

**FROXFIELD CofE PRIMARY SCHOOL
MINUTES OF A MEETING OF THE GOVERNING BODY
HELD AT THE SCHOOL ON THURSDAY 18th JANUARY 2018**

Present: Nik Ammar (NA)
Tanya Darlow (TD)
Vickie Farrow (VF) – Headteacher
Lorraine Harriott (LH)
Rebecca Hoddinott (RH)
Gillian Hollis (GH)
Rev. John Owen (JO)
Francis Usmar (FUS)
Ben Vickery (BV)

In Attendance: Helen Evison (HE) - Clerk
Hilary Hopkins (HH)

Apologies: Joanna Brown (JB)
Edward Sadler (ES)

The meeting opened at 6.35pm

18/36 Welcome & Apologies

FUS welcomed all. Apologies were received and accepted from TD and ES who was attending HCC training course on school data.

18/37 Declaration of Interests

No interest was declared in any specific agenda item.

Standing declarations:

HE clerks for other schools in Surrey and Hampshire, for SCC and as self-employed.
NA gives music lessons, potentially to pupils. RH runs her own business, 'The Natural Cook Company', a potential supplier of services to the school and/or pupils. BV is married to a member of staff at the school. JB's father is Chair of Governors at Selborne Primary School.

18/38 Constitution

Governors agreed the appointment of BV and GH as Co-opted Governors. There were no vacancies. No governor's term of office was to expire until summer 2019.

18/39 Minutes of the last meeting, 23rd November 2017

The minutes of the meeting of 23rd November 2017 were agreed as an accurate record and signed by the Chair.

Action points and matters arising:

- The Safeguarding file was being circulated for reading and signature
- The cost of laying a path from the car park to link with the current path to the school had been estimated at £2,500.

Q: NA asked whether any incidents had been reported.

A: No.

JO reported that the Church Warden had made enquiries regarding the possibility of using part of the field opposite as a car park and was awaiting advice from the Planning Officer. It was agreed to await the outcome of this possibility before taking any further action regarding the possible path.

"What have we done at this meeting that has improved education for the children in our school?"

- The Whole GB Training session was booked for 22nd Jan. Apologies from GH.
 - The annual Property meeting had been held with Paul Heath of HCC. The sink and door closers had been installed in Class 4; redecoration of the corridor was outstanding; the gas tank housing was to be replaced with a metal grille. FUS was to attend a meeting about positioning of the cylinder and would ensure that H&S aspects were addressed. It was now proposed to replace the windows in Class 4 with bespoke windows but the plan to install air conditioning had been dropped. It was agreed to write to PH expressing the governors' concern for the well-being of pupils and staff due to high temperatures in the room.

ACTION: TD

LH would continue to record the temperatures and these would be reported at H&S committee.

ACTION: LH (VF & HE)

- Subsequent to the recent heavy rain water had accumulated at the neighbours' and the school. It had become apparent that 'Bridge Timber' had omitted to provide the requisite soak away when they installed the library. VF advised that they were coming next week to rectify this.

Q: HH asked whether the library and the yurt were safety glazed/had suitable smoke alarms and whether pupils in the library or the yurt understood not to go back into their classrooms if there as an alarm.

A: VF advised that the library was safety glazed and that the yurt was to be checked; if necessary plastic film would be applied. VF said that she would review fire alarm arrangements. To be followed up at H&S.

ACTION: VF (HE)

18/40 Chairman's Action, Report & Correspondence

FUS reported that he had been in touch with the neighbours regarding the 'flood' and installation of the soak away.

18/41 SIAMS Inspection

Governors were delighted with the 'Outstanding' judgement. FUS thanked VF, the staff and ES for their thorough preparation and TD, JB and JO for coming in on the day. HH highlighted that the report had referred to the 'highly effective leadership provided by the governors and Headteacher', a phrase that had never been seen before.

Q: NA asked whether the outcome of the report had any impact on the children.

A: VF said that it would be reflected in their education and the views of the community but it had no financial impact.

Q: RH asked whether Ofsted would take note of it.

A: No, they would not.

