

AUTUMN TERM 2018

MINUTES of the meeting of the Governors of Kings Wood Primary and Nursery School held at the School on 16th October 2018 at 6.30 pm

PRESENT:

Mrs. Hickman - Chair
Mr. Daniels
Mrs. Freeman – Head
Mr. Scutt
Mr. Horslen

IN ATTENDANCE: Sean Collins – Clerk, Mrs Virgo – Deputy Head

ABSENT: Mrs A Reed, Mr D Holland, Mr D Sparks Apologies received and accepted

NB. Governors' questions are highlighted in *italics* throughout these minutes.

	ACTION
<p>1 GOVERNOR APPOINTMENTS Governors agreed that the process for electing the Chair would remain as contained within their Standing Orders.</p> <p>Mrs Mahmoud (parent governor) has resigned as a governor due to work commitments</p>	
<p>1.1 ELECTION OF CHAIR In line with the procedures agreed by the Governing Board, Mrs Hickman was elected as Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2019.</p> <p><u>Mrs Hickman in the Chair</u></p>	
<p>1.2 ELECTION OF VICE- CHAIR In line with the procedures agreed by the Governing Board, Mrs Reed was elected as Vice Chair for a period of office of one year ending, at the latest, on the last day of the Autumn term 2019.</p>	
<p>1.3 OTHER APPOINTMENTS It was agreed that Governors would be appointed to the following roles for the forthcoming year:</p> <p>Development Governor: Mr Horslen SEND Governor: Mrs Holland English Governor: Mrs Hickman</p>	

Maths Governor: Mr Saunders
Pupil Premium Governor: Mrs Reed
Safeguarding Governor: Mrs Reed
Equalities Governor: TBC
PSHE Governor: TBC
Early Years Governor: Mrs Holland
Data Protection Governor: Mr Scutt

2 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion under Any Other Business.

3 DECLARATIONS OF INTEREST

There were no declarations of interest in items covered at this meeting.

Governors completed and signed the Business and Pecuniary Interest declaration form and passed it to the Headteacher for retention in the School Office.

Governors who had been unable to attend the meeting would be reminded of the need to complete a Business and Pecuniary Interest form.

Governors noted the requirement for this information to be published on the school website.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on **19th June 2018**, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.

Headteacher

4.2 MATTERS ARISING

School Fund audit – This remains and outstanding action

Governor day for staff – Governors agreed the proposal and members of staff have been informed.

Conduct and discipline policy – Agreed at the last resources meeting

GDPR – Privacy statement has been updated

Health and Safety review – complete

Website – Updated by the Deputy Headteacher

Healthy pupils update - Bucks County Council decision on how funding will be allocated is still to be finalised.

5 ANNUAL REVIEWS

5.1 STANDING ORDERS

Governors reviewed and adopted their Standing Orders.

5.1.1 GOVERNORS' ALLOWANCES SCHEME

Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.

5.1.2 DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR

Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were agreed as outlined in the Standing Orders.

5.2 COMMITTEE TERMS OF REFERENCE

Governors noted the annual need to review the Terms of Reference for their Committees and Working Groups. It was agreed that the relevant Committees and Working Groups would review their respective Terms of Reference and any recommendations for change would be presented for approval at the next full Governing Board meeting.

All Committees

5.3 MEMBERSHIP OF COMMITTEES/WORKING GROUPS

Governors reviewed and agreed the membership of their Committees. The Committee structure would be available on GovernorHub.

This information would form part of the statutory information to be included on the school website.

Headteacher

5.4 CODE OF CONDUCT

This matter was deferred to the next FGB

5.5 REVIEW OF COLLABORATION ARRANGEMENTS

Maintained Schools

Governors noted that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet.

Governors agreed to continue collaboration arrangements with Hughenden primary school.

6 STRATEGIC MANAGEMENT

6.1 REPORT OF THE HEADTEACHER AND GOVERNORS' QUESTIONS

Governors received the Report of the Headteacher, having been circulated. The following matters arose from a discussion and scrutiny of the report.

Pupil premium numbers appear to have reduced compared to last September?

DH – Pupil Premium numbers were higher in the 2018 - year 6 cohort had 29 pupils. Older cohorts tend to have more PP pupils in them. This may lead to a reduction in the current and future years; are numbers likely to drop further because of UIFSM. We remain a part of the Free school meals checking service and do everything we can to identify Pupil Premium children.

