

**Stogursey CoE VA Primary School Board of Governors**

*School Core Values: Courage Resilience Kindness Friendship Thankfulness Love*

**Full Board of Governors Meeting**

**Minutes of the Meeting: Thursday 11<sup>th</sup> July 2019**

**Present:**

- Anna Hammond (AH) Co-Chair/Elected Parent Governor
- Teresa Miller (TM) Co-Chair/Co-opted Governor
- Gary Tucker (GT) Headteacher
- Anthony Chetland (AC) Foundation Governor
- Peter Farmery (PF) Foundation Governor
- Tim Kaye (TK) Foundation Governor
- Jackie Stone (JS) Foundation Governor
- Brenda Wall (BW) Foundation Governor

**In Attendance:**

Pauline Kaye (PK) Clerk to Governors

**Observer:**

Louise Day Prospective Staff Governor

AH opened the Meeting at 6.06 pm with the good news that an ex-Stogursey pupil has been made Head Girl at Haygrove

| AGENDA ITEM   | ACTION  |
|---|---|
| <p><b>1. <u>Apologies for Absence and acceptance/non-acceptance</u></b><br/>                     Written: Allen Robins – family reasons - accepted<br/>                     Written: Tony Smith – annual retreat and college reunion – accepted</p> <p>JS gave her belated apologies for not attending the Discussion Meeting on the 3<sup>rd</sup> July (problems with accessing School email)</p>   |   |
| <p><b>2. <u>Declaration of Interest</u></b><br/>                     JS - Agenda Item 21</p>  | None  |
| <p><b>3. <u>Governor Vacancy Update</u></b></p> <ul style="list-style-type: none"> <li>• <i>Temporary Staff Governor Vacancy</i><br/>                             One application received – Louise Day – therefore elected unopposed and approved as of this Meeting</li> <li>• <i>Foundation Governor Vacancies Update</i><br/>                             After considerable deliberation, TK has submitted his resignation to AH/TM and AH thanked both him and BW for all their hard work over the years. AH invited TK to come to the Leavers' Assembly next week</li> </ul> | <p><b>PK to inform Gov Servs</b></p> <p><b>PK to inform Gov Servs</b></p> |

| AGENDA ITEM  | ACTION   |
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| <p>AH had been sent a conversion form by Tina Wilkes (TW) from the Diocese, for current Foundation Governors to complete in preparation for the move to the QET, but it seemed that this form was not to be used for Governors needing to re-new their term of office (PF and JS) – AH to contact TW to check. Form will be able to be used by AC and AR as they are within their current terms of office</p> <ul style="list-style-type: none"> <li>• <b>Re-constitution</b><br/>As of September, the new Local Governance Committee will comprise 9-11 Governors. Not clear at the moment whether we will need to recruit a further Parent Governor and Foundation Governor and will need to move TM to a MAT-appointed Governor – procedure unknown as yet</li> </ul> | <p><b>AH to action</b></p> <p><b>PK to action when procedure known</b></p> |
| <p><b>4. <u>Proposal for Co-Chairs for 2019/20</u></b><br/>AH and TM both willing to stand as Co-Chairs for the next academic year; no other names put forward</p> <p><i>JS proposed submitting their names to the QET for approval</i><br/><i>PF seconded</i><br/><i>Agreed</i></p>   | <p><b>AH to action</b></p>   |
| <p><b>5. <u>Proposal for Vice-Chair for 2019/20</u></b><br/>AC willing to stand as Vice-Chair for the next academic year; no other names put forward</p> <p><i>AH proposed submitting his name to the QET for approval</i><br/><i>JS seconded</i><br/><i>Agreed</i></p>  | <p><b>AH to action</b></p>   |
| <p><b>6. <u>Matters of Urgency not on the Agenda</u></b><br/>None</p>  |  |
| <p><b>7. <u>Acceptance of Draft Minutes of 9<sup>th</sup> May 2019</u></b><br/><i>(previously circulated)</i><br/>No questions/issues/amendments raised<br/><i>PF proposed acceptance of the Minutes</i><br/><i>TM seconded</i><br/><i>All Agreed</i><br/><b><i>It was agreed to adopt and sign the Minutes as a true record – AH signed</i></b></p>   | <p><b>PK to add signed Minutes to Sch website and send to SGS</b></p>      |

