

## **SUMMER TERM 2018**

MINUTES of the meeting of the Governors of Kingswood School held at the School on Tuesday 19 June 2018 at 6.30 p.m.

### **PRESENT:**

Mrs. A Hickman - Chair  
Mr. B Daniels  
Mrs. D Holland  
Mrs. J Freeman – Head  
Mrs. A Reed  
Mr. A Scutt  
Mr. N Horslen

**IN ATTENDANCE:** Miss L Virgo (Deputy Headteacher) – Associate Governor & Mr S Collins – Clerk

**ABSENT:** Dr A Saunders Mrs S Mahmoud,

### **WELCOME, RECEIVE APOLOGIES AND CONSIDER APPROVING ABSENCES.**

The Chair opened the meeting and welcomed all present. Dr Saunders and Mrs S Mahmoud had previously sent their apologies to the Chair. The Governing body accepted their apologies.

Mr S Kayani had not previously sent an apology and his absence was not accepted by the Governing body.

### **1. TO RECEIVE ITEMS OF ANY OTHER BUSINESS NOT COVERED ELSEWHERE IN THE AGENDA**

The Headteacher asked for the inclusion of a request for funding that required Governing body approval. The Governors agreed to include this under A.O.B

### **2 TO NOTE THAT ANY GOVERNOR WITH A CONFLICT OF INTEREST ARISING FROM AN ITEM MUST DECLARE IT**

No conflicts of interest were registered.

### **3 MEMBERSHIP OF THE GOVERNING BODY**

The Chair of Governors welcomed two new members Mr Horslen who joins as a Co-Opted Governor and Mrs Mahmoud who joins as a Parent Governor. Mr Horslen introduced himself to Governors explaining that he has a background in IT and e-health and had been connected to the school via Inspiring Governance.

The Chair also noted that four Governors terms were due to end in July. Those Governors being: Mrs A Reed, Mr D Sparks, Mrs A Hickman and Dr A Saunders.

Each of the Governors confirmed their intention to enter into new terms and the Governing body agreed that their relevant skills and experience were of significant value and that it would be in the interests of the Governing body for them to

continue. Mr Sparks agreed to serve for one final year and would work with the next chair of Resources during this year

Governors noted, however the need to give consideration to succession planning and to identify how they might fill any future skills gaps in the Governing body.

The Chair of Governors noted that Mr Kayani had not attended a meeting during the course of this school year, does not sit on any committees and is therefore not contributing to the Governing body. Governors unanimously agreed with the proposal to prematurely end Mr Kayani's term of governance and thanked him for his contribution to the Governing body.

It was noted that this created a Parent Governor vacancy and Governors agreed to postpone recruitment until the start of the 2018/19 academic year to allow new parents to participate in any nomination process.

#### **4 TO APPROVE THE MINUTES OF THE PREVIOUS FGB MEETING HELD MARCH 6<sup>th</sup> 2018 AND TO CONSIDER MATTERS ARISING**

The minutes were approved and the Chair of Governors signed two copies, one of which was given to the Headteacher.

The matters arising had been actioned and the following additional comments were made:

**6.4.2:** Whole Governing body training took place on the 23<sup>rd</sup> May with a focus on data.

**8.4:** Safeguarding consultation document. Mrs A Reed looked into this but the consultation period had closed.

**12.1:** Governor recruitment – This matter having previously been discussed on the agenda, it was further noted that Inspiring Governance had provided two new Governors and represented a good option for future recruitment.

### **5. STRATEGIC MANAGEMENT**

#### **5.1. Report of the Headteacher**

The Chair of Governors invited Governors to submit contextual questions and then to consider questions on school improvement.

##### **Contextual questions**

**Q.** Can you explain why our attendance focus is based on a cohort of 42 children whose attendance is 90%-95%; whereas we have a cohort of 53 children with attendance below 90%?

