

## SPRING TERM 2018

### BUCKINGHAMSHIRE LEARNING TRUST

**MINUTES** of the meeting of the Governors of **King's Wood School** held at the School on **Tuesday 6 March 2018 at 6.30pm**

**PRESENT:** Mrs A Hickman - Chair  
Mr B Daniels  
Mrs D Holland  
Mrs J Freeman - Headteacher  
Mrs A Reed  
Dr L Saunders  
Mr A Scutt

**IN ATTENDANCE:** Mrs C Cochran – BLT Clerk  
Ms L Virgo – Associate Member

**ABSENT:** Mr S Kayani – no apologies  
Mr D Sparks – apologies received and accepted

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

#### **WELCOME AND APOLOGIES FOR ABSENCE**

The Chair welcomed everybody to the meeting, in particular Mrs Cochran as Clerk, and all those present introduced themselves.

As noted, apologies for absence had been received and were accepted from Mr Sparks. No apologies had been received from Mr Sayani.

#### **1 GOVERNING BOARD MEMBERSHIP**

The Chair informed the meeting that Mr Davis-Foster and Mrs Faisal had resigned as governors, leaving vacancies for a Co-opted Governor and a Parent Governor. The Headteacher confirmed that a letter had been sent to parents, inviting nominations and that she had met with one interested parent.

It was noted that the terms of office of four co-opted governors were due to finish on 14 July 2018. This item would appear on the agenda for the next full board meeting, enabling the reappointment of those wishing to stand for a further term.

**ACTION**

**Agenda**

## 2 NOTIFICATION OF ANY OTHER BUSINESS

The following item was tabled under Any Other Business:

- **New Governor Recruitment Drive**

## 3 DECLARATIONS OF INTEREST OR LOYALTY

There were no declarations of interest or loyalty in items to be covered at this meeting.

Governors are reminded of the DfE's *'Statutory guidance for governing bodies of maintained schools and local authorities in England, August 2017'*. Any changes in a governor's circumstances (ie. of a business provision made with the School, with a 'connected person' or trustee/governorship at another school) should be made to their Business and Pecuniary Interests forms and the School website updated accordingly.

## 4 MINUTES AND MATTERS ARISING

### 4.1 Minutes

The Minutes of the meeting held on 10 October 2017, 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.

### 4.2 Matters Arising

**4.2.1: page 5, minute 5.5** - the governing board **AGREED** to collaborate with Hannah Ball School in order to provide a greater pool of governors if it were necessary to call an HR Related, Complaint or Pupil Discipline Committee.

**4.2.2: page 12, minute 9.4** - the Headteacher and Mr Scutt had discussed the implications of the General Data Protection Regulation (GDPR) which was due to come into force from Friday 25 May 2018. The subject had also been raised at the Resources Committee and would be on the agenda for their next meeting.

The Headteacher expressed an interest in attending the BLT's GDPR Information and Advice Session to be held on Wednesday 18 April, which offered two free places to those schools purchasing the Governor Development Programme.

**ACTION**

**All to Note**

**Headteacher**

**Resources  
Committee**

## 5 INSPECTION REPORT DISCUSSION

*(Confidential Minutes Refer)*

## 6 STRATEGIC MANAGEMENT

### 6.1 Report of the Headteacher

A report had been made available by the Headteacher prior to the meeting and questions were invited:

***A governor asked if the School ever received any complaints and, if so, where would they be reported?*** The Headteacher explained there was the occasional complaint but these were generally dealt with through discussion. Overall, parents were very positive and supportive of the School. If a complaint should be escalated it would be reported to the full board, as in the School's Complaints Policy.

*(Confidential Minutes Refer)*

### 6.2 Self-Evaluation (SEF)

There was nothing to report at this meeting.

### 6.3 School Development Plan (SDP)

The SDP was monitored at meetings of the C, SI & PW Committee and was updated accordingly.

### 6.4 School Budget 2018/19

**6.4.1: Financial Plan** - it was confirmed that the Resources Committee had agreed and recommended a provisional Financial Plan 2018/19 which had been submitted to the Local Authority (LA) within the required deadline.

**6.4.2: Confirmation of Purchasing Decisions** – it was noted that decisions could not currently be made about future BLT services although the School had taken advantage of the two year discount options for CPD and Governor Services.

Governors were encouraged to take advantage of the governor training available and it was confirmed that enquiries had been made in order to arrange a Whole Governing Board Training session.