| ACTION | AGENDA ITEM   | ACTION                     |
|--------|---|----------------------------|
|        | <p><b>8. <u>Matters Arising Reports</u></b><br/><i>(Circulated with the Agenda)</i></p> <p>Hand amendments made as follows:</p> <ul style="list-style-type: none"> <li>• <b>Agenda Item 3 – Governor Vacancies</b><br/>In process - see Agenda Item 3 11/07/19</li> <li>• <b>Agenda Item 6 – Matters Arising Report</b> <ul style="list-style-type: none"> <li>• JS waiting for DBS check renewal update<br/>See Agenda Item 12 11/07/19</li> </ul> </li> <li>• <b>Agenda Item 7 – SC &amp; WP Reports</b> <ul style="list-style-type: none"> <li>• <b>Finance</b><br/>AH/GT looking at class numbers – in hand<br/>GT to send signed Budget Summary to County – done<br/>GT to check with DC Re Hirings Policy - done</li> </ul> </li> <li>• <b>Agenda Item 9 – Safeguarding Update</b><br/>GT to action all o/s issues from Fire Audit - done</li> <li>• <b>Agenda Item 11 – SEND Update</b><br/>TM to send SEN Report to PK - done</li> <li>• <b>Agenda Item 13 – Monitoring of the SDP and Half-Termly Learning Review Week Update</b><br/>Superseded by MAT events</li> <li>• <b>Agenda Item 14 – Parental Forum/Feedback</b><br/>GT to arrange date for next Forum - done</li> <li>• <b>Agenda Item 16 – Clerks’ Briefing Update</b><br/>GT to check with DC Re ‘Key for Governance’ – in hand</li> <li>• <b>Agenda Item 18 – Review of Policies as Per Schedule</b><br/>GT to raise Policy review at Haygrove Meeting – in hand</li> </ul> <p>Subject to the hand-amendments above:</p> <p><i>GT proposed acceptance of the MA Report</i><br/><i>AC seconded</i><br/><i>All Agreed</i></p> <p><b>MA Report signed by AH – to be attached to approved Minutes</b></p> | <p><b>PK to action</b></p> |

| ACTION | AGENDA ITEM  | ACTION |
|--------|--|--------|
|        | <p><b>9. <u>Headteacher's Report (Inc Pre-School)</u></b><br/>(Circulated with Agenda)</p> <p>Questions raised as follows:</p> <p><b>Q. In Years 1, 2 &amp; 3, Reading is better than Writing in attainment and progress; the opposite is true in Years 4, 5 &amp; 6. Is there a discernible reason for this?</b></p> <p>A. All the data is from the Spring term and based on predictions. A different, positive, picture is now emerging. Y4 – 6 will be better at Writing and Reading because of the recent focus (85% Writing, 71% Reading up from 54%). Maths is flatlining at 57%. In Years 1-3, they are <u>learning</u> to read and so give a stronger result. Using West Somerset Opps funding, a new Spelling Scheme is to be purchased and implemented across the School and there will be a big emphasis on SPAG next year</p> <p><b>Q. For the last 3 years, we have been concentrating on Maths teaching, but progress made at KS2 shows little evidence of this. How will you change this?</b></p> <p>A. Current data (GT showed a results sheet) demonstrates that Y6 have moved up from 'Well Below Average' to 'Average' – a significant improvement. This result is down to the effort being put in and also it takes time to get all the teaching and support staff trained up in the new Scheme as well</p> <p><b>Q. Are we using the same Maths Scheme as Haygrove?</b></p> <p>A. No (although it is the same as Spaxton) and this may cause a problem, but GT is in discussions with KC about it.</p> <p>Some discussion regarding Maths results ensued and included the following points:</p> <ul style="list-style-type: none"> <li>➤ Results dependent on cohorts and are prone to go up and down in a small school</li> <li>➤ Focus now on progress year on year, rather than attainment; aiming to get accelerated progress</li> <li>➤ This is the last cohort going from the old to the new Schemes, which further complicates data</li> <li>➤ Focus on Maths very important (not always happened historically) and will make a big difference to progress</li> <li>➤ The recent classes to assist parent numeracy are likely to stop, due to lack of money (subscription is £300 per year) – could possibly look to Hinkley for financial support? (GT not sure this is value for money)</li> </ul> |        |

