

**Minutes of a Full Governing Body Meeting of the Governors of Fourlanesend Community Primary School held at the School on Friday 18<sup>th</sup> March 2016 at 1.30pm**

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<b>Present</b>	Mrs J Dennehy	
	Mrs J Eason	Chair of Governors
	Mrs R Ginger	
	Mr S King	
	Miss H Marks	
	Mrs R Norton	Headteacher
<b>Apologies</b>	Mr A Down and Mrs Kelleher	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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**1. Welcome and Apologies**

The Chair welcomed governors to the meeting. Apologies were given by and accepted from Mr Down and Mrs Kelleher.

**2. Declaration of Pecuniary and Business Interests – verbal update**

There were no verbal Declarations of Pecuniary and Business Interests. The Chair confirmed that all Declarations of Pecuniary and Business Interests forms had been completed by governors and are held on file by the school.

**3. Confirm minutes of the meetings held on 10<sup>th</sup> December 2015 (previously circulated)**

The minutes which had been previously circulated were agreed and signed as a true record of the meeting.

**4. Matters Arising**

It was reported that the actions as stated had been completed.

Item 8 – In addition, it was reported that the Safeguarding report had been posted on the school's website and this will be kept up to date throughout the year.

**5. Constitutional Matters (Confirm appointment of Mrs Gail Kelleher and Mr Simon King (Co-opted governors))**

The Chair confirmed that Miss Kitching had stepped down as a Co-opted governor as she now had a new job. Thanks were given to Miss Kitching for her input. Effort will be made to ensure the vacancy is filled with the possible addition of a new Co-opted governor. It was agreed that people with HR skills would be useful. A possible candidate was discussed as well as the possibility of approaching Plymouth School of Creative Arts.

**ACTION: Headteacher/Chair**

Mrs Gail Kelleher and Mr Simon King were confirmed as Co-opted governors. The Chair confirmed that DBS checks are either completed (Mrs Kelleher) or in hand (Mr King).

**6. Headteacher's Report**

The Headteacher's Report (March 2016) had been previously circulated to governors. It was confirmed that Headteacher's Reports are now posted to the school's website. From and further to this March report a number of questions were asked and points discussed by governors:

- The Chair asked the capacity of the school and the Headteacher reported that it was 150.

- The Chair remarked that training and continuing professional development is as busy as ever.
- The Chair confirmed that Pupil Premium data had been discussed at both committee meetings the previous day and governors were happy the progress being made despite the visible moving goalposts at a national level.
- It was reported that Mrs Dennehy is undertaking TA appraisals. Both Mrs Dennehy and Mrs Champion have devised a document using Ofsted criteria which is being rolled out to TAs who will highlight where they believe they are as far in terms of their continuing professional development. The general feedback is positive and it's showing the strengths of the TAs. The Headteacher reported that she writes up their classroom observations. Teachers feed back to the TAs. The Chair remarked on the strengths of this process at the school.
- A question was asked about the recent parents' evening and whether all were reached. It was confirmed that this had been 100% as parents had also been offered appointments if they couldn't make the evening. Mrs Ginger remarked on the good feedback she had heard about the evening.
- The Headteacher asked governors to come in to the school to check the security arrangements for the SATs tests (NB There is a policy in place to support this) in readiness for w/c 9<sup>th</sup> May. Governors to let the Headteacher know the date of their visit.

#### **ACTION: All**

- It was noted that there had been a good response to the staff survey (11 out of 14). The only issue had been about some staff not following school policies, which is being remedied.
- The Headteacher briefed governors about an issue involving two of the TAs and the process being followed in order to deal with it.
- The Chair congratulated the Headteacher on her leadership of the school.
- The pupil survey was discussed and the Headteacher reported that the results had been covered at a staff meeting where potential improvements had been discussed and it was felt that the school needed to focus as much on positives as negatives. Governors discussed the results including why four pupils may have said they don't feel safe. The Headteacher reported that this had been about intimidation around the playground at lunchtime from a bigger child. Feedback about age appropriate homework was also discussed as it was felt that there might have been more dissatisfaction about this. The Chair asked if the survey results will be shared with parents and the Headteacher confirmed that a letter will be sent summarizing the results which will also be posted on the school website.
- Pupil attendance was discussed. 95.6% is just above average.
- It was confirmed that the SDP is being monitored and will be evaluated at Easter. Governor visit reports will form part of the evidence.
- Mr King will be allocated a governor visit.

#### **ACTION: Chair**

The Headteacher was thanked for her detailed report which shows the complexities of running a school.

### **7. Safeguarding update**

This had been discussed earlier in the meeting.

