

**Minutes of the Full Governing Body Meeting
held on Thursday 18 July 2019 at 17.30**

Present :

Mr J Bailey (EHT)	Executive Head Teacher
Mr C Chuter (CC)	Co-opted Governor
Mrs C Clarke (CCI)	Parent Governor
Ms A Cripps (AC)	Co-opted Governor
Mr R Day (RD)	Co-opted Governor
Mrs B Fullick (BF)	Co-opted Governor
Mrs K Kyriacou (KK)	Co-opted Governor
Mrs L Matcham (LM)	Co-opted Governor (<i>arrived at 17.34</i>)
Mrs C North (CN)	Co-opted Governor
Mr A Papanicolaou (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 B Young (BY)	Co-opted Governor
Mrs M Zealand (MZ)	Co-opted Governor

Summary of Action Points

Item	Action	Who	Status
4	Send out Governor subject link list	Clerk	
5d	Arrange Whole GB training on Ofsted and curriculum	Chair	
7b	Single Equality Statement on Oct FGB agenda	Clerk	

1. Welcome and Apologies

Action

AP opened the meeting and welcomed everyone at 17.30. With fourteen governors present, the meeting was quorate. Apologies were received and accepted from BY and MZ.

2. Declaration of Pecuniary Interests

No pecuniary interests were declared in relation to this meeting.

3. Minutes of the previous meeting: 23 May 2019

a. Approval and accuracy

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

Approved by FGB: Signed by Chair:

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b. Actions and matters arising

Item 4.b – Review GB structure on July FGB agenda: Completed.

Item 8.a – Email GovernorHub passwords: Completed.

Item 10 – Add items to next agenda: Completed.

The Chair confirmed that all governors now had an up-to-date DBS certificate.

Item 11 – Send collaboration agreement to governors for discussion at next FGB: EHT reported that he had discussed this with other Head Teachers within the cluster. He explained that the Head Teachers propose drafting a collaboration agreement to include all GBs in the cluster. If GBs agree to this, the agreement will be drafted at the next cluster meeting and brought back for approval at the next FGB.

Governor question: Could schools in the cluster collaborate more in other areas?

EHT explained that they do work together in some areas, for example, in ensuring consistency in 'exceptional circumstances' for term-time leave requests.

A governor reported that the topic of collaboration agreements had been discussed at the recent Governor Forum. She stated that they are a good idea but that some experienced GBs can find that they are called on frequently.

Governors agreed that EHT should work with other schools on a collaboration agreement.

4. EHT Report

EHT's written report had been sent out prior to the meeting.

Context

EHT advised that the number on roll in September 2019 may increase but that, currently, the numbers are 166 at NIS and 193 at NJS.

EHT reported that one child had been excluded for one and a half days, twice. As the child is in Y6, a lot of transition work has been done with the secondary school. He explained that the bullying incident related to one of these exclusions.

EHT informed governors that attendance is at 95.8% at NIS and 95.7% at NJS. He explained that there have been quite a few holiday requests and sickness absences in the last two weeks of term, which is a concern. He reported that he is doing work in the cluster relating to persistent absence.

Governor question: Is attendance at the Infants and Juniors usually similar?

EHT stated that they are usually at the Federation. He explained that attendance is more likely to be lower at Infants than Juniors because there can be a higher level of absence in YR.

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EHT stated that the target for attendance is 96%. He reported that this is achievable with more challenge on leave of absence.

Governor question: What makes up the majority of authorised absences?

EHT explained that these are usually medical.

EHT reported that there may be two new EHCPs at NJS.

Staffing

EHT shared the staffing plan with governors. He explained that there will no longer be a family support worker but that there will be a new school counsellor/mental health lead and an additional half day for the SENCo.

SEN

EHT reported that a lot of work is being done on Speech & Language due to the lack of NHS S&L therapists.

BF explained the Talk Boost Programme and reported that this has been very successful with sessions each morning enabling some pupils to access phonics and others with severe speech disorders to communicate.

EHT reported that catch-up work has been done for phonics using Read Write Inc. Clicker 7 has also been used effectively to provide writing frames for those who need more support with writing.

EHT drew governors' attention to the May 2019 assessment progress results, which are given in his report.

EHT reported that there are now three trained ELSAs and a trained counsellor. A very successful workshop on anxiety was run for parents and a four-week parenting course to support families.

A governor reported that she had attended the course and had found it very beneficial.