- GT has been targeting mothers to try and stop a negative attitude towards Maths being passed to their children
- GT stated that the TT Rockstars programme has already proved to be better value for money

**Q. Is there any chance of Year 5 making the required progress in Maths before they leave the school?**

A. In the process of changing to a new national progress reporting system and at present, no-one knows how the 'measuring' at KS2 will be done, but GT and LD will be teaching them

**Q. Is funding being applied for regarding the Reception and Y5 pupils listed under the SEND Pupils data?**

A. Y5 pupil funding application in progress – takes time to come through. The Reception pupil does not qualify for funding currently; a new application will be made when they are in Y2

**Q. One holiday agreed in in Summer 2019 – was that exceptional circumstances?**

A. Yes

**Clarification Point raised Re: Leadership & Management**

Amber RAG rating not just due to new headteacher in post; also due to combination of GT stepping up to Senior Teacher role initially, plus NQT teaching a difficult class with 3 Year groups, plus time and effort of going through process for conversion (point clarified by TM following previous visit by Jill Ewan)

**Q. Due Racial Incidents include sexist or homophobic incidents as well?**

A. No, only racist ones. GT recording other incidents separately at the moment and will include these in future H/T Reports if necessary, but there is no Policy for these as yet so he will wait to do routine reporting when Policy and guidance are available

No further questions raised; AH thanked GT for the comprehensive Report

**10. Sub-Committee & Working Party Reports**

- i. **Finance SC – approval of draft Confidential Minutes of 09/05/19**  
(LD left the Meeting. Draft Minutes circulated)

No questions/issues/amendments raised  
AH proposed acceptance of the Minutes  
TK seconded

| ACTION | AGENDA ITEM   | ACTION                     |
|--------|---|----------------------------|
|        | <p><i>All Agreed</i></p> <p><b><i>It was agreed to adopt and sign the Minutes as a true record – AH signed, placed in sealed envelope and given to GT for secure filing</i></b></p> <p><i>(LD returned to the Meeting)</i></p>  |                            |
|        | <p><b>11. Family Room Update</b><br/>JS - no update</p>   |                            |
|        | <p><b>12. Safeguarding Update</b><br/><i>(Report circulated prior to the Meeting)</i></p> <p>TM confirmed that she had spoken to Ann Adams at Governor Services regarding the renewal of DBS checks and the response was as follows:</p> <p><i>'You are correct in that governors do not have to renew their DBS checks unless there has been a break in their service of 3 months or more; or there is an issue that requires the governor going through DBS again. However, this is only for their role as a governor; if they also volunteer within the school in another capacity, then the DBS clearance they have for that role, which is sufficient for their governance role as well, must be renewed in line with guidelines (I think that is every 2 years).'</i></p> <p>TM also noted that the date of her signature on the Child Protection and Safeguarding Policy on the website needs to be amended to 2018 (not 2019) -</p>   | <p><b>TM to action</b></p> |
|        | <p><b>13. SEND Update</b></p> <ul style="list-style-type: none"> <li>TM confirmed that she has not met with Lisa D yet this term</li> </ul>   |                            |
|        | <p><b>14. Received Correspondence</b></p> <ul style="list-style-type: none"> <li>TM had received an email from Ann Adams regarding English Hubs: <i>'Please find attached a letter and paperwork for applications to receive support from St Peter's who are one of the 32 English Hubs, which have been designated by the DfE to support schools to deliver excellent early language and reading teaching in Foundation and KS1. This information was shared with headteachers in May, but very few schools have taken up the offer of the funding available to support their school. I therefore felt it appropriate that this information should be shared with governance boards via you, as Chairs. It may well be that your school felt it wouldn't be beneficial or that it would involve too much work or time for any benefit available; however, I didn't want your school to miss out on the opportunity of extra funding (up to £6K) that might help regarding resources for phonics.'</i></li> </ul> <p>GT confirmed not applicable as School already in a different Hub</p> |                            |

