

## AUTUMN TERM 2016

### BUCKINGHAMSHIRE LEARNING TRUST

**MINUTES** of the meeting of the Governors of Carrington Junior School held at the School on 7 November 2016 at 4.00pm

<b>PRESENT:</b>	Mrs A Sheddick	Chair
	Mrs L Favager	(Arrived 4.20pm)
	Mr J Fischer	
	Mrs D Martin	
	Mr S Woodbridge	Headteacher
	Mr P Weaver	
	Mr A Wright	
<b>IN ATTENDANCE:</b>	Mrs J Wright	
	Mrs S Bean	Consultant Business Manager, arrived 5.35pm
	Mrs A Kent	HHL Support Services
	Ms A Preston	Clerk, BLT
<b>ABSENT:</b>	Mr P Simpson	Deputy Headteacher/ Associate Member
		Associate Member
<b>ABSENT:</b>	Mrs K Legg	Apologies received and accepted
	Mr S Neale	Apologies received and accepted

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

Mrs Sheddick welcomed Governors to the meeting. Though this was a long agenda, Mrs Sheddick advised that she had allocated time on the agenda to discuss key strategic issues.

	ACTION
<b>1 GOVERNOR APPOINTMENTS</b>	
Governors agreed that the process for electing the Chair would remain as contained within their Standing Orders.	
<b>1.1 ELECTION OF CHAIR</b>	
In line with the procedures agreed by the Governing Board, Mrs Anne Sheddick was elected as Chair for a period of office of <b>two years</b> ending, at the latest, on the last day of the Autumn term 2018.	
<u>Mrs Sheddick in the Chair</u>	
<b>1.2 ELECTION OF VICE- CHAIRS</b>	
In line with the procedures agreed by the Governing Board, Mr Weaver and Mr Fischer were elected as Vice Chairs for a period of office of <b>two years</b> ending, at the latest, on the last day of the Autumn term 2018.	

## OTHER APPOINTMENTS

It was agreed that Governors would be appointed to the following roles for the forthcoming year:

1.3	Development Governor:	James Fischer
1.4	SEND Governor:	Jane Wright
1.5	English/Literacy Governor:	Lesley Favager
1.6	Maths/Numeracy Governor:	James Fischer
1.7	Pupil Premium Governor	Anne Sheddick
1.8	Safeguarding Governor:	Anne Sheddick
1.9	Equalities Governor	Jane Wright
1.10	PSHE Governor	Vacancy

1.11 Link Governors and other working party committee membership as per schedule attached.

## 2 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion under Any Other Business.

## 3 DECLARATIONS OF INTEREST

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

## 4 MINUTES AND MATTERS ARISING

### 4.1 MINUTES

The Minutes of the meeting held on 20 September 2016, having been circulated, were confirmed and signed by the Chair as a correct record.

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

**Headteacher**

### 4.2 MATTERS ARISING

#### 4.2.1 Minute 3.2 - GOVERNOR VACANCIES

Governors noted that Mr Wright was stepping down from the Governing Board. The Chair advised that she has made contact with two prospective Governors through SGOSS and the Buckinghamshire Learning Trust (BLT). As there was a vacancy for a parent Governor, the Headteacher would hold an election to fill the vacancy. The Chair and the Headteacher would meet the two parents who had expressed an interest to further inform them about the role.

**Headteacher**

#### **4.2.2 Minute 6.2 - GOVERNOR DBS CERTIFICATES**

The Chair confirmed that all Governors' DBS checks had been completed and that the Governing Board was compliant with this statutory requirement.

#### **4.2.3 UPDATE ON DATA LOSS**

It was agreed to defer this update until Mrs Bean arrived at the meeting, in order to have an update on the current situation.

(See Minute 11.7 Confidential Minutes – Part II)

### **5 MINUTES AND MATTERS ARISING**

#### **5.1 MINUTES**

The Minutes of the meeting held on 20 June 2016, having been circulated, were confirmed and signed by the Chair as a correct record.

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

**Headteacher**

#### **5.2 MATTERS ARISING**

##### **5.2.1 Minute 6.1.2 - CHARGING AND REMISSION POLICY**

The Charging and Remissions policy would be circulated prior to the next meeting of the Governing Board, where it would be considered for approval.

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**4.20pm** Mrs Favager joined the meeting.