What determines eligibility for PP?

DH – It is based on eligibility for certain benefits, such as unemployment.

Can you give an explanation of the EAL stats there appear to be more children from an ethnic minority background less EAL registered children?

Head – This is often second or third generation families. We feel we have a number of hidden EAL children in the school and is something we continue to monitor.

Has the Nursery capacity decreased?

Head – Yes the individual number of children has decreased as we now have 8 fulltime places.

The Disadvantaged figures seem lower can you explain?

DH – some disadvantaged children have left the school and have not been replaced with disadvantaged children.

Do parental fines for poor attendance help to improve attendance?

Head- It can do but often fining is a last resort.

Can you update us on the sourcing of a replacement for Mrs Pantridge?

Head – I have an advert out at the moment and I am showing candidates around the school.

The % of pupils with SEN has dropped but the % with statements has stayed the same. Can you explain?

Head – EHCP levels are fairly stable and we have 8 applications pending at the moment.

6.2 SELF-EVALUATION FORM (SEF)

Governors reviewed the updated SEF, agreed that it was very thorough and thanked the Headteacher for her work. Governors also agreed that there was a good link to the SDP.

Should it have something that connects to the vision and strategy?

Head – Yes I plan to do this in the top section of the document.

The following areas of the SEF were discussed:

- SMSC needs to be included within the SEF. And in line with the anticipated changes to the Ofsted Inspection Framework to a broad and deep curriculum. This will require further consideration at the beginning of 2019.
- Governors discussed the potential need for a Governing body SEF and agreed to review this.

Head

Chair

In the six areas of evaluation you rated the schools as Good. Which of the six areas of the most and least secure?

Head – The most secure areas are Early Years, Behaviour and Welfare of Pupils. The least secure are: Assessment, Quality of Teaching & learning.

Are the new lesson formats delivering the impact you hoped for?

DH – There are some who are taking longer to get used to the change so not entirely consistent at the moment. Some teachers

are less confident and need more support. In the classrooms where it is in place the LSA's are more impactful, so the early signs are positive.

There does not appear to be much of a focus on CPD?

Head – There is a £15,000 budget for a range of training options. The school purchases and unlimited package from BLT, in addition we will secure external training as required.

At the last Ofsted inspection the development of middle leaders was identified as a priority, this does not appear to have been included. Can you explain?

Head – I have focussed on the next steps for the school. Middle leaders are included in the section on leadership development.

Are you still using the post Ofsted plan?

Head – No this has been replaced with the SDP but it will be used for historic evidence

Do you think the SENDCo description could be stronger?

Head – I will add more information in the leadership section

Head

When you talk about a clear strategic vision what are you referring to?

Head – This is the vision description at the start of the SDP.

Do staff understand the school vision?

Head - I will look at this and ensure it is consistent across all documents

Head

“EYFS standards have risen and remain high” would this be true on a national basis?

Head – I will think about the phrasing to make sure it is aspirational enough

6.3 SCHOOL DEVELOPMENT PLAN (SDP)

The School Development Plan was discussed and approved.

Governors were advised that the Headteacher needs to itemise the SDP with governor responsibility. A governor footprint document will be added as an appendix.

Can you add our strategic vision and 3-year plan?

I will look to add a summary at the beginning.

Head

Governors thanked all members responsible for the SEF and SDP

7 COMMITTEE MINUTES

7.1 FINANCE COMMITTEE

Report of the Finance Chair provided in writing. Highlights included:

- The surplus has reduced substantially.
- Pay award – the Department for Education have paid Bucks CC the additional funds to be provided but this has not as yet been allocated to individual schools.
- Investment in learning resources is greater than the forecast, additional funds have been provided from the main school budget rather than DFCG.

7.2 CURRICULUM COMMITTEE

This item was deferred.

7.3 PERSONNEL AND PAY REVIEW COMMITTEE

The committee had met and ratified the Headteachers recommendations.

8 REPORTS

8.1 REPORT OF THE CHAIR

The Chairperson had not taken any action under emergency or delegated powers.

The Chair asked governors how they wanted to respond to the consultation on the top slicing of school funding. The Headteacher advised governors that Sarah Callaghan had put forward a plan demonstrating the impact of various funding models. The Headteacher recommended that the governing body submitted its feedback in line with that provided last year.

