

**St John & St Francis Church School
Minutes of Full Governors Meeting
15th November 2017 at 5.45pm**

Present:

Yvonne Rouffet (Chair)
 Lisa Farley (Head Teacher)
 Hannah Dyer (Health & Safety/Staff Governor)
 David Durston (Safeguarding Governor)
 Samantha Onslow (Pupil Premium Governor)
 Phillippa Warton-Browne (Parent Governor)
 Melissa Bryant (Staff Governor)
 Natalie Paull (Vice Chair/MAT Appointed Governor)
 Angela Netto (SEND Governor)
 Jessica Stedman (Clerk)

In Attendance:

Alexis Piper (Deputy Head/Observer)
 Tracey Trood (Year 4 Teacher)
 Naomi Chandler (School Business Manager)

1	Welcome & Apologies		Action
		Chair welcomed everyone to meeting. Visions and Values Inset Day was successful – short photographs presentation of day shared.	
2	Opening Prayer		Action
		Prayer was shared by Chair.	
3	Declaration of Interests		Action
		None.	
4	Financial Benchmarking Letter		Action
		SBM distributed copy of benchmarking letter prior to meeting. Nothing to report but any questions? What is Pupil to ED support? This is support from Teaching Assistants. Why is money all in teaching and not in support staff? Redundancy	

Signed by Chair: Yvonne Rouffet

Date: 20.12.2017

Red text denotes questions raised

		<p>process carried out a few years ago, plus some support staff fall under the pay bracket as new to the role.</p> <p>Letter was accepted by Governors.</p> <p>SBM meeting with Finance Officer on 17th November, therefore budget will be discussed at next Governors Meeting.</p>	SBM
5	Policies		Action
		<p>Educational Visits Policy – typo amendments highlighted.</p> <p>Health and Safety/Staff Governor explained procedure by talking through recent visit documents and how they can be accessed. EEC Live bought in from MAT and template can be used to design Risk Assessment. Document printed designed and checked, Head and member of staff sign. Paper copy kept by staff member and office keep copy. Online copy saved. Class/Group lists kept with Risk Assessment/Medical forms and itinerary. This is archived by office admin, once the trip is complete.</p> <p>How long do we keep these documents? School able to determine how long documents are kept.</p> <p>As a member of the teaching staff our Health and Safety Governor has been trained to use EEC Live so can advise other staff if needed – however all staff have received training. The Head has advised staff to complete Risk Assessment themselves rather than printing completed version so that they consider risks and know the itinerary etc.</p> <p>When does teacher get confirmation for trips? Teachers must get confirmation right at beginning of process by Head Teacher. PE Staff had to do quite a few sports specific /fixtures risk assessments but these are reviewed regularly.</p> <p>Do Premier Sports use Risk Assessment paperwork? Yes – they use their own version as do outside organised sports fixtures.</p> <p>Governors sign residential risk assessments – this is not mentioned in the policy, why? When a Category B visit assessment is chosen, the section for governor to sign appears automatically.</p> <p>Typo errors mentioned.</p> <p>Policy proposed and seconded. Chair to sign once amendments made.</p> <p>Arson Policy – Health and Safety Governor to remind staff not to place/leave paperwork on the radiator covers. Other wording amended.</p> <p>Policy proposed and seconded. Chair to sign once amendments made.</p> <p>Asbestos Report – H&S governor gave an overview of the report (copy kept in school office – please see Clerk if wish to view). Very low risk considering age of school, so long as asbestos not disturbed. Site Manager aware of findings.</p>	

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		TT left meeting.	
7	Minutes of Previous Meeting and Matters Arising		Action
		<p>Confidential Minute.</p> <p>Governor Photos now displayed in Reception Area.</p> <p>National Stats are not ready to be shared.</p> <p>Minutes were accepted and will be signed by Chair.</p>	
8	Safeguarding Update – Governors Audit		Action
		<p>Audit Programme has a virus so cannot be accessed as yet. Will update with printed version once system goes 'live'.</p> <p>Confidential Item</p> <p>When meetings take place with Safeguarding Governor, how much information is needed to shared to ensure the role is met? Needs to know that procedures are followed and files are kept and stored securely. No need to know details. Head to be supported by other agencies and this was discussed during Ofsted visit in September. Head highlighted serious weakness in Somerset and needs to be assured that we are getting best support possible. Together Team meetings are held on Tuesdays which includes outside agencies (housing/social services/police etc). Clerks and Chairs meeting brought up lack of social care in the area. MAT will be looking at possible 'back up' provision eg: educational psychologists etc. Sarah Mellor also good contact. Head and Safeguarding Lead to meet in November. Safer Recruitment training taking place next week.</p>	Head
9	Dashboard/Data Interventions		Action
		<p>AP shared SPTO information – half term snap shot of where we are regarding progress made. Children may not have made progress as yet but this can be shown to increase next half term. Pupil Progress Meetings can be guided by this, and moderation meetings planned. Looks a lot healthier that this time last year. Tackle areas for improvement. Need to make accelerated progress and go beyond</p>	