**A. Headteacher:** Focusing on this group will enable us to bring our Pupil Premium children in line with our target. Of course we do focus on all cohorts but this group can be overlooked, as their attendance is closer to the expected level.

**A. Deputy Headteacher:** Some of the increase in persistent absence is due to a chickenpox epidemic that went through KS1. We also have more families taking term time holidays.

**Q** Is overall attendance affected by parents not keeping unwell children at home?

**A. Headteacher:** We do have to remind parents periodically about not allowing children to return to school after stomach viruses.

**Q.** Do term time holidays make a significant impact on our attendance figures?

**A. Headteacher:** We do recognise that some of our families struggle financially to take holidays during the official school holiday periods. We are impacted by longer trips taken by families returning to Pakistan where a typical minimum length of stay is 3 weeks.

The Headteacher committed to proving governors with a detailed analysis on attendance at the next Curriculum Committee meeting. **AP1: Headteacher**

The Headteacher advised Governors that she was working with Early Years staff to plan for an increase Nursery provision to 30 hours per week.

A plan exists to convert 12 part time places in to 6 full time places, which equates to 1 key worker. In order to action this we will also need to employ a lunchtime supervisor, the costs of which will be offset by charging.

**Q.** How will this affect the curriculum?

**A. Headteacher:** It will require additional planning for the afternoons.

**Q.** Will more parents want to access it then is possible?

**A. Headteacher:** It is possible but we have been liaising with parents to assess demand and will continue to do so in the future.

**Q.** What is the capacity?

**A. Headteacher:** Capacity would be 24 children, 18 part-time and 6 full-time.

**Q.** Children access the Nursery after their 3<sup>rd</sup> Birthday, is it possible that that summer born children might not be able to access the Nursery?

**A. Headteacher:** We do anticipate that few if any places will be available after January each year.

**Q.** Would it be possible to increase to 12 full-time and 12 part-time if we needed to?

**A. Headteacher:** It would be possible but I would be surprised if the demand for full-time places increases that significantly in the short term.

### **School improvement questions**

**Q.** Can you explain the impact for pupils at Kingswood of staff visits to other schools e.g. Disraeli, Radstock and Foxes Piece?

**A. Headteacher:** It has enabled teachers to assess how initiatives that we are commencing are being run in schools that have adopted them earlier. This helps us refine our strategy for implementation. For example Radstock have an interesting approach to Reading that has led to positive benefits for writing. They focus on one book per half term. Visiting the school you could see from the writing books how much the children were enjoying it. Following this visit we have decided to trial this approach in Years 2 and 5.

**Q.** What are the schools plans for Target Tracker?

**A. Headteacher:** We have reviewed our options in detail with the SLT and have taken the decision that Target Tracker will not deliver on what we need as a school. We have decided to implement a new system School Pupil Tracker Online (SPTO) from September. Staff reacted positively to the decision as they had become disillusioned with Target Tracker.

**Q.** How much is the new package?

**A. Headteacher:** Circa £1500 per annum, which is less than target tracker.

Mr A Scutt created a list of questions for the Deputy Headteacher on the matter and the Deputy Headteacher provided Governors with written responses to take away and read in detail.

The Deputy Headteacher drew Governors attention to a few key points from her written answers:

- SPTO allows you use the statements you have ticked through the year to populate an end of year report, which has the potential to reduce unnecessary teacher workload
- We have a test account to become familiar with so that the transition is likely to be smoother.
- They have removed some of the confusing language that populates Target Tracker. SPTO gives you a + or – score at any point. It works on an average points score. It looks at your expected progress to see if you are on track.
- You can input test results, which will help to improve accuracy and triangulate teacher assessments.

Governors asked the following questions:

**Q.** Will we need to migrate our data?

**A. Headteacher:** We have decided not to ask staff to input Target Tracker data. We will start fresh from September, but we have kept Target Tracker running for a further year as a reference point for teachers.