18/42 Headteacher's Performance Management

FUS advised that this had been completed. Thanks to RH, NA and TD. Congratulations to the Headteacher for meeting her goals and more. The Pay Committee had accepted the proposal off the HTPM.

18/43 Inspection Data Summary Report

VF advised that the Report, circulated with the agenda, would be considered in detail at School Development Group tomorrow but highlighted key statistics for all governors. No statistics were provided on page 1 as they were not reported or cohorts of less than 10. The school's data was relatively good but, due to the small cohort, the confidence limits were wide so it was reported as 'average'.

Page 3 Yr6 had relatively low prior attainment but Yr 5 had high prior attainment.

Page 4 Trends looked good but were 'greyed out' as the cohorts were small. Maths progress for the KS1 high group was clearly the priority.

Governors did not find the data readily accessible. HE recommended the Standards and Testing Agency's guide:

<https://www.gov.uk/government/publications/primary-school-progress-measures-information-for-schools-and-parents>

Q: NA asked VF to set out headlines.

A: Focus areas:

- KS2 Progress was strong except for the more able in maths
- KS2 Attainment in writing was lower than national
- KS1 the proportion of pupils achieving 'greater depth' was below national in writing and maths

Q: FUS asked what might account for the dip in phonics.

A: The current Yr2 were a lower performing cohort than their predecessors but the recent emphasis on high frequency spellings at the expense of time spent on phonics may also have been a factor. Action had been taken; the class teacher now took the smaller 'intervention' group and LSA took the main group.

Q: GH asked how much difference the teaching of phonics made to attainment in reading.

A: VF said that its contribution was high.

Q: TD asked how this data was presented to staff.

A: It was presented to teachers and LSAs at staff meetings.

Q: FUS asked whether VF considered that staff needed any extra resources.

A: VF explained that the HCC maths specialist Dave Parnell was to visit. As Mrs Vickery was an HLTA this allowed LH to be released to focus on maths. Some additional resources were budgeted but they had what they needed. They were looking to increase the % of pupils achieving 'greater depth', target 30%, by developing those might reach this level as well as those who were expected to.

18/44 Attendance

VF advised that, despite the 'flu, attendance was 95.8%. The nasal spray appeared to have been effective as there were lower rates of illness in the lower years. VF was to investigate whether in future this might be extended to years 5 and 6. **ACTION: VF**

Areas of concern:

- SEN attendance was only 92.17% due largely to two children who were often late after the register had closed. VF had written to the family involved and had issued a fixed penalty notice.
- Attendance of those eligible for Free School Meals (FSM) was only 81.48% but there had been a family holiday and one child had been off an operation; attendance should now improve.
- Pupil Premium attendance was 91%; attendance of vulnerable groups was not good.

Q: RH asked how parents and pupils reacted to full attendance certificates.

A: There was a mixed reaction as children could not help being ill sometimes.

Q: Might the school offer certificates for attendance above the national average?

A: VF did not think this would be worthwhile.

18/45 SEN Provision

VF summarised the figures in Attachment 1. VF explained that an EHCP was an 'Education and Health Care Plan', which had replaced the 'Statement'. SENSEA was 'SEN Supplementary Allowance', additional funding available to some children with needs but no EHCP.

Q: TD asked whether the additional funding helped.

A: VF said yes it did but pupils with SEN might still not reach age related expectations, (ARE).

VF said that pupils with emotional and behavioural difficulties were doing well with the support of skilled staff.

Q: NA asked whether expenditure on SEN would continue to increase.

A: VF was not sure as funding depended upon a number of factors and these could change. However the school would always be spending at least the nominal SEN allowance.

Q: TD asked whether having the extra space (yurt and library) was helping.

A: Yes.

Q: RH asked whether they operated a booking system.

A: Only for music lessons and French Club.

18/46 Sports Premium

VF explained what funding had been received for 2016-17, what it had been used for and plans for 2017-18, refer Attachment 2.

Governors noted that the grant had doubled this year but that its continuation was uncertain.

VF highlighted that the school provided much more than the statutory requirement for swimming and all free of charge.

Q: TD asked whether there was better attendance at some after school clubs.

A: VF said that they were subsidising Activ8.

Q: NA asked whether any more activities were planned.

