Minutes of the meeting of the Governing Body on 14th January 2020 at 5.30pm in the School Hall	Action by /or decision
1. Present: Barbara Stokes (Chair of meeting), Ali Bachelor, Kim Greenslade, Jo Griffiths, Sarah Hancock, Stephen Meredith, Daniel Moncrieff and Chris Pleeth Apologies for absence: None – all present In attendance: Ruth Cook (Clerk) Conflict of business interests: None declared and it was reported by RC that SH's interests had changed. RC to update the Register of Business Interests The meeting was quorate. BS welcomed the governors to the meeting. The meeting began at 5.24pm	RC
2. BUSINESS	
There were no amendments to the minutes of the meeting held on **10th December 2019** and they were approved by the Governors and signed by the Chair as a true and accurate record. There were also no amendments to the Confidential Minute from **10th December 2019**. It was approved by the Governors and signed by the Chair as a true and accurate record. The governors thanked RC for these minutes. Matters arising: Actions taken SM, KG and BS had prepared an article for the local Link magazine and this has been sent to the Editor for publishing in the next edition. Suggestions for the book scrutiny can still be made to KG before the next meeting. CP would have liked to have followed through a child's progress from Year 1 to Year 6 but this is currently not possible. AB added that the Red Book writing was going to be reintroduced and this would then show progress through school life. BS agreed that the review of the books was a very good exercise and very helpful for governors. RC had issued details of who is monitoring each area of the SE plan. RC had reported the outcome of the Parent Governor election on the first school newsletter of the term. CP had amended the Impact Statement and this has been issued to all governors. The Chairs still had to write to Governor Services to congratulate them on their recent award. BS will do this. All other Matters Arising are on the agenda.	BS
3. SCHOOL ITEM – Head Teacher's Autumn Report 2019	
The Head Teachers report had been issued to all governors before the meeting. The ASP data analyses had been prepared in conjunction with Jenny Short, School Improvement Partner (SIP) and included her report as well. KG and the governors discussed the report in detail. P2 – SM asked about pupil numbers and KG confirmed that there were more in KS2 than KS1. DM asked about this year's intake and KG replied that more than 17 children had applied for places for September 2019 and so the school had been over-subscribed this year. The governors were pleased to hear this news. KG confirmed that she will find out in February the potential numbers for this	

September.
AB commented on the benefits of Reception children and the Year 1 class being able to move up the school together.
KG said that from January the 16 children receiving FSM will be included in the Census for Pupil Premium (PP).
AB asked what is the average percentage in schools for PP but KG did not know the figure. AB thought that 18% was high for Kingston and KG thought that there is probably a very wide range of percentage in schools across the country.

P3 – DM considered that the attendance figures were not as good as before and KG gave the reasons for this. CP asked what could be done to improve these figures and KG detailed the actions already taken and that she will be now seeking advice from an outside organisation.
The Local Authority will decide on any further action to be taken but KG understands that they are no longer fining families as much as in the past.
There was one correction on the Persistent Absence table (attendance should read absence).

There was a discussion about school absence and KG was concerned that it is unsettling for the children involved but also impacts on the teaching and the rest of their class.

P3 OUTCOMES – these are not looked at by OFSTED but KG thought helpful for the governors. The figures come from teachers' assessments in the autumn term and so the marks may change over the year.
CP asked what the figures indicated and KG replied that there may be some SEN children to be identified but more information was needed to confirm this.
CP asked what plan there is to deal with this and KG replied that she will meet with the teacher and decide for each child how to proceed. Pupil Achievement meetings are held regularly.
AB added that she and BS had met with Senco (FR) and they had gone through a lot of questions with her. They had been very impressed with FR's knowledge and she had very interesting systems in place.
CP asked if the governors should be concerned about these figures and KG replied that there was some follow up work to do in Reception class. She thought that generally all pupils make progress by Year 6.
The way of measuring progress from KS1 to KS2 is to change this year and so she could not predict future results at this stage.
Discussions were held regarding the data for different year groups.
BS asked if there are SEN children still to be identified in KS1 and KG thought that this might be the case.
CP asked if the teachers are harsh in their assessing and KG replied that they do tend to under mark but there are also maths and writing tests to back up the marks given.
SM asked why results were so good in a particular cohort and KG replied that this is a good cohort. She reminded the governors that these figures are only a snapshot as at this term and full details comparing to the summer term were not shown.
KG asked if it would be helpful to compare results per term and SM asked if is possible to compare results per autumn terms. KG felt it would be more useful to compare one term to another.
DM commented on the difficulties of comparing cohorts due to a lot of differences