##### **5.2.2 Minute 12.1/12.2 - SKILLS AUDIT/ REVIEW AND GOVERNORS' ACTION PLAN**

Mr Fischer confirmed that he had been working on the outcome of the Skills Audit.

The Chair advised that the Governing Board Action Plan would be reviewed at the next Governing Board meeting. The Chair drew attention to the fact that actions for 2016-17 by the Governing Board were included in the SDP in the governance section under Leadership and Management

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### **6 MINUTES AND MATTERS ARISING**

#### **6.1 MINUTES**

The Minutes of the Education Committee meeting held on 16 May 2016, having been circulated, were confirmed and signed by the Chair as a correct record.

<p>An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.</p>	<p><b>Headteacher</b></p>
<p><b>6.2 MATTERS ARISING</b></p> <p>There were no matters arising from the minutes.</p>	
<p><b>7 MINUTES AND MATTERS ARISING</b></p>	
<p><b>7.1 MINUTES</b></p> <p>The Minutes of the Resources Committee meeting held on 12 May 2016, having been circulated, were confirmed and signed by the Chair as a correct record.</p> <p>An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.</p>	<p><b>Headteacher</b></p>
<p><b>7.2 MATTERS ARISING</b></p> <p>There were no matters arising from the minutes.</p>	
<p><b>8 ANNUAL REVIEWS</b></p>	
<p><b>8.1 STANDING ORDERS</b></p> <p>Governors reviewed and adopted their Standing Orders and the Clerk would arrange for these to be published in the School's password protected area on 'GovernorZone'. Governors noted that the Standing Orders had been reviewed to include reference to the decision to reorganise the Committee Structure for the 2016/17 academic year.</p>	<p><b>Clerk</b></p>
<p><b>8.1.1 REVIEW OF GOVERNORS' ALLOWANCES SCHEME AND THE NEW RATES</b></p> <p>Governors noted that the BLT Model Governors' Allowances Scheme had been reviewed and updated to incorporate new allowances rates.</p> <p>Governors reviewed their Allowances Scheme and agreed them as per the copy appended to the Standing Orders.</p>	
<p><b>8.1.2 DELEGATION OF FUNCTIONS TO THE HEADTEACHER AND CHAIR</b></p> <p>Governors reviewed the functions to be delegated to the Headteacher and Chair, and these were agreed as outlined in the Standing Orders.</p>	
<p><b>8.2 TERMS OF REFERENCE/MEMBERSHIP OF COMMITTEES AND WORKING GROUPS</b></p> <p>Governors agreed in principle to adopt the Terms of Reference for their Committees and Working Groups. Any recommendations for</p>	<p><b>GB Agenda 7/12/16</b></p>

change and approval would be discussed at the next full Governing Board meeting.

### **8.3 MEMBERSHIP OF COMMITTEES/WORKING GROUPS**

Governors reviewed and agreed the membership of their Committees and Working Groups for 2016/17. The Committee Grid, as attached, would be published on the school website and on Governor Zone.

**Clerk/  
Headteacher**

This information would form part of the statutory information to be included on school websites.

### **8.4 CODE OF CONDUCT**

Governors reviewed their existing Code of Conduct for Governors.

The Governing Board agreed

- To adopt the Code of Conduct as circulated at the meeting,
- that all governors should sign and date the agreed Code of Conduct thereby gaining explicit agreement that all governors would abide by the Code.
- to pass signed copies to the Headteacher for retention in school.
- to review the agreed Code of Conduct annually.

**All governors**

### **8.5 REVIEW OF COLLABORATION ARRANGEMENTS**

Governors noted that it was recommended that reciprocal collaborative arrangements should be set up with other schools, to share best practice, expertise, resources and whole Governing Board Training amongst other things. Collaboration is also useful in providing a greater pool of governors on which to draw should the Employee Grievance, Staff Dismissal, Staff Dismissal Appeals, Complaints or Pupil Discipline Committees be required to meet.

Governors noted that they already had a collaboration agreement in place with Juniper Hill and/or Carrington Infant School Governing Board, and agreed that they wished to continue with this arrangement for the forthcoming year.

### **8.6 BUSINESS AND PECUNIARY INTERESTS FORM**

Governors completed and signed the Business and Pecuniary Interest declaration form and passed it to the Headteacher for retention in the School Office.