**All to Note**

## 7 DELEGATED REPORTS - COMMITTEES

### 7.1 Resources Committee

Minutes of the Resources Committee meeting held on 20 February, having been circulated, were noted.

The Pay Policy, as recommended by the Resources Committee, was **APPROVED** by the full governing board.

As noted under minute 4.2.2, the Committee had discussed GDPR and would continue to do so.

*(Confidential Minutes refer)*

### 7.2 Curriculum, School Imp., & Pupil Welfare (C,SI & PW) Committee

Minutes of the C, SI & PW **Committee** meetings held on 28 November 2017 and 18 January, having been circulated, were noted.

Dr Saunders and Mr Scutt had visited the School and would table their reports via the C, SI & PW Committee.

### 7.3 HR Related Committee

It was confirmed that the Staff Dismissal Committee had met since the last full board meeting.

### 7.4 Pupil Discipline Committee

The Pupil Discipline Committee had not needed to meet.

## 8 DELEGATED REPORTS - GOVERNORS

### 8.1 Report of Chair

The Chair had been informed of the need to close the School for two days in December 2017 and two earlier in the current month, due to snow.

The Chair reported that she had attended a number of associated meetings and any useful information was forwarded to governors. In addition, the Chair had attended Chairs' Liaison Meetings and had joined one SLT meeting in school.

**8.1.1: Academy Questionnaire** – copies of a questionnaire circulated at the recent ‘Future Landscape in Bucks’ had been made available prior to the meeting and governors worked through the paper, answering the questions.

The Headteacher explained that a meeting had been arranged for her Liaison Group, to which Chairs of Governors had also been invited and which would be attended by Mr Scutt on behalf of the governing board. Consideration was being given to an offer made by a local grammar school and it was suggested there should be discussions with other local upper schools. Governors agreed that the School had a number of strengths and it was already sharing good practice with other local schools in areas such as safeguarding, Early Years, Maths Mastery, behaviour management and Pupil Premium.

It was stressed that, although the School wished to collaborate and was not averse to joining a MAT, they did not want to lose their autonomy.

***A governor asked what possible advantages there might be to the School joining a MAT?*** The Headteacher explained that cost savings could be made through the sharing of resources.

## **8.2 Report of Development Governor/Report on Training and Development Undertaken by Governors**

As noted under minute 6.4.2, a Whole Governor Board Training session was being organised on the subject of Data Analysis. Governors would be notified of the details in due course.

All to Note

As previously noted, all governors were reminded to take advantage of the governor training available but should note there would be a cancellation fee for non-attendance on any pre-booked courses.

All to Note

**8.2.1:** it was noted that the Annual Governors’ Conference was to be held on Friday 15 June and those schools purchasing the Governor Development Programme were entitled to two free places.

The Clerk would advise BLT Governor Services that the Chair and Mrs Reed would be attending on behalf of the governing board.

Clerk

### 8.3 Report of SEND Governor

The SEND Governor's report had been circulated prior to the meeting.

***A governor queried the Year 5 figure and whether those with an Educational Health Care Plan (EHCP) were included in the figure of 25?*** It was confirmed that they accounted for 30% in Year 5, which was impacting on staffing and pupils.

### 8.4 Report of Safeguarding Governor

It was reported that:

**8.4.1: Single Central Record (SCR)** – the SCR was up-to-date.

**8.4.2:** the Safeguarding Governor was up-to-date with child protection, safer recruitment and Looked After Children training.

**8.4.3:** the Safeguarding Governor would study the recent 'Keeping Children Safe in Education' consultation document at: <https://consult.education.gov.uk/safeguarding-in-schools-team/keeping-children-safe-in-education/>

Mrs Reed

Although the consultation had closed on 22 February, the document included an overview of proposed changes.

### 8.5 Report of Equalities Governor

It was confirmed that the School's Equalities Statement was up-to-date and had been made available on the School website.

### 8.6 Report of Pupil Premium Governor

The Pupil Premium Governor was in the process of arranging a date to visit the School in order to discuss Pupil Premium strategies.

It was confirmed that the Pupil Premium statement, providing information about the interventions and impact was available on the School website.

**9 OTHER MATTERS**

**ACTION**

**9.1 New Business Appendices**

**9.1.1: Admission Arrangements – September 2019** – the supporting appendix had been circulated with the agenda for information.

