

SPRING TERM 2017

BUCKINGHAMSHIRE LEARNING TRUST

MINUTES of the meeting of the Governors of Carrington Junior School held at the School on 28 February 2017 at 3.30 p.m.

PRESENT:	Mrs A Sheddick	Chair	
	Ms R Bailey		
	Mr M Bartlett		
	Mrs L Favager		
	Mr J Fischer		
	Mrs K Legg		
	Mrs A Majcher	Interim Headteacher (Arrived 3.50pm)	
	Mrs D Martin	(Arrived 3.50pm)	
	Mr P Weaver		
IN ATTENDANCE:	Ms K Moore	Finance Officer	
	Mrs M Peel	Clerk, BLT	
	Ms A Preston	Deputy Headteacher/ Associate Member	
		(Arrived 3.50 pm)	
	Mr P Simpson	Associate Member	
ABSENT:	Dr T Adnan	Apologies received and accepted	
	Mr S Neale	Apologies received and accepted	
	Mrs J Wright	Apologies received and accepted	

NB. Governors' questions are highlighted in italics throughout these minutes.

WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. As noted above, apologies were received and accepted from Dr Adnan, Mr Neale and Mrs Wright.

CONFIDENTIAL ITEM

See Part 3 Confidential Minute

3.40pm – Mr Simpson joined the meeting

3.42pm – the meeting adjourned

3.50pm – the Interim Headteacher, Ms Preston, Mrs Martin and Ms Moore joined the meeting. The meeting reconvened

The Chair welcomed all governors and attendees to the meeting. Mrs Moore would deliver an update on the School's financial position which would be taken as the first agenda item.

8 FINANCE

8.1 UPDATE ON FINANCIAL PLAN 2016-2017

Governors received the summary of the current year's budget as

ACTION

at January 2017 which had been circulated before the meeting. Ms Moore was invited to deliver a commentary to the budget, the key points of which were as follows:

Income:

- It was anticipated that Local Authority ("LA") funding would reduce by £40,000 over the next two financial years. Approximately £24,000 of this reduction would fall in the current financial year and the budget had been amended to reflect this.
- Confirmation of funding for children with SEN was still awaited but should be received during the current financial year.
- Any other outstanding income was being chased.
- The final Pupil premium payment would not be received by the LA until 31 March and therefore would not be allocated to the school in the current financial year. The number of pupils in receipt of the premium was falling and the January census figures would be used to forecast income.
- The School's revised application to BCC Contingency Fund had been partly successful and £24,000 had been awarded. This was less than the School had anticipated and governors would continue to lobby for additional funds to cover the exceptional expenses incurred during the current and previous financial year.

Governors acknowledged the clear challenges to the School's finances, noting that the biggest threat to producing an accurate year end figure was reduced or non-receipt of income rather than expenditure.

The budget and the Financial Plan for the following year had been discussed with Cheryl Kent, Schools Financial Management Advisor from the Buckinghamshire Learning Trust ("BLT"). She had asked if the School had increased the rental for the premises leased by the West Nursery. Ms Moore noted that governors had approved a 1% increase for private hirers and confirmed that she would check the Nursery lease to see if there was scope to increase their rent by a similar amount.

Ms Moore

Mrs Legg reported that she had been approached by a number of parties who were interested in hiring school facilities during the summer holidays. Ms Moore confirmed that they should be directed to contact her.

See Confidential Part 2 Minute

Ms Moore

Governors requested that Ms Moore review all current lettings of school premises to ensure that all lessees were paying the same rate.

Governors noted that the School's financial situation could only

be improved either by increasing its income or reducing expenditure. It was agreed that it was preferable to increase income in the first instance and strategies for doing so were discussed. Robust monitoring systems should be put in place throughout the financial year. Governors should consider how parents could be made aware of the School's financial position.

