



Stamford Green Primary School



Minutes of the Full Governing Body Meeting

Tuesday 21 March 2017 at 7.00pm

Attendance			
Richard Baker	✓	Aileen Sellers	✓
Karen Donald	Arrived 7.13pm	Karina Singh	✓
Louise Druce (Headteacher)	✓	Simon Williams (Chair)	✓
Kathryn Dray	✓	Helen Vidal	✓
Stuart Getty	Apologies		
Rebecca Jennings	✓	In attendance	
Lucy Macaulay	Arrived 7.11pm	Vicky Swann (Deputy Headteacher)	✓
John Mackintosh	✓	Louise Wheatley (Clerk to Governors)	✓
			✓

The meeting began at 7.05pm

Minutes	
	Agenda Item
1.	Apologies for Absence Apologies for Absence were received as above.
2.	Declaration of Interest There were no declarations of interest.
3.	Agree minutes from meeting 8.12.16 The minutes were agreed and signed.
4.	Matters arising from last meeting Actions had been done with it noted that the learning visits to be arranged and linked with SSP. JM initial governor visit still to be arranged. ACTION: LW to arrange initial visit for JM ACTION: LW/LD to arrange visits linked with SSP accordingly. [LM arrived 7.11pm]
5.	Governance update Governor skills audit SW thanks for completing the governors skill audit and noted that the only particular area of need was with regards to HR experience. Local Authority governor SW shared that following the skills audit, the vacancy would need to be filled externally or from amongst ourselves. The governing body would not be nominating Colin Taylor for the forthcoming governor panel. ACTION: SW to inform CT of decision regarding LA governor.

	<p>[KDonald arrived 7.13pm]</p> <p>SW highlighted the varied training provided by Babcock and encouraged governors to participate in training sessions available.</p>
6.	<p>Chair's Actions</p> <p>SW gave an update regarding the decision taken in CWP of the agreement to include an additional INSET day and this decision was ratified. LD summarised the reasons given to CWP and in particular, the benefit of allowing teachers and TAs to meet and review pupil progress. Incorporating this within an INSET day was more financially viable as well. RB asked if the Headteacher would support signing proposals given to the government regarding budget changes and allocation of funding and LD indicated where appropriate she would.</p> <p>DECISION: The agreement of an additional INSET day for 2017-2018 was ratified for the purpose of the minutes.</p>
7.	<p>Report and Self Evaluations by HT/DHT</p> <p>Prior to the meeting the questions attached in Annex one were submitted to the Headteacher from the governors. An extensive discussion was had and responses plus comments are noted against each question.</p>
8.	<p>School Success Plan (SSP)</p> <p>LD shared that the SSP is a work in progress and it was highlighted that all of the points were either green or amber. There were none given a red RAG rating. KDonald asked if any of those on there were amber because of finance. LD responded that those marked as amber were mainly because the document is a reflection of work in progress but not finished.</p>
10.	<p>Nursery Update</p> <p>LD indicated that the SSP details the actions currently being undertaken with regards to the nursery. The aim will be for September however in order to achieve this, the school will need to advertise for the position between Easter and May half term, realistically. LD emphasised the need to ensure that we have someone with experience and who can then be involved in setting up the nursery over the summer term.</p>
11.	<p>Safeguarding</p> <p>KD shared that we now have three Designated Safeguarding Leaders (DSL), as Vicky has now completed her training.</p>
12.	<p>Committee and Nominated Governors Report</p> <p>The draft minutes of the recent Resources committee and the Children and Learning committee were noted. As were the notes from the Health and Safety meeting.</p> <p>KS asked if the fire term drill had been arranged.</p> <p>ACTION: VS to ensure fire drill is arranged for this term.</p> <p>RB asked for a laptop update and RJ summarised the situation so far and that the laptops were currently being built. It was noted that despite the slight increase in quote, the Trust did have sufficient funds to cover the additional cost.</p> <p>RJ shared that the Schools Financial Values Standard (SFVS) had been completed by JL and herself and submitted to Surrey.</p>
13.	<p>School Fund Update</p> <p>The School Fund audit for 2014/15 was noted and the appointment of the auditor was agreed.</p> <p>DECISION: Fiona Buchan appointed as auditor for 2015/16 and 2016/17</p>
14.	<p>Trust Fund Update</p> <p>The Trust Fund audit for 2014/15 was noted and the appointment of the auditor was agreed.</p> <p>DECISION: Fiona Buchan appointed as auditor for 2015/16 and 2016/17</p>

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| 15. | Policies to be agreed
LD noted that the MER did not require formal agreement but rather a regular update is shared with regards to the MER demonstrating the work in progress. |
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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: _____

