



## Minutes of the Full Governing Body Meeting - Part 1 Held on Tuesday 20 March 2018 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	✓	Karina Singh	✓
Louise Druce (Headteacher)	✓	Simon Williams (Chair)	✓
Kathryn Dray	✓	Helen Vidal	Apologies
Stuart Getty	✓		
Rebecca Jennings	✓	<b>In attendance</b>	
Lucy Macaulay	✓	Vicky Swann (Deputy Headteacher)	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting began at 7.11pm

Minutes																	
1.	<b>Apologies for Absence</b>	Apologies for absence were received and accepted as above.															
2.	<b>Declaration of Interest</b>	There were no declarations of interest. SW advised he no longer works for the Creative Learning Trust and asked for the declarations of interest to be updated on the website.  <b>ACTION: LW to update register of interest on the website for SW</b>															
3.	<b>To agree minutes of meeting</b>	<ul style="list-style-type: none"> <li><b>5 December 2017</b> The minutes were agreed and signed</li> <li><b>9 February 2018</b> The minutes were agreed and signed</li> </ul>															
4.	<b>Matters arising from previous meetings</b>	<p><b>Actions from 5 December 2017 Part 1</b> All actions were done accept those below which had the following comments:</p> <table border="1"> <tbody> <tr> <td>LW/LD to arrange visits links with SSP accordingly</td> <td>ONGOING</td> <td>This is ongoing through the year.</td> </tr> <tr> <td>LW to undertake the necessary procedures for the Staff governor post.</td> <td>IN PROGRESS</td> <td>This is in progress with three members of staff showing an initial interest.</td> </tr> <tr> <td>KD to circulate safeguarding training dates for all later in term. – Training dates to be circulated once updated KCSiE is issued.</td> <td>AWAITING DfE</td> <td>KCSiE was initially due to be released in Feb 2018 and it has now been moved to Sept 2018.</td> </tr> <tr> <td>SW to identify the necessary skills required and to bring for approval at a future FGB.</td> <td>OUTSTANDING</td> <td><b>ACTION: LW to remind SW before July FGB</b></td> </tr> <tr> <td>LD/LW to add to the terms of reference, NLE and CLTSA.</td> <td>OUTSTANDING: NO CHANGE NOW REQUIRED</td> <td>KS asked how governors monitor the teaching school and asked for governors to be kept informed about the teaching schools KPIs. Governors to be kept informed through annual</td> </tr> </tbody> </table>	LW/LD to arrange visits links with SSP accordingly	ONGOING	This is ongoing through the year.	LW to undertake the necessary procedures for the Staff governor post.	IN PROGRESS	This is in progress with three members of staff showing an initial interest.	KD to circulate safeguarding training dates for all later in term. – Training dates to be circulated once updated KCSiE is issued.	AWAITING DfE	KCSiE was initially due to be released in Feb 2018 and it has now been moved to Sept 2018.	SW to identify the necessary skills required and to bring for approval at a future FGB.	OUTSTANDING	<b>ACTION: LW to remind SW before July FGB</b>	LD/LW to add to the terms of reference, NLE and CLTSA.	OUTSTANDING: NO CHANGE NOW REQUIRED	KS asked how governors monitor the teaching school and asked for governors to be kept informed about the teaching schools KPIs. Governors to be kept informed through annual
LW/LD to arrange visits links with SSP accordingly	ONGOING	This is ongoing through the year.															
LW to undertake the necessary procedures for the Staff governor post.	IN PROGRESS	This is in progress with three members of staff showing an initial interest.															
KD to circulate safeguarding training dates for all later in term. – Training dates to be circulated once updated KCSiE is issued.	AWAITING DfE	KCSiE was initially due to be released in Feb 2018 and it has now been moved to Sept 2018.															
SW to identify the necessary skills required and to bring for approval at a future FGB.	OUTSTANDING	<b>ACTION: LW to remind SW before July FGB</b>															
LD/LW to add to the terms of reference, NLE and CLTSA.	OUTSTANDING: NO CHANGE NOW REQUIRED	KS asked how governors monitor the teaching school and asked for governors to be kept informed about the teaching schools KPIs. Governors to be kept informed through annual															

		report sent to DfE for teaching school and NLE/NSS.
LD/JL to investigate Nursery discount and legal implications.	DONE	LD updated all that the HMRC had advised that there is no legal implications regarding benefits in kind as it didn't count in this situation. The school is able to offer the benefit to Support Staff solely.

There were no actions from Part 2.

**Actions from 9 February 2018**

No matters outstanding.