**Q.** When will you be able to give us progress data?

**A. Headteacher:** The first data drop will be in October so we will be able to provide you with data for the November Governors meeting. This should cover in year plus from Key stage start points.

**Q.** Have you thought about the rollout plan?

**A. Headteacher:** We intend to utilise the Inset day in September and trouble shoot in the October Inset day as required. We will also allocate twilight time to ensure it is properly embedded with staff.

Governors offered their support for the decision and looked forward to monitoring the implementation and utilisation of SPTO in the next academic year.

Governors continued their questions relating to school improvement:

**Q.** Can you update us on the impact of the POA?

**A. Headteacher:** At the moment the approach is not consistent enough and the SLT are working on tightening the plan to add clarity.

Mr A Scutt noted that his draft report will be written tomorrow and shared with stakeholders. In advance of the finished report he advised Governors that he was happy with what he had seen to date.

The Headteacher updated Governors on KS1 data:

- Reading will be approximately the same as last year.
- Writing will be 60% higher than last year which was 42%
- Maths results will include 13% greater depth and 60% at age related expectations.

The Headteacher also advised that Phonics is looking good subject to confirmation of the pass mark, it is anticipated that results will be in the high 70<sup>th</sup> percentile and in line with past results.

The Headteacher notes that EYFS results would be lower this year, as the cohort is different and has high numbers of SEN children.

**Q.** Year 5 has 26 children with SEND or a record of concern. This is a high percentage can you explain what the likely implications are for next years SATS?

**A. Headteacher:** It will be challenging but their progress in the school has been strong, on the whole.

**Q.** Are they likely to need additional support and therefore resources in year 6?

**A. Headteacher:** They will require additional support and we have put a plan in place. We are also considering trialling an approach used at Foxes Piece where they have a much more fluid approach to provision, they set up teaching groups based on each cohort.

**Q.** Is there anything more we can do to increase parental engagement?

**A. Headteacher:** We are supporting 31 families at the moment. The PTA is very active and parental feedback is positive. Engagement in stay and plays and parents evenings is very high. We will keep looking for opportunities to improve but it is not our highest priority at the moment.

## 5.2. School Development Plan

The Headteacher advised Governors that the POA has taken over as a priority from the SDP. However it is intended that this will be reviewed by the end of the summer term. Going forwards a new SDP will be produced that will sit alongside the POA.

A Governor asked the following question?

**Q.** What are the things that aren't on the POA that need to be in the SDP?

**A Headteacher:** Some of the items that are not included are: Maths review (getting children to articulate their challenge), Maths mastery, LSA deployment, Talk4Learning, Nelson handwriting scheme, Power of Reading and three strands, literacy.

## 5.3. Vision and three-year strategic plan

A Discussion took place between Governors concerning the potential need to update the strategic vision of the school post the Ofsted inspection. Governors expressed a desire to be able to encapsulate the vision succinctly so that all stakeholders could easily understand it.

A Governor asked the following question:

**Q.** What percentage of time do teachers spend teaching?

**A. Headteacher:** About 50%

**Q.** Should it be more or less? Do most other schools have a 50/50 balance?

**A. Headteacher:** I would say in most schools the balance is worse.

**Q.** How often do you look at what teachers are doing that you can get rid of?

**A. Headteacher:** We haven't recently, and it would be a good exercise to look at this in the new academic year and prior to next years budget.

Governors agreed that this should be considered strategically and to put in place a long term plan, to increase the percentage of teaching time available to teachers.

The Headteacher agreed and re-affirmed that all staff have a clear vision of what our core purpose is.

The Chair of Governors agreed to discuss this as a separate meeting in the autumn term.

**AP2: Chair of Governors**

#### **5.4. School Budget 2018/19**

The Governing body unanimously ratified the school budget for 2018/19 having previously been agreed by the Resources Committee.

The Headteacher agreed to report back to Governors on the status of the audit of the School fund account.