Revenue Expenditure:

- The largest proportion of expenditure was on salaries, amounting to approximately 80% of all expenditure in the year
- There had been a large outlay on the reception area during the financial year which had improved security and safeguarding arrangements
- The School had been obliged to buy in professional services for hearings which had arisen in the course of the year. This expenditure was ongoing and Mr Bartlett & Ms Moore would evaluate this further.

**Mr Bartlett/Ms
Moore**

See Confidential Part 2 Minutes

Governors discussed how they could strengthen the School's position. Ms Moore was asked to provide a summary of all contracts, their value, when they were due for renewal and their notice periods, so that governors could plan reviews in a systematic manner. Mr Weaver observed that it might be useful to provide guidance on matters to be aware of, including contract terms, when signing and reviewing contracts. Mr Weaver would prepare such a guide and also offered assistance in reviewing contracts.

Ms Moore

Mr Weaver

There remained some money in the Voluntary Fund account which Cheryl Kent had recommended should be spent. Governors approved the use of these funds to purchase a new reading scheme. Governors noted that this expenditure had been included in the budget and that the deficit would therefore be reduced accordingly.

Ms Kent had written to Jonathan Carter, Management Accountant at BCC, to advise that the School was not yet in a position to provide a forecast for the 2017/2018 Financial Year. It was unclear when an accurate forecast could be provided and governors agreed that the Interim Headteacher should forward the current forecast, amended to show the purchase of the reading books from the Voluntary Fund, to Ms Kent. Ms Kent would be required to licence any budget which predicted a deficit at the end of the financial year.

**Interim
Headteacher**

Governors requested that an analysis of SEN funding be provided for review at their meeting on 29 March 2017, highlighting income and expenditure, particularly in the ARP. This would enable governors to establish levels of expenditure against income and how they were allocated. Ms Preston, Ms Moore and Mr Bartlett would review and report.

Clerk - Agenda

**Ms Preston/Ms
Moore/Mr
Bartlett**

Governors thanked Ms Moore for her report and for attending the meeting. It was noted that Mr Bartlett had taken the role of Chair of the Finance Committee from Ms Favager, who was thanked for all of her work, particularly the help and advice she had provided in the bid to the Contingency Fund.

4.18 pm – Ms Moore left the meeting

Governors returned to the agreed agenda order.

1 NOTIFICATION OF ANY OTHER BUSINESS

It was agreed that the following item would be discussed under Any Other Business:

- Feedback from Staff Wellbeing Presentation

The Chair reported that the Governing Board had ratified the appointment of Anna Majcher as Interim Headteacher until August 2018, as agreed by the Chair using the powers delegated by the GB. Governors welcomed the extension of Mrs Majcher's contract.

2 DECLARATIONS OF INTEREST

There were no declarations of interest in items covered at this meeting.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The Minutes of the meeting held on 18 January 2017, having been circulated, were confirmed and signed by the Chair as a correct record. The Chair highlighted the change of date of the Budget Approval meeting which had been rescheduled from 4 May 2017 to 11 May 2017.

An additional copy of the Minutes was signed by the Chair and handed to the Interim Headteacher for display in the School.

**Interim
Headteacher**

3.2 MATTERS ARISING

3.2.1 Minutes No. 3.2, 3.5 and 9 – School Website

The Website Working Party had met and some progress had been made in reviewing and updating the website. There still remained some outstanding issues. The Chair highlighted the following points from the meeting:

- Ms Preston had completed the Pupil Premium report for the academic year 2015/2016 and this had been published on the School's website, fulfilling the School's statutory duty. Governors approved the report and noted that a report should be prepared for the current academic year with an updated Pupil Premium policy.

- The Sports Statement remained outstanding but was almost completed.
- The Equalities Statement remained outstanding. Governors agreed that the Interim Headteacher and Ms Preston should liaise with the Equalities Governor, Mrs Wright, to review the School's Equality Objectives and propose a statement for approval at the next meeting of the Governing Board.
- The SEN statement had been published.
- The Interim Headteacher had drafted a staff Code of Conduct and Child Protection Policy during the February half term break. These were based on the BCC Models and would be circulated to governors for approval at their next meeting on 29 March.