Governors who had been unable to attend the meeting would be reminded of the need to complete a Business and Pecuniary Interest form.

**Headteacher**

	Governors noted the requirement for this information to be published on the school website.	<b>Headteacher</b>
<b>9</b>	<b>STRATEGIC MANAGEMENT</b>	
	It was agreed that this item would be taken after items 16, in order to give the Headteacher maximum time to give his report.	
<b>10</b>	<b>EDUCATION COMMITTEE MATTERS</b>	
	It was agreed that this item would be taken later in the meeting after item 9, as it linked to the Headteacher's report.	
<b>11</b>	<b>RESOURCES COMMITTEE MATTERS</b>	
	It was agreed that this item would be considered later in the meeting, after Mrs Bean's arrival.	
<b>12</b>	<b>STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ COMPLAINTS/ PAY REVIEW APPEALS/ PUPIL DISCIPLINE COMMITTEES</b>	
	These Committees had not needed to meet. The Chair reported that the Complaints panel had met to review a parental complaint.  (See Confidential Minutes – Part II)	
<b>13</b>	<b>SAFEGUARDING GOVERNOR REPORT</b>	
<b>13.1</b>	<b>UPDATED SAFEGUARDING POLICY FOR FGB APPROVAL</b>	
	The Safeguarding Governor advised that the Safeguarding Policy was being reviewed and would be presented for approval at the next Governing Board meeting.	<b>Headteacher/ GB Agenda 7/12/16</b>
<b>13.2</b>	<b>UPDATED ASSOCIATED POLICIES AS LISTED ON THE ATTACHED SCHEDULE</b>	
	The Safeguarding Governor advised that compliance with the updated Keeping Children Safe in Education 2016 guidance from the DfE necessitated a review of the School's policies associated with Safeguarding. The list of policies had been circulated with the agenda, and would be updated according to the schedule of policy updates and according to priority.	<b>Headteacher</b>
<b>13.3</b>	<b>ANNUAL SAFEGUARDING RETURN</b>	
	The Safeguarding Governor advised that the Annual Safeguarding Report to Governors was not yet fully completed, and would be presented at the next Governing Board meeting and submitted to the Local Authority.	<b>GB Agenda 7/12/16</b>

**13.4 TO CONFIRM THE SINGLE CENTRAL RECORD IS UP TO DATE**

The Safeguarding Governor advised that Mrs Sonia Piggott had taken responsibility for the updating of the single central record. The Safeguarding Governor would liaise with her and confirm the record had been updated at the next Governing Board meeting.

**Mrs Sheddick/  
GB Agenda  
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**13.5 SAFEGUARDING ACTION PLAN**

The Headteacher advised that he is asking the Local Authority Safeguarding team to carry out a Safeguarding Audit. The outcome will form the basis of an action plan. Governors endorsed this request, wishing Safeguarding to be given a high priority, including any recommendations arising from the review. Progress would be reported at the next Governing Board meeting.

**Headteacher/  
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**14 GOVERNORS' REPORTS**

**14.1 REPORT OF CHAIR**

The Chair had passed the commissioning of an independent investigation to the Vice chair, Phill Weaver. (See confidential minutes – Part II.)

The Chair had circulated a report in advance of the meeting to update Governors on:

- Complaints
- Safeguarding
- Staffing matters
- Other meetings
- Her National Leader of Governance (NLG) activity

(See Confidential Minutes – Part II)

**14.2 REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS**

The Development Governor had circulated a report to advise governors on issues arising from the latest Development Governors' Briefing and on related issues.

**5.35pm** Suzanne Bean joined the meeting.

**14.3 REPORT OF SEND GOVERNOR**

Ms Preston, Deputy Headteacher and SENDCo, circulated the following documents:

- Carrington Junior School SEND Register
- Baseline Assessments
- SENJIT Audit Targets – update November 7 2016
- SEND Report – November 2016



#### Carrington Junior School SEND Register

Governors considered the SEND Register and explained how needs were identified. Ms Preston advised that attendance was updated termly. *In response to a question*, she said that there are pupils with SEND needs who are not on this Register, as their needs are met by Quality First Teaching, and they do not fall within the definition of SEND in the 2014 new Code of Practice. *In response to a question*, Ms Preston said that the numbers of pupils on the register might change, as it would be updated again in the Spring term.