| ACTION | AGENDA ITEM  | ACTION   |
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|        | <p><b>15. Monitoring of the SDP and Half-Termly Learning Review Week Update</b></p> <ul style="list-style-type: none"> <li>The Learning Review Week did not involve Governors on this occasion</li> <li>SDP – 3 of the 4 areas have been reviewed this year</li> <li>SDP – has now been evaluated by GT who wishes to continue with the existing format</li> <li>GT reported that Julie Norman has now been appointed as the QET School Improvement Partner and each of the primary schools is receiving support 1 day per week – mainly to take place in school</li> <li>GT would like the Governors to be involved in the new SDP as the focus for Ofsted is changing</li> </ul> <p><b>Q. Should there be Ofsted training for Governors?</b><br/> <b>A. This will be put to the QET</b></p>  | <p>17. Governor Training<br/>None undertaken; one IS above</p> <p>18. West Somerset Opportunities Area<br/>Audit taking place next week<br/>Staff Writing training taking place next week</p> <p><b>AH/TM to action</b></p>  |
|        | <p><b>16. Parental Forum/Feedback</b></p> <ul style="list-style-type: none"> <li>TM reported that at the recent Forum, a comment had been raised regarding the lack of after-school clubs now and that the children do not behave well if the person leading is not a teacher. GT confirmed he will be putting a strong focus on expectations and behaviour at the start of next term</li> <li>It was agreed that it is a shame we have lost so many after-school clubs; the suggestion of bringing back the Golden Assembly was raised (where all parents are invited to attend)</li> <li>Finding a balance between providing opportunities for children outside school hours and the need for parents to contribute financially is difficult and need to be considered carefully</li> <li>Perhaps devise a 5-year plan as to what we would like to achieve, setting one or two goals per year?</li> <li>GT will be introducing the idea of Middle Leadership across the School to help clarify expectations on Subject Leaders etc to encourage responsibility and creativity</li> <li>GT agreed it was time to start revisiting club possibilities and has already had discussions with KC at Haygrove and they are looking at the possibility of GCSE students coming to work with the children, with a view to training up young sports leaders to lead events and activities and Pro-Coach is replacing one of the existing coaches on a Monday and covering some PPA time which will give options for running after-school clubs but still charging parents</li> <li>Possible option for Duke of Edinburgh award students, who have to do a 'community thread' within it, working with other people, to be able to carry this out working within the School</li> <li>Survey – 67 sent out, 14 returned – not a good response but apart from one, the rest were overwhelmingly positive; issue raised regarding School website not being up to date – AH confirmed it is now</li> <li>A comment was received regarding staff professionalism; GT is now doing a weekly staff briefing to improve communication, including</li> </ul> | <p>19. Review of Statutory Behaviour<br/>Child Protection &amp; Safeguarding<br/>Complaints</p> <p>20. For Ratification<br/>Attendance<br/>Charging &amp; Remissions<br/>One question raised<br/>needs to be looked at</p> <p>21. School Organisation Update<br/>Acceptance of Notes of Extra-ordinary Discussion Meeting<br/>3<sup>rd</sup> July 2019<br/>(Notes circulated)</p> <p>No questions raised<br/>AC proposed accepted<br/>PF seconded<br/>All Agreed<br/>it was agreed to sign</p> <p>AH reported<br/>temporarily signed by AH/TM<br/>cost already for a large sum</p> |