It was confirmed that the Chair will be meeting with Mr Wilde to discuss the detail of what should be in place in terms of e-Safety procedures.

The Headteacher briefed governors on a recent incident involving Instagram which had been brought to the school's attention by a parent. Some of the children involved were pupils at the school. The police had been involved and the Headteacher had contacted parents. The Chair asked if there is a video that can be shown to pupils. The Headteacher reported that these sorts of things had already been done and advice has also been set out in a newsletter.

**8. Ofsted/SDP progress update (inc. details of Section 8 visit)**

The Headteacher circulated a copy of flowchart (taken from the School Inspection Handbook – Section 8) setting out the triggers for a Section 5 inspection) and briefed governors. The Headteacher also briefed governors on the importance of their role and that inspectors will want to meet with them, as well as the significance of Safeguarding, and she read out parts of the handbook (Pages 16 and 17 and Page 48).

Parent View was discussed. It was agreed that it had been positive that the school had run its own recent survey.

**9. Parents, pupils and staff survey results**

The results had been previously circulated to governors. This agenda item had already been discussed earlier in the meeting.

**10. Budget update (2015/16 latest position and 2016/17 indicative statement)**

The Chair confirmed that this had been discussed in detail at the meeting of the Resources Committee the previous day and the minutes would be circulated.

**11. Headteacher's performance management outcome**

The Chair confirmed she wished to agree the outcome of the Headteacher's Performance Management Review process. The Headteacher left the room for the duration of this discussion.

As set out in the Resources Committee Minutes dated 11<sup>th</sup> February, which had been previously circulated, the Chair reported that she and the Vice Chair (Miss Marks) had agreed that all targets had been met by the Headteacher with clear evidence and that there were huge strengths in her work. The Resources Committee had agreed to the Headteacher's pay increase by one point and recommended it to governors for their agreement at this meeting. Governors agreed to this outcome and the Headteacher was asked to return to the room.

**12. SFVS approval**

This return had been previously circulated and had been discussed at the Resources Committee meeting the previous day. Governors agreed the SFVS return which was signed by the Chair.

**13. Spring Term committee reports (10<sup>th</sup> and 11<sup>th</sup> February)**

These reports had been previously circulated and there were no questions.

**14. Governor visits (visits made and visit scheduled).**

The Chair confirmed that the governor visits file was up to date and the reports had been posted on the school's website (apart from Safeguarding). The Chair confirmed that the next round of visits had mostly been scheduled already. See also Item 6 above regarding SATs visit.

**15. Governor training, development update**

It was reported that all new governors are booked onto course GO1 training (Governor Induction Part 1) and that GO2 should follow. It was confirmed that two governors are required to have undergone online safer recruitment training and it was agreed that Mrs Ginger would undertake this (the Chair and Headteacher have already been trained).

**ACTION: Mrs Ginger**

School Pupil Tracker online training will be provided for governors on 17<sup>th</sup> May at 9.15am.

**ACTION: All**

**16. Policies for approval as notified**

The following policies were approved by governors:

- Financial Regulations and Scheme of Delegation
- Child protection and Safeguarding Guidance Documents for Schools.

**17. Confirm dates/times of the next Full Governors' Meeting**

The next meeting will be held on **14<sup>th</sup> July at 1.00pm.**

**18. Any Other Business (Governors to notify the Clerk in advance)**

The following items were raised and discussed:

- The Chair reported that she and the Headteacher had signed up to undertake the Governance Survey online. This was a national survey and 30 schools will be selected for a full review. If the school is unsuccessful in its bid the Chair will undertake the review instead.
- Promotion of the school was discussed in detail including a new sign (and possibly billboards) to be erected outside the school. A possible design was discussed including asking pupils to come up with something. Mr King offered the name of a potential contact and will follow up.

**ACTION: Mr King**

- It was confirmed that Kites for Chicks (for vulnerable children) were selling well at £1 each and that a kite flying session would be held at the school. It was agreed that *BBC Spotlight* would be approached as well as a local photographer. It was agreed that this would be part of the package for promoting the school and this subject was then discussed in more detail. It was agreed that regular pieces in the *Courier* as well as regular press releases would be a goal. Further ideas were also discussed e.g. use of Facebook and Twitter as well as posting the video of the school on its website. Mrs Ginger also suggested involvement of the school with the Gospel Choir.
- The Chair asked that governors photos are updated (NB This was done at the end of the meeting). Mrs Ginger suggested that the children could do a portrait/caricature of the staff members in order to put on the school's website.

*The meeting finished at 3.15pm.*

**CHAIR:**

**DATE:**