



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body
held on 5th October 2015 5.30pm**

Present:	Ms Marilyn Toft (Chair)	MT
	Mrs Patricia Dobson	PD
	Mr Gavin Fisk	GF
	Mr Roland Fothergill	RF
	Mr Richard Marlow	RM
	Mrs Tina Parry	TP
	Ms Donna Phillips	DP
	Mr Colin Tapscott	CT
Apologies:	Ms Lisa Hook	LH
In Attendance:	Mrs Toni Cornish (Clerk)	TC

TP advised Governors it was her intention to step down as Parent Governor with immediate effect due to personal commitments. MT thanked TP for attending the meeting to advise Governors in person and also thanked her for contribution to the Governing Body and wider involvement with the school as a parent. Governor vacancies/committee membership was discussed under item 12 below.

5:40pm TP left the meeting

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above.		
2.	Confirmation of previous minutes			
		The minutes of the previous meeting held on 6 th July 2015 were agreed as a true and accurate record of the meeting.		
	Matters Arising			
		All actions were completed with the exception of the items below which are to be carried forward to the next meeting. The updated matters arising document is embedded with these minutes. <u>Items to be carried forward for future discussion/action</u> <ul style="list-style-type: none"> ▪ CT to request RM emails Governors with a progress report on back up servers ▪ CT to request RM emails Governors with a progress report on funding of netball kit 		
3.	Pecuniary and other interests			
	(a)	CT emailed to the Clerk prior to the meeting in relation to a personal connection and interest in the matter of the recruitment of interim teaching supply within Gusford Primary School, as discussed under Item 2 above (Matters Arising from minutes dated 6 th July 2015) and Item 4 below (Chair's Actions).		
	(b)	Governors received updated ALT Declaration of Business Interests Forms for completion and		

	the Clerk requested these be returned by the next meeting.		
	<u>Actions Agreed</u> <ul style="list-style-type: none"> ▪ Governors to return completed Declaration of Business Interest Forms by the next meeting. 	All	
4.	Chair's Actions		
	Staffing appointments – Please refer to Part B ‘Confidential Minutes for further discussion on this item.		
5.	Headteacher's Report [standing item]		
	<p>CT circulated his report ahead of the meeting. The following questions/observations from Governors were captured.</p> <ul style="list-style-type: none"> ▪ GF asked CT to describe what ‘Leading Active Learning [LAL] is. CT confirmed this is a programme run by ALT, headed by MT for middle leaders aimed at developing leadership skills and strategies for activities linked to school priorities and their area of responsibility. ▪ Page 1 – 2015/16 Key Improvement Areas – GF noted under area 4, writing, Talk for Writing could not be booked until January 2016 and questioned why this was and was there anything further being done in its place. CT confirmed there were no presenters available but Lauren Urquhart had worked and directed with phase leaders. A staff meeting was planned later this week to discuss writing. ▪ Page 5 – Pupil Premium [PP] - GF noted that PP was £14,000 over budget for the year 2014/15, for 2015/16 it is projected to be £33,211 over budget. GF questioned how will we manage these overspends and how will we prevent these growing year on year.CT explained there was clear demonstration there is more spend on PP children than the budget. Plans have been developed for 2015/16 spending, outlined in more detail on page 5 of his report. The majority of spend areas are PP however non PP will also benefit. CT explained that although this looks like we are spending more, they do need support and these are purposeful plans which will benefit both PP and non PP children and positively influence other areas. <p>DP asked who the lead governor for PP is. CT confirmed this was RF. MT confirmed there is an external PP review scheduled for 08/10/15 which RF and MT are attending. CT agreed to email information on this to Governors.</p> <p>MT spoke of the correlation between attendance and PP and asked whether PP children tend to have poorer attendance. CT explained he only has analysis on general attendance however; Lauren Urquhart would have more detailed information. CT confirmed poor attendance is addressed using the letter system which tracks progress. Attendance is improving and a FET team member is responsible for attendance as a whole. DP felt an annual statement from Governors on ‘narrowing the gap’ would be useful. It was noted the PP review and plan for 2015/16 is currently on the website. It was agreed this would be listed as an item for discussion at the next FGB meeting and subsequently appear as a standing item.</p> <p>GF noted the performance in relation to writing appeared in a number of areas of the report and clearly is still an area for whole school improvement (particularly for disadvantaged groups). GF questioned whether a small ‘task force’ of pupils, parents, teachers and Governors should be set up to create an action plan for the school, to go beyond the work already taking place, e.g. looking at some additional writing homework for all children. GF explained how his son was trying to write the days of the week early one morning, not because he had been asked to but in the hope he might enjoy success through the ‘wow assembly on Friday’. GF felt this motivation by pupils could be harnessed for the benefit of the whole school. CT confirmed the Homework Policy is currently being updated. Focus could be on the ‘Wow Wall’ and ‘Wow Assembly’ to motivate. This would form part of School Development Plan [SDP] for each phase leader to fit to their plans although CT stated he would not want to add further layers to the current plan. RF suggested tracking closely progress on existing plans and to discuss further as a future strategy once the SDP was embedded. It was agreed this would be discussed as an agenda item at March 2016 FGB meeting.</p> <p>MT noted this was a helpful discussion on PP and confirmed she would talk with the reviewer on Thursday to ensure she is aware of governors’ interest in the spend and its</p>		

