

**Minutes of the Full Governing Body Meeting
held on Thursday 31 January 2019 at 17.30**

Present :

Mr J Bailey (EHT)	Executive Head Teacher
Mr C Chuter (CC)	Co-opted Governor
Ms A Cripps (AC)	Co-opted Governor
Mr R Day (RD)	Co-opted Governor (<i>joined at 17.40</i>)
Mrs B Fullick (BF)	Co-opted Governor
Mrs K Kyriacou (KK)	Co-opted Governor
Mrs L Matcham (LM)	Co-opted Governor
Mrs C North (CN)	Co-opted Governor
Mr A Papanicolaou (Vice Chair)	Co-opted Governor
Mr R Ryan (RR)	Local Authority Governor
Mr K Symes (KS)	Parent Governor
Mrs S Whorlow (SWH)	Staff Governor
Mrs S Williams (SWi)	Co-opted Governor

In attendance :

Mrs C Glendinning (Clerk)	Local Authority Clerk
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Apologies:

Mr K Goodman (KG)	Co-opted Governor
Mrs M Zealand (MZ)	Co-opted Governor

Absent:

Mr B Young (BY)	Co-opted Governor
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Summary of Action Points

Item	Action	Who	Status
3.b	Meet to discuss Google visit form	Chair, EHT, KS	
3.b	Review GB structure, Feb/Mar 2019	EHT, Chair, Com chairs	
3.b	Schools Partnership Programme report on next FGB agenda	Clerk	
3.b	Parent governor election	EHT, Clerk	
3.b	Chair of Governors email address	EHT	
3.b	School entrance codes to governors	Chair	
5.a	Co-opt governors on next FGB agenda	Clerk	
5.b	Gov visit policy update re. access to forms	Governors	
5.b	Provide EHT with access to visit forms	KS	
5.c	Liaise with Vice Chair on DTG role	Clerk	
5.d	Inform Gov Svcs about clerking and subscr.	Clerk	
7	Arrange for gov to come in to do benchmarking.	KS	

Approved by FGB: Signed by Chair:

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1. Welcome and Apologies

Action

The Vice Chair opened the meeting and welcomed everyone at 17.30. With twelve governors present, the meeting was quorate.

Apologies were received and accepted from KG and MZ.

2. Declaration of Pecuniary Interests

No pecuniary interests were declared in relation to this meeting.

3. Minutes of the previous meeting: 29 Nov 2018

a. Approval and accuracy

Governors confirmed that the minutes were a true and accurate record and these were signed by the Vice Chair.

b. Actions and matters arising

Item 3b – Meet to discuss Google visit form: KS reported that he has a new version, which has been tested by one governor. This version is easier to complete with fewer questions and more room for text. He will meet with EHT and KG to finalise this and will then send out a link to all governors.

Meet to review Google form (KG, EHT, KS)

Item 3.b – Electronic diary dates: Completed

Review GB structure (Gobs)

Item 3.b – Review monitoring and GB structure Feb/Mar 2019: Ongoing item.

Item 6 – Schools Partnership Programme: For next FGB agenda.

Report on SPP – next agenda (Clerk)

Item 7.a – Update and send out monitoring plan: Completed

Item 7.b – Check privacy notices for GDPR: Completed – School Business Manager has confirmed these are all in place.

Parent gov election (EHT, Clerk)

Item 8.a – Parent Governor election: Still to be organised.

Item 8.a – Set up CoG email address: Still to be done

CoG email (EHT)

Item 9 – Send entrance codes to governors: To be done.

Item 9 – Confirm process for re-electing governors: Completed.

Entrance codes (EHT)

4. Committee Reports/Minutes

a. Improvements & Standards Committee – 20 Dec 2018

CC, Chair of I&S Committee, reported that the meeting had been well attended and that the following issues had been discussed: the Terms of Reference state that only one non-staff governor must be present for quorum, this will be reviewed if the GB continues to have a committee structure; the committee was updated on progress with the Governor Visit Form; EHT presented a detailed report on the assessment data at the end of Phase 1; the Chair shared data from Gov.uk comparing progress to the nearest six schools, which he will discuss further with EHT at a later date. Further detail of these discussions is available in the minutes of the meeting.

