

SAN advised of a confidential parental complaint.

14 - Meeting Close and date of next meeting

The meeting closed at 6:45pm. The date of the next meeting is 29 March 2017.

Signature Date
Chair of Governors