<p>impact.</p> <ul style="list-style-type: none"> ▪ Page 7, Raise Standards in Teaching – DP noted observations indicated teaching at good and above rose from 88% to 93%. DP Page 7 raising standards, 88 to 93, last year. CT confirmed learning walks, and that generally teaching and learning were good however, recent issues have emerged in relation to high need pupils and difficult behaviours. It has been fed back to staff that better differentiation and support is required with Year 4. Looking at the data for PP, Year 4 has the highest (34%). Two TAs have been employed to assist; there is currently one IFAYP application to a PRU. Behaviour meetings are taking place between the headship team, Janet Shanks (BST) and the FET including Vince Whitrow (the new on-call FET worker) to talk through high profile children case by case and to discuss the next steps. Specialist support has already been put in place to respond to some needs. <p>DP stated we need a picture on how teachers are performing. CT confirmed this information would be provided in his December report and it will provide a much better picture throughout and acknowledged there are some areas that do need improvement.</p> <ul style="list-style-type: none"> ▪ Page 7 – Attendance, Exclusion and Racial Incidents – Please refer to Part B ‘Confidential Minutes for further discussion on this item. <p>RF noted Twitter was being used to report attendance and asked whether any other social media would be used to publicise the school. CT confirmed the school use Twitter as it is practical and there are Blogs and other news articles on the school website. Blogs and tweets are also made by other staff members, not just CT. RF confirmed he had been looking at the website and would forward to CT any suggestions for additional items/improvements for the website. MT noted this was not good use of CT’s time and suggested discussion could be held with Colette Bourne for additional hours to support communication and updating of website.</p> <ul style="list-style-type: none"> ▪ Page 7 – Safeguarding Issues – GF questioned how many families were currently having work focussed at them through the Suffolk Family Focus [SFF], the Government’s nationwide troubled families initiative and whether this had had any positive impact on those that may have already been through the programme. CT confirmed there were no families and last time they tried to involve SFF they were told it was not operating. GF confirmed this is an intervention they use at work and spoke of the criteria and how focus is on the ‘whole family’, a family approach, to stop generations falling into challenging circumstances. The process is not to have lots of different agencies but to have one key worker (maybe police, local authority or a school), who is focussed to support the family, prevent crime, reduce and improve attendance and to liaise with other agencies. GF agreed to forward further information to CT. ▪ Page 8 – Premises –Catering - PD noted this should read from Easter 2016 and that the transfer should read Caterlink. ▪ Page 8 – Premises – Solar Panels - GF noted work had commenced on the installation of solar panels and questioned whether the contractors had completed their own risk assessment or had the school done their own. CT confirmed they have done their own and he has met with them to explain the requirements of the school. Although not written up, safe practice has been agreed between the school and the contractors. <p>CT thanked GF for emailing his questions ahead of the meeting as he found this process helpful to allow him to clarify information prior to the meeting to avoid delays.</p> <p>MT thanked CT for a comprehensive report containing valuable information.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ CT to email Governors with information on the external PP review scheduled for 08/10/15 ▪ Information on teacher performance to be provided in HT’s December report to governors ▪ Governors Annual Statement on ‘narrowing the gap’ to be discussed at next FGB meeting ▪ Performance in relation to writing to be discussed at March FGB meeting ▪ GF to forward information of Suffolk Family Focus to CT 	<p>CT CT All All GF</p>	
<p>Ofsted Progress Report [standing item]It was noted the progress report was included on page 2 of the Headteacher’s Report. No questions were raised.</p>		
<p>Record of Financial Responsibility – Richard Marlow, Bursar, circulated the document ahead of the meeting, seeking Governors approval. The following comments were recorded:-</p> <p>Item 4 Bank Signatories – LH is currently listed and it was highlighted this will need revision to</p>		

