Woodchester Endowed C. of E. (Aided) Primary School

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MINUTES OF FULL GOVERNING BODY MEETING HELD ON
MONDAY 29 APRIL 2019 @ 6.00 PM

PRESENT: Mrs Tessa Pemberton (Chair), Mrs Lynn Pennington (Head teacher), Mrs Ann Bijkerk, Mrs Sally Bull, Mr Jon Close, Mrs Natalie Elliott, Rev Peter Francis, Mrs Helen Latham, Mrs Nina Robinson, Mr Leigh Upton, Mrs Caroline Witts, Mrs Carol Rosser (Clerk)

APOLOGIES: Mrs Helen Evans

Item no		Action
01.04.19	Rev Francis opened the meeting with a prayer. **Apologies**: Apologies were received and accepted from Mrs Helen Evans.	
02.04.19	**Minutes of last meeting:** Mrs Bull proposed that the minutes from the meeting held on 4 February 2019 were accepted as a true record. This was seconded by Mrs Bijkerk. The Chair duly signed the minutes.	
03.04.19	**Matters arising:** Regarding item 03.02.19, a Governor asked whether the SIP had written a report yet following his last visit. The HT replied that he will be doing so when he next visits. Regarding item 05.02.19, Mrs Elliott confirmed that she will be contacting Mrs Loomes, Hawthorn class teacher, to arrange a date for her Grill a Governor interview. Regarding item 05.02.19, the Chair thanked Mrs Bull for preparing an information board for the Parents' Evenings in February about what Governors do and to explain the distinctive character of a church school. Mrs Bijkerk was also thanked for her contribution and for setting up the secure Governors' section of the school website. Regarding item 05.02.19, Mrs Elliott reported that no further progress had been made about the Toilet Twinning project, but she was discussing this with the HT. Regarding item 07.02.19, a Governor asked whether the Star Renaissance assessment scheme is up and running. The HT confirmed that this is now being used and is working well. Some more staff training is due to be arranged shortly. The Chair asked if Mr Smith could attend a future C&S committee meeting in order to explain the scheme to the Governors. The HT agreed.	**NE** **NE/HT** **HT**
04.04.19	**Conflicts of Interest/Safeguarding/Single Central Record (SCR) Check:** No conflicts of interest were reported. **Safeguarding:** This is covered in the HT's report. **SCR check:** Mrs Robinson confirmed that she had checked the SCR and it was up to	

	date.	
05.04.19	**Head teacher's report to include SDP, SEN and Pupil/Sports Premium plus updates on Staffing and Vision:** A copy of the HT's report, along with the updated SDP and Subject Leader Action Plan for PE had been circulated to Governors ahead of the meeting. Regarding staff, the HT explained that there had been no changes since September. There had been some sickness, but nothing too long term. The HT had herself covered for members of staff who had been sick, including an MDSA. She commented that the MDSA team were very flexible in terms of their cover. Regarding Vision, the recent inset day had been an excellent opportunity for staff and Governors to get together and think about where the school is at. The views of parents, the church, community and the children had all been sought. Their responses can be seen on the school website. The HT and Rev Francis are currently working on the final vision statement and aim to have this ready by half term. Key themes to have emerged were community and the richness of the curriculum, which will be emphasised. Once the vision statement is finalized, everything can grow from there. The Chair explained that she thought it had been very useful for Governors to have been involved at the inset day. Other Governors agreed. The HT said that once she and Rev Francis had come to their conclusions, they would meet with the Ethos Committee to finalize the vision statement.	**HT/PF/ Ethos**
06.04.19	**Governor questions on Head Teacher's Report:** GQ: Regarding attendance, is the HT satisfied with the current level of 96.8%? The HT replied that she would prefer it to be over 97%. Attendance had been affected by colds, sickness, some holidays and a child on a reduced time-table. Holidays are always unauthorized, but some parents do take their children out of school for family holidays. Fines are not currently issued. Absence of longer than 10 days is reported to the LA, but this is unusual. The HT explained that she analyses the school register every week and works with the parents of children who are missing school on a regular basis to improve their attendance. Discussion took place regarding the Y2 end of KS1 predictions and the Y6 end of KS2 predictions. Governors noted that some children might benefit from the use of a reader in the Maths paper; Mrs Elliott and Mrs Bijkerk offered their services, if required. GQ: How can we help, as Governors, to improve the performance of Y6 pupils? The HT said that ideally it would help if there was more TA support for Year 6, as they receive less than the other year groups. However, this has to be the right support. The HT also pointed out that pupils in Years 5 and 6 had been adversely affected by staff changes and associated difficulties. The Staff Governor explained that all children are tracked throughout their time in school. If they are not making expected progress, this is picked up and extra support is put in place. It will be important to measure progress once this data is available, although it will be difficult to compare progress directly as the present Y6 cohort were last assessed in Y2 under the old system. GQ: Does the fact that four Pupil Premium children left during Spring Term 2019 affect the school budget and why did they leave? The HT confirmed that this would adversely affect the school budget. Two children	**NE/AB**

