

Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

Minutes of the Meeting of the Full Governing Body

Monday 16th July 2018 – 7.00 p.m.

1. Those Present:

Fred Yeulett (Chair), Maria-Anne Higgins (Headteacher), Yvonne Chenery, Simon Freeland, James Hughes (Vice-Chair)(Arrived at Agenda Item 4), Andrew Murray, Natalie Paine and Sue Rudge.

Others present:

Tina Chisholm (Clerk)

2. Apologies for absence

- The Vice-Chair arrived late to the meeting due to other commitments – Apologies accepted.
- No other apologies were received.

3. Declaration of Interests

There were no new items to declare for this meeting.

4. Minutes of Previous Meeting

- The Chair expressed the importance of timescales in typing, distribution, agreement and signing of Minutes.
- The Clerk apologised for the lateness of the minutes due to her priority workload commitments within the school. The Clerk has verbally resigned her position as Clerk due to work commitments, personal reasons and to accommodate the needs of the FGB.
- The minutes of the meeting dated 15th January 2018, of which the notes had been read through, actioned, and agreed at the FGB meeting on 5th March 2018, have now been typed up and were distributed to governors prior to the meeting. The Minutes of the FGB meeting dated 15th January 2018 were agreed and signed by the Chair
- The minutes of the meeting dated 5th March 2018, of which the notes had been read through, actioned, and agreed at the FGB meeting on 30th April 2018, have now been typed up and were distributed to governors prior to the meeting. The Minutes of the FGB meeting dated 5th March 2018 were agreed and signed by the Chair
- The Minutes of the FGB meeting dated 30th April 2018 were read through and typing errors reported.
- Agenda Item 4 – Minutes of the FGB meetings dated 15th January and 5th March 2018 have now been agreed and signed.

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Signed: _____
Chair of Full Governing Body

Date: _____

- Agenda Item 5 - Employment checks complete and Governance Team notified of new appointment.
- Agenda Item 6 - Covered at Agenda Item 5 of this meeting.
- Agenda item 10 – 2018/2019 Budget has been submitted to the Bank Account Team.
- Agenda Item 11 – Covered at Agenda Item 13 of this meeting.
- Agenda Item 11 – Clerk to update minutes to elaborate on Agenda Item.
Action: Clerk to update Agenda Item 11 with further information, page numbers, and typing errors for agreement and signature at next FGB meeting.
- Model Governing Body Self Evaluation Tool report has now been created as a google document. Two governors are yet to access the document to view and update as necessary. Two governors to be e-mailed the link for the document to enable them to action this. The document to be finalised and submitted by the end of the academic year.
Action: Two governors to be e-mailed link for the Model Governing Body Self Evaluation Tool for action. Report to be finalised and submitted to the Governance Team by the end of the academic year.
- The Minutes of the meeting of the FGB held on 30th April 2018 were agreed in principle. Clerk to update/amend as required and distribute to governors for agreement at the next FGB meeting.
Action: Clerk to update/amend as required and distribute to governors for agreement at the next FGB meeting

5. Safeguarding Updates

- Safeguarding is an Agenda item for FGB meetings once a term, to give all Governors an opportunity to raise any concerns regarding Safeguarding. It is also the opportunity for Governors to be made aware of current or potential Safeguarding issues or updates.
- Governors were distributed copies of the Annual Monitoring Report 2017/2018 which was read through at this meeting.
- The Headteacher brought Question 39 to Governors attention. The school has now signed up to “My Concern” from September 2018. The system is an on-line reporting system to log concerns (new concerns from September 2018). The system will allow a paperless trail of concerns, and reports can be generated online. The system should ensure accuracy and reduction in workload time and paperwork, while enabling users to access information quickly and easily.
- Governors questioned the Headteacher on questions within the report.
- Q11 – The Headteacher confirmed there is nothing outstanding.
- Q15 – The Headteacher advised governors that Domestic Abuse Lead Training had not yet been undertaken and is outstanding.
- Q23/24 – Governors were asked to complete the online/e-safety training over the school holidays (only two governors have completed this).
- Q28 – The last review was in 2016, and the policy is due to be reviewed every 3 years.

- Q36 – Signing up to “My Concern” will enable easier access to information and reports.

