

## Wateringbury Primary School

### Minutes of the Governing Body meeting held on Friday 15<sup>th</sup> March 2013 4pm at the school.

**Present:** Mrs Hanley (Chair), Mr Clark , Dr B. Bowie, Rev. J. Brown, Mrs B. Evans, Mrs E. Humphrey, Mr Smith, Mrs Usher, Mrs Vinall (Headteacher)  
Clerk: Mrs S Wallis

#### **1. Opening Prayer.**

The meeting commenced after prayer.

#### **2. Apologies for Absence.**

Apologies were received and accepted from Mrs Vinall and Rev Brown.

#### **3. Declaration of business interests.**

None.

#### **4. Minutes of the previous meeting.**

The Minutes of the meeting of 7<sup>th</sup> February 2013 were agreed as an accurate record of the meeting and signed by the Chair.

#### **Matters Arising.**

**ACTION 1:** The Data and Impact Committee are to assess the impact of the Lexia program

**ACTION 2:** The Worship Committee minutes are to be distributed to the Governors – Mr Bowie to follow up.

#### **5. Governing Body issues.**

See Status Change Committee report.

The Clerk has purchased membership to the National Governors' Association (NGA) Log on details will be provided once membership has been set up.

#### **6. Bereavement Cover.**

The Headteacher is to take bereavement cover and will return to school after Easter (15<sup>th</sup> April). Mr Clark agreed to liaise with Tel German and David Adams at KCC and Alex Tear at the Diocese to request acting-head cover.

**ACTION 3:** Mr Clark to contact School Personnel Services regarding bereavement cover.

**ACTION 4:** Mrs Hanley agreed to contact the Headteacher for a Doctors note. The Governors felt it was important that Mrs Crawford-Usher (CCU) was able to continue teaching her class. It is also important that statutory obligations are met (e.g. safeguarding). Kent schools are already 47 Headteacher's down so the chances of finding cover don't look good. In the mean time the following support has been set up:

The Headteacher from Slade (VR) is mentoring CCU, she will be helping ½ - 1 day a week to provide monitoring, book scrutiny and help with planning.

Mr Overall has agreed to cover for CCU 4 afternoons a week until Easter. Tel German has offered to provide ½ day support a week for book scrutiny and planning.

Mrs Crawford is on holiday leave the week before Easter. The Governors offered to help support Mrs Humphrey.

**ACTION 5:** Clerk to liaise with Governors to provide a timetable of support.

### **5. Headteacher resignation communication.**

CCU is to communicate to staff on Monday. Mrs Hanley and Mr Bowie agreed to attend to offer support. Parents are to be informed on Tuesday. The Governors put together a draft letter.

**ACTION 6:** Mr Clark to communicate with Kent Personnel and the Diocese.

**ACTION 7:** CCU is to put together a letter for Crimson class to let them know Mrs Gibson-Harrison will be leaving at Easter.

### **6. Recruitment.**

A recruitment sub-Committee will comprise Mrs Hanley, Mr Smith, Mr Bowie and Rev. Brown.

Mrs Hanley will meet with Tel German on Tuesday 19<sup>th</sup> March.

There are 2 options. Firstly a new Headteacher is recruited; secondly CCU takes the Head role for a year.

The Governors are to have a FGB meeting on Monday 18<sup>th</sup> March 9pm via conference call.

CCU communicated that the new KS1 teacher has made a promising start and likely to take the KS1 Leader role.

### **7. Post Ofsted Action Plan (1)**

A copy of the recent Ofsted report is held with these minutes.

The Action Plan was distributed to the Governors. The aims have been taken straight from the 'what does the school need to do to improve further?' section of the Ofsted Report. The KS2 SATs targets set in the plan have been taken from the School Plan. The School actual SAT scores need to be above national levels because the children enter the school at an above national level. The February KS2 data was added to the chart. Governors observed that the scores were on course to meet the end of year targets, Governors would like to see the in-year progress for KS1 and KS2, and the national targets for KS2 with which to benchmark the school.

**ACTION 8:** CCU to populate the charts with data and extra information as identified by the Governors.

There is to be a staff meeting on Monday 18<sup>th</sup> April at which staff will be informed of the importance of reviewing targets regularly. Governors made it clear that reviewing data 3 times a year was not enough. CCU explained that test based results would be used 3 times a year and inbetween each test staff will review data.

Governors wished to see the RAISEonline data before the training next week.  
**ACTION 9:** CCU to inform the Governors of the online password and userid so that Governors can log on themselves.

## **8. Post Ofsted Action Plan (2)**

### **Spotlight 1: Quality of teaching**

It was pointed out that Governors are not qualified to monitor teaching. They can assess the pace, pitch and challenge within the lesson. CCU advised the Governors of a summary sheet containing good teaching standards; what to look for in books etc.. This would be good for Governors to see and can be used as criteria to evidence success.

**ACTION 10:** CCU to put on the notice board in the staff room.

**ACTION 11:** Mr Smith to amend the Governor class visit form so that Governors can mark where they have seen evidence of the Post Ofsted Action Plan success criteria.

**ACTION 12:** Governors to email the clerk with their availability for class visits. Findings are to be discussed at the next FGB meeting.

A copy of the latest monitoring visit from Tel German was distributed to the Governors.

*7.30pm Mrs Humphrey left the meeting*

## **9. SATs**

In KS2, level 4 booster groups are in place, level 5's are looking secure and level 6 booster groups are in place. CCU is to assess the impact of these groups in 2 weeks time to see whether more booster groups are required.

**ACTION 13:** Data impact Committee are to assess the results

## **10. Committee Reports.**

Finance Committee:

Minutes from 12/03/13 were distributed prior to the meeting. A copy is held in the Committee meeting folder.

The Schools Financial Value Standard (SFVS) now replaces the FMSIS (Financial Management Systems in Schools). It is a new self-assessment on finance procedures and governance carried out by the school to ensure that the school is managing their finances securely and that standards are met in line with the LA. It is the Governing Body who is responsible for achieving this standard. Once the information has been collated, the standard self evaluation has to be submitted by 31 March 2013. The Finance Committee had worked through the questions and the report was presented to the Governors, a copy is held with these minutes. The Governors agreed the report and it was signed.

School Status:

A letter has been received from David Adams (Mid Kent Area Education Officer) informing us that there has been no appeal against the proposed change of status from Voluntary Controlled to Voluntary Aided. This means that as of 1<sup>st</sup> April 2013 Waterringbury will be a Voluntary Aided School.

The Governors agreed the new instrument of Government and it was signed by the Chair of Governors. A copy is held with these minutes.

**ACTION 14 :** Clerk to contact Governor Services to see if the Governor insurance needs to be updated.

**ACTION 15:** Mr Bowie to put together a letter to inform the parents of the status change.

#### **11. Class sizes**

CCU and headteacher are to review additional teacher scenario.

#### **10. Governor training.**

Mrs Evans has completed 'Understanding Schools Finance' online.

Mr Bowie has completed 'Monitoring Performance Data and Targets' online.

Raiseonline training will take place next Thursday 21<sup>st</sup> March.

Child Protection training has been arranged in-house for April 26<sup>th</sup>.

Mr Bowie advised Governors to complete 'The Governors' role in School Improvement' module on the gel e-learning website.

#### **11. Chairs actions/correspondence.**

None

#### **12. Any Other business.**

None.

#### **13. Confidential matters.**

See attached.

Date of next meeting: Thursday 16<sup>th</sup> May 2013 4pm

The meeting closed at 8.45pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_