	<p>reflect staff changes from January 2016. CT confirmed he has discussed this with RM and this will be updated to include Lauren Urquhart in preparation for her new role. It was agreed to add Lauren Urquhart as No. 4 signatory.</p> <p>Item 6 – List of certifying officers. It was agreed Lauren Urquhart should be included for Petty Cash £50 and Invoices £2000 (the same limits as LH).</p> <p>Item 8 – Reference should be made to ALT and not County Council.</p> <p>Governors unanimously approved the Record of Financial Responsibility subject to the above amendments. MT signed the document subject to these amendments.</p>		
	<p>Link Governors– CT circulated the documents Subject Leadership 2015-16 and Curriculum Development Cycle 2014-17.</p> <p>Discussion was held on the best process for Link Governors to work more closely with subject leaders. CT suggested meeting twice a year and emailing or meeting with co-ordinators when they are “live”. It was agreed as there were currently vacancies within the Governing Body a discussion would be held at each meeting to delegate a Governor, looking ahead half termly.</p> <p>The following was agreed for Autumn 2 period:-</p> <p style="padding-left: 40px;">Maths (Lauren Urquhart) - RF Phonics/RWI (Kay Clifford) - PD DT (Louise Hughes) - MT</p> <p>It was agreed Governors would have conversations with subject leaders two weeks before the next FGB meeting and provide a written report to all Governors ahead of the meeting. TC agreed to remind Governors to submit reports ahead of the meeting. .</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ TC to remind Governors to provide Link Governor reports prior to next FGB meeting 	TC	
6.	<p>Trust Business [standing item]</p> <p>Leading Active Learning Report- MT requested Governors noted the achievements of colleagues who took part in the LAL programme from Gusford Primary school - Louise Hughes, Sharon Race, Anita Gray and Danielle French, who had worked on improving boys writing and the impact made on improving this. A celebration event was held at the beginning of September 2015 which focused on their achievements and the lessons learnt. CT felt this was a positive experience for those staff members with less experience. The LAL programme has been tailored and next year three further members of staff will be taking part in the programme (Jenny Gooch, Emma Skippins and Marnie Cable). CT stated it was good to see staff from other schools that were able to demonstrate their projects and the impact of these. This was further helpful to demonstrate to new staff how Gusford develop their staff. Governors noted the contents of the report.</p>		
	<p>Capital Programme 15/16 and beyond– CT brought to the attention of Governors the areas for development over the next three years. Year 1 2015/16 – Remainder of steel windows to be replaced, swimming pool roof repairs, new windows in swimming pool and Year 3 2017/18 –Roof covering, decking and flashing improvements.</p> <p>DP questioned whether the solar panels will be removed when the roofing works take place. CT confirmed they are designed to be lifted off and put back to allow for any roof repairs. Governors noted funding allocations and CT confirmed he is happy with the arrangements and planning taking place. GF (H&S Governor) was also happy with the programme.</p> <p>Governors noted the toilets could benefit from refurbishment in the future. Governors noted the contents of the report.</p>		
	<p>Health and Safety Report including Handsam– MT confirmed the aim of the report was for Governors to note the background to the monitoring and to feedback to the Trust any information on monitoring and recording.</p> <p>CT confirmed Handsam was an excellent tool but it was difficult to keep up with the tasks generated. MT questioned whether this was an admin task and could a member of staff be allocated to assist. CT stated that until the financial carry forward is known, the school cannot commit to additional hours. CT confirmed one of the roles of Richard Marlow’s replacement is to ensure Handsam tasks are covered. GF reiterated the conversations held over the appointment of a</p>		