6. Finance Updates

- The Chair informed governors that during his regular meetings with the Headteacher the school budget is monitored.
- The carry forward to 2019/2020 currently stands at £20k (£1k at start of the financial year). This is due to backdated funding having now been received from Norfolk County Council for top up funding for three SEN pupils.
- The budget shows an overspend on Supply Teaching Pay. Governors questioned the Headteacher on why there is an overspend. The Headteacher advised that this is due to additional training and sickness.
- Discussion took place on the forecasted spend for Supply Teaching this financial year. The Headteacher explained that changes to teaching staff would increase expenditure significantly to cover training.
- Governors took into account PPA Cover, sickness and training and estimated that £4000 extra will need to be budgeted for.
- Governors agreed a budget adjustment of £4000 from the reserves budget to Teaching Supply Pay.
Action: Finance Officer to process a budget adjustment of £4000 from the school reserves to Supply Teacher Pay.
- The Headteacher informed governors that the school have been successful in their Recruitment Funding Bid of £10,000, and that a proportion of that funding had been allocated to supply teaching. Governors agreed that once the funding has been received, the proportion allocated for supply teaching will be paid back into the reserves as funding has already been taken from reserves to cover this.
Action: Once received, the proportion of Recruitment Funding allocated for Supply Teaching to be paid back into reserves.
- The Headteacher explained that there is an ongoing disagreement regarding top-up funding for a pupil with high level need.. The LA are arguing the funding as they believe the pupil is fine cognitively. This top-up funding has been included in the budget, so if it is not received the budget will be approx £6000 out.
- A Building Condition Survey has highlighted potential high costs for the mobile classroom. The Health and Safety governor has agreed to look at ways forward on how to deal with this.
Action: Health and Safety governor to look at solutions and costings for the mobile platform.
- The perimeter fencing is a concern as determined pupils may be able to get through it. The Health and Safety governor agreed to have a walk round and bring forward his feedback to the next FGB.
Action: Health and Safety governor to check the perimeter fencing and feedback to the next FGB meeting.
- Governors discussed the possibility of donations from building supplies companies to help with premises maintenance. They agreed to liaise with each other on ways forward and feedback to the next FGB.
Action: Governors to liaise with each other on the possibility of donations from building supplies companies and feedback to the next FGB.

- Governors discussed air-conditioning and fans in classrooms. During visits to the school in the hot weather governors reported that heat in the classrooms was almost unbearable. Governors agreed to look into cost implications and the possibility of solar reflective film.

Action: Governors to look at possibilities and financial implications on heat reduction options for classrooms.

7. Nursery Fees

The Headteacher highlighted that the Pre-school had not increased their fees for over 3 years, and proposed an increase in price from £9.00 per session (£3.00 per hour) to £10.50 per session (£3.50 per hour). This would help to cover the increased costs of staff, training, premises and equipment.

Governors discussed the proposal and agreed to increase the fees from September 2018 to £10.00 per session (£3.33 per hour).

Agreed: Pre-school fees to be increased to £10.00 per session (£3.33 per hour) with effect from 1st September 2018.

8. Confidential Minute

9. Procurement of New Catering Contract

- The Chair and Headteacher are due to attend a meeting on the 14th of September, where a decision will be made on shortlisting companies for the procurement of the new catering contract following the closing of CCS.
- The Headteacher and Chair asked for agreement from governors that they be delegated the persons to make decisions on the new catering contract. Governors agreed to the Chair and Headteacher being delegated to make decisions on the new contract and asked for feedback to FGB meetings.

Agreed: Headteacher and Chair delegated to make decisions on the procurement of the new catering contract and to feed back to FGB

10. Headteachers Report

- Governors were emailed the July 2018 Heads Report to Governors prior to the meeting and feedback requested.
- The Heads Report was read through at the meeting.
- Governors asked the Headteacher to confirm that there have been no new reports of bullying since the last meeting and the Headteacher confirmed this. She added that girls friendship sessions had provided positive results and that the school are introducing peer mediation sessions.
- Governors questioned the Headteacher on the behaviour and attitudes of parents and carers. The Headteacher advised that there had been a recent correspondence which had been responded to by the Rapid Improvement Group and is covered at Agenda Item 13.
- Governors discussed the outcomes of Key Stage data.
- The Headteacher highlighted that 72.7%, 8 Out of 11, children achieved a good level of development at Early Years Foundation Stage. She added that this is lower than last year, which was 76.9%,

but higher than last year's national average of 70.7%.