**Interim
Headteacher/
Ms Preston/
Equalities
Governor**

**Interim
Headteacher
Clerk - Agenda**

3.2.2 Minute 7.14: Approval of Updated Committee Grid

An updated committee grid had been circulated prior to the meeting, confirming the appointment of Ms Bailey as Local Authority governor, Data Review and School Trips Review Governor and Mr Bartlett's role as Head of the Resources Committee. Governors approved the revised grid. The Clerk would arrange for this to be uploaded onto GovernorZone.

Clerk

3.2.3 Minute 11.2: Confirmation of Feedback to Staff following Staff Survey

This item had also been tabled under AOB and governors agreed that it should be taken at this stage of the meeting.

Ms Preston

The staff governor, Ms Martin, Ms Preston and the Interim Headteacher had met staff to deliver the powerpoint presentation presented by Mr Weaver at the Governing Board meeting on 18 January 2017. The presentation summarised the results of the Staff Survey conducted in the autumn term.

See Confidential Part 2 Minutes

Governors noted that the Report of the Interim Headteacher would form the focus of the meeting. Governors agreed that all other agenda items should be dealt with before item 5, Strategic Management, which would be deferred until the end of the meeting.

4 SAFEGUARDING UPDATE

The Safeguarding Governor, Mrs Sheddick, reported that she would make a formal visit to the School before the next meeting of the FGB on 29 March. She would circulate a report of her visit to governors.

**Safeguarding
Governor**

Governors noted that a full safeguarding update was included in the report of the Interim Headteacher.

The meeting moved to item 6

6 MATTERS DEFERRED FROM MEETING ON 18 JANUARY 2017

6.1 MINUTE 3.3: REVIEW OF POLICIES CARRIED FORWARD FROM MEETING

Mr Weaver reported that the policy schedule remained a Work in Progress. He had discussed the schedule with the School Secretary and would arrange to meet the Headteacher before the next meeting of the Governing Board.

**Headteacher/
Mr Weaver**

Review of the following policies was deferred until the next meeting of the Governing Board on 29 March:

- Disruptive Visitors Policy
- Appraisal Policy
- Marking Policy

Clerk - Agenda

6.2 MINUTE 3.4: UPDATE ON ASSESSMENT POLICY

Ms Preston advised that the policy had been updated relatively recently and it was unlikely that any changes were required. She would review the policy and report any amendments to the Governing Board.

Ms Preston

COMMITTEE MATTERS (DEFERRED FROM MEETING 18 January 2017)

7 EDUCATION COMMITTEE MATTERS

The following matters had been included within the Headteacher's Report:

- update on Action Plan for data monitoring and improvement of results
- Update on curriculum initiatives, standards of behaviour and the impact of spiritual, moral, social and cultural education
- Update on learning and progress of all pupils, to include targeted groups

8 RESOURCES COMMITTEE MATTERS

FINANCE

8.1 UPDATE ON FINANCIAL PLAN

This item had been taken earlier in the meeting.

8.2 CONSIDERATION AND MONITORING OF CONTRACTS AND LEASES

As noted at page 3, Ms Moore had been asked to provide a summary of all contracts so that governors could plan reviews in a systematic manner.

8.3 FINANCIAL POLICIES DUE FOR ANNUAL REVIEW

There were no financial policies due for review.

8.4 UPDATE ON VOLUNTARY FUNDS OPERATED BY THE SCHOOL

Governors noted that the accounts for the voluntary funds were not due until the Summer Term. This item would therefore be deferred for consideration at the FGB meeting which was scheduled to take place on 11 May 2017.

**Clerk –
Agenda, FGB
11 May 2017**

PERSONNEL

8.5 ANNUAL REVIEW OF STAFFING STRUCTURE AND STAFFING UPDATE

The Interim Headteacher considered that more time was required to undertake a meaningful review. The item was deferred until the next meeting of the Governing Board.