**AP3: Headteacher**

### **6. DELEGATED REPORTS/COMMITTEES:**

#### **6.1. Resources Committee**

The Headteacher confirmed that subsequent to the Resources Committee meeting a new Bursar has been appointed. There were two strong applicants and the Headteacher was very pleased with the chosen candidate.

Governors agreed to defer consideration of the SFVS to the autumn term since it is not now due until the end of the calendar year.

#### **6.2. Curriculum, School Improvement and Pupil Welfare Committee**

A report had previously been issued to Governors and there were no actions for the Governing body to consider.

#### **6.3. Staff Dismissal/Staff Dismissal Appeals/Employee Grievance/ Pay Review Appeals/ Redundancy/ Complaints/Pupil Discipline Committees**

None of the ad hoc committees have met since the last Governing body meeting. The Pay review committee will be meeting in July in advance of the autumn term.

### **7. DELEGATED REPORTS – GOVERNORS**

#### **7.1. Chair**

The Chair of Governors had provided Governors with a short written report in advance of the meeting. The Chair drew Governors attention to her attendance with Mr N Horslen at the annual Governor conference.

The Chair of Governors asked the Headteacher what more the Governing body could do to ensure that staff felt supported by the Governing body. The

Headteacher felt that an additional days holiday for each member of staff that could be taken at their discretion would be impactful. The Staff Governor, Mr B Daniels agreed that staff would appreciate the gesture and the rare opportunity to be able to choose a holiday day.

Governors discussed the proposal and asked the following questions:

**Q.** Would this be offered to all staff or just teachers?

**A. Headteacher:** We try to have one culture so it would need to be for all staff.

**Q.** Are there any employment issues we need to consider?

**A. Headteacher:** I believe it can be authorised as paid leave.

Governors agreed that it was an interesting proposal that required careful consideration, in particular as once offered it would be difficult to take away in subsequent years. Governors suggested that if implemented it should be offered as a discretionary one-off bonus.

The Headteacher agreed to come back to Governors with a considered plan for discussion and approval.

**AP4: Headteacher**

## **7.2. Development governor**

There was nothing to report at this meeting.

## **7.3. SEND Governor**

Mrs D Holland provided a written report to Governors at the meeting. Noting that over the course of the year there have been a lot of initiatives and positive implementation.

An on-going concern is the lack of EdPsych capacity. The Headteacher noted that the Local Authority has recruited additional people but capacity and quality remain an issue. For the time being the school continues to purchase additional support privately where necessary.

Mrs Holland noted that the percentage of SEN tends to remain fairly static and that a small number of children who are not on the register take up a significant amount of time and resource. This is a pattern that is common across many schools.

## **7.4. Safeguarding Governor**

Mrs Reed offered her thanks to the DSL's in the school for the significant workload they take on and the quality of their care.

The Deputy Headteacher agreed the level of work involved in safeguarding is a concern.

## **7.5. Pupil Premium Governor**

Mrs A Reed noted that she and Mr Horslen had recently undertaken a training course with Kevin Burrell that had been very useful. She further noted that a lot of impactful work was taking place in the school to support Pupil Premium children.

The Deputy Headteacher advised Governors that a half termly meeting was held with Key Stage leaders and the Pupil Premium leads. The most recent meeting had focused on attendance and punctuality and had been a very productive session.

## **8. NEW BUSINESS**

### **8.1. Conduct & Discipline Policy**

This was delegated to the Resources Committee meeting in October

**AP5: Clerk/Resources Committee**

### **8.2. GDPR Update**

The Headteacher advised Governors that the school has in place a plan to ensure compliance. Further that the school has a DPO in place and will shortly be providing Governors with an updated Privacy Statement for Governors review

**AP6: Head**

### **8.3. Health & Safety Compliance**

This was delegated to the Resources Committee meeting in October

**AP7: Clerk/Resources Committee**

### **8.4. AMAP**

The Headteacher confirmed that the school was compliant and had completed its submission on the 18<sup>th</sup> June

### **8.5. Performance Management arrangements**

The Governing body confirmed that the performance management committee would comprise: Mrs A Hickman, Mrs A Reed and Mr A Saunders with Deborah Whittle acting as the external advisor.

