

# Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

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## Minutes of the Meeting of the Full Governing Body

Monday 30<sup>th</sup> April 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 5), Andrew Murray and Natalie Paine.

### Others present:

Tina Chisholm (Clerk)  
Jeanette Redding (LA Primary Adviser)  
Sue Rudge (Co-Opted Governor Applicant)

*At this point the Chair welcomed Jeanette Redding and Sue Rudge to the meeting. The Chair informed governors that the main objectives of the meeting were to address the recent Ofsted Inspection, and to ratify the budget so that it may be submitted by the deadline.*

### 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 items to declare for this meeting.

### 4. Minutes of Previous Meeting

- The Clerk apologised and advised that due to her workload the previous minutes had not been typed and sent to governors. The Clerk read through the notes from the last meeting dated 5<sup>th</sup> March 2018.
- Due to time constraints, and the main focus of the meeting being Ofsted and Finance, all carry forwards and actions will be taken to the next FGB meeting on 16<sup>th</sup> July 2018.
- The Minutes of the meeting of the FGB held on 5<sup>th</sup> March 2018 were agreed in principal, and outstanding items will be carried forward to the next FGB meeting. Once typed they will be checked, approved, and signed by the Chair, and distributed by the Clerk.

**Action: Clerk to complete typing of the Minutes and distribute to governors for approval, agreement, and signature.**

**Action: All outstanding items to be addressed at the FGB meeting to be held on 16<sup>th</sup> July 2018.**

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Signed: \_\_\_\_\_  
Chair of Full Governing Body

Date: \_\_\_\_\_

## 5. Election of Co-opted Governor

- Following the resignation of a co-opted Governor, and the reconstitution, appointment of one co-opted Governor is required.
- Co-opted Governors are appointed by the serving Governing Body, and following advertisement for a Co-opted Governor vacancy an application was received by Mrs Susan Rudge. Mrs Rudge visited the school and met with the Headteacher and Chair. The Chair asked Mrs Rudge to introduce herself to the governing Body, and to read through her application, adding any relevant experience she had.
- Mrs Rudge spoke to the Governing Body about her work experiences, including her previous positions as Headteacher, and Governor, adding her areas of expertise and her visions as a Governor.
- The candidate left the meeting while Governor's discussed the appointment of Co-Opted Governor. Governors believed that the skill set offered by the applicant to contribute to the effective governance and success of the school met the criteria required. It was agreed to appoint the applicant as Co-opted Governor.

***Agreed: Mrs Sue Rudge be appointed Co-opted Governor***

***Action: Clerk to inform the Governance Team of the appointment of Co-opted Governor and to arrange all pre-employment checks be carried out.***

- The newly elected governor returned to the meeting and was advised of the decision to appoint her as Co-opted Governor. The chair welcomed her to the FGB.
- Following the appointment of a new co-opted governor the Chair proposed the areas of responsibility for the new co-opted governor be Academic Improvement and Learning Behaviour.

***Agreed: Mrs Rudge agreed to the above areas of responsibility.***

## 6. Safeguarding Updates

- The Safeguarding Report to be carried forward to next FGB meeting.  
***Action: Safeguarding Report to be carried forward to next FGB***
- Safeguarding is an Agenda item at all FGB meetings 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.

## 7. Budget 2017/2018

- The Financial Year End BCR report, distributed to governors, confirmed that school budget at the end of the financial year was within budget, with a £13,800 carry forward to 2018/2019.
- The Headteacher and Finance Officer had met with the School's Financial Advisor (SFA), who was happy with the Year End report.
- is on target.

## 8. Pre-School Budget

The most recent BCR report, distributed to governors, confirmed that the Pre-school budget for 2017/2018 showed a claw-back of £6000 from the £11,800 deficit from 2016/2017.

## 9. Budget 2018/2019

The Headteacher and Finance Officer/Clerk met with Ray Byford, the school's financial advisor to build a budget for the school's 2018/19 budget submission. The following key points were highlighted;

- The budget for 2017/2018 balanced.
- The carry forward to the 2017/2018 financial year was £31,874.
- The Headteacher and Chair confirmed that the 2018/2019 budget was going to be tight and would use almost all of the carry forward.
- The budget submission takes into account changes in staffing, including one-to-one support for SEN pupils, additional professional support as per the School's Development Plan and recent Ofsted inspection, and professional support due to the implementation of GDPR.
- Based on the projected income/expenditure, the school would have a £1k carry forward at the end of the 2018/2019 financial year.
- Potential income may change due to additional funding for SEN pupils with EHCP's, which has not yet been confirmed.

