



Minutes of the Full Governors' Meeting held on Wednesday 6 July 2016 at 5.00 pm

1- Declaration of Interest

TD declared an interest as the Pupil Support Advisor for agenda item no. 13. There were no other returns to any declaration of interest to any other items on the agenda.

2 - Welcome and Apologies

Those present were	Sarah Newton	SAN (Chair)	Bernard Maguire	BM
	Aaron Thornton	AT (Vice-Chair)	Zahida Aslam	ZA (Clerk)
	Eirian Painter	EP (Head)	Helen Byrne	HB
	Sharon Compton	SC	Tina Desciscio	TD
	Natasha Griffiths	NG		

Apologies were received and accepted from Shahid Khan (SK), Norma McKemey (NMck), Leigh Timbrell (LT) and Ali Cotton (AC).

Andrea Chapman (ACH), the School's Assistant Head, was present to report on Family Centre and Attendance and Liss Mepstead (LM) was present to give an update on Pupil Premium.

Emma Diprose was present as a potential parent governor.

3 - Approval of Minutes from last meeting and Matters Arising

There were no matters arising from the minutes of the last meeting dated the 18 May 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.	BM to forward the demo links to Governor Hub. Action Point Update SAN confirmed that Governor Hub has been purchased and she had received the information from Governor Hub which needs to look at.	
2.	EP to bring SATs papers to the next FGB meeting. Action Point Completed.	
3.	All governors to submit comments to AT on the Governors Visit to the School Policy by 8 June 2016.	

	Action Point Update No comments were received and the policy was signed off at the Chairs Meeting.	
4.	AT to contact SAN for the outcome of the Pre-school consultation as soon as possible so that EP can respond to Ofsted. Action Point Update This was done by email. Action Point Completed.	
5.	SAN recommended that in Term 1 of the FGB meeting an analysis of the parent/staff questionnaire is reviewed.	SAN
6.	SAN recommended a revisit to look at the strategic aims which needs to include the mission statement.	SAN
7.	ZA to update the abbreviation list to include the abbreviation on how pupils are assessed.	ZA
8.	All governors to watch the video on Ofsted and prepare questions on the for Term 1's FGB meeting.	ALL
9.	SAN to publish the dates for the next governor meetings during the summer.	SAN

5 - School Highlights

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

- AT reported himself and a colleague from work delivered a presentation to Year 6 on the 9th June on Design work. AT added his colleague was impressed with the school and the year 6 who were engaging.
- KS1 sports day was very good and a good effort put in by Jim Tew. KS2 sport day took place today which was well organised and it was good to see the Year 6/5 helping out.
- AT raised that it was good to see the Year 6 sleep out to raise money for homeless charities reported in the local press. It was agreed that it was a good effort put in by the pupils and staff involved.
- SAN attended 3 out of the 4 new parents meeting which were well attended.
- TD informed that as part of Swindon Carers week, the school had had an assembly from Swindon Carers.
- NG reported NED show assemblies had been fantastic and really engaged the children. TD added there was a lot of free resources on their website which is useful.
- EP added that Reception and Year 3 had a visit from Jonathon's Jungle Roadshow.
- International Week had taken place during the first week of the term and involved classes learning about their class country.
- Schools Trips include Year 5 trip to Devizes, Year 4 trip to the Steam Museum and Year 1 trip to Longleat.
- Other events include Mr Randini's road show, movie night, Year 4 invite from Churchfields to watch their Dance Talent, Pantomime at New College and the talent show.

6 - Matters arising from Committee Minutes

- 6.1 The Finance and Staffing committee meeting took place on 22 June 2016 and the minutes of the meeting are waiting to be circulated. SAN raised a matter from the minutes that the

Finance and Staffing Committee recommend the budget to the Full Governing Body and it is the Full Governing Body that approves the budget.

Q Does the nursery funding cover the costs of running the nursery?

A EP replied it does.

Q Do we have to show the impact of the PPG given to nursery pupils in the report for the main school?

A EP replied the school needs to look into this.

Q How would you manage interventions in the nursery?

A EP replied the focus will be on moving the child on to their next level as opposed to interventions.

SAN recommended the need to include the nursery when discussing PPG at meetings.

6.2 The Curriculum Committee meeting took place on the 29 June 2016 and the minutes of the meeting are waiting to be circulated.

7 - Feedback from committees on progress towards school development plan targets

7.1 AT informed the Finance and Staffing Committee had looked at the budget for 2016/17 which is to be discussed later and Sarah Ellison has made contact with the LA about using the playground to allow parking on match days.

