

Wateringbury Primary School

Minutes of the Full Governing Body meeting held on Tuesday 18th March 2014 7pm at the school.

Present: Mr Clark (Chair), Mrs Crawford Usher (Headteacher), Dr Bowie, Mrs Evans, Mr Dunn, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright.

In attendance: Mrs Williams, Mrs Wheeler (Chair of Borough Green School), Mrs Rolfe (vice-chair of Borough Green School).

Clerk: Mrs S Wallis.

1. Opening Prayer.

The meeting commenced after prayer.

2. Apologies for Absence.

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

3. Declaration of business interests.

None.

4. Minutes of the previous meeting.

The Minutes of the meeting of 28th January 2014 were agreed as an accurate record of the meeting and signed by the Chair.

Matters Arising.

None.

5. Headteacher's Report.

The Headteacher's report was distributed prior to the meeting, a copy of which is held with these minutes.

Spotlight 1: Quality of teaching.

Governors noted that there was one staff observation graded as 3 (requires improvement).

Q: What actions are being taken to support the member of staff?

A: Improvements have been made. A new mentor has had a noticeable impact on classroom style. The teacher will be observed after a 6 week review period giving them a chance to try new teaching ideas and classroom management strategies.

Q: How do the grades compare to previous observations?

A: All concerns are covered in the Data summary (circulated prior to the meeting). Actions are in place. There will be assessments at the end of the term and the HT expects to see solid 2's.

Spotlight 2: Achievement

New maths scheme materials have been explored. These will offer teachers strong support in planning for the new curriculum.

Q: Are any of the schools in the collaboration using them?

A: Slade are considering.

Q: How do you plan to evaluate the new schemes?

A: An important aspect is the usability. Teachers have found previous schemes difficult to use.

Q: What is the pricing?

A: We don't know yet, the company are coming in tomorrow lunchtime and will present to the SLT. The pricings will be seen in the budget.

A Governor commented that the cost can be spread over a number of years to reflect the number of years of use.

Q: A Governor asked if the scheme will push the higher achievers.

A: The answer was yes, extension materials are included.

Pupil Premium:

Numicon resources have been purchased. Staff training for KS1 and KS2 has been arranged for May.

Q: Are staff able to use the resource before training?

A: Yes, some staff have had some minor training. The more obvious features can be used.

A Governor commented on the 'Raspberry Pi' resource which enables primary children to learn about computer programming.

ACTION ONE: Mr Evans to look into 'Raspberry Pi'.

Leadership and Management:

The HT report lists a number of actions taken to improve the leadership and management in the school this term.

Q: A Governor asked if there was any evidence of the impact of these actions.

A: The HT commented that a 'red amber green' system has been introduced and has been successfully used in the maths group as a way for children to self-monitor their work.

There is more staff feedback at staff meetings. A different member of staff gets 5 minutes at the start of each meeting to pass on knowledge.

SIAMS (Statutory Inspection of Anglican and Methodist Schools)

The HT has recently attended SIAMS training.

A Governor commented on the 'What if?' learning written by a Canterbury professor. The values can be applied into teaching (all areas). The Governor is to pass on the details to the HT.

Q: Is there a planned worship throughout the term linked to bible stories?

A: Yes, we follow the Diocesan plans. Each KS has at least one assembly each week which is linked to a theme each term.

6. Governor Development Plan and POAP.

Mr Clark went through the Plan and the latest updates on the actions. Most actions have been completed subject to the following actions:

Data Analysis

ACTION 2: A few Governors are still to complete the necessary egeI training.

Data is to be looked at by the FGB 3 times a year to coincide with the availability of robust data. At the other three meetings adhoc data will be reviewed.

Governors discussed the ongoing role for the Monitoring and Training Committee now that the Data is being discussed at FGB meetings. It was decided that the MT Committee was still required to monitor the class visits and cover curriculum areas.

ACTION 3: MT Committee to review their TOR.

Formation and Monitoring of the SEF

The HT wants to involve the SLT in the formation of the SEF.

ACTION 4: SEF to be discussed at the next FGB

ACTION 5: MT Committee to draft the Governor section of the SEF.

Organisation of the FGB

Evidence of cross-curricular maths has been discussed but evidence is required.

ACTION 6: MT Committee to update the Governor Visit form to collect evidence.

7. Monitoring and training.

The new Foundation Governors have completed their training which included SIAMS training. The Foundation Governors are responsible for maintaining the values and ethos of school and making sure it is being imbedded throughout the school.

There was a question about whether a pre-SIAMS visit was included in the Diocesan Service Plan that the School currently subscribes too.

ACTION 7: CC and CCU to check the Service Plan details

Mrs Evans has undertaken Safeguarding training and the Governors discussed the need for an e-safety Governor. Mrs Evans and Mr Bowie are to attend ICT training in June which will include e-safety.

ACTION 8: BB to look into what the e-safety Governor entails.

8. Personnel.

Personnel and Finance are meeting together tomorrow to discuss next year's staffing structure.

9. Communication.

The minutes of the meeting held on 13th March 2014 were distributed to the Governors prior to the meeting.

A Parent survey was handed to parents at the recent parents' evening. The results were tabled, a copy is held with these minutes. There was a 40% response rate.

100% of parents now believe the school has dealt with bullying satisfactorily compared to 80% last year. This is a direct result of the response to last year's survey. There are now more TA's on the playground at playtimes. In April 2014 there will be a staff survey and a pupil survey. There are still some gaps on the School website which are due to be addressed before the summer.

10. Finance.

The Finance Committee are meeting on 31st March to review the draft budget to bring to the next FGB.

The draft Schools Financial Value Statement (SFVS) has been emailed to all the Governors and they have had time to respond. Governors agreed to sign off the final version which is held with these minutes. An action plan needs to be put in place before 31st March.

ACTION 9: Mrs Evans to send the draft action plan. Governors to return comments by 26th March.

11. Premises.

The 3 year Development Plan was distributed to Governors prior to the meeting. The Committee are in the process of costing so this can be linked into the 3 year budget. Some of the actions will be in-house.

Q: Has anyone found out details of the grant from the Diocese?

A: The repairs are covered by class care. We may need to look into the grant for future issues.

Q: Have health and safety inspections taken place?

A: An external fire risk assessment has taken place, verbal feedback has been given.

The fire safety policy is separate to the health and safety policy. Both are on the Governor KLZ.

12. Chairs actions/correspondence.

Governors have received a letter of resignation from Mrs Collett (LA Governor). Going forward it would be of benefit to mentor new Governors.

An email has been received from Mr Evans regarding e-safety for Governors. Mrs Rowse commented that Ofsted will ask Governors, staff and children about e-safety.

Individual log-ons have been provided for each Governor. Governors are to start using their KLZ emails for Governor related emails and discussions.

ACTION 10: Mr Evans to summarize the e-safety actions for the Governors – detailing which are priorities.

13. Any Other business.

Q: Who has implemented the Admissions Policy?

A: The LA but the FGB need to check the implementation of the policy.

The Governors agreed that the HT should start to apply the fixed penalties for 5+ day's unauthorised absence as recommended by the LA. This will be communicated to the parents.

Training at Slade on the 23rd April 6.30pm – Ofsted ready training for Governors.

Foundation Governors are to have their first meeting with the PCC.

14. Confidential matters.

None.

Date of next meeting: Tuesday 13th May 2014 4pm

The meeting closed at 6.15pm.

Signed _____ (Chair) Date _____