EHT provided a summary of the SEN picture in his report. He explained that there is one EHCP pending in Y1 and two at NJS. One child with an EHCP will be joining Y3 in September 2019.

Governor questions: What is the knock-on effect of these? Will additional staff be needed? Will there be an impact on funding?

EHT stated that they are looking at support hours in Y3 as there may be staffing implications but funding is in place. Previously, support has been in place when no funding was available so this may improve the situation. He reported that, in the last two or three years, the school has had less SEN than the national average but that next year it will be above.

Unvalidated Statutory Data 2019

EHT explained that HAM data has only just become available. His report only includes the end-of-year data.

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EHT reminded governors that it was a SIP priority to improve GLD in Early Years as this was below national. He stated that this is now 82% which is higher than national and higher than predicted.

EHT reported that Y1 Phonics is the same as last year, 2% below national. However, this group has made significant progress to reach this level.

The results for KS1 are: Reading (R) 75%, Writing (W) 70%, Maths (M) 82% and combined (RWM) 67%. EHT explained that these are lower than 2018 but are at or above national. He reported that analysis shows that, although the results are lower, this cohort's progress is very similar to last year. The key attainment area that is lower is Reading.

Governor question: What is the reason that this cohort started from a lower point?

EHT stated that this is simply the difference between cohorts.

A governor stated that progress is a more significant measure than the absolute figures at the end of the year. It is important to take the starting point into account when looking at results.

Governor question: Was this cohort above national at the start of the year?

EHT reported that GLD was 67%, which is 4% below national. The end-of-year results are all equal to or above national.

The Chair thanked the KS1 team for all their hard work in making such good progress.

EHT reminded governors that a key target for KS2 was to bring GDS in maths up to national. This year the results for GDS in maths were 22%, which is in line with national 2018. EHT reported that the Expected Standard results were: R 76%, W 85%, M 83%, Grammar Punctuation and Spelling (GPS) 90%, RWM 66%. He explained that W, M and GPS are almost identical to last year. However, R is lower than the 85% achieved last year. EHT reported that four children who were expected to achieve this were close but did not reach the standard. He stated that these Reading results had an impact on the RWM result. The Reading results are being unpicked. There may have been an issue with Reading because this has not been such a focus as Writing and Maths this year. However, overall, EHT stated that he is pleased with the results as they are all above national.

A governor congratulated the staff on a good set of results.

EHT reported that for GDS, Writing had gone up to 29%, GPS to 54%. He stated that a lot of hard work had gone into Writing and GPS.

Governors congratulated the Y6 team and whole KS2 team.

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EHT reported that the scaled scores from the KS2 tests for the school, R 104.2, W 109.5 and M 106, are now all above national.

Governor question: What was expected of this cohort from their starting point?

EHT stated that they were above national at KS1 but not far above for W and M. He reported that they have made good progress but, as the group has changed quite a bit, he is doing analysis using a matrix to match pupils to their starting points.

A governor stated that it is good that the school is analysing the results.

EHT explained that looking closely at the data will provide input for next year's Strategic Plan.

Review of Strategic Plan 2018-19

EHT shared the outcomes and next steps in the Strategic Plan which were set out in detail in his report.

Key Objective 1:

EHT reported that standardised tests will be used for KS2 as a diagnostic tool. This will give a more precise picture of where children are than HAM currently does.

EHT explained that SLT will be supporting Foundation Subject Leaders in their monitoring role.

EHT stated that SLT have developed a Big Picture curriculum which is clear on intent, implementation and impact. They will be doing work on this on the September Inset day.

EHT reported that he had met with the previous Chair of Governors to complete a self-evaluation. More review of evidence will be done next year. He asked governors to ensure that they work in their linked subject area to hold leaders to account. He would like all leaders and governors to review milestones in more detail.

EHT reported that there has been an increase in governor monitoring, with more governors coming into the schools. Governors have had a session on IDSR and ASP data. He explained that the next step is to support new governors in their monitoring role and ensure that all governors meet the relevant subject leaders in September 2019.

Send out governor subject link list (Clerk)

The Clerk will send out the latest list of governors' links to subject areas.

Key Objective 2:

EHT reported that all teaching across the Federation is good. 28% of teaching is outstanding. NQTs will continue to be supported into their second year of teaching. SLT will do further coaching.

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EHT stated that there will be more reflective practice. Teachers will use IRIS for peer review. Work will also be done to ensure that pupils are reflecting and self-assessing throughout lessons and not just at the end.

EHT reported that high attainers are making good progress and that tracking is being used well to identify this.