Governors agreed to recommend the £1million option in the consultation.

The Chair drew governors' attention to the recently launched Side-by-Side school support initiative. Kings Wood has been identified as a school that can provide support but that also required support due to the likelihood of a pending section 5 Ofsted inspection. Kevin Burrell will be undertaking a mock inspection on the 5th November.

Is there a reason why the office systems fail? Or are they overworked?

Head – When workload is planned well it is fine, but sometimes when short-term factors are added it can cause pinch points.

8.2 REPORT OF THE DEVELOPMENT GOVERNOR

This item was deferred.

8.3 REPORT OF THE SEND GOVERNOR

Governors noted that all mainstream schools have a duty to produce a SEND Annual Information Report: a retrospective account of the SEND provision that has been delivered over the last academic year.

The SEND Governor advised that the school's SEND Annual Information Report for 2017-18 had been produced and published on the school's website as required.

8.4 REPORT OF THE SAFEGUARDING GOVERNOR

The Safeguarding Governor confirmed that the Annual Safeguarding Report to Governors have been completed and published on GovernorHub.

It was confirmed that the report had been forwarded to ESAS.

The Safeguarding governor confirmed that the Single Central Record is up to date.

8.5 REPORT OF THE PUPIL PREMIUM GOVERNOR

Governors noted that schools are required to publish information on their Pupil Premium Strategy including evidence of interventions and impact.

The Pupil Premium Governor confirmed that the Pupil Premium Strategy is in the process of being completed and will then be published on the website.

8.6 GOVERNOR MONITORING AND EVALUATION VISITS

This item was deferred.

		ACTION
9	OTHER MATTERS	
9.1	NEW BUSINESS	
9.1.1	APPENDIX 1 ADMISSION ARRANGEMENTS – SEPTEMBER 2020 Governors noted that this consultation period had ended but did not wish to contribute.	
9.1.2	REVISED KEEPING CHILDREN SAFE IN EDUCATION GUIDANCE Governors noted revised Keeping Children Safe in Education Guidance effective September 2018 and the key changes highlighted within the accompanying document to the agenda. It was agreed that relevant policies had been reviewed and amended as appropriate, ensuring that the policies reflected the practices within the school. The attention of all staff had been drawn to the revised and updated policies. It was confirmed that training on the revised guidance had taken place for staff. It was noted that governors in maintained schools were now subject to section 128 checks. The school would action this.	Headteacher
9.1.3	SCHOOL TEACHERS’ PAY AWARDS Governors noted that the Department for Education has published guidance for Schools and Governing Boards on the teachers’ pay grant for 2018/2019 and 2019/2020 and on how to develop approaches to teachers pay.	
10	ITEMS TO NOTE	
10.1	CHARGING FOR SCHOOL ACTIVITIES Governors noted revised guidance to help schools set their policies on charging for school activities and visits. Governors agreed to delegate consideration of this, and update of the Charging and Remissions Policy if appropriate, to the Finance Committee.	Finance Committee
10.2	GENDER SEPARATION IN MIXED SCHOOLS Governors noted guidance to schools as to what they must consider when separating classes by gender. Governors agreed to delegate consideration of this, and update of policies as appropriate, to the Curriculum Committee.	Curriculum Committee

10.3 RELATIONSHIPS EDUCATION, RELATIONSHIPS AND SEX EDUCATION AND HEALTH EDUCATION

Governors noted that a draft policy statement on relationships education, relationships and sex education and health education had been issued by the Department for Education and that views and evidence had been requested within a deadline of 7 November 2018.

11 RECURRING ITEMS

11.1 STATUTORY INFORMATION ON SCHOOL WEBSITES

It was confirmed that all statutory information was available and up-to-date on the School's website.

11.2 IN-SERVICE TRAINING DATES 2019/20

Maintained Schools

Governors noted the following dates which had been specified by the Local Authority for in-service training for 2019/20:

Monday 2 September 2019

Tuesday 3 September 2019

Monday 6 January 2020

Consideration of the additional Inset days for the school was deferred until the next FGB meeting

Clerk

11.3 POLICIES

This item was delegated to the relevant committees

All Committees

12 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

FGB – 5th March 2019 6.30pm

FGB - 18th June 2019 6.30pm

13 ANY OTHER BUSINESS

There was no other business to consider.

14 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes

The meeting closed at

Signed Date

CHAIR