ANNEX ONE

Karen	
1. Personal development What processes are in place to ensure that children who are having issues at lunchtime but have not self flagged through the worry box are identified and offered additional support such as Lunch Bunch?	LD shared a second diary meeting has been introduced to flag children to be aware of. KD also shared that the Behaviour Ambassadors are introducing Awareness Wednesday in order to look out for children who are struggling with friends. In addition, a genuine open door approach means that there is a constant communication about children.
2. Effectiveness of teaching Aim is to move the teaching to be consistently outstanding. Are the measures currently in place sufficient to achieve this goal or is further work required (i.e. are we on track to meet this objective) and what is the expected timeframe to achieve this?	The focus is on outstanding teacher all the time not just on one occasion so the school focuses on teaching over time. The Local Authority and School Improvement Partner visited and reflected, on paper KS2 data isn't outstanding, but LD shared that it was a one year data blip and then after she looked round, examined books, looked at the disadvantaged pupils action plan, she agreed with the self evaluation of outstanding. KS asked if there is there anything you're particularly doing to boost the teaching. LD we are particularly following up on the feedback we've given to teachers.
3. Outcomes for children Are the outcomes for children tracked by the school once a child has left Stamford Green, e.g. looking at patterns in destination school or comparing year 6 results to GCSE/A level results on a case study basis?	Children have to give permission for results to be shared and some secondary schools do this but not all and not all agree to results being shared.
Lucy	
1. On the Academy Agenda Meeting 3.2.17 I want to ask How do the Finances work? Do we manage our own finances or do we have a shared financial structure within the MAT. E.g. For creating the level playing field for the community, do ALL schools put in equal amounts or is it dependent on the size of the school, funding etc?	Money is delegated from the DfE to each school but a top slice is given to the MAT to cover the central team. RB asked would current budgets be taken into account? LD some things Surrey pay for and not in other areas.
2. In the MAT key aims for pupils where it says 'creative deployment of staff', I realise as part of the MAT we obviously want to be able to support schools who may not be outstanding and enable our staff to develop personally, but how are we going to make sure it is not going to affect our pupils and our outstanding status?	Currently schools in the co-constructing of the MAT are all strong schools so that is not a high risk. Able then to offer leadership opportunities through the MAT. RB is there any pressure to partner with a RI school. LD responded no, but we always want to be a school open to opportunity as you can improve practice through collaboration.
Karina	
I am very impressed to see the range and depth of activity being undertaken in the school to improve and the tight alignment between this and the ssp. In the spirit of continuous challenge and setting our standards high, my three questions. 1. In the past our achievement and progress aspirations for the children have been linked to the Stamford Green ambition, which has been a few points	For children where Accomplished is not enough, we've focussed on helping them reach Accomplished+ as children were meeting the standard so the focus has been on reaching accomplished+. In the old levels, 2B children are driven to be accomplished + at the end of each year. KS queried outcome for children and learners in the SED. VS shared a Venn Diagram of Current Attainment for Year 2 pupils of children who are currently Accomplished in reading, writing and maths. SW highlighted the differences between classes on % of children working at least Accomplished in reading, writing and maths combined. Differences in Year 4 and Year 6 classes were noted. LD highlighted some was due to the difference in the class and moderation was checked.

<p>above the national targets. In this document we are assessing our impact and ambition against national targets . Has the LMT considered setting the bar higher, for example against similar schools (where we are about 70th on the list)?</p>	<p>VS highlighted that Year 6 are taught in mixed classes across the year group with lots of teachers and thus there is a lot of discussion across the year group. AS queried why the list is Accomplished and not Accomplished+. VS indicated because we want to target those who are just missing out on Accomplished.</p>
<p>2. It is good to see that teaching is now always good. We know that outcomes for children are driven by the quality of teaching. What are the plans to improve the percentage of outstanding teaching? (Not just leadership?)</p>	<p>See answer to Karen's second question.</p>
<p>3. The school met one external measure of success last year and missed the second by a few percentage points. What are the plans to raise attainment so that meet both measures of success?</p>	<p>See question 1.</p>
<p>And a bonus question in case you fall short! 4. What interventions are we planning to support teachers become better at teaching and assessing reading, where we fell below our standards last year.</p>	<p>See Children and Learning minutes.</p>
<p>Aileen</p>	
<p>How are otrack and EExAT bedding in? Have there been any problems with using them? Excellent that systems have been part of the picture for gaining more accomplished across the board. Do the teachers therefore feel that Otrack is correctly meeting their requirements for the new assessment system?</p>	<p>LD highlighted how the extra INSET day has helped here. HV shared how EXaAT had helped as the early learning goal is attached to a child turning 5 which isn't helpful when a child is not 5 until the Summer term.</p>
<p>What input as governors do we need to prioritise for the next few months? Academy agenda means that governor capacity is stretched. If there anything we feel we need to flag alongside it? Do we feel we need anymore involvement in developing the nursery provision?</p>	<p>LD indicated the there would be next terms items pertaining to the Nursery that would need to be approved. KDonald asked if school needed help with nursery business plan. LD said not at present but papers will need reviewing in the future. AS asked if there was anything we are missing because we are focussing on Academy too much. SW noted as governors need not to lose track on Nursery. LD stressed that the Academy is very important and the Nursery will need governor involvement when the Admissions Policy needs to be agreed etc. KS reflected on the need to possibly restructure meetings, to ensure strategic focus. LD shared it may simply be an additional FGB whilst these projects are occurring. KS indicated it was something to think about for CWP to explore options around it.</p>
<p>Rebecca</p>	
<p>- How confident are we that all our teaching posts will be filled by high calibre staff in Sept? Do we need to be thinking about anything different in terms of how to recruit/retention?</p>	<p>LD shared that a large amount of work had been undertaken with regards to recruitment and that those recruited for September were of high calibre had come through a variety of different means and only one via an Eteach job advert.</p>
<p>- How have Surrey Early Years responded to the nursery request?</p>	<p>Discussed within the Nursery Update.</p>