H&S hub person and whether Handsam could be tailored to be more efficient for school, i.e. self-learning by removing task which are not applicable to the school. CT explained it was difficult to discount those areas which may arise in future years. Governors noted the contents of the report.

Reflect on ALT Governors hub meeting held on 22nd September 2015 – Governors attended the event held at Chantry Academy and agreed it was a worthwhile meeting and particularly liked the practical exercise of the Scaling wheel exercise and a mixture of ALT input keeping Governors up to date. PD was commended on being the first Governor to return her survey. MT confirmed another meeting was scheduled for Summer Term 2016.

Discussion was held and the following agreed for completion of the Scaling Wheel

Statement	Where are Gusford now	Where are we aiming for	Comments
Provide challenge and hold the Headteacher and SLT to account for improving outcomes for learners	7	10	
Promote clarity of vision, ethos and strategic direction	7	10	
Have a clear understanding of the school's strengths and areas for improvement as outlined in the SEF	8	10	
Carry out statutory duties effectively such as safeguarding and understand the roles and responsibilities of the Governing body	8	10	
Track solvency and probity and that financial resources are used effectively (including the pupil premium and sport premium)	7	10	General monitoring by Governors is good but there needs to be more rigorous questioning around pupil premium. Could be more rigorous with visits to school.
Analyse data effectively so as to understand the progress and attainment in different subjects and year groups	7	10	Gusford at a glance is very helpful as this allows Governors to understand weaknesses, strengths and areas for improvement and where Governors can challenge. Rigour, proactive, questioning to fully analyse. Asking CT to provide data is helpful.

TC agreed to feedback the above discussions to Karen Jarvis at ALT.

RF spoke of the single central record and questioned whether after the last Ofsted this should go to FGB to sign off. Governors agreed DP would review and report back to Governors. DP agreed to complete this action and report back at December FGB meeting.

Actions Agreed

- TC to provide Scaling Wheel feedback to Karen Jarvis at ALT
- DP to report back on Single Central Record at December FGB