### **8.6. Appointment of Chair & Vice Chair**

The Chair of Governors advised Governors that when appointed she agreed to serve in the role for two years, a period which has now passed. The Chair confirmed that she would continue, subject to Governing body approval next year but that she intended to step down within the next 12 months. As such Governors were advised to consider putting themselves forward for the role and to approach the Chair of Governors with interest.

**AP8: Governing body**

Mrs A Reed serving as Vice Chair of Governors indicated her willingness to stand for a further 12 months, subject to Governing body approval, but that she like the Chair wished to stand down from that role within the next 12 months.

### **8.7. Statutory information on the school website**

The Chair of Governors felt that the website could be improved to represent and support the school in: recruitment, admissions and parental engagement.

Governors agreed it warranted further consideration.

The Headteacher asked for it to be considered alongside other competing projects and in advance of any future conversations agreed to ensure that that existing website is refreshed and that the information contained on it is accurate and up to date.

**AP9: Headteacher**

## 9. ITEMS TO NOTE

The clerk provided a verbal update on the items to note and in particular drew Governors attention to the Healthy Pupils Capital Grant with funds to be distributed to schools for the 2018/19 academic year. It was advised that the school make contact with the Local authority for an update. **AP10: Headteacher**

## 10. RECURRING ITEMS

### 10.1. In-Service Training Days 2018- 2019

The Local Authority has specified the following dates:

- Wednesday 5 September 2018
- Wednesday 2 January 2019
- Tuesday 23 April 2019

Governors noted and agreed the following two additional dates:

- Monday 29<sup>th</sup> October 2018
- Monday 3<sup>rd</sup> June 2019

## 11. DATES AND TIMES OF NEXT MEETINGS

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

- September 25<sup>th</sup> 6.30pm Curriculum, (school improvement and pupil welfare)
- October 2<sup>nd</sup> 6.30pm Resources (finance, staffing and premises)
- October 16<sup>th</sup> 6.30pm **(FGB)**
- November 20<sup>th</sup> 6.30pm (Informal)
- November 27<sup>th</sup> 6.30pm (Curriculum)
- December 4<sup>th</sup> 6.30pm (Resources)
- January 22<sup>nd</sup> 6.30pm (Curriculum)
- February 12<sup>th</sup> or 26<sup>th</sup> 6.30pm (Resources)
- March 5<sup>th</sup> 6.30pm **(FGB)**
- March 12<sup>th</sup> 6.30pm Curriculum
- May 7<sup>th</sup> 6.30pm (Resources)
- May 14<sup>th</sup> 6.30pm Curriculum
- June 18<sup>th</sup> 6.30pm **(FGB)**
- June 25<sup>th</sup> 6.30pm (Informal)
- July 9<sup>th</sup> 6.30pm (Pay Review)
- July 16<sup>th</sup> 6.30pm (Curriculum)

## 12. ANY OTHER BUSINESS

The Headteacher requested Governing body approval for the purchase of 32 laptops at a cost of £10,848 (£339 per unit). Additional quotes had been obtained and it was felt that this quote via Soft Egg represented the best value for the school. The funds will come from the DFCG allocation.

Governors unanimously approved the proposal

The Headteacher also advised Governors that a laptop trolley would be purchased which will enable the removal of the ICT suite, creating additional teaching space. We will be buying a trolley and removing the ICT suite.

#### **14. EVALUATION OF MEETING**

Governors confirmed that the meeting had been 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 Body would have access to these minutes.

The meeting closed at 8.30 p.m.

Signed ..... Date .....  
CHAIRMAN