5.	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• <b>Staff governor</b> See matters arising.</li> <li>• <b>Succession planning</b> SW shared the importance of succession planning within a governing body. He shared a plan in place to ensure the strength of the governing body in relations to roles. He encouraged all governors to share interest in any particular roles and stressed importance of supporting governor development.</li> <li>• <b>Local Authority governor</b> LW gave a brief update surrounding this role as the only vacancy on the governing body.</li> </ul>
----	---

6.	<p><b>Chair's Actions</b></p> <p>SW advised that he had agreed the regrading of the School Community Relations Officer role due to changes in the extended services structure. Ad hoc bookings for extended services are now done through the role. It was recognised that the job description this role had been advertised for, had since changed.</p>
----	--

7.	<p><b>Report and Self Evaluation by HT/DHT/AHT</b></p> <p>LD drew attention to the SED and invited questions from governors:</p>
----	--

Q1. A1.	<p>RB asked for clarification on the paragraph relating to the SSP regarding the varying percentages.</p> <p>LD clarified that they represented different cohorts of children and with a different number of classes.</p>
Q2. A2.	<p>KDonald asked about the benchmarks for terminology used relating to national average schools and for coasting schools.</p> <p>VS responded that the breakdown for these are in the inspection framework document and that we have a national progress measure and a coasting progress measure.</p>
Q3. A3.	<p>KDonald asked how the school has defined outstanding.</p> <p>VS shared that the Ofsted framework is used when the SED is written and it utilises terminology similar to what's in the report, ensuring that the school is consistent with the Ofsted framework.</p>
Q4. A4.	<p>KS recommended the additional of the work with Chandlers Field to the SED and AS recommended the NLE. LD shared she would remove the second bullet point and instead link it in with the Teaching School and NLE/NSS work.</p> <p><b>ACTION: LD to include Chandlers Field plus the Teaching School and NLE work in the SED.</b></p>
Q5. A5.	<p>SW focused on behavior and asked for more details regarding the step 5s with one child.</p> <p>KD shared that it was with one SEND child. KDonald asked if it affected the class. LD responded that strategies are in place to ensure it doesn't.</p>
Q6. A6.	<p>JM asked about awareness Wednesday.</p> <p>KD outlined the strategy behind the day</p>
Q7. A7.	<p>RB asked for clarification regarding thr progress measure on p6.</p> <p>VS responded that if every child made progress it would be zero. It takes the aggregate value for everyone and gives a progress score. Anything around zero is considered good.</p>
Q8. A8.	<p>AS asked how the school is externally moderating in EYFS and whether there is another school which uses EExAT.</p> <p>LD shared that the focus has been on ensuring all staff are well trained through out across Nursery and Reception and are using EExAT consistently. Moderation is being continually</p>

	undertaken through various methods.
Q9. A9.	AS asked if there were any areas for the Nursery cohort that have been unexpected, that have required additional work. LD responded no but that attendance and parking were the main areas of concern currently in the school. Attendance at the Nursery isn't mandatory and the parking issue related to the need to develop good habits and the parking issue has required HT time. An extensive discussion continued surrounding parking the current steps already taken and future plans. SW also asked whether there had been any feedback on the recent letter from LD regarding attendance. LD responded that there hadn't been.
Q10.	KS suggest on p2 the third bullet point, to add at the end "are used to meet the needs of the children" <b>ACTION:</b> LD to change the last line on p2 third bullet point: "Governors have an excellent knowledge of the school's budget and make proactive decisions to ensure that they school finances are not in deficit and are used to meet the needs of the children"

Governors noted the positive achievement with the gold anti-bullying charter mark.

RJ reflected that it was important to ensure that all governors are involved in school life and planning. Therefore, it was decided that for governors not involved in the Chairs Working Party, RJ would send questions to SW to be circulated. Governors also noted the importance of learning from training. It was agreed that governors would all share briefly key points learnt from training in future via email.

**ACTION:** All governors to share via email key points learnt from training courses.

8.	<p><b>SSP</b></p> <p>LD tabled an updated SSP as per 20.3.18. See Appendix 1. She highlighted the RAG status and shared the strategy to include pupil input. LD gave all governors an update relating to each area of the SSP.</p> <p>Following this update, it was agreed governors would attend the Breck Foundation Online Safety Event in April.</p> <p><b>ACTION:</b> Governors to attend Breck Foundation event and LW to ensure governors have link to book place.</p> <p>Relating to the SSP, AS asked how we likely it would be to obtain six SLEs. LD responded that there was no limit if all are successful at interview.</p> <p><b>EYFS Governor Report</b></p> <p>Governors were thanked for their recent visits and both governors shared how impressed they had been with the Nursery. Details of their visits where given in their circulated reports.</p>
----	---

10.	<p><b>Systems Leadership</b></p> <p><b>NLE/NSS and CLTSA</b></p> <p>It was noted that obtaining NLE and NSS status plus the Teaching School has been very positive for the school. KS asked what the teaching retention rate is for the school and LD responded that last year 2 had left out of 23 with 1 due to change in personal circumstances and the other was because they thought it was time for a change. KS asked how this compared to other schools. LD responded that this was good. KS suggested that the good teacher retention rate be included in the SED.</p> <p><b>ACTION:</b> LD to add good teacher retention rate to SED.</p>
-----	---