**9.2 To Note**

**9.2.1: Sexual Violence and Sexual Harassment Between Children**

It was noted that the DfE had issued ‘Sexual Violence and Sexual Harassment between Children Statutory Guidance’ available at: <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Governors were advised to check that the School’s relevant policies incorporated this guidance. In the first instance the content of the Behaviour, Anti-Bullying and Safeguarding/Child Protection Policies would be reviewed.

**To Note**

**9.2.2: Primary PE and Sports Funding** – it was noted that a guidance leaflet was available on GovernorZone to support governors in their role of monitoring spend and impact of these funding streams.

It was noted that regular reports were made to governors and all related information was up-to-date on the School website.

**10 RECURRING ITEMS**

**10.1 In-Service Training Dates 2018/19**

The In-service training dates specified by the LA had been noted at the previous full board meeting. Governors **APPROVED** two further school-specific dates:

**Monday 29 October 2018 and,  
Monday 3 June 2019**

**11 DATE AND TIME OF NEXT MEETING**

As previously agreed, the next meeting was scheduled for:  
**Tuesday 19 June at 6.30pm**

**All to Note**

**ACTION**

***A governor asked if the Headteacher was aware of any forthcoming elections, when it would be necessary to close the School for use as a polling station?*** The Headteacher said she was not aware of any such plans at the current time.

**12 ANY OTHER BUSINESS**

**12.1 New Governor Recruitment Drive**

Mr Scutt reported on his actions taken to-date to address the issue of recruiting new governors to the board. This had included contacting Inspiring Governance and SGOSS, adding that he planned to use social media and would be contacting the local Chamber of Commerce. It was suggested a governors' table be set up at Parent's Evenings, although it was noted this approach had been used in the past.

**Mr Scutt**

The Clerk would follow up to see if there were any interested parties in the Governor Services 'pool'.

**Clerk**

It was confirmed that a governor skills audit had been conducted and that financial and legal skills would be of benefit to the board.

The Chair thanked Mr Scutt for all his work in this area.

- 13 EVALUATION OF MEETING:** Governors confirmed that the meeting had been conducted in an open manner and that all governors had been invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The Chair thanked all attendees for their time and input to the meeting.

*There being no further business, the meeting closed at 8.30pm*

BUCKINGHAMSHIRE LEARNING TRUST

CONFIDENTIAL MINUTES of the meeting of the Governors of King's Wood School held at the School on Tuesday 6 March 2018 at 6.30pm

5 INSPECTION REPORT DISCUSSION

ACTION

The Chair invited questions about the Ofsted Report, leading to consideration of the way forward for the governing board. The Headteacher explained that the Report had been shared with all staff prior to this meeting: some had been a little upset as they did not feel the Report reflected their work or the School. The Chair had helped to support this meeting and a 'thank you' of cakes had been provided on behalf of the governing board.

***A governor made reference to the areas requiring improvement from the previous report and asked what these were?*** It was explained these had been about feedback and the need to bring the attainment of girls (particularly in Maths) in line with that of boys. It was added that HMI had not asked for the last report, ISDR, outcomes or evidence, had not been interested in the School's Feedback Policy but had focussed on attainment and progress. A governor pointed out that this visit had been very different from the previous Ofsted.

***A governor pointed out that at the time of the last inspection HMI had looked at a number of children who had achieved a Level 5 but now there was a comment about not attaining greater depth and none in KS1 Maths?*** It was explained there had been a test in Maths at the end of KS1 and all pupils had achieved the required score but teachers had not felt confident at that time about how this was related: however, teachers had now received appropriate training and were working to the new guidance. Governors were informed that the greater depth requirements were very strict. There had been an NQT in Year 2 who had found it difficult, which had impacted on her confidence to assess and more evidence had been required.

***A governor asked why the School was so different and what was being done differently?*** The Headteacher explained that the context of the School was very different. It had been known that Maths teaching needed to improve and a new programme (Maths Mastery) was being introduced a year at a time.

***A governor asked when that had started?*** In 2016, initially in Year 1. It was confirmed that Maths Mastery had now been put in place in Year 2. The Headteacher added that staff were confident about this, although its' approach was very different, it was a keep up, not catch up approach. Children were re-taught concepts in the afternoon to help them keep up. Currently, there were three pupils struggling to achieve the required level but there were sufficient staff to support the booster class.

A governor, who had visited the School recently reported that a teacher had volunteered the information that Maths Mastery was really helping the children: the governor added that she had been very impressed by the atmosphere throughout the School during that visit.