Clerk - Agenda

8.6 PERFORMANCE MANAGEMENT UPDATE

Information was contained within the report of the Interim Headteacher.

8.7 PERSONNEL POLICIES DUE FOR REVIEW

This item had been covered earlier in the meeting (minute 6.1 refers).

PREMISES HEALTH AND SAFETY

8.8 PREMISES UPDATE AND CONSIDERATION OF ANY DEVELOPMENT WORKS

The Interim Headteacher reported that the replacement of the boiler and heating system had been completed. The work had not been signed off as it was not considered to be of a sufficiently high standard. The work had been carried out in summer 2016 but the school remained cold for most of the time. It was understood that other schools had reported similar issues. The School should have received a manual in order to calibrate the system but this had not been provided. It was noted that the original problem with the School's heating had first arisen in 2014.

The Interim Headteacher would provide an update at the next meeting of the Governing Board.

**Interim
Headteacher**

8.9 TERMLY HEALTH AND SAFETY INSPECTION

This had not yet taken place but would be arranged by the Interim Headteacher and Mr Simpson. Steve Fox from the LA Health & Safety department had visited the School to meet the Interim Headteacher and they had carried out an informal Walk-Round. A number of Action Points had been identified and Mr Simpson had been advised of these. The majority related to levels of untidiness

**Interim
Headteacher/
Mr Simpson**

in the School. A skip had been delivered and members of staff had come into the School during the half term holiday and helped to clear some space. The Interim Headteacher noted that this had created more space which should impact positively on people within the building.

**Mr Simpson/
Interim
Headteacher**

Clerk - Agenda

* Note amendment
in May 2017 FGB
minutes *AR*

Governors noted that a Fire Risk Assessment was due to be undertaken. Mr Simpson would discuss this with the Interim Headteacher and report to the next meeting of the Governing Board. *

8.10 ACCIDENT LOG

The Interim Headteacher confirmed that she had nothing to report.

9 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES

The Chair reported that committees had been convened for hearings as follows:

Employee Grievance Committee: The Committee, comprising Mr Simpson, Ms Legg and Mr Neale, would hear an employee grievance on Monday 6 March. The Committee had appointed Mr Simpson as Chair.

Staff Dismissal (Conduct and Disciplinary): The Committee, comprising Ms Favager, Ms Wright and Mr Weaver would meet during the final week of the term. Mr Weaver would chair the Committee.

The outcome of these hearings would be only reported to governors as advised by the Local Authority. The Chair confirmed that Mr Bartlett, Ms Bailey and Dr Adnan would be prepared to form a Staff Dismissal Appeals Committee if this were necessary.

Governors approved the composition of the committees.

10 REPORTS OF WORKING PARTIES

10.1 Estates Working Party

The Committee had not met since the last meeting of the Governing Board.

10.2 Finance Working Party

This had been included within item 8.1 as part of the Finance Report.

10.3 Website Working Party

This item had been discussed earlier in the meeting (minute 3.2.1

refers).

10.4 Data Review Working Party

The Chair reported that strategies for data review would be discussed with Ms Preston.

**Chair/ Ms
Preston**

11 DELEGATED REPORTS – GOVERNORS

11.1 REPORT OF CHAIR

The Chair reported on actions taken under emergency or delegated powers, including confirmation of the extension of the Interim Headteacher's contract.

Two subject access requests had been received in relation to ongoing matters. The Chair was dealing with these and noted that there would be changes to email protocol in consequence.

A parental complaint had been received arising from an incident at the end of the previous term. This would be reviewed with the Interim Headteacher.

**Chair/ Interim
Headteacher**

11.2 REPORT OF DEVELOPMENT GOVERNOR

Governors were advised of the need to become familiar with the following new Guidance, links for which were provided in the e-copy of the agenda on Governor Zone.:

- Competency Framework for Governance
- Governance Handbook
- Improving Governance – Ofsted
- DfE MAT Guidance

Governors noted that Ofsted would report more robustly on the extent to which governors were committed to their own professional development in order to secure sustained improvements in governance practices.

