



Minutes of the Full Governing Body Meeting

Held on Tuesday 16 July 2019 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	✓	Simon Williams	✓
Louise Druce (Headteacher)	✓	Helen Vidal	✓
Stuart Getty	✓		
Susie Hayward	✓	In attendance	
Rebecca Jennings	✓	Kathryn Dray (Deputy Headteacher)	✓
Kate Kellett	✓	Lucy Macaulay	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 6.55pm

Minutes											
1.	Apologies for Absence There were no apologies for absence.										
2.	Declaration of Interest There were no declarations of interest.										
3.	To agree minutes of meeting of 28 March 2019 and 24 May 2019 28 March 2019 It was agreed to add the word provision so that agenda item 13 reads "HR provision". The minutes of the above meeting were agreed and signed. 24 May 2019 The minutes of the above meeting were agreed and signed.										
4.	Matters arising from the previous meeting All actions were complete with the exception of the following: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Action</th> <th style="width: 50%; text-align: center;">Update</th> </tr> </thead> <tbody> <tr> <td>LW to amend Instrument of Government and send to Surrey for seal of approval.</td> <td>This items is still awaiting seal from Surrey</td> </tr> <tr> <td>LW to arrange governor visit from SH with LD regarding designated SSP area to incorporate audit of behaviours against Staff Code of Conduct policy</td> <td>This has been carried forward to the autumn term.</td> </tr> <tr> <td>KD to clarify the summary of behaviour incidents figures.</td> <td>KD gave an update on the behaviour figures summarising the number of children not receiving steps</td> </tr> <tr> <td>VS to clarify rounding up of figures on p4 and p6.</td> <td>This would be confirmed by VS in the autumn term.</td> </tr> </tbody> </table> <p>ACTION: LW to circulate CLTSA safer recruitment dates.</p>	Action	Update	LW to amend Instrument of Government and send to Surrey for seal of approval.	This items is still awaiting seal from Surrey	LW to arrange governor visit from SH with LD regarding designated SSP area to incorporate audit of behaviours against Staff Code of Conduct policy	This has been carried forward to the autumn term.	KD to clarify the summary of behaviour incidents figures.	KD gave an update on the behaviour figures summarising the number of children not receiving steps	VS to clarify rounding up of figures on p4 and p6.	This would be confirmed by VS in the autumn term.
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<p>5.</p>	<p>Chairs' Actions</p> <p>School visits risk assessment check SW praised the level of detail and work undertaken with school visits risk assessments following his visit. SW thanked all staff involved in the process.</p> <p>ACTION: LD to thank staff for their work in undertaking risk assessments.</p> <p>Staff Handbook LD shared that the Staff Handbook is now live on the school network and is in use by staff. SW to view in September.</p> <p>ACTION: LW to arrange SW to view Handbook in September.</p> <p>Ofsted Complaint SW gave the background to a complaint made to Ofsted which related to an incident of a child leaving the premises when pressing the West gate exit button. The button wasn't deactivated due to a malfunctioning gate. Processes put in place, to ensure that it wouldn't happen again, were outlined to the satisfaction of the governors.</p>
<p>6.</p>	<p>Governance</p> <p>SW shared that there would be a parent governor election taking place in the autumn term to fill the two vacancies.</p> <p>The Local Authority governor vacancy will be revisited again in the next academic year.</p>
<p>7.</p>	<p>Report and Self Evaluation by HT/DHT LD invited any questions by governors and SW asked where the Reception team had seen the greatest improvement from having Nursey children attend prior to Reception. HV responded that children had settled very quickly and were confident in moving from class to class. Parental support had been greater too. HV also shared that the new Reception cohort in September would have 14 children from Nursery in each class.</p> <p>KD asked if the Reception team would do anything differently and HV responded that they would look at GLD in writing, although she indicated that there were very few who weren't accessing writing at all.</p> <p>LD highlighted the higher scaled score percentages. SH asked if the slightly lower scores across all areas was a fair reflection. LD responded yes, for this current cohort.</p> <p>SW asked what plans were in place as writing had dropped the greatest. LD responded that teacher moderation in writing was slightly conservative and this has impacted the combined score overall. LD also shared that some papers have been submitted for remarking and that writing will be added to the SSP for next year as a priority area.</p> <p>SW asked how will the change in teachers across year groups affect things. LD outlined reasons behind the teachers movement across the year groups and the impact this would have. However, mitigating factors include not moving one teacher, who is currently in the year group.</p> <p>SW how will you get the balance across writing and maths. LD outlined the previous year's changes in assessment systems.</p> <p>SH asked if anything was a surprise. LD no, except possibly that the children have done better in tests than teacher assessments. Nationally, this is the other way round.</p> <p>AS how did the disadvantaged children performed. KD shared that there are only two and one achieved positive progress in maths and the other achieved positive progress in reading.</p> <p>AS asked about the Phonics Screening and whether those that hadn't met the pass mark of 32 this year, would increase sufficiently in Year 2 to achieve it. KD responded yes as a few only missed it by a mark.</p> <p>The Chair thanked the work of the school and praised the achievements.</p>