| ACTION | AGENDA ITEM  | ACTION  |
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|        | safeguarding (ensuring information is given to TAs as well) and professionalism and conduct will also be covered. Staff Code of Conduct to be revised/implemented next year and an update given in the next H/T Report and other actions to go out in next letter to parents   | <b>GT to action</b><br><b>AH/TM to action</b>     |
|        | <b>17. Governor Training</b><br>None undertaken; one request for Ofsted Training – see Agenda Item 15 above  |   |
|        | <b>18. West Somerset Opportunities Area</b><br><ul style="list-style-type: none"> <li>Phonics Teaching Audit taking place next week</li> <li>Staff Writing training taking place over next year – AH interested in attending if possible</li> </ul>  | <b>AH/GT to liaise</b>                            |
|        | <b>19. Review of Statutory Policies as per Schedule and delegation</b><br>Behaviour } all been reviewed, updated if<br>Child Protection & Safeguarding } necessary and signed off by<br>Complaints } AH & TM   |   |
|        | <b>20. For Ratification</b><br><i>Attendance</i><br><i>Charging &amp; Remissions</i> <ul style="list-style-type: none"> <li>One question regarding C&amp;R regarding working tax credits needs to be looked at alongside legislation AH &amp; GT to do</li> </ul> These 2 Policies need to be ratified by FGB; AH requested permission to read and ratify on behalf of FGB - agreed  | <b>AH/GT to action</b><br><br><b>AH to action</b> |
|        | <b>21. School Organisation Update</b><br><b>I. Acceptance of Notes of Extra-ordinary Discussion Meeting held 3<sup>rd</sup> July 2019</b><br><i>(Notes circulated at Meeting)</i><br><br>No questions/issues/amendments raised<br>AC proposed acceptance of the Notes<br>PF seconded<br>All Agreed<br><b>It was agreed to adopt and sign the Notes as a true record – TM signed</b><br><br><ul style="list-style-type: none"> <li>AH reported that the final issues with lease for the field (at least temporarily) agreed so commercial Transfer of Assets to be signed by AH/TM at the <sup>Hays Grove</sup> solicitors' tomorrow. (Annual lease cost already budgeted for – don't want to suddenly get demand for a huge lump sum)</li> </ul> |   |



| ACTION | AGENDA ITEM  | ACTION                            |
|--------|--|-----------------------------------|
|        | <ul style="list-style-type: none"> <li>AH reported that the ToR are still being worked on/updated; Tina Wilkes is checking through them for the 2 primary CoE schools</li> <li>AH reported that AR has confirmed there will be a sum left in the Governors' account (used to pay the required Governors' 10% of R&amp;M building costs and totally separate to the School accounts). Once all outstanding invoices have been paid, the Governors can start to look at how this may be used as a legacy for the School, but no time constraint on making the decision</li> <li>GT reported back on a meeting he has had with KC regarding the process for arranging LGC Meetings from September; 6 per year as usual but these will be scheduled after Chairs' Meetings and Trustees' Meetings; Heads of Schools (SLT) now meeting fortnightly not termly now. DC has started attending the School Operations Group to make sure the School Business Managers are in communication with each other– full details to come from KC</li> <li>PK raised the question of the Clerks meeting up – will the QET require standardised Agendas/Minuting of Meetings etc?</li> <li>PF stated that the QET has agreed to review procedure etc as it unfolds and that this LGC should do the same, to identify any issues as they occur</li> <li>GT has requested clarity from KC regarding the timescale for appointing the permanent Head of School and Senior Teacher positions – KC confirmed process already started</li> <li>PF confirmed that KC aware of the high importance our LGC is putting on these appointments and the expected involvement in the process</li> </ul> <p><b>II. Local Governance Committee revised ToR</b><br/>AH confirmed the QET WP will be looking at these next Tuesday</p> | <p><b>AH to raise with KC</b></p> |
|        | <p><b>22. Confidential Items</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>  |                                   |
|        | <p><b>23. Review of This Meeting</b></p> <ul style="list-style-type: none"> <li>Everyone contributed – good level of debate</li> </ul>   |                                   |

| ACTION   | AGENDA ITEM  | ACTION              |
|--|--|---------------------|
| <ul style="list-style-type: none"> <li>• Thanks given to TK and BW (last Meeting)</li> <li>• Thanks given to LD for attending</li> </ul> |  |                     |
|  | <b>24. Date for Next Meeting</b><br><b>No date yet – waiting for Meeting Schedule from QET; will be emailed round when available</b> | <b>PK to action</b> |