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	had moved to private schools and two had moved out of the area. Discussion took place regarding whether it would be a good idea to hold an 'exit interview' with parents of children who left the school in order to find out their reasons for leaving. The HT explained that private schools were able to provide, for example, much smaller class sizes and this was a major factor for children with special educational needs. Discussion took place regarding the SDP. The Governors noted that this was a lengthy document, which is updated by the HT regularly and used by her on a daily basis. Although they recognized its value, Governors asked if the HT could produce a simpler document with three or four key areas on which to focus for their school visits. It was agreed that this would be considered further at the next C&S meeting. Regarding Safeguarding and Training, the Chair suggested that these items would be discussed later in the meeting.	**HT/C&S**
07.04.19	**Reports from Ethos and Finance & Resources Committees and Governor questions:** **Ethos:** An Ethos Committee meeting had been held on 1 April 2019. Full details can be found in the minutes of the meeting which have been circulated to all Governors. Rev Francis explained that a Prayer Day had been discussed and it was hoped that this might take place on 4 June. Material will be provided from the Diocese and the aim of the activities will be to help children better understand prayer. It was hoped that outdoor space and the environment around the school could be used. The Committee had also discussed vision. GQ: How is child-led worship coming on? The HT explained that this is a work in progress. At the moment, all worship is whole school worship. The aim is to vary this so that there is class-based worship, key stage worship and outside worship. This will mean there will be more opportunities for children to lead worship. The Chair explained that the school needs to evaluate itself against the seven strands of the SIAMS framework and produce a SEF. Again, the vision statement is required in order to do so. It is possible that the school might get a monitoring visit from SIAMS next year and therefore needs to be prepared for this. **F&R:** An F&R Committee meeting had been held on 23 April. Full details can be found in the minutes of the meeting which will be circulated to all Governors. Mrs Bijkerk reported that the committee had been looking at benchmarking data and comparing Woodchester with similar schools. Mr Upton has been looking at other sources of funding that some schools have been able to access. In terms of spending, all areas where cuts have been possible have been covered. As already mentioned, income has been affected by four Pupil Premium children leaving the school. Staffing costs are the major expense. The school budget will be running at a deficit for the year 2019/2020. Last year, there was still a contingency, but this is no longer the case. The HT will be meeting the Area Finance Officer in order to	

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	formulate a recovery plan. Many other schools are in a similar situation. Mr Upton said that it would be important in future when recruiting staff to fully assess their affordability. The HT also drew the Governors' attention to the fact that 22 children will be leaving Year 6 in July and there may not be 22 children joining Reception in September. This will again adversely affect the school budget. Regarding premises, the HT reported that architects have been instructed to produce a feasibility study regarding the security and entrance of school to ensure that safeguarding is improved. Further information is expected from the architect shortly, following a meeting before the Easter holiday. Mrs Bijkerk reported that the committee had carried out two safety checks looking at play equipment and trees. The committee will be walking round the school on a regular basis to keep on top of any issues.	
08.04.19	**Approval of School Budget 2019/20:** The Chair alerted the Governors to the fact that they were approving a deficit budget. Mrs Latham proposed that the Chair should sign off the Governors' Budget Plan for submission. Mrs Bull seconded and all Governors agreed.	
09.04.19	**Governor Visits:** Mrs Bijkerk reported that she had been on a wonderful visit to Bristol Zoo with Hawthorn class. The children had had a fantastic day. The zoo staff had been very engaging and informative. Safeguarding had been excellent, as had the children's behaviour. Mrs Bijkerk agreed to write a report about her visit. Mrs Pemberton explained that she had been into school when Mike, the falconer, from the Welsh Birds of Prey Centre had visited in February. Even the very youngest children had listened intently and had behaved impeccably. Mrs Pemberton also agreed to write up a visit report.	**AB** **TP**
10.04.19	**Governor Training:** Discussion took place regarding various training courses which Governors had attended, for example the HT and the Safeguarding Governor had attended an online Safeguarding Training course for Governors in March. The Staff Governor will be attending a Health and Wellbeing course in May. Mrs Elliott agreed to book herself onto an Exclusion training course and Mrs Bull will be attending a Safer Recruitment course. *Mrs Elliott left the meeting at 7.20 pm* The HT explained that she and Mrs Bull had attended a Christian Distinctiveness course. Mrs Bull said that she had written this up and would email a copy of her report to Governors. Mrs Bijkerk and one other Governor will attend an Accountability course on 16 May and Mr Close and the HT will attend a training session on 20 May about the new Ofsted framework.	**NE** **SB** **SB** **AB** **JC/HT**

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11.04.19	**GDPR:** The Chair thanked Mrs Robinson very much for the huge amount of effort that she had put into working on GDPR compliance. Prior to the meeting, the Governors had received copies of the following policies: Data Protection, Records Retention, Subject Access Request Policy and Procedure, and Data Protection Impact Policy and Procedures. Governors had also received copies of Privacy Notices relating to School Workforce, School Governors, Pupils and Parents/Carers. Mrs Robinson proposed that these policies were ratified; Mrs Pemberton seconded and all Governors agreed. The HT and the Chair duly signed off the policies.	
12.04.19	**Policies:** Prior to the meeting, Governors had received a copy of the Health and Safety Policy March 2019. Mr Close proposed that this policy was ratified; Mrs Bull seconded and all Governors agreed. With regard to the Complaints Policy, the HT explained that this had also been updated in line with the new guidance. Mrs Bull proposed that this policy was ratified; Mrs Latham seconded. The HT will put the policy on the school website.	**HT**
13.04.19	**AOB:** The HT invited all Governors to the upcoming staff meeting in order to hear from a representative from Facts for Life about 'resilience building'.	
14.04.19	**Dates of Next Meetings:** Finance and Resources 11 June 2019 at 9.15am Ethos 17 June 2019 at 9.30 am Full Governing Body TBA Curriculum, Standards & Comm 3 June 2019 at 9.45 am The Chair, Clerk and Mrs Robinson agreed to get together to plan next year's meetings. **The Meeting closed at 7.50 pm**	**TP/CR/NR**

Signed as a true record ……..

Dated ……..

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