

St John & St Francis Church School
Minutes of Full Governors Meeting
11th January 2017 at 5.45pm

Present:

Yvonne Rouffet (Chair)
 Lisa Farley (Head Teacher)
 Caryl Plewes (Governor Support Services)
 Hannah Dyer (Staff Governor)
 Donna Brewer (Business Manager/clerk trainee support)
 Phillipa Warton-Browne (Parent Governor)
 David Durston (MAT Governor)
 Melissa Bryant (Staff Governor)
 Alexis Piper (Deputy Head Teacher/Observer)
 Jess Stedman (Trainee Clerk)

Apologies: Andy Sandercock (MAT Governor), Natalie Paull

1	Welcome & Apologies		Action
		YR - Welcomed everyone and especially CP, MAT Governor Support Services, thanking her for the support given extended to the LGB. MB was also welcomed as the second designated staff governor. NP and AS sent apologies with LF which were accepted. YR invited those present to introduce themselves and give a brief overview of the skills/experience they brought to the board.	
2	Opening Prayer		Action
		YR opened the meeting with a prayer.	
3	Declaration of Interests		Action
		None declared.	
4	Standing orders		Action
		YR invited CP to help us understand that our present maintained schools standing orders were not 'fit for purpose'. NP and CP had worked on this on our behalf. As an Academy, we are a sub-committee of the Trust and as such, the only documentation required is: The 'Constitution and Terms of Reference for St John and St Francis Church School'. The MAT Academy LGB 'Code of Conduct'. These are to be included in our governor induction pack and CP will advise.	DB/MAT

Signed: *Yvonne L Rouffet*
 Chair

Date: 8.02.2017

5	Management Accounts		Action
		<p>YR thanked DB for compiling the budget and for the helpful and comprehensive notes for governors. LF had recently reviewed the budget with DB which was on track.</p> <p>CP asked what percent of the budget ideally has to be carried forward, -DB said about 4-5 per cent. We get extra money in other grants.</p> <p>PWB asked about private sector money, DB said any donations coming in, and is only small amount. YR asked about PTA money. DB said they deal with that and she audits that and is separate.</p> <p>LF raised with TW – staff attending MAT days and building up CPD for staff, all the leads are meeting by March so we should have the dates so the school know how many to expect to put aside for MAT events.</p> <p>Discussion around unexpected staff recruitment (teacher) difference in main pay scale. Agreed with Jason Brown no out of budget spend required due to tight timescale and teacher is needed.</p> <p>YR asked if audits up to date? DB. MAT report not yet returned, errors were pre Academy.</p>	

6	Minutes of previous meeting		Action
		<p>Matters arising</p> <p>HD – section 1 states that she was working in Y5 but is currently YR 6. DB apologised for this.</p> <p>YR said Safeguarding Training was very helpful focusing on Safer Recruitment and asked who else had completed Safeguarding Training. DD has done as the named Safeguarding governor, problem is there are changes every 6 months to year.</p> <p>YR asked CP what are the requirements re training for the governing board – (Staff safeguarding leads fully trained). CP we are in safer situation because audits have been done.</p> <p>Item 8 – Staffing – Confidential Minute</p> <p>YR proposed that the Minutes be accepted as a true record of the meeting held on 13th December 2016 which was seconded by PWB.</p>	

Signed: *Yvonne Woulfe*
Chair

Date: 8.02.2017

7	Pupil Premium/Pupil Tracker		Action
		<p>Summary sheet given out. Information is taken from school pupil tracker, staff use this to track to see if children have achieved what has been taught and see where the gaps are. MAT running further training for all MAT schools to ensure consistency.</p> <p>CP asked if ' #1' is this from the system? AP said yes it is.</p> <p>CP asked is there something to support parents? LF, a video to be uploaded to website on helping children to read. Workshops for parents, session organised. Example of St James reading café. DD asked if the entering of data is a concern? AP, there are some children with specific needs but we are more concerned about 50pc below age related expectations. PWB, is this split specific or general? LF, we need to look at this. Discussion around individual year groups. Thanks given to HD for helping with data in Year 5 – Autumn Term and continuing support.</p> <p>AP said he will bring one of the PP meeting sheets along to next meeting to show.</p> <p>DD, by the Summer Term could we see sample of children and to see if they agree they are where they should be? YR said that Pupil Tracker was a good tool and that it is used and understood by the staff. LF, the results have been reassuring – MAT wide issue and we are further ahead than other schools.</p> <p>PP – LF talked about the Babcock visit – 'Closing the Achievement Gap' document distributed highlighting vulnerable pupils (SEN PP) and how we meet their needs. Tip 10 tips of what should happen.</p> <p>YR asked if there is a PP crib sheet. CP said that there is one for boards with 3 bullet points highlighting what Ofsted will look for. PP money is used for specific pupils and needs to be accounted for. Pupil Premium focus at next Chairs and Clerks briefing. Take evidence of PP. Other governors invited 7th Feb – at St James in Taunton at 6.30pm. Held termly for all chairs/clerks – Duncan Gordon will come to talk about data. YR if anyone wants to go, can we let CP know so she can prepare handouts?</p>	<p>AP (PPM Sheet)</p> <p>YR/JS</p>

Signed: *Yvonne L. Ruffell*

Date: 8.02.2017

8	School Development Plan		Action
		<p>LF gave out copy of SDP – Hub meeting discussed development plans and how as a MAT how to pull together so there could be some cross school working. Green – achieved, amber – still work to do.</p> <p>LF gave out suggested focus for Governor visits during the Spring Term based on priorities in SDP. Governors were invited to book a date, a weeks' notice would be helpful.</p> <p>YR asked about unaccompanied learning walks, CP depends what you are looking at. LF – skill you up before doing it alone. DD asked if some of the SDP needs to be amended – LF draft copy will be proof read.</p> <p>HD How do you get your evidence and does this have to be in paper form somewhere in the office, how is it collated? LF whole range of different ways – evidence comes from learning walks, book scrutiny etc. Excel grid which we fill in and we score it and we evaluate to give an overview. We can see evidence of this and books are so important.</p>	

9	Governor visits		Action
		<p>LF said there is a pro-forma to use – visit with a purpose and it fits together. Complete forms are there as evidence.. LF and YR met on Monday to talk about this. Put one together so we can pick up and go. Over view of the school given out in September. Key points ready for Ofsted. LF added in changes since Sept and in red text to show how addressing these objectives.</p> <p>Overview of data from each year group data. PPM data will be emailed out and a break down of PP children and SEN children.</p>	LF

10	Dr Caryl Plewes		Action
		<p>Shared information regarding the MAT and upcoming training opportunities. Complaints workshop for Governors, 16th March in Wells 7pm till 9.00.</p> <p>Bespoke training around Headteacher Performance Management, Weds 14th June, time to be confirmed, Wells TW and CP.</p> <p>CP thanked the LGB for inviting her to attend and speak, lots happening, lots of challenges and good plans in place. Good that governors see docs and amend them.</p> <p>YR informed CP that plans were in place to recruit more governors. CP explained that link directors were appointed to each hub not a specific board.</p> <p>YR Thanked everyone for coming and LF thanked the chair.</p>	

11	Next Mtg	8 th Feb 2017 at 5.45pm	

Signed by Chair: *Yvonne L. Bonfield*

Date: 5.02.2017