- KS1 data showed disappointing results - only 14.3%, 2 out of 14, children were assessed as being at expected level or above in reading writing and Maths. This year 3 children achieved the expected standard in Reading, 2 in writing, and 3 in maths. Governors questioned the Headteacher on the disappointing results as described in the head teachers report, and she advised that the Class Teacher is still new in post and that work in books is demonstrating better teaching. She added that due to illness some children found the tests difficult, and some became upset. The Headteacher felt that the school had not prepared the children well enough for the tests. The Maths Adviser is due to come into school next week to plan with the teacher for next year. Governors were informed that all Year 2 resits had passed this year.
- KS2 results revealed that out of 10 pupils only 4 achieved the expected standard in Maths, with one only 1% away from achieving expected standard. Five others did not achieve the expected standard in maths. In grammar 5 pupils achieved the expected standard, and in reading 6 pupils achieved the expected standard, one of which was at higher level. The Headteacher highlighted that these results show an improvement on last year and reflect that efforts are paying off, although we are still below national average.
- Governors questioned the Headteacher on ways forward to improve results and the Headteacher advised that the new Maths Lead is due to come in, and that other resources, for example Power Maths, along with other professional services would continue to be bought in.
- Governors asked the Headteacher if she felt the results were as expected and she replied that she felt the results were in line with what was expected, although the results for 1 pupil were disappointing. She explained that, changes within the current Year 5 group, ie leavers and new starters, would impact on next year's KS2 results. The Headteacher added that attendance has an effect on results and that 4 of the persistent absentees are in the current year 6.
- The Chair and Headteacher advised that learning levels in all key stages will be addressed at all half termly meetings with the Primary LA Advisor.
- The Chair read through "Five Key Points" to feed back to the Governing Body from the LA Review report;
 - i) This is an improving school; the Headteacher is clear about the areas for improvement.
 - ii) Governors continue to examine their role and responsibilities in school improvement. The proposed improvement committee should be formed before the end of the academic year, with assistance from an NLG.
 - iii) The format of the School Improvement Plan is fit for purpose; it needs to be updated to focus on the priorities for improvement identified in the inspection report
 - iv) Outcomes are predicted to be well below the national average for KS2 but will represent an improvement on 2017. EYFS is predicted to be aligned with the national average.
 - v) The quality of teaching is not yet consistently good across the

school. However, some rapid improvement is evident in UKS2 and in Y1/2 in writing. Further improvements in English will be secured with assistance from the LA; support has not been good enough this year.

- Governors asked if the heating in the dining hall has been addressed by AMR. The Headteacher advised they were supposed to be in school on Thursday but didn't turn up, and there was no access to the school over the holidays, so this work is still outstanding.

11. Opportunities Area

- The Headteacher informed governors that she had met with Alison Chandler, who manages the cluster, to submit funding bids to the LA for story time phonics and Lego therapy.
- Governors were informed that both bids had been successful and would include half a day training for one person for LEGO therapy - awaiting advice on training dates. The school had also bid for £35,000 to provide 10% extra non-teaching time. Notification on if this is successful should be given in September.
- Governors thanked the Headteacher and asked her to pass their thanks on to Alison Chandler for the efforts in preparing the bids.

12. SEF and SDP

- The School Improvement Plan and the School Development Plan were emailed to all governors prior to the meeting for feedback.
- The Headteacher advised that she and Jeanette Redding, the school's Primary LA Advisor had updated and edited the reports on her last visit.
- A Termly Operation plan has been created. This will be emailed to the Vice-Chair to set up a Google drive document so that all governors are able to access and update the document. Governors asked the Headteacher if this would impact on GDPR compliance and the Headteacher advised there would be no implications.
- The School Improvement Plan will be updated half termly and brought to every FGB meeting.
- The Headteacher reported that the new SDP is more open as the old SDP was more specific in responsibilities. The new SDP will be in place prior to the start of the new academic year, and all outstanding items will need to be completed before the start of the new academic year.
- Governors asked if the SDP could also be created as a Google drive document so that they may update it as actions are completed. All governors agreed for this to be available as a Google drive document and the Vice-Chair would put this process in place.

