



Full Governing Body Meeting 8 September 2016 Minutes

Present: Mrs D Bedford, Mr A Corke, Mrs D Corke, Mr P Cunningham (Chair),
Mrs B Dewberry, Mr G Huntley, Mr S Rubra, Mr M Turner, Miss T Webster

Apologies: Mrs Z Durrani, Mrs L Gawen, Mr D Redington,

Absent:

In Attendance: Mrs H Romain (Associate Member), Ms S Mansfield (Clerk)

No.	Item	Action
1.	Welcome, apologies for absence Apologies for absence were received and approved from Mrs Durrani, Mrs Gawen and Mr Redington.	Apologies approved
2.	Notification of Any Other Business None	
3.	Conflict of Interest No conflicts arose during the course of the meeting.	
4.	Pecuniary Interest Sheet Those Governors present completed a Pecuniary Interest Form for 2016/17.	
5.	Governor Details Check Those Governors present reviewed the data held on them by HfL Governance and also confirmed additional details needed for the new DfE Governor Database.	
6.	Appointment of Chair and Vice Chair Following a show of hands, Mr Cunningham was voted Chair of Governors unanimously. It had recently been brought to the FGB's attention that many years ago it had been agreed to elect a Chair of Governors for a 2 year period. Following discussion, Governors agreed that the position of Chair would be re-elected annually in future. Mrs Gawen was elected as Vice Chair unanimously. PC asked Governors to feed back any comments they may have regarding PC and his role as Chair to the Clerk or Headteacher or directly to himself. The CoG reminded Governors of the need to be mindful of succession planning and that 3 Governors' terms of office would be ending late in the academic year. A decision as to when to advertise will need to be taken in due course.	Agreed Chair of Governors position to be elected annually.

7.	Approval of the Minutes of the previous meeting on 14 July 2016. The Minutes of 14 July 2016 were agreed as a true and accurate record.	Minutes approved
8.	Matters Arising not on tonight's agenda	
8.1	<i>Minute 5.2 – Complaints/Commendations to be received by Resources Committee.</i> Ongoing	Ongoing
8.2	<i>Minute - 5.3 – March 2016 Survey results.</i> Actioned	Actioned
8.3	<i>Minute 5.4 Updated HR Policies</i> TW advised that she will be looking at those that have recently been updated.	Ongoing
8.4	<i>Minute 5.5 – New tablets</i> Update on impact of new tablets following greater use.	Ongoing
8.5	<i>Minute 5.6 - Caretaker</i> TW advised that she was very impressed with the Caretaker's report of works carried out over the summer holidays. His DIY skills are particularly strong and staff are taking advantage of this in particular.	
8.6	<i>Q What are the new benches on playground?</i> TW advised that these are Friendship Benches devised as part of the Year 6 project last year. If a child is on their own they can sit on the bench and an adult or child can go to them and invite them to join in their activity. TW will explain these benches to parents in the Newsletter.	
8.7	<i>Minute 5.9 - WRAP training</i> TW to double-check which Governors still need to complete this training. DB advised that the Head of her school will send through confirmation of her completion of this training to the Clerk.	Ongoing
8.8	<i>Minute 5.10 - DBS checks</i> Clerk to forward a copy of her Pre-Appointment Declaration Form and DBS Certificate to the school office – outstanding.	Outstanding
8.9	<i>Minute - 5.14 - Parent photos on mobile phones</i> Procedures regarding the taking of photos by parents will be rolled out in September and will be re-emphasised on every trip.	Ongoing
8.10	<i>Minute 5.15 – Governor email addresses</i> Passwords to be reset – outstanding.	Outstanding
8.11	<i>Minute 9.1 - Whistleblowing Policy on website</i>	

	Actioned.	Actioned
8.12	<i>Minute 11.1 – H&S Governor Report/Clerks’ Network notes to be circulated.</i> Actioned	Actioned
8.13	<i>Minute 11.3 – Safeguarding link to training to be circulated.</i> Actioned	Actioned
8.14	<i>Minute 14.1 – MAT’s</i> Governors were encouraged to read PC’s note on MAT’s. MT advised he will be attending the HfL consultation meeting next week.	Ongoing
8.15	<i>Minute 14.2 – Governor Report to Ofsted/Ofsted Questions</i> PC advised this had been actioned and is now on the website.	Actioned
8.16	<i>Minute 14.5 - Vision Strategy/Ethos Training</i> Governors agreed a possible date of 18 January 2017 with 25 January as a second option. PC to liaise with HfL.	Ongoing
8.17	<i>Minute 14.6 (7) - Future Governor Recruitment/Succession</i> As noted above, it was agreed to consider in due course with a view to writing to parents later in the academic year.	Ongoing
8.18	<i>Minute 14.6 (8) – Governor Review</i> To be considered.	Ongoing
8.19	<i>Minute 16.1 – Markings to be added above Owl House door.</i> TW advised that how to do this is being considered. Following the bumping of a Governors’ head at the end of the last meeting, TW to liaise with this Governor to ensure the incident is reported in the Accident Book. Caretaker to be tasked to with action the markings asap.	Ongoing
9.	Governing Body Committee Update – Details	
9.1	Review of Committees Governors felt the current committee structure works very well. Committee membership agreed as follows: <i>Pupil Discipline (ad hoc)</i> – AC, LG, GH, DR, SR, MT <i>Resources</i> – AC, PC, ZD, LG, GH, DR, MT – AC happy to re-stand as Chair. <i>School Improvement</i> – DB, DC, PC, BD, DR, SR, MT – Governors felt this committee should not be chaired by a member of staff in case of a possible conflict of interest and MT agreed to stand as Chair. <i>Staff Grievance</i> – PC, LG, DR, SR, MT The Clerk suggested that a Vice Chair of each committee could be appointed to stand in if the Chair was absent and Governors agreed	Committees Agreed Vice Chairs of Committees to