A: They had tried dance but that had not been successful. V had investigated karate but the trainer could only manage 5.30pm which as too late to be of use. Further ideas might come through the 'Suggestion Box' of the School Council.

VF said that the children came back from some Havant Partnership events with medals; a great achievement for such a small school.

Q: GH asked whether they offered cycling proficiency and encouraged cycling to school.

A: Yes.

VF advised that 'Golden Mile' distances were increasing.

Q: Did this have any other effects?

A: Not noticeably.

Q: FUS asked whether it was easy to identify the pupils who were reluctant to participate.

A: Yes and the school was working to promote other outdoor activities such as 'Forest Schools'.

Q: What was Sainsbury's School Games Mark?

A: A series of awards based upon participation in school clubs, intra-school events and inter-school events.

18/47 Priorities for financial year 2018-19

VF catalogued the financial priorities:

- stock the library
- redecoration
- improve facilities in the staff room
- improve staff toilet
- improve boys' toilet in the lodge
- repair or replace the shed
- laptop/PC replacements

Q: NA asked how many laptops the school had.

"What have we done at this meeting that has improved education for the children in our school?"

A: 15 laptops plus PCs in classes 1 and 3

Q: FUS asked whether 'Raspberry Pi' might provide an alternative or useful addition.

A: VF said that she had discussed this with the school's IT supplier who thought that there could be reliability and productivity issues so they would be better to stick with laptops.

Q: RH asked what sort of books the school required.

A: Non-fiction and recent novels. The Schools Library Service knew what was available and would advise.

Governors discussed the possibility of grants and scope for donations.

18/48 Policies & Required Documents

VF advised that update of the Schools Financial Value Standard (SFVS) was in hand and would be ready for approval at the next meeting. **ACTION: FUS & RH (HE)**

VF explained that equalities objectives should be set every four years and progress towards them assessed annually.

Q: FUS asked whether, in the light of recent incidents at other schools, VF had prepared a response to questions or issues that might arise in relation to transgender pupils.

A: VF said no but they would seek advice from the LA and would not discriminate.

Q: FUS asked whether the equalities ethos came through within the Christian ethos of the school.

A: LH said that equality was reflected in the school's values so was there all the time even if it was not an overt consideration.

Q: GH asked how the school addressed the composition of families.

A: LH said this was picked up in PHSE as was skin colour.

18/49 Governor Monitoring & Reports

Governors received JB's SEN monitoring report, circulated yesterday.

VF explained that Jo had raised questions linked to the SIP; this was a useful approach.

TD reported that as Link Governor for Yr5 she had observed swimming lessons.

Report to follow.

ACTION: TD

18/50 Governor Training

Whole GB training on SMSC was scheduled for 22nd January.

ACTION: ALL

18/51 AOB & Good News

- General Data Protection Requirement (GDPR)

VF advised that there would be a number of implications for schools including the need to appoint a data protection officer and encouraged governors to book on HCC GDPR briefings advertised in the Spring Governors' and Clerks' Newsletter.

ACTION: ALL

- Refer Part II, Confidential Minutes.

- JO suggested that the school open a direct school to school link with the school in Ghana rather than going via the Church.

ACTION: GH & VF

- Further to the session with Linda Jacobs FUS suggested that governors consider who was likely to be available to see Ofsted inspectors.

ACTION: FUS

- VF suggested looking at the Governors' Monitoring plan and considering the impact of activities. 'Impact' might be added to monitoring reports and also be discussed at the end of committee meetings.

ACTION: ALL

- FUS advised that East Meon were trying a governors meeting model without committees, i.e. FGBs only.

18/52 Diary dates & dates of forthcoming meetings**Next FGB 6.30pm Thursday 15th March 2018**

Full meeting schedule:

	Spring	Summer
FGB		1830 Thurs 17/5
SDG	0930 Fri 19/1	0930 Mon 30/4
H&S Committee	0930 Weds 7/2	0930 Weds 23/5
Resources	0930 Weds 28/2	0930 Mon 11/6
FGB	1830 Thurs 15/3	1830 Thurs 5/7

The meeting closed at 9pm

Chairman Date

"What have we done at this meeting that has improved education for the children in our school?"