**All governors
to note**

11.3 SEND GOVERNOR

The SEND Governor, Mrs Wright, was not present at the meeting and no report was available in her absence.

11.4 SAFEGUARDING GOVERNOR

The Interim Headteacher's Report included detailed information relating to the School's Safeguarding Provision.

11.5 EQUALITIES GOVERNOR

The Equalities Governor, Mrs Wright, was not present at the meeting and no report was available in her absence.

11.6 PUPIL PREMIUM GOVERNOR

Mrs Sheddick reported that she had met the Pupil Premium Champion briefly in the course of her visit to the School earlier that day. There were some outstanding issues to address and a full report would be provided for the next meeting of the Governing Board.

Mrs Sheddick
Clerk - Agenda

Lara Virgo from the BLT was scheduled to visit the School the following week. She would be asked to review the School's Action Plan and to assist in drawing up a plan to monitor its implementation.

11.7 GOVERNOR MONITORING VISITS

Governors had visited the School earlier that day and briefly reported on their visits:

- Ms Bailey had met Ms Preston and they had discussed baseline testing
- Mr Fischer had undertaken a Learning Walk with Dominic Da Costa and would circulate a full report before the next meeting
- Ms Favager had met the School's Literacy Co-ordinator and would circulate a report of her visit following the meeting. She would also participate in a learning walk on 20 April
- Mrs Legg had met Dominic Da Costa and discussed the outstanding Sports Premium report which was required on the website. A report of her meeting would be available before the next meeting of the Governing Board. They had also plans for his remaining budgets and strategies for involving parents as helpers with activities, particularly during the summer holidays
- Mr Simpson would attend a Health & Safety meeting later in the month.

Mr Fischer

Ms Favager

Mrs Legg

12 OTHER MATTERS

12.1 REORGANISATION – NEW REPLACEMENT HR POLICY AND TOOLKIT (APPENDIX 1)

Governors noted:

- that schools and Bucks County Council had a statutory obligation to ensure that reorganisations within schools were managed reasonably and fairly and within current legislative guidelines.
- that the new policy and toolkit sought to protect schools from claims of discrimination and/or unfair dismissal.
- the recommendation to adopt these revised documents.

Governors agreed to adopt the County Council's Reorganisation Policy and Toolkit for schools. The Interim Headteacher would ensure that employees were made aware of these revised documents and Mr Weaver would include the policy in his review.

**Interim
Headteacher
Mr Weaver**

12.2 REVIEW OF PROMOTION OF COMMUNITY COHESION WORK

Governors were reminded of key duties on schools as follows:

- Education and Inspections Act 2006 – duty to promote Community Cohesion
- Equality Act 2010 – 3 general duties:
 - To eliminate discrimination, harassment and victimisation,
 - To promote equality of opportunity,
 - To foster good relations between different groups of people.
- Security and Counter Terrorism Act 2016 – to show due regard to Prevent.
- DfE statutory guidance on Promoting British Values.

Governors noted the recommendation, from the Head of Equalities at Bucks County Council, that governing boards:

- consider reviewing their Community Cohesion work in the light of the Casey Review.
- ensure that all staff, including support staff, have received training accredited by the Home Office (Workshop to Raise Awareness of Prevent (WRAP)).

Governors agreed that Lyn Lawrence should be asked to take these recommendations into account in her work on embedding British Values in the School.

12.3 NEW GUIDANCE

This item had been discussed as part of the report of the Development Governor (minute 11.2 refers).

12.4 ITEMS FOR CONSIDERATION

12.4.1 BLT MAT Strategy

Governors noted that

- they were invited to consider The Buckinghamshire Blueprint: a Buckinghamshire solution.
- by early March a brochure would be available from The BLT which would set out the details of the Blueprint packages and prices.
- any interested school was invited to contact the BLT for a conversation about the future landscape.