EHT explained that the school will continue to do moderation with other local schools. Moderation in foundation subjects will also be done in future.

Key Objective 3:

EHT reported that there is a small difference between boys and girls in some cohorts and a greater difference in others. The gap in Y6 ARE for writing has narrowed from 30% (in phase 1) to 10%.(EOY) He stated that in some year groups boys out-perform girls.

A governor expressed the opinion that it is the overall picture that is more important than separating data by gender.

EHT reported that Pupil Premium children had made good progress. There is no national Pupil Premium data to compare against but he will be looking at HAM data for this evidence.

Key Objective 4:

EHT explained that work is continuing to be done on the wider curriculum and time will be spent on this in the September Inset day.

Building update

EHT reported that a new fence will be erected during the holidays. The Junior playground has new markings, a climbing wall and play trail, which are all very popular.

Professional development

EHT reported that the focus of recent professional development has been philosophical enquiry for children (SAPERE). He provided governors with a link to information about this programme. He explained that someone from SAPERE would be using the meeting room for training and that some staff from the school would be able to attend this at no cost. As all current teaching staff are trained, this will be offered to LSAs and governors were also invited to consider this.

5. Governing Body Matters

a. Structure of GB

The Chair asked governors to consider whether there is a need for committees in addition to the FGB. He stated that one disadvantage of having committees is that some governors attend twelve meetings a year, which is onerous if they are staff or have a long distance to travel. On the other hand, not having committees could mean that people do not have as much chance to put forward their views.

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The Chair asked governors to discuss whether to move to a system of one FGB per half term. He explained that it had been suggested that, if only FGB meetings are held, a focus group of governors could meet with EHT before the FGB. Another option would be to ask a member of staff to present information to the GB at each meeting so that governors have the opportunity to challenge. The GB structure would be reviewed after a year.

EHT recapped the proposal he had put forward last year. He outlined the following reasons for removing committees: if governors did not have to come in for so many meetings, they would be more able to come in for monitoring visits; currently, attendance at some committee meetings is low and often only just quorate; monitoring visits could be arranged at a more convenient time for each governor; information from committee meetings would not have to be repeated for those that were not at the previous meeting. He also drew governors' attention to the following disadvantages: it might be more difficult for governors to put forward their views in a bigger meeting; the Chair of Governors and EHT might be seen to have excessive control as there could be less opportunity for discussion; meetings could be longer.

A governor stated that it would be useful to look at the proposal and identify any factors which could mitigate the disadvantages.

A governor reported that he had done some research into this model of governance. He had spoken to the Chair of a GB who have used this model for a year and are about to review this. However, this GB have nine FGB meetings a year rather than six. The governor made the following points: research shows that smaller GBs are often more cohesive and dynamic; a GB Decision Planner can be used to identify at what level decisions should be made; it would not be sufficient for one governor to look at the budget in detail with EHT, the detail would have to be discussed at FGB; meetings should not be longer than two hours; minutes must show that governors visit the school frequently, have a clear understanding and robustly challenge.

The Chair stated that the GB should focus on what works best for this Federation. He said that this is a strong GB and that the minutes are very good. The statutory guidance is that there should be a minimum of six meetings a year, enough challenge to ensure that the school is held to account and sufficient opportunities for discussion.

A governor expressed the view that it is critical that there is the opportunity to discuss finance in detail before the FGB meeting. He stated that it had been proposed that one governor could meet with the EHT to discuss the budget before the meeting. If the suggestion is now that more governors meet prior to FGB then this would be the same as having a Finance Committee. He stated that there is more discussion of Improvement and Standards at FGB and so this committee may be redundant.

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The Chair stated that the system of linking governors to subject areas is not currently effective. Doing this effectively would be a way to monitor.

A governor stated that, if the structure is changed, whatever mitigation is proposed, it is critical that there is oversight for finance.

The Chair stated that, if there were no Improvement and Standards Committee, it may be easier to get a quorum at the Finance Committee.

A governor explained that the system of budget reporting to the Finance Committee has recently been streamlined and this has made it simpler for governors to understand and ensures good oversight. Prior to the Finance Committee meeting, the Chair of the committee attends a detailed financial planning meeting with EHT and the Federation Business Manager.

The Chair proposed that the decision be postponed until the next FGB meeting. He stated that he would send out a survey to get feedback on the GB structure from all governors. There will then be a meeting with the Chair, EHT, both Committee Chairs and any other interested governors to review this and bring a proposal to the first FGB meeting of 2019-20.

