

**Minutes of the Full Governing Body meeting  
held on Monday 16<sup>th</sup> May 2016 7pm at the school.**

**Present:**

Mrs Crawford Usher	Headteacher
Mr Clark (Chair)	Foundation Governor
Mr Dunn (Vice-Chair)	Foundation Governor
Mrs Rowlinson	Foundation Governor
Mrs Isted	Parent Governor
Mr Sewell	Parent Governor
Mr Warren	LA Governor

**In attendance:**

Mrs Evans	Associate member
Mr Smith	Associate member
Mrs Stockham	Associate member

**Clerk:**

Mrs S Wallis.

	ACTION
<p><b>1. Opening Prayer.</b> The meeting commenced after prayer.</p>	
<p><b>2. Apologies for Absence.</b> Apologies were received and accepted from Mr Wright.</p>	
<p><b>3. Declaration of business interests.</b> None.</p>	
<p><b>4. Minutes of the previous meeting.</b> The Minutes of the meeting of 21<sup>st</sup> March 2016 were agreed as an accurate record of the meeting and signed by the Chair. <b>Matters arising</b> The Safeguarding Policy has been approved and signed by the Chair. The Headteacher and the Chair have completed the KCC online safeguarding assessment which has been put into policy. <b>Q:</b> Does it reference the Prevent Duty and radicalisation? <b>A:</b> Yes. Training has been done and will be reviewed every year.</p>	

## **5. Headteacher's Report.**

The report was distributed to Governors prior to the meeting and a copy is held with these minutes.

### Staffing update.

The School has been unable to appoint a Deputy Headteacher. Ms Ward will be staying on in September, on a part-time basis.

### School visits.

**Q:** Is it correct that the Music @ Malling visit made a £138 loss?

**A:** All classes went so the loss is spread across the School. It equates to 8 or 9 parents not paying.

## **School Plan / latest benchmarks.**

### Spotlight 2: Behaviour and Safety

The latest figures show 90% good. Action was taken in April. Governors argued that this looked too late. The Headteacher replied that it is indicative of end of year; picking up the smaller issues.

**Q:** Bullying was a topic picked up in the parent survey, what are the statistics?

**A:** The Headteacher keeps a log.

**Q:** What is the trend?

**A:** One incident per year.

**Q:** Has anyone asked to see the anti-bullying policy?

**A:** No, but it can be downloaded from the website.

**Q:** Have the corridor monitors and play leaders been successful?

**A:** Yes. The play leaders have enabled the Infants and Juniors to interact more.

### Spotlight 3: Quality of teaching

In April 2016 the figures showed 20% outstanding, 60% good, 20% RI and RI+.

### Spotlight 4: Achievement of Pupils

The Y1 Phonics screen is on track to achieved an 85% pass rate.

The Headteacher shared with the Governors the details of moderation for 2015-16 at the Chairs request. It shows that a number of the moderations take place with other schools in the collaboration.

**Q:** During training that a Governor recently attend it was recommended that a Governor observe the moderation so it would enable them to judge how robust the process is, given what a priority progress of pupils is.