	AS asked about the fourteen families who had been targeted through AIM meetings. LD shared the continued progress with these meetings.
10.	Safeguarding SW shared the background to the safeguarding audit which had already been discussed in C&L.
8.	<p>Governor Visits</p> <p>Attendance KDonald visited an LMT meeting which had a particular focus on attendance. She gave background to the patterns in attendance relating to days of the week and those families being monitored were known in depth to those monitoring attendance.</p> <p>CPDL for staff Governor visit to carry forward to next term.</p> <p>ACTION: LW to arrange SW visit for CPDL in autumn term.</p> <p>SH suggested updating the governor visit form to reflect whether the policy is seen in practice.</p> <p>ACTION: LW / LD to look at form and add line to the visit form, to update the form to see how policy reflects in line with practice seen.</p>
9.	<p>Survey Results</p> <p>Parent Survey A breakdown of the Parent Survey undertaken this month was tabled at the meeting. 160 people completed the survey. Governors looked at the responses in general and noted the hugely positive feedback.</p> <p>SH asked about trends in themes raised. LD responded school lunches, opportunities with sporting events and clubs. LD shared that clubs process was being radically overhauled for the next academic year. SH asked if the school was at capacity. LD indicated yes in terms of manpower and space. KDonald asked what percentage of children were able to participate in a club. LD indicated that the new club system has been designed to ensure every child who wants to come to an internal club can, across the school year. KK commented on the fact that teacher led clubs are free. AS noted the comments on pupil lunches. LD responded that there is a little flexibility for the same price is paid for a Year 6 and a Year 1 child, for example.</p> <p>JM raised about the school participation in wider school events and asked about it. LD flagged that SGPS were key in making sure that sporting events took place. LD responded that some events are competitive and others non-competitive. She indicated that as we lead on Borough Opportunities for Children, an appropriate team is fielded otherwise the children get upset if they lose by a great amount.</p> <p>Pupil Voice – Whole School and Year 6 well-being RJ and SH gave feedback on the recent meeting with one child in attendance from each class, split into KS1 and KS2. Different themes arose with what the children particularly enjoyed but the meetings were very positive.</p> <p>Governors also met with a group of Year 6 children to ascertain how they had felt during the NCTs. Pupils were very positive. JM asked how we are in comparison to others. It was felt the school was leading the way with regards to creating a calm ethos.</p> <p>JM asked in response to one request if we have drinking fountains. LD responded that all taps in the school produce drinking water so the children can refill their water bottles anywhere.</p>
10.	Safeguarding KD gave a brief summary of the current children being looked at and monitored.
11.	Committee Reports

	<p>Resources JM gave a summary of the committee meeting, highlighting the carry forwards, the Atlantis Project, refurbishment plans and additional classroom projects, further details of which can be read in the Resources Minutes.</p> <p>Children and Learning SG gave a summary of the committee meeting giving details of the in-depth amount of data that is received. More details regarding the meeting can be read in the minutes from the Children and Learning meeting.</p>
12.	<p>Policies LD shared that the Complaints Policy is a statutory policy. SW asked if INSET days were included in the days mentioned in section 6. LD responded that INSET days were not counted as school days and indicated that this would be added to section 6b. SW also asked about stating that the details of a complaint should not be made public on social media. LD shared that this would be added to section 3a.</p> <p>The Complaints Policy was agreed.</p>
13.	<p>AOB Thanks were given to Lucy Macaulay for her term of office and to all those that make up the governing body.</p>

The meeting finished at 9.10pm

Advice given by Governors at this school is incidental to their professional expertise and is not being given in their professional capacity. Governors must respect the confidence of those items of business which a Governing Body decides and not disclose what individual Governors have said or how they have voted within a meeting.

Signed: _____

Date: _____