between year groups and KG agreed that comparisons per term were more helpful. P4 - INSPECTION DATA SUMMARY REPORT (IDSR) KG read a statement to explain the differences across the three years and how the figures are prepared. CP asked who could access this information and KG replied that this is not a public document. Several governors commented that they had found the report confusing without KG's explanation. BS added that the matters raised emphasised again that the reading progress need to improve. CP felt that the finance details misrepresented the true financial position of the school. He also felt that the OFSTED comment on reading was negative but KG replied that there are not usually positive comments in this report unless there is excellent progress to report. ANALYSE SCHOOL PERFORMANCE (ASP) This has replaced Raise Online and had been reviewed by KG and the SIP. App A showed a summary of the results. KG reported that it is hard to find any trend between genders and groups as there is only a small number of pupils and the numbers fluctuate each year. Several governors were unsure as to the purpose of the report and KG explained that the report was about progress made in any given area to give the governors a breakdown of pupil performance. For the school, reading is the key area to improve as overall the progress made is below national standards although there are some individual children who are above this level. KG suggested it would be helpful for one governor to lead on this area and really get to understand the reports. AB offered to do this and will meet with KG. DM commented on the actions already taken and asked what impact had been made. KG replied that there was not much reading being done at home and she had a meeting planned with the staff the next day to discuss plans to improve this. DM added that KS1 Maths looked to be a good result but KG replied that it was not as good as previous cohorts. KG explained that the Progress measures are changing so she is not sure how this will change the current results. DM asked if KG would report back on the reading strategies put in place and KG agreed to do this at a future meeting. QUALITY OF TEACHING – KG reported that this was not a full report but will be included in the report for the Spring term. PERSONAL DEVELOPMENT & BEHAVIOUR – BS is due to meet KG about this. AB asked if the school had to pay for PFSA involvement and KG confirmed that there is a charge as the school is part of the Taunton Learning Partnership (TLP), the subscription to them goes towards PFSAs. However, the school had not received any visits. KG explained changes in how the TLP works and that it is now primarily involved with Safeguarding and Child Protection. She reported that no outside agencies are currently involved with the school. P5 – LEADERSHIP/MANAGEMENT – KG went through the SIP report. P6 – Staffing - This report included a list of all staff as there have been a number of	KG

changes this term. In future KG will only include staff changes. P7 - Staff Absence – this was discussed. INSET Days – this was included for governor's information. KG reported that there is not much training available for staff at the moment. School website – KG had updated the governors' pages on the website and she asked RC to check the details shown. KG also encouraged all the governors to look at the school website so that they are up to date with all that is going on in the school. CP asked if the website monitored the number of "hits" and KG was not sure. CP thought it would be helpful to know who is using the site. BS thanked KG for her very thorough report	RC All to note
4. MONITORING SCHOOL IMPROVEMENT /SE & Strategic Planning	
KG had issued an updated copy of the SE plan to all governors prior to the meeting (App B Head Teacher's report) and she had added in actions already taken. There were no questions or comments on this. The SENCo report for the autumn term 2019 had been issued to governors prior to the meeting. In the action plan, the report referred to an SEN- friendly classroom checklist and BS asked where this is kept so that she could refer to it when visiting. KG replied that in the past various actions were agreed at different meetings and this was bringing all those agreements into one document. This has been issued to all teachers. BS noted that 4 actions had been planned and she asked for a copy of this checklist. KG will issue this to all governors. The ASP Dashboard had been dealt with at Item 4 above.	KG
5. STATUTORY DUTIES	
<u>Recruiting governors</u> - Following the item in the school newsletter, KG reported that a parent had contacted her with an interest in becoming a governor. KG will be meeting with the parent and both Chairs offered to meet them if they would like further information. **It was agreed unanimously that should the parent express a wish to become a governor then they could be co-opted into that role and no election would be required.** RC had contacted the Diocese for advice about recruiting a Foundation and Ex-Officio governor but the reply received was not very helpful as the governors have already done all the suggested actions. RC will follow this up again but CP advised her not to spend too much time on this. <u>Skills Audit</u> – CP had not yet contacted Governor services following the Skills Audit but this will be done. The report was ready to be sent.	KG/CP/BS RC CP
6. FINANCE	

CP and KG both confirmed that the month 9 report is still awaited and once it had been received, then the Finance committee will meet at the end of January. KG added that the School Finance Officer (SJH) has prepared a draft month 9 report which they would be looking at on 15th January. It could then be sent out to the Finance committee members. A provisional date was set for 20/1/2020 at 8.30am. RC is unable to attend but if someone else takes the minutes then she is prepared to type them up.	
7. SAFEGUARDING	
There were no Safeguarding incidents to report. KG and BS are due to meet this month.	
8. HEALTH AND SAFETY	
SM had no report for this meeting.	
9. POLICIES	
<u>Governor Allowances and Expenses Policy</u> – This had been issued to all governors before the meeting. There were no changes to this standard policy. **All governors approved this policy.** <u>Premises Plan</u> **–** KG had updated the Premises Plan and this had been issued to all governors. CP thought the plan was excellent and clearly showed the work done and work which is still outstanding. BS agreed it showed a lot of work has been done but the gaps show where there is no DFCG money available. KG agreed that there is a lot of indoor decorating which needs to be done. CP reminded the meeting that premises comes under the responsibility of the Finance committee but it needs a governor to take on this area. SM and KG are shortly to attend a course about Premises management so SM will take on this responsibility. CP asked AB if there are any grants available for this type of work. He suggested contacting Viridor as they have government requirements to fund local causes. AB will follow this up. DM felt it would be unlikely that there are monies available for decorating.	AB
10. TRAINING	
RC reported that she had attended the Clerk's Briefing that morning and the main topic had been "How to write Minutes". When the handouts are received, she will issue them to all governors as there are some suggestions for consideration. There had been very few updates from government due to the recent election but more are expected for the summer term briefing.	RC
11. AOB	
<u>Pre-School update</u> KG had contacted the School Surveyor. DM had contacted Alison Jeffries for advice on this area. KG had contacted The Jocelyn Trust about potential use of the building in the short term. KG had followed up with SCC the information needed by the governors to make decisions. KG had yet to contact the Diocese to check if they need notification of this possible	KG