#### Baseline Assessments

Governors considered the Baseline Assessment information. Governors noted that '85' was an average score and SEN support was offered to pupils below this score. *In response to a question*, Ms Preston confirmed that this was GLS assessment. Governors noted that Pupil Premium pupils were identified in the report. This information would be shared with SMT and Class teachers to implement planned actions.

#### SENJIT Audit Targets – update November 7 2016

Governors considered the SENJIT Audit and progress and actions so far. Areas discussed and noted were:

- The SEND Policy had now been written (See Minute 14.3.1)
- The Local Offer needed to be revised and published urgently
- Ms Preston reported on staff training to assist the School in becoming 'Autism friendly'
- All teaching staff had an SEND objective

**Ms Preston**

#### SEND Report – November 2016

Arising from Ms Preston's report:

- 100% of parents had attended parents evening this term. Governors were pleased with this positive response.
- interventions were noted
- *in response to a Governors' question*, Ms Preston said that parents had been broadly supportive of structural changes
- The coffee morning had gone well and parents had valued the information and the opportunity to come in
- *in response to a Governors' question*, Ms Preston said that staff were building their confidence in embedding changes in the classroom and in embedding the SEND Code of Practice. It was recognised that this was a steep learning curve and further training was in place to support staff, who were working exceptionally hard to do this. *In response to a question*, Mrs Martin, Staff Governor explained how staff were feeling. Governors noted that it was tough to introduce change in a short time, and they asked the Chair to write to staff on their behalf to thank them.
- *in response to a Governors' question*, Ms Preston

**Mrs Sheddick**



explained how the School will evaluate interventions

Governors congratulated and thanked Ms Preston on a very comprehensive SEND Report.

#### **14.3.1 SEND POLICY**

Governors reviewed and approved the SEND Policy. The Chair advised that there was a parent friendly version on the website. Ms Preston would update this version to match the new policy.

**Ms Preston**

#### **14.3.2 ANNUAL INFORMATION REPORT**

Governors noted that all mainstream schools have a duty to produce a SEND Annual Information Report: a retrospective account of the SEND provision that has been delivered over the last academic year.

The School's SEND Annual Information Report for 2015-16 would be circulated prior to the next meeting and published on the school's website as required. This would be confirmed at the next meeting of the Governing Board.

**Mrs Wright/  
GB Agenda  
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#### **14.4 REPORT OF PUPIL PREMIUM GOVERNOR**

Governors noted that from September 2016 maintained schools needed to publish information on their Pupil Premium Strategy that would include evidence of the interventions that have been put in place. Publication of this information would be confirmed at the next Governing Board meeting.

**Pupil Premium  
Governor/  
Headteacher  
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#### **14.5 GOVERNOR MONITORING VISITS**

##### **GOVERNOR MONITORING AND EVALUATION VISITS/ REPORT OF VISITING GOVERNOR**

Mr Weaver, Mr Fischer and Mrs Wright reported that they had visited the School that day. Reports of their visits would be produced and circulated to all governors prior to the next full Governing Board meeting.

**Mr Weaver/  
Mrs Wright/  
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#### **14.6 TRAVEL PLAN REPORT AND UPDATE**

Mr Fischer had circulated a report and an update on the Travel Plan prior to the Governing Board meeting. Governors thanked Mr Fischer for his work and the report. A Governor asked how the School was coping with parking. The Headteacher responded that parents were parking on side roads and this seemed to be working. One complaint from a neighbouring resident had been received, and the Police Community Support Officers had attended the next day to address concerns.

## **15 OTHER MATTERS**

### **15.1 NEW BUSINESS APPENDICES**

#### **15.1.1 KEEPING CHILDREN SAFE IN EDUCATION 2016 – UPDATE (APPENDIX 1)**

Governors noted

- the recommendations in the Appendix based on the updated statutory guidance – Keeping Children Safe in Education 2016; and
- the need for schools to have regard to this Guidance when carrying out their duties to safeguard and promote the welfare of children.

It was agreed that the Safeguarding Governor would ensure that the matters highlighted by the statutory guidance were in place in school, including, that:

- the safeguarding and child protection policy has been reviewed and is up-to-date;
- record keeping procedures are reviewed regularly;
- all staff have read and understand the school policies and procedures and are confident in their own responsibilities including the mandatory requirement to report disclosures;
- E-safety procedures are reviewed regularly;
- all staff know of the arrangements in place if the Designated Safeguarding Lead is off-site.