Mr Bartlett and the Chair had attended a presentation outlining the proposed Blueprint and gave a report to governors. Governors would await the arrival of the brochure detailing packages and prices before taking any decision. The Development Governor, Mr Fischer, had circulated details of courses and highlighted a further meeting in which BLT would outline their strategy for supporting Academy conversion into MATS which would take place on 20 March.

See Confidential Part 2 Minute

12.4.2 Follow up from Infant School meeting

See Confidential Part 2 minute.

12.4.3 Follow up from NET meeting

See Confidential Part 2 minute

Academisation Strategy

Governors noted the changing landscape for schools and the government's ongoing commitment to academy schools. The Governing Board resolved that, in principle, it intended to find an academy partner and would actively seek a suitable sponsor.

One governor expressed some reservations citing the difficulties of understanding the process and its implications. The Chair noted that there had been relevant training sessions for all governors last year and she had circulated the relevant NGA guidance to all governors in January 2017. The Board had undertaken all actions and steps recommended by the National Association of Governor ("NGA") leading up to the decision point so that it was now ready and in a position to take a firm decision to academize. A resolution to this effect was agreed by the governors. Governors further observed that they had not yet resolved to join a particular Multi Academy Trust and that further research was needed to select the best sponsor. A further resolution to proceed with a particular sponsor would only be taken when the Governors felt that they had found a sponsor whom they felt would be in the best interests of pupils and staff.

The Chair would contact the Regional Commissioner to advise that the School had resolved to seek a suitable sponsor.

12.5 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

Summer Term 2017:

11 May 7.00pm (budget approval)
(rescheduled from 4 May)

21 June 3.30pm with visits during the day

19th July 7.00pm

**All Governors
to note**

12.6 IN-SERVICE TRAINING DAYS 2016/17

Governors noted the following dates which had been specified by the Local Authority for in-service training for 2017/18:

Monday 4 September 2017
Tuesday 5 September 2017
Wednesday 3 January 2018

13 ANY OTHER BUSINESS

The item tabled as Other Business had been taken earlier in the meeting (minute 3.3 refers).

14 DISCUSSION ITEM

The extension of the contract of the Interim Headteacher was no longer confidential and staff and parents would be advised as soon as possible.

Governors returned to item 5, which had been deferred to allow sufficient time for discussion.

5 STRATEGIC MANAGEMENT

5.1 REPORT OF THE INTERIM HEADTEACHER

The Report of the Headteacher, having been circulated, was received by governors. Governors noted the length and detail contained within the report and thanked the Interim Headteacher and her team.

The report was taken as read, however, the following matters arose from discussion and scrutiny.

The Effectiveness of Leadership and Management

- The first of a series of Focus Group meetings led by the BLT had taken place and improvement strategies had been discussed. The Interim Headteacher had noted staff concerns regarding communication and was attending as many classes as possible. A Feedback Book had been suggested at the meeting and this had been trialled in the School. The Interim Headteacher reported that some staff had found this helpful and that it was being used to improve Teaching & Learning.
- The Interim Headteacher reported that much work was required on the curriculum and that she had requested support from the BLT. British Values and SMSC had not yet been explored thoroughly and teaching of both required attention. The curriculum was very formal and staff should be encouraged to develop a more flexible approach, developing their own areas of focus within the curriculum.

A Governor asked if staff would appreciate a new approach?
The Staff Governor, Ms Martin, believed that it was likely that they would. It was important to consider what each year group was trying to achieve and how this could best be accomplished. Teachers should take greater ownership of

their classes and it was hoped that this would improve morale.