change of use of the Pre-school building. KG reported that the building had not yet been handed over to the school. The previous Treasurer was still sorting out resources and a meeting arranged with the Early Years Advisor Nikki Difford (ND) had not taken place as planned. The Breakfast Club are still using the building. KG is meeting with the contact made through DM in January and she will follow up the contact made through ND. She was also speaking to a 3rd interested party who ND had suggested an hourly rate for hiring the building, which could potentially raise £1600 by the end of the summer term. KG had tried to contact the Surveyor's team at SCC to see if this rate was appropriate but had no reply so she will follow this up. KG reiterated that she does not wish to see the building hired out fully 5 days per week as she still wants flexibility for school use. CP asked what this 3rd potential hire was for and KG replied that it was for a part charity/part employment. DM asked if there was a social use with this group. KG replied that the group has paid staff and volunteers but is recommended to users by the local Health Authority. Our current lettings policy states £38 per session and questions were asked about the school's current policy. CP stated that the school still wants to be able to use the building for a Pre-school and any arrangements made must not prohibit that. KG agreed and confirmed that any current letting agreements will be temporary in the first instance. The governors were not happy with the proposed hourly rate suggested by ND. AB had concerns about the time this was taking for KG to deal with and KG explained the background to the situation. BS added that this particular let would also use the building in the school holidays. CP asked about another enquiry and KG reported that she was meeting this person at the weekend. KG raised the following questions: What is the acceptable hourly rate? What processes do the school have to follow to let out the building? Can we update the current lettings policy or does it need a whole new set of procedures? KG will send any updates to the Finance committee so that they are informed. CP confirmed that he had received positive feedback to the statement on the school newsletter and restated that these potential lettings should be for a maximum of 6 months. The options for the building were restated: Open a new Pre-school Release the building Have complete use by other hirers Have joint use between the school and other hirers. KG stated that she does not want to release the building. CP stated that the costs and management of the building have to be taken account	

of any decision. KG considered that the current time spent was worth it for its future potential. BS agreed that the best option at the moment is to keep the building. <u>Feedback from governor visits</u>. AB asked when there would be an opportunity to give feedback from governor visits to school. RC confirmed that this will be included on the agenda for 31st March 2020. The meeting ended at 7.00pm	
10: Date of next meeting: Tuesday 31st March 2020 at 5.30pm	

ACTION POINTS SUMMARY

Actions from Previous Meetings

12/11/19	SM has prepared his section of the article. RC to resend this to KG & BS KG and BS to prepare an article for the next edition of Link magazine to help recruit a new governor	RC KG & BS	As soon as possible For next Link magazine
10/12/19	Any suggestions about the Book Scrutiny exercise to be made directly to KG for next time	All	For March meeting
10/12/19	RC to reissue details of monitoring the SE plan	RC	As soon as possible
10/12/19	RC to report outcome of Parent Governor election in next school newsletter	RC	1st newsletter of the Spring term
10/12/19	RC to contact the Diocese again about recruiting a Foundation and Ex-Officio governor	RC	For January meeting
10/12/19	CP to follow up the Skills Audit and contact Governor Services about recruiting a co-opted governor	CP	Before next meeting
10/12/19	CP to make minor changes to the Impact Statement and reissue it to all governors	CP	Before next meeting
10/12/19	KG to update Premises Plan and issue it to all governors	KG	For January meeting
10/12/19	The Chairs to write/email Governor Services to congratulate them on their recent award This has been done since the meeting	BS	Before next meeting

NEW ACTIONS

14/01/2020	RC to update Register of Business Interests This has been done since the meeting	RC	As soon as possible
14/01/2020	KG to issue SEN classroom checklist to all governors	KG	Before next meeting
14/01/2020	RC to contact the Diocese again about	RC	Before next meeting

	Foundation governors Not required yet as Chairs meeting potential Foundation Governor		
14/01/2020	KG to report on strategies for improving the progress in reading standards	KG	At March meeting c/f to a future meeting
14/01/2020	RC to look at governors' pages on the school website to check that correct information is being held This has been done since the meeting and the website updated accordingly.	RC	Before next meeting
14/01/2020	AB to look for possible funding for school decoration including Viridor	AB	For March meeting c/f to a future meeting
14/01/2020	RC to issue handouts to all governors from Clerk's Briefing for information This has been done since the meeting	RC	Before next meeting
14/01/2020	KG to contact the Diocese to check if they need notification of this possible change of use of the Pre-school building	KG	For March meeting
14/01/2020	KG to follow up on different hirers and options for the Pre-School building	KG	As soon as possible