11.	<p><b>Safeguarding</b></p> <p>KD shared details of Operation Encompass, a new initiative started last year, where schools are told when there is domestic violence, a child missing or a police visit to home. This week the school had three, usually there is one or two a week. KDonald asked if it was usually the same people and KD responded that no this hasn't been the case. KS asked what then is done with the information. KD shared that the email has to be acknowledged and then looks at whether there are other concerns. SG shared that following governor prevent training attending by KD and himself, it is noted that there is responsibility of schools to report anything and everything so that a wider picture can be obtained by the Police.</p>
-----	--

12	<p><b>Committees and Nominated Governors Report</b></p> <p><b>Children and Learning</b> AS gave a brief update regarding the recent meeting. More details of which are given in the minutes of the Children and Learning Meeting.</p> <p><b>Resources</b> RJ gave a brief update regarding the recent meeting. More details of which are given in the minutes of Resources Meeting. RJ noted for the FGB minutes that the SFVS has been undertaken with JL, RJ and LW and this has been submitted to Surrey.</p> <p><b>Nursery Update</b> LD shared that the Nursery is full for September.</p> <p>KDonald asked if governors were required to do anything in particular relating to GDPR. LD outlined some actions already undertaken to ensure compliance including implementation of a breaches and issues register but noted that GDPR is reported into Resources.</p> <p>Governors were reminded of the importance of using their school email address to ensure data is kept confidential and that utilising personal or work accounts was not appropriate.</p>
13	<p><b>Policies to be agreed</b> The Educational Visit policy was discussed in further detail relating to how governors ensure that it is upheld. It was noted that the Chair of Governors needs to approve residential trips. Evolve computer based risk assessment system, allows for the Chair to review it but it doesn't require Chair's approval.</p> <p><b>ACTION:</b> VS to create SW a login so residential trips can be reviewed.</p> <p><b>ACTION:</b> LW to add under Chairs Action on FGB agenda, checking of residential risk assessments.</p> <p>It was proposed to change the Instrument of Government to include the nursery. It was agreed by all to add "The school is a community school with a governor-led Nursery provision"</p> <p><b>DECISION:</b> Governors agreed to amending the Instrument of Government to include the Nursery</p> <p><b>ACTION:</b> LW to amend Instrument of Government and send to Surrey for seal of approval.</p> <p>The following policies were agreed:</p> <ul style="list-style-type: none"> <li>• Educational Visits</li> <li>• Governors' Allowances</li> <li>• Instrument of Government</li> </ul>
14.	<p><b>AOB</b></p> <p><b>Environmental Services visit</b> VS updated all that following a visit from Environmental Services to Extended Services, the school had been awarded a Level 5 in food hygiene, the highest award. Governors congratulated the school for all its efforts in ensuring high standards are maintained.</p>

The meeting finished at 9.25pm

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: \_\_\_\_\_

Appendix 1  
LD Tabled copy of SSP.



Stamford Green Primary School - Working together to be the best we can  
School Success Plan (SSP) 2017 - 2018

FGB 20-3-18  
Update

	Key Priorities	Responsible	Monitoring Governor	RAG Status
	<b>Achieving</b>			
AC1	To ensure teacher assessment is accurate and reflects national expectations for the end of each key stage.	VS	AS/SG	Orange
AC2	To ensure pupils' progress, from their starting points, is above national averages. (Focus on Maths Combined)	VS/KD	AS/JM	Green
AC3	To ensure our 'Disadvantaged Pupils' and 'More Able' groups meet the expected/greater depth standard at the end of each key stage.	KD	AS/JM	Green
	<b>Ambition</b>			
AM1	To ensure that teaching and learning, over time, is consistently outstanding across the school.	VS/KD	KS/SW	Green
AM2	To develop leadership talent across the school.	LD	SG	Green
	<b>Happiness</b>			
H1	To extend our opportunities for pupil leadership.	EW	SG	Green
H2	To review our PSHE curriculum to ensure that it focuses on pupil safety and well-being now and for the future.	HS	SG	Orange
H3	To develop and implement a well-being strategy for staff and children.	LD	SG	Green
	<b>Inspiring</b>			
I1	To ensure our learning environment celebrates children's learning and promotes high standards.	LD/JL	RJ	Green
I2	To embed the use of the school's computing and digital resources into everyday practice.	LG/RV	RJ/RB	Orange
	<b>Learning</b>			
L1	To ensure that pupils' handwriting and presentation of their work are always of a high standard.	VS/DL/SB	KS/SW	Green
L2	After an increase in pupil numbers, ensure consistency and high standards so that the children in Phase 1 (YN, YR, and Y1) have their needs met.	HV/VF/AH/EW	LM/KDo	Green
	<b>Togetherness</b>			
T1	To further extend leadership capacity within the school and wider area by working in partnership with other schools as part of our NLE/NSS/TS designation.	LD	SW	Green
	<b>Values</b>			
V1	To evaluate, improve and extend our Values provision.	HS	SG	Orange
V2	To develop pupil resilience leading to self-confidence.	KD	SG	Orange