17.40 BD joined the meeting.

Approved by FGB: Signed by Chair:

5. **Governing Body Matters**

a. **Governing Body membership**

The Clerk confirmed that the GB has two vacancies, one parent governor and one co-opted governor, and that five co-opted governors' terms of office will end on 24 March 2019.

EHT will arrange for the election of a new parent governor.

The Clerk asked the five co-opted governors to complete School Governor Personal Declarations if they wish to renew their term of office.

Co-opt govts on next FGB agenda (Clerk)

b. **Governor monitoring – visit reports**

Three governors have visited the school since the last FGB meeting.

EHT and KS stated that, in future, EHT and the Chair of Governors (CoG) will receive copies of all visit reports and will report back on these at the following FGB meeting.

Governor question: Who will see the completed visit forms?

KS stated that these will go to EHT and CoG, who will report back. They do not currently have access but this will be set up once he has met with them to confirm the format of the new form. Following this, KS will provide information for governors on how to access and complete this.

Governor question: Should the Governor Visit Policy be updated to clarify who has access to these forms?

It was agreed that this should be done and that governors should refer to the GDPR policy to ensure that information included on the forms complies with this.

Update Gov visit pol (EHT, Govs)

Governor question: Should the content of the form be shared with the members of staff involved in the visit?

It was agreed that they should be given verbal feedback on the content of the form. The policy should make it clear that staff will be given feedback following visits.

Provide EHT access to Gov visit forms (KS)

KS will meet with EHT to show him how to access the system.

c. **Governor training / Whole GB training**

A governor reported that he had attended training on the ISDR data reports.

A governor reported that they are booked on a finance course at a later date. In the meantime, the governor will complete online training.

A governor suggested organising in-house training on finance for schools as this is an important area.

The Vice Chair agreed to take on the role of DTG.

Liase with Vice Chair over DTG role (Clerk)

d. Governor Services clerking contract and subscription for advice, support and training

The Clerk informed governors that the clerking contract is due for renewal at a cost of £1,620 plus an hourly rate of £20 for pre-booked meetings and £26 per hour for meetings requested at a later date.

Governors agreed to renew the clerking contract for a total of 90 hours (6 FGBs x 9 hours, 6 hours admin, 6 committee meetings x 5 hours).

The Clerk informed governors that the cost of subscription to Governor Services advice, support and training has not increased.

Governors agreed to renew this subscription.

Inform Gov Svcs of renewal of clerking and subscription (Clerk)

6. Executive Head Teacher's Report

EHT referred to his written report, which had been circulated prior to the meeting.

Context

EHT informed governors that more housing is likely to be built in the school's catchment area, which could impact on school numbers.

EHT stated that the number of Free School Meals/Ever 6 children has remained the same.

EHT reported that there had been 1 session of exclusion at NIS for persistent disruptive behaviour and 6 sessions for one child with complex needs at NJS, which included violent behaviour. He stated that the school is receiving support from the Primary Behaviour Support Service and that two days of in-reach per week have been arranged.

EHT reported that attendance is slightly down at 96.2% at NIS and NJS. This is mainly due to seasonal illnesses.

EHT stated that the schools have one Looked-after child (LAC) and two post-LAC children. The post-LAC children have a post looked after education plan in place although this is not statutory.

Data

EHT explained that the Improvements & Standards Committee had looked at the data in detail.

EHT reported that all ARE percentages are either the same or above the previous year apart from a dip of 17% for children moving from Y2 to Y3. He informed governors that the SLT have looked into this and found that, although the percentages are different, the dip was the same last year. He explained that this is because of the change in expectations between Y2 and Y3. EHT and AC are looking at the quality of teaching and learning in Y3 and AC is providing support to the two NQTs. EHT stated that attainment data is lower in writing than maths and reading.