7.2 SAN reported the Curriculum Committee had reviewed reports from all subject leaders which had included all the changes that have been implemented and have made an impact. SAN added the committee had also discussed transitions from Nursery to EY, EY to Year 1 and Year 6 to secondary schools.

8 - Feedback from Chair of Governors, Notes of Visit, training, link governors and governors visits to school

8.1 Feedback from Chair of Governors

A copy of the Chairs Diary is attached to the minutes.

8.2 Notes of visit

Nothing to report but EP pointed out Sarah Foulkes and Sharon People did come into the school to observe the phonic screening.

8.3 Training

NG reported she attended the new Governor Training. SAN informed she had been to a Stronger Governance Training and is attending the governor update to be presented by Peter Nathan which is taking place next week.

8.4 Link Governors

Nothing to report.

8.5 Governors Visits to School

BM had attended the IPC focus day which he found really useful. BM added that it was evident to see progress has been made and that editing is making an impact.

SAN informed she is setting up a meeting with LM to discuss PPG.

EP informed NMck had come to the E-safety meeting and was involved with interviews.

9. Pre-school update

SAN reported that everything is going well. SAN informed a transition meeting took place on the 30 June 2016. SAN explained how the school were not going to purchase any resources. SAN added EP and Michelle Chappell-King are now looking at resources for the nursery. EP informed that a meeting with a representative from Early Excellence had taken place and now they were looking at the outside area. EP added the cost of the resources from Early Excellence will cost around £11/12K.

SAN informed the nursery is to be cleaned and refurbished over the summer. SAN added that the committee of the pre-school had decided to leave the astro-turf.

SAN explained that all staff are transferring with the exception of the administrator and all contracts are in place. SAN informed an opening event will take place which governors will be invited to and another meeting is planned for the 19 July 2016 which she asked AT to attend.

EP informed the nursery will be opening on the Monday 12 September 2016 after the summer break.

10. Head teacher's Report

A copy of EP's report is attached to the minutes.

A discussion took place about the format of the report.

Q Can you explain the headings?

A EP replied the headings cover targets linked to Ofsted which she wants governors to be clear about as well as ensuring them that the school is covering standards set by Ofsted.

SAN recommended that in Term 1 of the FGB meeting an analysis of the parent/staff questionnaire is reviewed. ACTION POINT.

Q When did the staff meeting on PPG take place?

A EP replied it took place today.

Q There is to be no setting in Maths?

A EP replied that there will be no setting in Maths and class teachers will teach their own classes.

Q What is the jigsaw scheme mentioned for Science?

A Jigsaw is a method of identifying and showing the use of scientific enquiry skills. These have been adapted to reflect the new National Curriculum.

SAN asked the governing body if they were happy with the format. AT replied that he found it better than previous reports as its gives a better explanation.

10.1 School Improvement Plan Process

EP explained that the action plan for teachers comes from the school development plan.

EP raised awareness that this year SATs have shown nationally that writing is coming on top of other subjects. EP explained this could be down to teacher's assessments being accurate or could be seen as that tests not being accurate. EP informed that RAISEonline will only have data for this year and indications are that there will be no RAISEonline in following years.

Q When do governors expect to see the SDP?

A EP replied it will be Term 1 after it has been discussed with the SLT.

Q In terms of formatting the SDP with the exception of the governor discussion at the Strategic meeting, what else is considered?

A EP replied that it takes into account the Ofsted framework and the SLT will look at areas of improvement and weaknesses as well as including things can take the school further. EP gave an example that including parents as part of the learning process in an area of improvement and will benefit children learning.

Q Are we truly on the path to outstanding?

A EP replied the school was but there was a long way to go.

SAN recommended a revisit to look at the strategic aims which needs to include the mission statement. ACTION POINT.

SAN recommended the SDP also makes reference to governance rather than just concentrating on the academic side as this will help governors self review.

Q Does the EY section include the amalgamation of the nursery?

A EP replied that everything included in the EYFS section of the SDP is related to the whole phase and isn't specifically related to just the nursery.

10.2 Staffing Arrangements for 2016/17

Q How will the staffing change in September?

A EP replied that the school is not losing any TA's but 1 TA is reducing their hours. EP explained that the school will have more TA's because of the nursery.

10.3 Attendance and Exclusions for the year

Q How is the behaviour of the 2 children who were excluded since they have come back?