#### **15.1.2 REVISED HUMAN RESOURCES DOCUMENTS (APPENDIX 2)**

Governors noted that:

- the Whistleblowing Procedure had been updated in line with the Government's list of prescribed persons that an employee can whistle blow to beyond the school.
- whilst the Bucks Pay Employment terms and conditions have not been amended, the documents outlining the employment conditions have been reviewed to make them clearer, more appropriate for employees in schools and easier to read.

The Governing Board agreed to

- adopt the BCC revised Whistleblowing Policy and Procedure for Schools;
- note the revised documents outlining Bucks Pay and Conditions of Employment; and
- ensure that employees were made aware of both matters.

#### **15.1.3 ADMISSION ARRANGEMENTS – SEPTEMBER 2018 (APPENDIX 3)**

Governors noted the need to review the LA's current admission arrangements in relation to their school, and advise the LA if they wished to comment on the current rules and/or request a change

**Safeguarding  
Governor/  
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**Headteacher**

to the admission number for the school. It was noted that the deadline for notifying the Admissions and Transport Team was Monday 10 October 2016, and had passed.

Governors noted the need to consider how the admission schemes have operated to date and whether they wished the LA to vary any part of them in its new arrangements for 2018. Governors were reminded that all requests needed to be compliant with the Admissions Code and received by the Admissions Team by Monday 10 October 2016.

The supporting Appendix was noted and governors agreed that they did not wish to comment on any aspects of the Local Authority's proposed Admission Policy and arrangements. Neither would they request that any changes to the current arrangements be incorporated in the consultation document, nor did they wish to comment on the current rules or request a change to the admission number.

## **15.2 FOR ACTION THIS TERM**

### **15.2.1 NATIONAL DATABASE OF GOVERNORS AND TRUSTEES**

Governors noted the requirement from September 2016 for details about those governing in maintained schools and academies to be uploaded to the DfE's database of all schools in the country (Edubase).

It was agreed that the Headteacher would ensure that the prescribed details were uploaded onto Edubase and kept up-to-date.

**Headteacher**

### **15.2.2 SCHOOL WEBSITE AUDIT**

Governors noted that

- amendments to the School Information Regulations meant that schools were now required to publish on their websites additional information relating to exam and assessment results, Pupil Premium Strategy and the school's Complaints Procedures.
- the website audit had been amended in the light of these regulations

It was agreed to refer consideration of the website audit (available on Governor Zone) the Vice-Chair, thereby ensuring compliance with the revised school website requirements.

**Mr Fischer/  
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## **15.3 FOR INFORMATION THIS TERM**

### **15.3.1 MODEL PAY POLICY 2016**

Governors noted

- the requirements of the School Teachers Pay and Conditions document 2016;

- that a 1% uplift is applied to the minima and maxima of all pay ranges covered by the document, including allowances; and
- any member of staff on the minimum of their pay range or allowance must be uplifted to the new minimum pay rate.
- that a provision has been made in recruitment and retention allowances to allow schools to provide a salary advance scheme to assist with rental deposits.
- that the Model Pay Policy 2016 has been drafted and is with the Teachers Professional Associations for comment.
- that, once approved, the Model Pay Policy 2016 would be published on Schoolsworld for governing boards to consider and adopt.

### **15.3.2 UPDATED OFSTED SCHOOL INSPECTION HANDBOOK**

Governors noted that updated editions of the Section 5 and section 8 school inspection handbooks have been published and governors were recommended to familiarise themselves with the changes especially in relation to governance. Details of the changes are available on the Ofsted website and on Governor Zone.

## **16 RECURRING ITEMS**

### **16.1 POLICIES FOR REVIEW**

The Chair advised that School's annual schedule for policy review was being revised, supported by administrative staff. This review would consider policies according to priority. Safeguarding policies would be brought to the next Governing Board meeting for review and approval, as a priority.