<p><b>A:</b> The Headteacher responded that the Governors are more than welcome to attend any moderation. Governors were happy with the moderation of English but it was a concern that there was not enough moderation of Science. <b>ACTION ONE:</b> Science moderation to take place and details shared with Governors at the next FGB The Government have issued guidance on Science expectations. The School will look to compare with these guidelines. A Governor commented that they should be moderated against other schools. <b>ACTION TWO:</b> Headteacher to ask Mrs Worrall (lead Science) about moderation plans. <b>Q:</b> Is there a clear moderation process/procedure laid out? <b>A:</b> It will be planned out for the following academic year in July.</p> <p><u>Spotlight 5: Early Years</u> The LA will be in school to give judgement on the EY in June. Hopefully they will agree with the Schools Good grading. A Governor asked if it would be worthwhile to have a Governor attend. The Headteacher thought it was not appropriate – there would be a lot of looking through books. The EYFS policy has been amended and signed by the Chair.</p> <p><u>Spotlight 7: Assessment without levels</u> There will be an Interim meeting in May to see what interventions are in place for those not on track.</p>	<p>Headteacher</p> <p>Headteacher</p>
<p><b>7. Capital Campaign. (Finance)</b> The idea is to target the local business community first and then parents. The first donation of £500 has come in from WhSmith. A letter will be sent to parents before half term and details will appear in the Rostrum next month. There will be a giant thermometer placed at the front entrance to give a running total. Mrs Isted is to attend a fundraising convention during half term. The Capital Campaign will link to the 40<sup>th</sup> anniversary celebration event on the 23<sup>rd</sup> September.</p>	
<p><b>8. Teacher Workload.</b> The Headteacher shared with the Governors the Report of the Independent Teacher Workload Review Group, March 2016. The Headteacher will be sharing the highlights with staff.</p> <p>Eliminating unnecessary workload around marking: The Headteacher drew attention to the points which highlight that marking needs to be effective for the Child. There is no link between the quantity of marking and pupil progress.</p>	

<p>Planning and teaching resources: Schemes of work are brought in where they are good and will reduce teacher workload. The School has spent £8000 on maths workbooks. The School will be buying in new maths books for Y1 and Y2. The sequence of lessons is more important than individual lessons planning.</p> <p>Data management: The report advised that schools shouldn't create elaborate tracking systems. Governors were pleased to note that Watlington has not wasted time doing this.</p>	
<p><b>9. PCC meeting.</b> The Foundation Governors were invited to attend a PCC meeting. In return the PCC members have been invited into school. This will help maintain Church links with the School and share the capital funding message. All Governors should try and attend an informal meeting and walk around the school on 14<sup>th</sup> June 7.30pm.</p>	
<p><b>10. Staff survey.</b> The Governors felt it was a good idea to ask a question about the marking workload and assessment without levels given the Report of the Independent Teacher Workload Review (agenda item 8). Mr Smith is to send out an email to staff early-mid June with a link attached to the survey. A Governor asked what effort is made to encourage to staff to complete the survey given that response was down slightly last year. Posters will be put up around school and it will be mentioned in staff meetings. The aim is to get feedback by the end of this academic year.</p>	
<p><b>11. Committee Reports:</b> <b><u>Finance and Premises</u></b> Next meeting is on the 9<sup>th</sup> June. The 3-year budget plan was approved. Mr Dunn summarised the plan for the Governors. The plan included budgeting for a Deputy Headteacher, so the actual budget will be a better picture as one has not been recruited. There is a deficit of £46,000 and £82,000 in years 2 and 3, due largely to increased staffing costs and a fall in funding.</p>	
<p><b><u>Pay and Personnel</u></b> Next meeting is on the 18<sup>th</sup> July, after the staff appraisals.</p>	

<p><b>12. Training feedback.</b> Mr Sewell attended the new Governor induction training. Points for the FGB to consider are a new Governor induction pack and mentoring for new governors.</p> <p>Mr Warren attended the 'Be prepared and knowledgeable for Ofsted' training. Feedback was given and notes from the training are to be circulated.</p> <p>Mr Dunn attended 'Assessment without levels' training. Notes were circulated prior to the meeting.</p>	
<p><b>13. Correspondence.</b> A letter from Mr and Mrs Mulcahy was circulated to the Governors. It highlighted their support for the 'Let our kids be kids' campaign. The Headteacher has responded and the Chair will respond thanking them for their interest and continued support.</p>	
<p><b>14. Any Other Urgent Business.</b> Policies: Behaviour, SEN, sex and education have been reviewed, approved and signed by the Chair.</p> <p><b>Q:</b> What is the number for next year's reception intake? <b>A:</b> 27 or 28.</p> <p><b>Q:</b> Has there been any feedback from parents after the recent court case regarding taking children out of school for holidays? <b>A:</b> No.</p>	
<p><b>15. Confidential matters.</b> See attached.</p>	

The meeting closed at 9.20pm

Date of next meeting:  
Monday 11<sup>th</sup> July 2016 4.30pm (Data)