**TC
DP**

7. Summer 2015 Results

	<p>It was noted RF requested this item be put onto the agenda to provide an update on results. CT explained the headlines</p> <ul style="list-style-type: none"> ▪ Increase from 62 to 73% combined RWM ▪ Increase writing up to 82% (huge improvement of 19% rise). ▪ PiXl helpful in reading and writing and Gusford have agreed to continue with this. ▪ Phonics Y1, large increase to 70%. ▪ ALT pleased with the results and a message was received from the DfERegional Director, Tim Coulson who had been monitoring the results and was pleased to see progress made with best results ever. This positive news has been communicated to parents. ▪ A new assessment structure has been planned for the future. ▪ Some areas were close to national targets. ▪ Progress in maths was lower than the school would have liked, some children being borderline. <p>MT congratulated CT and Gusford staff on their achievements.</p>		
8.	Committee Meetings		
	No meetings have taken place since the last FGB meeting.		
9.	School Visits and Link Governor Reports		
	<ul style="list-style-type: none"> ▪ DP to email her report on her Safeguarding visit to Governors. ▪ MT is to organise a meeting regarding attendance. ▪ PD/DP/MT attended Safeguarding Training at Halifax. The session was found to be informative and as a consequence Governors noted their knowledge in certain areas was rather grey. As a result they contacted CT with the below questions. <ul style="list-style-type: none"> ○ Who is the LAC lead? CT confirmed this is Nicola Frolich and this will be a shared responsibility with the SENCO from January 2016 when LH joins the team. ○ Who is the E-safety lead? CT confirmed this is the ICT Co-ordinator, Natalie Collins. ○ Are we able to explicitly identify when and where children are taught the skills to assess risk and keep themselves safe and how do we know this is effective? CT confirmed this is through PSHE and ICT and where staff have concerns with a child, this is followed up with the FET team. CT felt that work on mapping where this happens should be done. ○ When and how do we teach children to be 'safe online' and do we also address this issue with parents/carers? CT advised this is taught throughout the ICT curriculum. There is also specific work being done in Y5/6 where there are 'Learning Together' workshops for parents and children. Parents unable to attend are sent information separately. CT felt that work on mapping where this happens should be done. ○ PD asked if CT could arrange to commission staff to do some mapping in relation to the last two questions and also for feedback from both the PHSE and ICT leads. CT agreed to follow this up. ○ CT confirmed new staff were trained by him on Safeguarding L2 on 23rd September. Two staff absent on that date will receive training with the new TAs and PP teacher due to be appointed soon. Prevent training took place on PD day for teachers and TAs. A session for cleaners, MDSAs and absent staff will be arranged in the future. ○ PD confirmed she is setting up a termly meeting with the FET team. This is due to take place on 5th November 2015. 		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ CT to arrange mapping exercise on e-safety and skill development for pupils and report back 	CT	

	to governors at December FGB meeting		
	19:35 RF left the meeting		
10.	Policies and Papers for Approval		
	<p>Behaviour Management Policy – LH is currently on a phased return. It was agreed this policy would be listed as an agenda item for discussion at the next FGB meeting.</p> <p>In Year Admissions Statement 2015/16 – CT confirmed he was in agreement with the contents. The below comments from Governors/CT were noted.</p> <ul style="list-style-type: none"> ▪ CT - List A - F mirrors SCC. Point 7 could be interesting under appeal. ▪ GF - Point 5, dual residence. Would we look at who is in receipt of child benefit? CT felt this would be the person who was in receipt of the benefit however; DP stated this may not be accurate as there may be a parent more in need of child benefit than the other. ▪ CT - Point 7 - How would this sit if there are places and an appeal was received? <p>MT agreed to feedback the above comments to ALT and to confirm what date the policy will be effective from. Further discussion will take place at the next meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Behaviour Management Policy to be discussed at next meeting ▪ MT to feedback comments to ALT on Admissions Arrangements ▪ Further discussion on Admissions Arrangements to take place at next FGB meeting 	All MT All	
11.	Governor Critical Friends		
	Richard Marlow – DP agreed to send a card to Richard thanking him for his work at a Governor.		
12.	Any Other Business		
	<p>(a) ALT Safeguarding Policy (including Prevent) - MT confirmed this policy has been updated to take into account Prevent and is due to be discussed at the ALT board meeting on 6th October 2015.</p> <p>(b) Governor vacancies/committee membership - It was noted there were currently Governor vacancies and TC agreed to confirm exact numbers/positions. Suggestions were made on how to recruit new Governors. GF suggested a meet and greet with the opportunity to chat to current Governors about the role. It was also suggested talking to parents at the forthcoming Parents Evening. DP volunteered to draft a paragraph for Governor approval to be displayed on the school website and sent to parents.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ TC to confirm Governor vacancies ▪ DP to draft paragraph outlining Governor vacancies ▪ ALT to circulate updated safeguarding policy 	TC DP MT	
13.	Date and time of next meeting		
	The next Full Governing Body Meeting was confirmed as 7 th December 2015 at 5.30pm		

Meeting closed at 19:55pm

Minutes Agreed

Name: _____

Signature: _____

Date: _____