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The SEND Policy had been approved earlier in the meeting (See Minute 14.3.1)

The following policies were approved:

- Behaviour and Bullying
- Pay

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The following policies would be presented and approved by the Governing Board:

- Disruptive Visitors
- Appraisal

**Headteacher/  
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Governors noted that the following Statutory statements were required on the School website. This would be addressed by the Headteacher and would be confirmed at the next Governing Board meeting:

- Pupil Premium
- Sports Premium
- Equalities

## **11 RESOURCES COMMITTEE MATTERS**

(Deferred for discussion at this point, from earlier in the agenda)

### **11.1 UPDATE ON BUDGET REFORECAST AND APPLICATION TO CHALLENGE FUND**

Mrs Favager reported that she, the Chair and Mrs Bean had spent time that day completing a bid for additional funding from the Schools Specific Contingency Fund at the Buckinghamshire County Council. It was noted that this funding was made available to support Schools in managing unforeseen expenses. Mrs Bean advised that she had received advice from the Schools' Financial Management Adviser at BLT, Cheryl Kent, and Mrs Bean confirmed that a bid for £135,000 had been submitted that day. The Chair confirmed that the bid had been well supported with additional information, related to the eligibility criteria. Mrs Bean advised that the panel would meet to consider bids on 20 November 2016 and a decision was expected shortly after that date.

*Mr Weaver asked if half the bid amount was agreed, would this address the budget deficit.* Mrs Bean responded that it would reduce the deficit to £30,000, and with the savings made through the recent restructure, a balanced budget was expected in 2018/19. *Mr Weaver asked what the impact would be if the bid was turned down.* Mrs Bean gave her view that this was a strong and well-supported bid, and she did not expect this to happen. If the bid was not agreed, the impact would be on staffing, premises costs and provision of learning resources, including IT. Governors noted the financial impact of the redundancies associated with the restructure, and additional supply to cover staff absence, and that these costs fell within the financial year 2016/17.

The Chair reminded Governors that she had met with David Johnston and Nick Wilson at BCC to discuss funding, the need for additional senior staff, SEND, ARP, and safeguarding issues at the end of last term

The Chair thanked Mrs Favager and Mrs Bean for working on this bid.

### **11.2 CHARGING AND REMISSIONS POLICY**

This policy would be reviewed and circulated for approval at the next Governing Board meeting.

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### **11.3 FINANCE WORKING PARTY – TO CONFIRM MEMBERSHIP AND AUTHORITY TO PREPARE SFVS**

Membership of the Finance Working Party was confirmed as, the Headteacher, Mrs Favager and Anne Sheddick, supported by Mrs Bean. The Chair confirmed that the Schools Financial Value Standard (SFVS) would be brought to the next Governing Board meeting for approval and submission to the Local Authority.

**Finance  
Working Party/  
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#### **11.4 ESTATES WORKING PARTY**

The Estates Working Party had met on 13 September 2016. Minutes had been circulated and Governors noted Actions and outcomes.

#### **11.5 HEALTH & SAFETY REPORT, INCLUDING ANNUAL COMPLIANCE REPORT**

Mr Simpson confirmed that the termly Health & Safety inspection had taken place for the Autumn Term 2016.

The Chair reported that the Annual Health & Safety Compliance report had not yet been finalised and submitted to the Local Authority. The Headteacher would complete this, with the support of the Health & Safety Governor, and confirm completion and submission at the next Governing Board meeting.

**Headteacher/  
H&S Governor/  
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#### **11.6 PERFORMANCE MANAGEMENT AND PAY REVIEW COMMITTEE REPORT**

Mr Fischer confirmed that the Pay Review Committee had met twice and considered the Headteacher's (anonymised) recommendations for salary uplifts, following staff appraisals.

(See Confidential Minutes – Part II)

#### **11.7 UPDATE ON DATA LOSS**

(See Confidential Minutes – Part II)

#### **9.1 REPORT OF THE HEADTEACHER**

The Report of the Headteacher, having been circulated, was received by governors. The following matters arose from a discussion and scrutiny of the report.

##### School Context

The School was categorised as an 'Amber' School by the Local Authority. This would bring an additional six days of school improvement support and the opportunity to attend the RAY Conferences. In addition, Heather Clements, BLT Adviser, would be supporting the Headteacher and SMT for 6 half days. A Governor asked whether the School would be required to attend Focus Group meetings at BLT. The Headteacher would advise Governors if this was the case.