- A new Premium Club had been introduced for children eligible for Pupil Premium to improve their basic skills in Reading, Writing and Maths.
- The report included a summary of CPD. The Interim Headteacher observed that further training was required in English and Maths to ensure consistency in teaching across the School.
- More work was required on parental engagement. Weekly assemblies had been introduced which had been well received. The School would work with parents to improve attendance and punctuality. The Interim Headteacher would arrange a parental survey and had arranged to meet the Chair of the Parents' Forum with the aim of arranging a Forum before the end of the term. Governors discussed the content of the survey, noting that additional questions relevant to the School should be added to those which were included in the Ofsted parents' survey. Governors also agreed that software should be purchased from Survey Monkey to assist with collating results
- Work to improve the School's Safeguarding provision was continuing. The Interim Headteacher had revised the School's recording system to follow the LA model and updated governors on how this worked. The Safeguarding Policy had been revised and would be discussed with staff before being presented for approval by governors. A staff Code of Conduct had also been drafted.

**Interim
Headteacher**

**Interim
Headteacher
Clerk –
Agenda**

The Development Governor noted that he was working to arrange safeguarding training as a Whole Governing Board topic.

**Development
Governor**

- The Interim Headteacher was focussing on key policies, including Child Protection, Absence, Marking and Behaviour. The Uniform Policy would also be reviewed.
- *Governors noted that the Pupil Premium data indicated that High Ability Pupil Premium children had outperformed other High Ability children.* Ms Preston agreed that this was indicated by current data, noting that full analysis would take place following Assessment week in March. The Chair noted that governors had commissioned an audit of Pupil Premium provision.
- There were some concerns regarding the standard of cleaning in the School. Mr Weaver would review the current contract with the Interim Business Manager, Ms Bean, to assess if any action could be taken to address this.

**Mr Weaver/Ms
Bean**

The Quality of Teaching, Learning and Assessment

- This was assessed as "Requires Improvement".
- Additional days support per week had been arranged with the BLT to improve Teaching & Learning until the end of the term. The Interim Headteacher would check that there was no additional charge for this.
- The Interim Headteacher was reviewing all stages of lessons with staff, including learning objectives, marking and next steps for the children. She had reviewed Year 6 books earlier that day and planned to review books across all year groups the following week. Feedback would then be given to teachers. Ms Preston was reviewing planning on a weekly basis. The Interim Headteacher considered that teachers should have higher expectations of the children.
- Further training on Target Tracker was required
- A new reading scheme was being introduced in the School, funded by the PTA. It was expected that this would have a positive impact on pupils.
- The Interim Headteacher had requested additional support teachers from the BLT to assist with improving Maths and English throughout the school.

**Interim
Headteacher**

Personal Development, Behaviour and Welfare

- The Behaviour Policy would be reviewed
- The Interim Headteacher had met the LA Attendance Officer for guidance on dealing with low attendance and punctuality.

Outcomes for Children and Other Learners

- The Interim Headteacher expressed some reservations about the autumn term gradings for pupil outcomes and progress. It was noted that the Spring data would be key in measuring progress.

Conclusion

The Interim Headteacher concluded her commentary by outlining her key objectives as agreed with the BLT:

1. Improve the quality of teaching
2. Improve outcomes for children, with a particular focus on Year 6 pupils
3. Develop Subject Leaders

Chair/Interim

The Chair observed that monitoring criteria should be developed for each of these objectives before the next meeting. This would assist governors in assessing the progress of the Interim Headteacher in achieving these objectives and in measuring impact.

Headteacher

Governors accepted and approved the Report of the Interim Headteacher and repeated their thanks to her and her team.

5.2-5.3 SELF-EVALUATION FORM (SEF) & SCHOOL DEVELOPMENT PLAN

The Report of the Interim Headteacher had included an evaluation of the School's current position. The SDP remained a Work in Progress.

15 EVALUATION OF MEETING

Governors reflected upon how the meeting had impacted on improved outcomes for children. They noted the particular focus on Teaching & Learning and Staff Morale.

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes with the exception of any Restricted Confidential Minutes.

The meeting closed at 6.32pm

Signed Anne Sheddick Date 29th March 2017
CHAIRMAN