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Governor question: Are gender differences significant?

EHT reported that the difference between boys and girls was smaller at the end of year than it is now. For writing in Y6 at the end of Phase 1, 48% of boys are at ARE and 82% of girls. Previously, the difference was only 12%. EHT stated that the Strategic Plan addresses this and that this needs a bigger piece of work to identify why this is happening and how boys can be engaged in writing. He reported that there was previously an issue with boys' reading but that this is not now an issue.

EHT drew governors' attention to Key Objective 3, Raise pupil's achievement in reading, writing and mathematics. The data shows that reading is strong but that writing is more of an issue. The percentage for beyond has increased for maths but is lower for writing.

Governor question: Are there differences in which part of the catchment area boys and girls come from?

EHT stated that he has not analysed this factor but he reported that there are more boys with SEN and more Pupil Premium boys in Y5 and Y6.

Governor question: Do boys from service families suffer as a result of moving around?

EHT reported that, on the contrary, children from service families are mostly on track.

Governor question: Is this gender difference similar nationally?

EHT reported that there is a gender gap for writing nationally.

Governor question: Is there a reason that more boys are SEN than girls?

EHT stated that research shows that SEN are more easily identified in relation to boys than girls. Many girls with ASD are not picked up.

Governor question: Are the assessment methods used more girl-friendly?

AC responded that this is not the case as writing assessments are done over a long period and cover multiple pieces of work. The type of writing assessed could influence this.

Governor question: Is the quality of moderation of assessments good?

EHT reported that it is accurate as is evidenced by the consistency with previous years' results.

EHT reported that the higher attainer data is also similar or higher. There is no dip in this data.

Key Objectives – Next steps

EHT explained to governors that each objective has been reviewed and next steps are identified in the Strategic Plan.

EHT explained that for KO1: staff meetings will focus on spelling with a return to a spelling policy as this will have an impact on transcription; the leadership team will provide mentoring support for teaching and learning in writing sessions, spelling and multiplication, division and fractions.

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EHT reported that teachers are also being given support with marking to make this less onerous by ensuring that comments are shorter but elicit a response.

EHT informed governors that the Chair of Governors had been part of the SLT meeting to review the Milestone 1 targets.

Governor question: How much marking are teachers doing and what sort of marking is this?

CN explained that this varies according to the type of work. It would be in-depth for extended pieces of work. She reported that teachers do mark in class to ensure that pupils are able to make progress in subjects such as maths during the teaching session.

EHT reiterated that teachers are being discouraged from writing too much and are marking some books as they move round the classroom, pen in hand.

EHT explained that the spelling policy is clear and outlines how many spellings should be corrected according to stage of development. Only spelling of subject-specific words are targeted in subjects other than English. He reported that teachers are building pupils' self-assessment skills.

Governors thanked EHT for his report and presentation, which they had found very clear and helpful.

7. **Schools Financial Value Standard (SFVS)**

EHT explained that these forms, which had been circulated prior to the meeting, had to be completed and sent in by the end of March 2019. He talked through the responses completed and drew attention to the following sections:

B.11 EHT identified that more needs to be done to link this to the Strategic plan, in particular the Capital spend.

C.14 EHT stated that currently the school has not looked at detailed benchmarking against other schools. EHT asked if a member for the resources committee was available to come into school before end of March to complete some benchmarking with finance officer and EHT. This would then allow us to change the in part response to yes.

Arrange gov
to come in to
benchmark
(KS)

Governors approved the SFVS for both NIS and NJS.

8. **Policy Reviews**

a. **Whistle-blowing Policy**

AC stated that this is the Hampshire policy and that there have been no updates.

Governors approved this policy.

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AC stated that the policy is posted in both staff rooms and that staff are made aware of this.

9. Items for the next agenda

The following items will be included on the next FGB agenda: Schools Partnership Programme Report; Google governor visit forms.

10. Any other business

There was no other business

11. Date of next meeting: Thursday 21 March 2019 at 17.30

The meeting closed at 18.41.