A EP replied it has improved and very specific graduated responses have been put into place to support the children.

ACH spoke through attendance report and pointed out that any individual child that falls behind the set criteria is tracked.

Q Can you clarify what rolling attendance and what termly attendance is?

A ACH explained termly attendance is from the 1st day of Term 2 and rolling is from the first day of Term 1.

Q How many letters have you sent out to parents?

A 102 letters have been sent out this year but this will include follow up letters so some parents would have received 2 letters. ACH pointed out that the letters also cover punctuality.

Q Has the number of penalty charge notices increased over the past couple of years?

A ACH replied this was down to the change from the government and pointed out the school has a large population of pupils with families oversea. ACH reminded the governing body that the governing body had approved the policy that unless there were exceptional circumstances, the school would not approve trips abroad. ACH added that exceptional circumstance does not include cost, family circumstances or employment.

ACH advised that the attendance policy has not changed because of the recent case in the media.

ACH explained how the education welfare is called in for tricky situations.

Q Did the teachers strike have an impact on attendance figures?

A EP replied there were a few siblings of children whose class teachers were not on strike who did not attend.

10.4 Expansion proposal

SAN confirmed that the LA had not responded to the consultation comments submitted on expansion.

11 – Pupil Premium Update

LM was invited to the meeting to give a presentation on PPG and copies of the slides used for the presentation are attached to the minutes.

.LM showed a graph which shows the huge difference in gap between the disadvantaged children compared to others and emphasised that PPG is used to close the gap.

SAN highlighted the importance of closing the gap without the high attaining children falling behind. LM informed that Lainesmead had 30% pupils eligible for PPG compared to the National 25%.

Q Do you know the percentage of PPG pupils who are G+T?

A LM replied she did not have the percentage but there were a few pupils who are G+T.

LM spoke through the changes to be put in place in response to the PPG report from Bill Jerman.

- Individual reports of each PPG children to start from September.
- Ensure TA's understand their role in helping PPG children to achieve
- Teachers to review the progress of PPG children on a termly basis with a view to accelerating their progress.
- When interventions are put in place there will be an importance in measuring the progress to ensure the objections have been met.

LM informed the report had picked up a lot of strengths the school already has in place and mentioned that one of the strengths is how TA's are used.

ACH pointed out that some PPG children are also SEN pupils too.

Q Do you have justify sharing resources when pupils who are not PPG?

A ACH replied that sharing resources does happen if the pupils are working on the same objective. LM added that PPG children are targeted first but there is nothing wrong with non PPG children having access to the resources.

LM mentioned that this year the focus for PPG will meet the statutory requirements and this will be built upon in following years.

ACH added that in the afternoons, 50% of the cost of TA's will allocated to PPG and she and LM will be looking at interventions.

LM informed she is to prepare an action plan.

SAN emphasised the need for the Full Governing Body to be presented the plan for PPG in term 1 and then review in Term 6. SAN added the need for PPG to be a standing item for every committee meeting, with Finance and Staffing Committee looking at the impact of PPG spend and Curriculum Committee monitoring the impact of closing the gap. SAN further added she will be meeting with LM to discuss PPG too.

12- Governor Visits to School policy.

SAN confirmed the policy had been signed off at the Chairs meeting.

SAN pointed out that the Behaviour Policy and Supporting Pupils with Medical Needs Policy had also been circulated but as there are no Chairs meeting till September, she recommended that both policies are approved at this meeting.

EP raised that in the Behaviour Policy as a result of the recent E-safety meeting she recommends another row is added to include incidents when a child has not followed the acceptable use rules for e-safety. This will be added to the incident form.

SAN suggested that the Behaviour Policy should make reference to the Chair of Governors being informed of an exclusion.

The governors approved both policies. ZA to inform SE. ACTION POINT.

13- Family Centre Annual Report

ACH was invited to the meeting to give an annual review of the family centre. A copy of a summary of the family centre, summary of the Parents Support Advisor and the Pupils Support Advisor are attached to the minutes.

ACH showed the report on the family centre which had been shared with governors last year and gave a recap of the presentation delivered last year.

ACH informed that the purpose of the family centre is to look at barriers to learning and what support can be offered. ACH added that like PPG, the school tracks pupils from when the support is put in place to when the support comes to an end. ACH emphasised that she looks at the social and emotional needs of a pupils to work out what help is needed to support that child's learning but sometimes there is a need to focus on working on the emotional needs before looking at the learning needs.