Action: Vice-Chair to arrange for the SDP to be available as a Google drive document for governors to view and update.

13. Rapid Improvement Group

- Following the debriefing with Ofsted it became apparent that the Headteacher's workload needs to be addressed, and that her focus should be on concentrating on the academic side of the school, which is the biggest challenge.

- Following the debriefing governors have set up a Rapid Improvement Group to look at the Headteachers workload, and ways to delegate some of her workload. Natalie Paine and Sue Rudge are members of the Group, with another member due to join them in September.
- Areas of workload being looked at are SEN, liaising with parents/carers, administrative duties and Safeguarding. Subscribing to My Concern should now free up some working time on Safeguarding.
- The Group has already addressed a complaint received by a parent regarding their concerns over their child, and the Group responded to the letter by asking the parents to come in and meet with them. Unfortunately this invite was refused. **Governors asked if the school should write again offering a meeting, and it was agreed that a further letter be sent out to the parents.**
Action: Further correspondence to be sent out regarding complaint from parents and correspondence to be filed in complaints file.
- Governors and the Headteacher thanked the Rapid Improvement Group for their work. The Chair requested formalising the meetings of the Rapid Improvement Group by evidencing them on Governor Monitoring Forms. These reports should identify discussions and actions taken. The forms should then be read though and signed off by the Chair.
Action: Governor monitoring forms to be completed at each Rapid Improvement Group meeting and to be signed off by the chair

14. **Actions Resulting from Governors Visit Reports**

- Governors were reminded of the process of completing Governor Visit Reports.
- Once completed the forms must be emailed to the Headteacher to check, who will then email them back to governors. Governors must then agree any changes before forwarding to the Chair for signature and distribution.
- The chair expressed the need for the final sign reports to be shown to staff for feedback (both positive and negative) to identify areas for action.
- Governors agreed that the reports should be made available to staff for feedback.
Action: Feedback to be given to staff from Governors Monitoring Reports
- The Chair and Headteacher agreed to meet to go through all recent Governor Monitoring Reports for feedback to staff.

15. **Attendance at Governor Training**

- Since the last meeting one governor has attended safer recruitment training, and one governor has attended safeguarding training.
- The Chair reminded Governors again that they are part of the leadership of the school and it is therefore essential for them to be committed to attending at least 2 briefings/training session per

academic year.

16. Policies and Procedures

The following Policies and Procedures were checked and updated by the delegated governors, and e-mailed to all governors prior to this meeting. Adoption was sought.

- Policy on Substance Use and Misuse
- Supporting Pupils with Medical Conditions Policy
- Policy for Intimate Care
- Physical Education Policy

Agreed: The above Policies and Procedures were agreed and adopted by the Full Governing Body

17. Correspondence and Education News

Governors agreed to sign up to the Governance Team Service Level Agreement for 2018/2019, which had been emailed to them prior to the meeting. This was formally agreed at the meeting and the Chair signed the SLA to be submitted to the Governance Team.

Agreed: School to sign up to Governance Team SLA for 2018/2019

Action: Clerk to e-mail SLA to the Governance Team

18. Governing Body Membership

- Verbal resignation was given at the meeting by one governor, who agreed to put this resignation in writing, identifying his date of leaving.
- Verbal resignation had been received by the clerk, and the position has been advertised. Clerk to put resignation in writing.
- Discussion took place over the future governor vacancy. The Headteacher and Chair advised governors that there has been interest in the position by the Primary LA Advisor, who is due to retire from her post at the end of this academic year. It was agreed to invite her to the next FGB meeting as an applicant for the vacancy as governors felt that her experience and knowledge of the school would be beneficial and advantageous to the school and felt that she would strengthen the FGB.

Action: Invite to be given to applicant for Co-opted Governor post

19. Dates of Next Meetings

FGB	Wednesday 26 th September 2018
Staff Pay Committee	To Be Agreed by Members