***A governor asked if assessment had been too stringent?*** It was confirmed that it was teacher assessment and that following the moderation meeting teachers had not been confident. There had been several pupils who were borderline who could have moved up or down. In order to avoid this, there had already been more moderation training, giving a more detailed view, adding that some of the statements within the framework had changed. The Headteacher explained that it had been difficult to move pupils on to higher level Maths, as they lacked the reasoning skills to cope with the necessary vocabulary. Maths Mastery had supported this and impact was being seen, particularly in Year 1. It was explained that the space, shape and measure aspects were being shared with those staff in Foundation Stage. There was a lot of repetition in Maths Mastery and there was the possibility of exacerbating greater depth. There was the expectation there was no holding back of pupils.

One governor reflected that she had found the Report vague, with any positives being hidden within the text. Another governor highlighted the paragraphs regarding safeguarding which all governors hoped staff were proud of. It was felt there had been a fixation on numbers, with a lack of understanding about the data presented and no interest shown in explanations offered about the School context. The Headteacher pointed out that, given the starting point of some of the pupils in Reception, the progress they made was excellent.

The SLT would analyse the Report, with additional focus on what the School was doing well and what needed to be further addressed. It was noted that a number of items in the Report were already in the School Development Plan.

The Headteacher explained there was a need for consistency and every lesson was starting with a SPAG question, there was reflection on presentation on how feedback was given to pupils. All staff needed to be clear, along with the pupils, that there was a need to move onto the next challenge.

***It was noted a governor had previously expressed concerns about handwriting and guidance on letter writing.*** The Headteacher explained that basic letter formation was taught to pupils from their first day at school.

***A governor asked whether there was a question about making middle leaders more effective?*** The Headteacher agreed there was, explaining there were two new middle leader members but training was already in place for both. The SLT was also investigating further monitoring and evaluation of middle leaders: staff were keen but there were also time pressures.

***A governor asked, now that staff had seen the Report, what had they felt were the pinch points?*** The Headteacher said it was too early to say but it had to be built upon in order for staff morale and energy to go up.

***A governor pointed out that the Inspector had highlighted that high achievers had not achieved as expected at the end of KS1 and questioned whether there was anything that the School could do to achieve a quick impact in this area?*** It was suggested that extension days might be introduced for high achievers in each year group. There had been a focus on getting to age related expectation. In recent greater depth moderation the Headteacher noted that the standard expected was equivalent to the previous 4B. It was acknowledged as a challenge but was being addressed through regular pupil progress meetings, targeting particular groups of children and the deployment of resources. More staff ownership was becoming evident and the SLT were looking to develop that further. Growth mind-set had been in place for approximately two years and the pupils were very comfortable with it.

***A governor asked about unfinished work in pupil's books because they had moved on to the next task?*** The Headteacher explained the framework was clear, that everything should show impact. There was a need to be secure in core values and be clear that when work was unfinished it was because pupils had moved on to the next challenge.

In terms of progress a number of children had come out of KS1 at 2Cs, it had been felt they could improve and achieve level 4 but then the boundaries had changed. It was added that there were a small number of pupils in the current Year 6 who were not working to their best, generally with poor attitudes due to life changes in their circumstances outside school.

It was felt the Report contained a lot of assumptions but any resultant actions should benefit the children. Governors questioned if there was anything they could do to support staff. The Headteacher thanked governors, adding that she felt supported and staff were confident in the leadership. There was a firm focus on data and progress but there was now a need to 'work smarter' and faster. Governors agreed their observations, when visiting the School, had found the children happy and enjoying their education.

The Chair thanked everyone for their contributions and it was noted there would be further discussion on this issue at the forthcoming Curriculum, School Imp., & Pupil Welfare (C, SI &PW) Committee meeting.

### **6.1 Report of the Headteacher**

***A governor highlighted a forthcoming vacancy and asked what the School would be doing regarding cover after Easter?*** The Headteacher explained that cover was being arranged internally for one term. A new NQT was due to join the School in the Autumn and it was noted that the BLT had been helpful in supporting this appointment.

A Reception teacher would also be leaving and, at the current time, it was likely the School would approach an agency: it had also been confirmed that the Australian teacher would not be joining the School. The Headteacher added that a number of local schools were in a similar position.

### **7.1 Resources Committee**

In compiling the 3-year budget it had been noted that staffing would be reduced by 1 x FTE LSA and in the second year by 2 x FTE LSAs: it was felt this would be achieved through a natural reduction in staffing.