Meeting closed 7.55 pm

Agreed and Signed as a true record

Name: A. Hammond

Print: A. HAMMOND

Date: 26/9/19

Stogursey CoE VA Primary School

School Core Values: Courage Resilience Kindness Friendship Thankfulness Love

**MATTERS ARISING REPORT FROM FBoG MEETING: 11th July 2019**

| <u>AGENDA ITEM</u>   | <u>ACTION</u>   |
|--|---|
| <p><b>Agenda Item 3 – Governor Vacancies</b></p> <ul style="list-style-type: none"> <li>• <b>PK</b> to inform Gov Services Re election of Louise Day as temporary Staff Governor</li> <li>• <b>PK</b> to inform Gov Services that TK has stood down as Governor</li> <li>• <b>AH</b> to contact TW Re correct form for Governors renewing term of office</li> <li>• <b>PK</b> waiting for correct procedure to move TM to MAT-appointed Governor status</li> <li>• Size of LGC still to be determined 9-11?</li> </ul> | <p>Done</p> <p>Done</p> <p>Done, but no reply!</p> <p>AH/TM achieved &amp; done</p> <p>Agreed 11.</p> |
| <p><b>Agenda Item 4 – Proposal for Co-Chairs for 2019/20</b></p> <ul style="list-style-type: none"> <li>• <b>AH</b> to contact QET for approval of proposed Co-Chairs AH &amp; TM</li> </ul>   | <p>Done</p>   |
| <p><b>Agenda Item 5 – Proposal for Vice-Chair for 2019/20</b></p> <ul style="list-style-type: none"> <li>• <b>AH</b> to contact QET for approval of proposed Vice-Chair - AC</li> </ul>  | <p>Done</p>   |
| <p><b>Agenda Item 7– Acceptance of Draft Minutes of 9<sup>th</sup> May 2019</b></p> <ul style="list-style-type: none"> <li>• <b>PK</b> to add to website and send to SGS</li> </ul>  | <p>Done</p>   |
| <p><b>Agenda Item 8 – Matters Arising Report</b></p> <ul style="list-style-type: none"> <li>• <b>PK</b> to attach to approved Minutes for 9<sup>th</sup> May 2019</li> </ul>   | <p>Done</p>   |
| <p><b>Agenda Item 12 – Safeguarding Update</b></p> <ul style="list-style-type: none"> <li>• <b>TM</b> to amend date of her signature on Policy on website</li> </ul>   | <p>Done</p>   |
| <p><b>Agenda Item 15 - Monitoring of the SDP and Half-Termly Learning Review Week Update</b></p> <ul style="list-style-type: none"> <li>• <b>AH/TM</b> to find out from QET if there should be Ofsted training for Governors</li> </ul>  | <p>In hand with the Trust.<br/>AH to take to next Chairs' Mtg.</p>                                    |
| <p><b>Agenda Item 16 – Parental Forum/Feedback</b></p> <ul style="list-style-type: none"> <li>• <b>GT</b> to implement revised Staff Code of Conduct and report back in next Headteacher Report</li> <li>• <b>AH/TM</b> to include points raised in next letter to parents</li> </ul>  | <p>Planned for implementation this term – update in next H/T report</p> <p>Done</p>                   |

| <u>AGENDA ITEM</u>  | <u>ACTION</u>                      |
|---|------------------------------------|
| <b>Agenda Item 18 – West Somerset Opportunities Area</b> <ul style="list-style-type: none"> <li>• <b>GT/AH</b> to liaise Re AH taking part in staff Writing training over this year</li> </ul>  | Done                               |
| <b>Agenda Item 20 – Ratification</b> <ul style="list-style-type: none"> <li>• <b>Attendance Policy</b></li> <li>• <b>Charging &amp; Remissions Policy</b></li> <li>• <b>AH/GT</b> to look at query raised concerning working tax credits alongside legislation</li> <li>• <b>AH</b> to read through and ratify both Policies</li> </ul> | <del>Done</del><br>In hand<br>Done |
| <b>Agenda Item 21 – School Organisation Update</b> <ul style="list-style-type: none"> <li>• <b>AH</b> to see KC Re question of standardized Agenda/Meetings/Minutes across the Trust?</li> </ul>  | In hand                            |
| <b>Agenda Item 24 – Date for Next Meeting</b> <ul style="list-style-type: none"> <li>• <b>PK</b> to circulate proposed dates for Meetings next year</li> </ul>  | Done                               |

Agreed as true record; to be attached to approved Minutes for 11<sup>th</sup> July 2019

Signed: ANNA HAMMOND

Date: 26/9/19

Print: ANNA HAMMOND