

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the Board of Governors of Fourlanesend C.P. School held at the school on Thursday, October 3<sup>rd</sup> 2019 at 2pm

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PRESENT: Mrs Fran Ferguson, Mr Simon King (Chair), Mrs Helen Marks-Williams, Mrs Rebecca Norton (Headteacher), Mrs Sue Robinson.

APOLOGIES: Mrs Vanessa Burton, Mrs Rebecca Ginger.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Apologies for absence:** There were apologies for absence from Mrs Vanessa Burton, Mrs Rebecca Ginger; their apologies were accepted. Mr Wilde had resigned as staff governor, and only one nomination had been received for the staff governor vacancy. Mrs Ferguson was welcomed as the new staff governor.
2. **Declaration of pecuniary Interests:** all Governors present completed declarations of pecuniary interests.
3. **Election of Chair:** Governors voted unanimously to appoint Mr King Chair for another one-year term.
4. **Election of Vice-Chair:** Governors voted unanimously to appoint Mrs Marks-Williams Vice-Chair for another one-year term.
5. **Governor vacancies:**
  - a. The Board is carrying a vacancy for LA Governor. The Clerk will send Governors a skills audit so that the skills gaps can be determined and inform the recruitment process. Mrs Ginger's term of office as a parent governor will terminate in November requiring a parent election to be run. The skills audit will also inform the request for nominations for this election. (Action: Clerk)
6. **Minutes of the full Board meeting of July 4<sup>th</sup> 2019:**
  - a. Governors accepted the minutes of the meeting on July 4<sup>th</sup> as a true and accurate record of the meeting. The Chair signed them on behalf of the Board.
7. **Matters arising from the minutes:**
  - a. The Annual Governance Statement is now on the School website.
8. **Items for annual review and adoption:**
  - a. Code of Conduct: Governors adopted a Code of Conduct based on the NGA model code.
  - b. Governing Body Decision planner: Governors were happy that the delegation of decisions was working well and were content to readopt the Decision Planner.
  - c. Scheme of Delegation: Governors were content to maintain levels of financial limits as agreed last year. The Scheme of Delegation will be updated to the latest format and will signed by the Chair and Head once redrafted by the clerk. (Action: clerk)

**9. Headteacher's report:** the Headteacher's report had been circulated to Governors before the meeting

- a. **A Governor challenged whether in the light of the statement on marking and feedback it meant that the School could never be Outstanding?** *The Head replied that under the new Ofsted framework the quality of feedback was the important factor.*
- b. Mrs Robinson will redo her website audit before the next meeting. (Action: SR)
- c. Foundation Stage reading data was brought down by one child whose parents don't read with them.
- d. Maths is very positive.
- e. KS1 data was very poor but this had been expected. A third of the cohort joined mid-key stage and the initial cohort had been low scoring.
- f. KS2 reading was high with 53% GD. This may be because the School doesn't separate reading and writing when teaching English. Teachers work with the whole class so all can see what the higher level looks like. Teachers worked hard though to get some children through writing.
- g. Data shows joiners can perform better because they are catching up to the level of children who have been at the School throughout their education.

**10. Attendance:**

- a. A fine has been paid for one child's absence; this is the second fine to be levied. Data is slipping but illness is the main factor with unauthorised absence being the second greatest element. The EWO is not concerned by the School's attendance data. PP children have slightly better attendance than the average but it is not a statistically significant figure.

**11. Education Inspection Framework:**

- a. The Headteacher briefed Governors on the new Ofsted inspection framework. The School had to consider setting up a tracker to take account of the change in emphasis on performance data. Books will be important under the new framework. It has changed the whole way planning is done; teachers will be using their professional skills. Quality of education is core to the new approach. Inspector will not now look at in-house data. They will look for evidence based on leaders' understanding of progress and attainment.
- b. The SIP will do a "deep dive" in Reading in November when he visits.
- c. Staff will meet to identify "sticky facts", life-long learning. The School has decided to use the terminology forever facts in preference to sticky facts.
- d. The School has bought into a scheme that shows what different sections of the curriculum look like.
- e. A Governor asked for numbering of points and pages in the SEF/SDP to make it easier to navigate. The key points are:
  1. Reading and Maths
  2. Consistency of behaviour
  3. Personal development needs – SMSC
  4. Leadership and Management – the curriculum and its development will be key here.
- f. The Governance section will need to be developed next.

**12. School Council:**

- a. The new School Council has been elected. The Council will be aiming for the Gold level PADL.
- b. Governor involvement with the School Council is welcomed.

**13. Safeguarding/SEND/CiC:**

- a. Updated 'Keeping Children Safe in Education': Governors have received the updated 'Keeping Children Safe in Education'.
- b. Safeguarding and Child Protection Policy: approved.
- c. Peer on Peer Bullying Policy: approved.

**14. Relationship and sex education new guidance:**

- a. Previously parents could opt their child in or out of sex education. Permission slips went out, but in reality, few opted out. Relationship education is statutory and children cannot be opted out. The religious composition of the school community causes problems with this and the Head is seeking guidance.

**15. Staffing update:**

- a. Natalie Perry has resigned and will leave in December. She is in job share and this has been working well. The other half of the job share will be expanded to full time until July.
- b. Item in confidential appendix.
- c. Item in confidential appendix.

**16. Staff health and well-being:**

- a. Governors were given an NGA article on the topic. Although there is a lot of talk about reducing the workload for teachers the new framework has given a lot of extra work. It is a balancing act. At the moment money is being spent on supply so staff can cover the new challenges.

**17. Finance issues:**

- a. £1,000 has been spent on books. Spending will start to impact on reserves.
- b. The current staffing structure is more economic.

**18. Premises and Health and Safety Issues:**

- a. Ray Clarke will come into school on October 9<sup>th</sup> to do a premises check.
- b. The cheapest quote for the planned playground equipment was £25,000. This was from a provider known by the School to be reliable and who understands the School's requirements. It will be paid for over two years from Sport Premium. Governors approved the quote. The site will be fenced off and contractors will use a porta loo. The entry gate will be changed for the duration of the work so it can be done during term time.

**19. Homework Policy:** the policy reflects new guidance. It has not gone out to parents yet. Homework that requires marking will not be set.

**20. Data protection:**

- a. All beginning of year data has been handled in compliance with the GDPR requirements.
- b. There have been no breaches.

**21. Governor visits:**

- a. Governor visits will be linked to the success factors in the SEF.

**22. Pupil Premium and Sports Premium:**

- a. Sports Premium has been taken on by Kieren Davies.

**23. Dates of next meetings:**

Friday, November 1<sup>st</sup> 2019: Governors SEF/SDP meeting at 2pm

Thursday, November 28<sup>th</sup> 2018 HTPM meeting at 1pm

Thursday, December 5<sup>th</sup> 2019 FGB meeting at 2pm

**24: AOB:**

- a. In confidential appendix.

**There being no other business the meeting closed at 4.20 pm.**

Chair.....

Date.....

**ACTIONS**

Action

Date

Responsible Person