**Headteacher**

(See Confidential Minutes – Part II)

##### Pupil Premium

It was noted that publication of information about Pupil Premium spending impact for 2015/16 was a priority, but that the current absence of the relevant member of staff was a factor in publishing this information. The Headteacher advised that Lara Virgo, BLT



Adviser, was in the middle of carrying out a Pupil Premium Review, and would finalise this when Mrs Gray returned to work. Mrs Bean offered to assist in the identification of the Pupil Premium spend, if required.

#### Assessment and Marking Policy

An updated Assessment and Marking Policy would be circulated prior to the next Governing Board meeting, where it would be reviewed and approved.

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## **9.2 SCHOOL DEVELOPMENT PLAN**

The School Development Plan was discussed. The Headteacher advised Governors that he felt that the original plan set out too many priorities for one year and would be deliverable over two to three years. He proposed identifying the highest priorities and associated actions for the one-year plan. These were:

- Improving Teaching and Learning
- Improving Middle Leadership
- Improving Maths
- Improving outcomes in Year 5 and 6.
- 

*Governors asked the Headteacher whether the weaknesses identified in the attainment data would be addressed in the actions.* The Headteacher confirmed that this would be the case. Maths, in particular was a priority, as the Year 6 results had been below floor standard. Mr Fischer would link with the acting Maths Co-ordinator, who was receiving support from BLT in the role.

**Mr Fischer**

It was agreed that the Headteacher would review the SDP accordingly and circulate the revised version before the next Governing Board meeting.

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*The Chair asked the Headteacher how the Governing Board would monitor priorities and in what timescales to ensure that these priorities were delivered by July 2017, and to monitor impact.* The Headteacher responded that data would be provided on a termly basis. The Governing Board requested that the Headteacher produce a document, derived from the current SDP, clearly setting out the priorities, timing of planned actions, costs, milestones and impact so that the Governing Board could develop a Monitoring schedule, which would focus the discussions at each Governing Board meeting. Ms Preston said that this would be helpful in terms of preparation within School. The Headteacher would discuss with SMT and the Chair and would propose a draft timetable for the Board setting out the focus of monitoring for forthcoming Board meetings.

Governors discussed additional administrative support briefly.



**10.1 YEAR 6 IMPROVEMENT STRATEGY, TO INCLUDE REVIEW OF 2016 YEAR 6 DATA AND RESULTS**

Data having been circulated prior to the meeting, it was agreed that this item would be discussed in full at the next Governing Board meeting.

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**10.2 REVIEW OF GSET BENCHMARKING DATA**

A report having been circulated prior to the meeting, it was agreed that this item would be discussed in full at the next Governing Board meeting.

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**10.3 REVIEW OF PUPIL PROGRESS DATA COLLECTION VIA RAISEONLINE AND TARGET TRACKER**

Data having been circulated prior to the meeting, it was agreed that this item would be discussed in full at the next Governing Board meeting. Updated Target Tracker data would be available from the Autumn Term 2016. The Headteacher agreed to send an example of the data reports available from Target Tracker to the Chair of the Curriculum Committee.

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7/12/16**

**Headteacher**

**17 DATES AND TIMES OF FUTURE MEETINGS**

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

**All Governors**

**FGB AUTUMN TERM**

- 7 December 2016 at 7.00pm (Focus on Data)  
(Preceded by Xmas party at 6.00pm)

**FGB SPRING TERM**

- 11 January 2017 at 7.00pm (Focus on Strategic Planning)
- 28 February 2017 at 3.30pm to follow day visits
- 29 March 2017 at 7.00pm

**FGB SUMMER TERM**

- 4 May 2017 at 7.00pm (Budget Approval)
- 21 June 2017 at 3.30pm to follow day visits)
- 19 July 2017 at 7.00pm

**18 ANY OTHER BUSINESS**

There was no other business.

**20 CONFIDENTIAL ITEM**

(See Confidential Minutes – Part II)

## **19 EVALUATION OF MEETING**

### **19.1 IMPACT OF MEETING**

Governors discussed the impact of their discussion on the outcomes for children. They agreed that key decisions had been discussed and made relating to:

- SEND
- Financial Strength and
- the right priorities for the School in the SDP

### **19.2 CONDUCT OF MEETING**

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 Board would have access to these minutes.

The meeting closed at 6.20pm

Signed Anne Sheddick Date 7<sup>th</sup> Decemb CHAIR

6<sup>th</sup> - 2016