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		Report Accepted. Confidential Minute SBM thanked for updates/input and left meeting.	
6	Pupil Premium		Action
		<p>Tracey Trood, Year 4 Teacher and Pupil Premium Lead, joined the meeting at 6.20pm to discuss Pupil Premium. Presentation shared with Governors (copy included).</p> <p>Spending has been increased since 2012. Introduced because children who receive Free School Meals under achieved significantly. Trying to close the gap. PP available for:</p> <ul style="list-style-type: none"> • Children who have been eligible for FSM in last 6 years. • Looked after children. • Parents in the Services. <p>Who decides how money is spent? We are accountable and need to show the gap is closing.</p> <p>Government ask for certain things to be shown. MAT have asked for PP Strategy. Spending agreed in budget for year and then research done. Money must be shown to be being used appropriately. Governors can ask for information on eligibility numbers/how money is used/impact of actions/what's working/what isn't.</p> <p>Strategy paper put together using MAT template and Governors will receive copy – Clerk to share document with Governors.</p> <p>Additional document breaks down each child and what money is allocated to them – this is updated throughout the year. Data is collected end of each term so impact can be seen/acceleration of progress.</p> <p>What is #2? Where child should be, #3 & #4 is above and beyond.</p> <p>Closing the gap is important and there is a checklist that can be used by governors, designed by MAT.</p> <p>Are interventions checked and any changes made? Ongoing monitoring and checked at mid point to see if going in right direction.</p> <p>Ofsted inspection sheet done for school? Not yet but can be brought back to governors once completed. This will be displayed on the School website.</p> <p>Conversations with Tracey Trood regarding PP with other members of staff? No but they have received training which was very similar to that shown to governors and Pupil Progress meetings contain section on this. Book monitoring – always PP child chosen.</p> <p>Who decides what interventions are used? Teacher or SENCO but SLT can look through and make suggestions.</p> <p>Can interventions be looked at once completed to see if appropriate progress made? Yes – some only last for one session.</p> <p>Chair thanked TT for attending meeting and explaining PP – suggested that PP Governor meet with Tracey to discuss further.</p>	Clerk

Signed by Chair: Yvonne W. Powell

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		Chair agreed this would be very helpful. We have chased new governor application, this has to be signed by 2 directors, but only one has done so at present. Clerk to chase.	Clerk
11	Vision and Values Inset Day Feedback		Action
		<p>Good day – took a lot of planning. Staff feel valued and that they contribute to how school moves forward. Slides shown from day. Talked through structure of day. Vision statement needs to be created from outcome, mock up version was shared with Governors (document included with minutes). Vision and Values will also take place with children. Lots of laughter, tears and sense of belonging. Lovely to share food!</p> <p>Please give donations of bottles to Clerk for Christmas Fayre.</p> <p>Confidential Minute.</p> <p>Chair thanked everyone for attending meeting.</p> <p>Meeting ended at 7.55pm.</p>	
	Date of Next Meeting	20 th December 2017 at 5.45pm	

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		<p>that.</p> <p>Writing and Maths in one year 3 class marked at 0.0 - why is this? Working with this class already, any misconceptions have been ironed out by questions asked.</p> <p>Is there a marking issue then? Yes, link between marking and SPTO does not correspond. Some teachers unsure when to tick off certain objectives.</p> <p>Learning Walk shared accelerated reading chart, children had done the quiz but results not gone onto their record yet? Yes this can happen.</p> <p>We were told that staff understand SPTO – is this not correct? Just an interpretation inconsistency.</p> <p>Slump in Year 3 across the MAT? Sometimes the transition from KS1 to KS2 difficult. Different expectations. More independent learning and this is a nationwide problem. Move Up Sessions have helped and transitions have been looked at. Year 3 and 4 have to make rapid progress ready for year 5 and 6. Parents need to be continuously engaged.</p> <p>Can you see individual children on data? Names are shown but can be removed if necessary.</p> <p>When can we see next completed column? Beginning of December. Need to forward plan, to get children at level slightly earlier. Next term is really short.</p>	
10	Framework for Governance (20 Questions)		Action
		<p>A copy of 'Governance Summary, Running Record and Evaluation' produced by the Trust and given out at the recent clerks and chairs hub meeting was circulated. Clerk to populate information areas and LGB to work on questions raised over the coming months. NP will lead a session on 20 questions for governing bodies at our next meeting.</p> <p>NP to leave us a governor as moving out of the area. Sorry to see her leave and NP sorry to be leaving us. This will necessitate the election of a new Vice Chair.</p> <p>MAT have source to replace Foundation Governor space – Inspiring Governance – NP will organise access to this via work colleagues.</p>	<p>Clerk NP</p> <p>NP</p>

Signed by Chair: *Yvonne Boulton*Date: 20.12.2017

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