Governors agreed with this proposal.

It was agreed that the first FGB meeting of the new academic year would be held on **Thursday 3 October 2019 at 17.30**. Further meeting dates for 2019-20 will be planned at that meeting.

b. Governor Forum feedback

The Forum Governor reported that there had been information about the Go Fish internet safety programme. This trains children to talk to other children as they are not always willing to talk to adults. There are materials such as top trump cards and training on what to do if issues arise over the weekend.

Governors agreed that this is a valuable programme.

c. Governor visits

The SEN Governor reported that she had visited the school and read the SENCo Report. She stated that the work done by staff to support families had been amazing.

A governor stated that they had attended a course and had found it excellent. They would like to see parents continuing to share and support each other.

The SEN Governor explained that the skills and knowledge of staff at the schools was fantastic and the fact that they were able to provide this support with no outside help shows how flexible and caring they are.

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The SEN Governor reported that, in EY: GLD is now higher than the predicted 75%; there are more opportunities for children to write and starting points for writing; children are writing for a reason and this is cross-curricular; examples of children's writing show that it is flourishing and they are writing four-page books in flowing writing. The governor stated that the outside play area has been re-vamped and enlarged.

The SEN governor recommended that governors visit EY and praised the work staff are doing. She stated that she hopes that there will continue to be sufficient funding available as the new intake presents some challenges. She praised the energy, drive and nurturing of the EY team.

d. Governor Training including Whole GB training

A governor reported that he had attended an Ofsted Inspection Framework briefing and that this had been very informative.

Arrange
Whole GB
training
(Chair)

Governors agreed that Whole GB training should be on the new Ofsted framework and curriculum. The Chair, who is DTG, will contact Governor Services to arrange this.

6. Committee Report/Minutes – Improvement & Standards, 6 June 2019

The Chair of the Improvement & Standards Committee reported that the following items had been discussed at the meeting on 6 June 2019: wider curriculum and assessment; the new Ofsted framework and data they will look at; EY data; sharing of children's test results; moderation; whole GB training; Terms of Reference and, specifically, the number of non-staff needed for quorum. The minutes of this meeting had been circulated to all governors.

The Chair thanked CC for his work as Chair of the Improvement & Standards Committee.

7. Policy Review

a. Recruitment Policy

EHT explained that the policy is a standard Hampshire policy but that he has added more detail at the end that is specific to the Federation. This information clarifies the procedures to be put in place to ensure that information on new staff members is held appropriately in each school and deals with situations where members of staff move from one school to the other. The policy makes the procedure for updating the Single Central Record (SCR) and filing at each school very clear for office staff.

Governor question: Is it still the situation that some staff, who were employed prior to the Federation being set up, have their contracts with one of the schools?

EHT confirmed that there are different contracts in place, some staff are employed by individual schools and others by the Federation.

Governors approved the Recruitment Policy.

b. Single Equality Statement

EHT explained that, in order to put an action plan in place, he wanted to find out where staff, parents and governors think the schools are now. He has sent out a short questionnaire to parents.

Governor question: How many parents have responded?

EHT reported that he had received 25 responses from NJS and 21 from NIS.

EHT asked governors to complete a questionnaire and return it to him. He will then use the information gathered to inform an action plan and Single Equality Statement, which would be available for governors to discuss at the first FGB of the new academic year.

Single
Equality Stmt
on Oct FGB
agenda
(Clerk)

8. Dates for 2019-20 Governor meetings

Discussed under Item 5a. The date for the first FGB meeting of the academic year will be: **3 October 2019**

9. Dates for Inset days

Governors agreed the following Inset days:

- 4 Sept 2019
- 4 Nov 2019
- 6 Jan 2020
- 14 Feb 2020
- 1 Jun 2020

10. Items for next agenda

- Structure of GB
- End of year HAM data

11. Any other business

A governor thanked all staff for their work on the Osmington Bay residential visit. She reported that there had been very positive comments about the children's behaviour and politeness. She also expressed thanks to the staff at the school who had provided cover for those away on the trip.

A governor stated that he had attended the local arts festival and that the school's participation had been excellent. He had thoroughly enjoyed the event.

A governor informed the meeting that there is a Y5 overnight camp on the last Friday night of term. She said that any governor support during the evening, night or morning would be very much appreciated.

The Chair thanked all staff for their excellent work during the year and thanked governors for giving up their time to support the school.

12. Date of next meeting: Thursday 3 Oct 2019 at 17.30

The meeting closed at 19.22