## 10. Budget 2018/2019 Ratification

Governors agreed that the carry forward should be used for professional support of the pupils and school as per the School's Development Plan and recent Ofsted Inspection

**Decision:** *The Governing Body ratified the budget for 2018/19*

**Action:** *Finance Officer to Submit 2018/2019 Budget*

## 11. Ofsted

- Following the Ofsted Inspection governors were informed that Jonathon Lewis had been complimentary about the inspection and expressed that there are lots of positives to work on.
- The Chair raised the following questions to the LA Advisor;  
Why did LA reports and the Ofsted Report differ?  
What are the biggest challenges for the school going forward?  
Is it felt that the school have neglected years 5 and 6 by focussing on the younger year groups?
- The Ofsted Report was read through by the Governors, and the LA Advisor answered the questions in turn.
- It was agreed that governors would create an Ofsted Action Group to meet regularly to address areas of improvement highlighted in the Ofsted Report.  
**Agreed: Ofsted Action Group to be set up and regular meetings arranged.**
- The Chair and Headteacher informed governors that due to the school being identified as "Requiring Improvement", it is likely that a monitoring inspection (Section 8) will take place in the Autumn Term.
- Half Termly Review Meetings with the Headteacher and Chair will be chaired by Belinda Harvey (LA Advisor from September 2018), and other governors were encouraged to attend. One of the focuses of the meetings will be to look at plans in place that are fit for purpose, for example to SDP.

- The Chair raised the question again on why Ofsted and LA reports differ? The LA advisor explained that LA reviews are not Inspections, but are put in place to identify areas to focus on - for example the published KS2 results.
- The LA advisor highlighted the major public relations issue with some parents/carers, and although there was only a small minority Ofsted did focus on this particular group.
- Governors asked the LA Advisor the best course of action to get into the public domain and how to change attitudes in behaviour?
- The LA Advisor advised that it is important to get parent's onside with positive reporting. She also expressed the need for the school to not tolerate poor attitudes and victimisation from parents/carers. This kind of attitude is on the rise within schools and schools need to be firmer in dealing with this. Governors discussed reporting to parents/carers on positive areas within the school, and celebrating activities and achievements. The LA Advisor expressed the need to keep communication flowing, and to focus on the positives, in an attempt to change negative attitudes. She reiterated the importance of promoting positive relationships with Parents/Carers to change attitudes and behaviour. The focus should be to celebrate success within the school by communicating this to parents/carers. Governors agreed to keep parents/carers more informed and up to date by using press releases in the local Heron, and more regular Governors newsletters.  
**Agreed: Press releases/regular newsletters to be distributed to parents/carers to celebrate the school's successes.**
- The Ofsted Report highlighted the need to increase performance at KS2 level. Again Governors asked the LA Advisor if it was felt that the school were neglecting Years 5 and 6 by focussing on younger year groups. Both the Headteacher and LA Advisor felt this was not the case, and that there had been a couple of difficult years with the needs of some pupils and their circumstances. New admissions and leavers at Year 6 level had also been a contributing factor.
- Governors agreed that progress is being seen in developing KS2 teaching with ongoing training and workshops being brought in. Governors agreed to buy in further professional support to increase performance in key areas.
- The LA Advisor/Headteacher/Chair highlighted the need for governors to regularly attend monitoring visits, and for the reports to be fed back to meetings.

## 12. Term Dates

- The Headteacher proposed professional dates in-line with other cluster schools.
- Professional date on 19<sup>th</sup> October 2018 is an agreed professional cluster date for training off site.  
**Agreed: Governors agreed the Term Dates for the 2018/2019 academic year.**

## 13. Attendance at Governor Training

This item to be carried forward to the next FGB meeting.

**14. Policies and Procedures**

- Natalie Paine and Sue Rudge to check Policies and Procedures prior to them being sent out for agreement and approval.
- Policies and Procedure to be an Agenda Item once every term.

**15. Model Governing Body Self Evaluation Report**

- The Model Governing Body Self Evaluation Tool has still not been completed.
- The Chair advised Governors that this urgently needs addressing as it is an action highlighted in the LA Report.
- The Vice-Chair agreed to explore and set this up.

***Action: Vice-Chair to explore and set up an application so that all Governors can access, view and update the Model Governing Body Self Evaluation Tool.***

**16. Correspondence and Education News**

One governor advised the FGB that he would be retiring as Governor at the end of the academic year due to starting a new position.

**17. Dates of Next Meeting for 2017/2018**

Monday 16<sup>th</sup> July 2018 at 7.00pm