	this was a good idea.	be appointed
9.2	Review Terms of Reference for all Committees Ongoing.	Ongoing
9.3	Election of Governors' HT Performance Management MT agreed to continue in this role. The Clerk to contact DR to ask whether he is also willing to continue.	Clerk to contact DR
10.	End of Year Attainment and Progress Analysis End of Key Stage Results for 2016 were circulated. TW advised that the results were a mixed bag. Information about what was required of the pupils did not come out until Jan/Feb and under the circumstances she was pleased overall.	
10.1	EYFS <i>Q Governors questioned why the School was below County in each of the Goals and yet the Good Level of Development showed them above?</i> Following discussion, it was agreed that there must be an error in the figures. TW to investigate. NB: TW confirmed after the meeting that figures had been transposed and a revised version was circulated.	
10.2	Y1 Phonics TW advised she was really pleased with 83.3% (Previous year ≈72%). Pupils are shown a flashcard and have to say what the word shown is. Real and alien words are included. Time has been spent running through the test format and therefore the children knew what it would look and feel like.	
10.3	KS1 Maths and writing results are above National and Herts figures. Reading results were a little disappointing, however it has been common this year for writing to be higher than reading. The writing standard required this year was higher and focus was placed on this. Reading will therefore be a key focus this term and improvements are being seen already.	
10.4	<i>Q Were those children that didn't reach the threshold very far away from it?</i> No, not far away. The difficulty of the paper was a bit of a shock and the amount of reading required in it caused some children to panic. Lessons have been learnt and taken on board.	
10.5	<i>Q Have you consulted with other heads to see if they experienced similar issues?</i> TW advised she had not spoken to a lot of schools regarding KS1. Governors acknowledged that the reading paper for KS1 was	

	<p>particularly difficult and therefore the result is a very good achievement.</p>	
10.6	<p>KS2</p> <p>SPAG – TW advised that a scaled score of 100 represents the expected standard.</p>	
10.7	<p><i>Q Governors queried the RWM combined figures against those for the 3 individual elements?</i></p> <p>TW advised that it may be that different children have not reached the required standard in each of the subjects. Eg 3 in Maths, 3 in Writing, 3 in Reading, could mean 9 children overall.</p> <p>TW advised that she was pleased with the KS2 data. Results have been sustained even though the papers were really tough.</p> <p>Governors agreed that the overall results look very good compared to the average nationally and in Herts.</p>	
10.8	<p>Progress from KS1 to KS2</p> <p>TW advised that this data had just been received. The assumption was that a score of 100 (based on a 2b at KS1) would be the expected progress, however in reality, a score of 102 was deemed as expected progress. The progress comparison with other similar schools is showing as not significant and TW is not overly worried by these results.</p>	
10.9	<p><i>Q Is pupil wellbeing assessed?</i></p> <p>The school carries out a wellbeing assessment in March to see how the children are feeling etc.</p>	
10.10	<p><i>Q Governors asked whether KS2 results were typical for Ladbroke?</i></p> <p>TW responded that the previous Year 6 had had lots of pupil movement throughout their time in KS2, together with lots of emotional needs. This movement unsettled the balance of the class and meant time had to be spent on behaviour issues and that may have had an impact.</p>	
10.11	<p><i>Q Governors felt more comparison with Herts regarding progress would be helpful.</i></p> <p>TW advised that Herts is an extremely good County and comparison against the national picture would be better. PC confirmed that at a meeting he recently attended, comparison was made between Herts and the National picture and Herts came out very well.</p> <p>Governors also acknowledged that getting good results was only one aspect and that it is essential that the children have a balanced curriculum. It was felt only fine tuning was needed and not a major rethink. TW concurred and reiterated that the data is very strong during a particularly difficult year.</p>	

11.	Construction (Design and Management) Regulations 2015 Compliance Form PC gave details of Governors' obligations in respect the Construction (Design and Management) Regulations 2015 (of which he has extensive knowledge in his professional capacity). TW advised that PC had carried out work behind the scenes in this regard during the planning and construction of the Owl House. A Compliance Form was duly signed.	CDM Regulations Compliance Form signed
12.	Governor Induction Pack Work currently in progress on updating the Governor Induction Pack.	Ongoing
13.	Training Needs PC encouraged Governors to attend Safer Recruitment training if possible. School Improvement Committee members were asked to also attend an Understanding Data training session if they could.	
14.	Any Other Business 14.1 TW advised that she had received an email from a parent regarding school coach safety following a TV programme and wanted to draw it to Governors' attention. TW has responded to reassure the parent that the school is fully aware of the safety requirements and that risk assessments are completed. TW asked Governors whether they wanted to hear about correspondence of these sorts of things in future? Governors felt that it would be beneficial for these to be reported to the Resources Committee when linked to issues relating to Health and Safety.	
15.	Dates for the Year Updated meetings dates for the year were circulated. TW suggested that the next Governor Visit be on reading and a provisional date of 28 November was noted. The meeting closed at 8.35 pm.	Governor Visit Provisional Date of 28 November