ACH informed that the school does review what the family centre offers. ACH added training is reviewed and put in place if required to meet the need of the pupils.

EP pointed out the new terms on how pupils are assessed are included in the report as follow: EXS means expected, GDS means greater depth and WTS means working towards expected.

SAN recommended ZA add these to the list of abbreviations. ACTION POINT.

AC explained that the impact of the Pupil Support Advisor role is to make children happy and improve their social skills.

Q In the worry box, do you get worries from all pupils or is it just children you are working with?

A TD replied that any child can use the worry box and it is well used by pupils.
ACH highlighted that there is a big challenge for the family centre as parents come to them about their child's behaviour at home which can become a problem and in response to this; they will direct the parents to outside resources.

14 - Budget Sign Off

AT handed out copies of the 2016/17 budget which included the following 2 years. AT explained the main headings from the budget and their meanings.

Q How does the income compare to the previous year?

A EP replied it was slightly more.

Q Are the headings the same as previous years?

A EP replied the heading and format is set up by FS4S and it is the same headings as previous years with a few minor changes.

Q I expect the works to the nursery are coming out of the capital budget but are there other works to take place in the summer for the main school?

A EP replied some of the capital budget is to be spent on the nursery and works in the summer are to take place in the main school which include decorating works in the KS2 building and sorting out the down pipes.

EP emphasised she would like the school to look at applying for grants for big works rather than using the budget.

Q Do you always rollover in case of emergencies?

A AT replied yes but pointed out that there is a limit on how much can be carried over.

Q At the new governor training it was recommended that the whole budget should be spent.

A SAN replied the recommendation is to spend as much as possible on the pupils that are at the school at the time rather than rolling over huge amounts.

Q As a member of staff, I can say that the school always spent the budget wisely.

A NG replied she totally agreed.

AT explained how the Finance and Staffing committee had gone through the budget and questions had been asked which have been minuted.

AT highlighted that the budget is in line with the financial year and not the academic year.

AT recommended the full governing body give their approval for the budget.

The governors gave their approval for the budget.

15 – Headline SATs data

EP read out headline from the SATs results which are attached to the minutes.

EP raised awareness of the recent statement on the SATs results from the Education Minister and pointed out that the Education Minister has also said that schools should not compare the results to previous years.

EP informed the national data for reading, writing and maths combined is 53%.

EP explained that 4 children who have not been in the country for more than 18 months and will, therefore, be taken out of the data so the figures are to be adjusted slightly

EP expressed concern that the results are to be disappointing to the Year 6 who have worked very hard and parents will receive an advisory letter.

A discussion took place about the SATs papers. EP recommended the governors look at copies of the SAT papers. EP informed the vocabulary used in the reading exam disadvantaged the schools most disadvantaged pupils and that the marking schemes were very selective.

Q Will there be an adjustment next year?

A EP replied she had had a meeting with Simon Cowdery who had said that the children would have more access to the curriculum than this year's Year 6 but it will not be easier.

16 – Renew of LT as Co-opted Governor

The governing body unanimously agreed to renew LT's term of office for another 4 years.

17 – AOB

16.1 EP explained she had forwarded information on schools admissions and catchments areas to go with the discussion on expansion. EP raised interest to governors that it is expected that the population for the next 3 years will be steady.

16.2 SAN thanked the governing for their hard work this year and emphasized the need for the governing body to start preparing for Ofsted. SAN stressed the importance of the governing body being fully skilled and are able to answer any questions when meeting with Ofsted Inspectors. SAN advised all the governors to watch the short videos on what governors as part of the Ofsted visit which had she forwarded on as a link on an email. SAN asked governors to collate any questions they have in preparation for a session in Term 1 as the aim is to be fully confident by Christmas.

All governors to watch the video and prepare questions on the Ofsted Visit for Term 1.
ACTION POINT.

16.3 SAN advised that agendas open to all Governors for input and encouraged the governors to add items they would like to be covered at meetings. SAN recommended that governors continue to read the governor support briefings and the NGA weekly bulletins.

16.4 SAN thanked EP for a very successful first year as Head teacher. SAN pointed out that EP had quickly settled in well and had made impact.

16.5 SAN will publish the dates for the next governor meetings during the summer. ACTION POINT.

16 - Meeting Close and date of next meeting

The meeting closed at 7:30pm. The date of the next meeting is to be confirmed.

Signature Date
Chair of Governors