




Gusford Primary School
The *Active Learning* Trust

“Promoting Achievement and Success”

**Meeting of Full Governing Body
held on 7th December 2015 5.30pm**

Present:	Ms Marilyn Toft (Chair)	MT
	Mr Daniel Bloomfield (not present)	DB
	Mrs Patricia Dobson	PD
	Mr Gavin Fisk	GF
	Mr Roland Fothergill	RF
	Ms Donna Phillips	DP
	Mrs Janet Shanks (not present)	JS
	Mr Colin Tapscott	CT
Apologies:	Ms Lisa Hook	LH
In Attendance:	Mrs Toni Cornish (Clerk)	TC
	Mr Richard Marlow (Bursar)	RM

No.	Item	Explanation	Who	Time
1.	Apologies: Given and noted above.			
2.	Confirmation of previous minutes			
	The minutes of the previous meeting held on 5th October 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.  2015-10-05GusfordF GBMA updated.doc <u>Items to be carried forward for future discussion/action</u>			
	<ul style="list-style-type: none"> ▪ RM to provide feedback on discussion with GP re: quotes for back up servers ▪ Behaviour Management Policy to be discussed at next meeting. 			
3.	Pecuniary and other interests			
	(a) CT declared an interest under item 13, Any Other Business in relation to a personal connection and interest in the matter of the recruitment of Lisa Tapscott as interim			

	teaching supply within Gusford Primary School. (b) PD to complete Declaration of Business Interests Forms and return to Clerk at the next meeting.		
	<u>Actions Agreed</u> ▪ PD to return completed Declaration of Business Interest Form by the next meeting.	PD	
4.	Chair's Actions		
	There were no actions for discussion.		
5.	Headteacher's Report [standing item]		
	<p>Revised budget - This item was listed for discussion under item 9 however, it was agreed to bring this item forward to allow RM (Bursar) to leave the meeting early.</p> <p>RM explained there was a need to revisit the budget as there had been changes since July 2016 when the budget was set. These changes were attributable to a lower income due to lower numbers of children attending nursery, lower income from catering and higher allocation of Pupil Premium [PP]. There was also an error with the costing of insurance as it was originally assumed this had been deducted from the funding received from EFA. This was not the case and therefore resulted in additional £14,500 expenditure.</p> <p>RM circulated a summary of these budget changes ahead of the meeting which were taken from the whole budget, for ease of identification of differences.</p> <p>RM received clarification from Clive Bush of a rebate on insurance of £5,800.</p> <p>The recalculations result in a carry forward of £106,000.</p> <p><u>MT questioned whether this money was available to be spent on pupils.</u> CT explained there were three project options for consideration (1) Additional room space (modular build) or renting a property in the area (2) Window replacement or (3) 10/15hrs for a Health and Safety member of staff.</p> <p><u>MT questioned what figure should be held in reserve.</u> RM confirmed approximately £30,000 but that Governors need to be aware that with the introduction of the new living wage, wages bill will increase as lower paid staff will move up pay scale. CT explained that new funding formulas are being introduced, however, at this stage he was unaware of how much this allowance would be. <u>MT questioned when a decision would need to be made.</u> CT stated discussion would need to take place over the Spring Term with Bursar/SLT to explore needs.</p> <p>It was agreed CT would provide Governors with options once discussion had taken place with priority being given to the education of children.</p> <p>LU confirmed discussions have taken place around an outdoor classroom and outdoor learning.</p> <p><u>GF questioned if in terms of buildings, it would be useful to have a survey on capital and revenue expenditure, to build in a rolling programme.</u> MT confirmed work is being done with ALT on a capital building programme (roof, windows, and water heaters). RM confirmed a survey was completed about a year ago. GF questioned whether staff should be asked if they have any initiatives. LU confirmed a GI is running an action research project.</p> <p><u>RF noted there was a £2,000 spend set aside for network problems.</u> CT confirmed</p>		

this is a budgeted figure and there had been problems in the past where a survey identified cabling issues. This is a nominal amount set aside to upgrade computer switches etc.

LU questioned why is supply teacher budget E02 zero. RM confirmed this is paid from a different part of the budget (E26 agency supply).

PD questioned GPS3000 and where the gates will be positioned. RM confirmed these were outside the nursery and a full discussion had taken place at the last Finance and Property meeting.

GF noted trips and accommodation were cost neutral in terms of expenditure and felt this was confusing. RM explained the money had been received last year but is shown as expenditure this year.

RM confirmed the revised budget will be submitted to the Trust Board. **Governors unanimously agreed with these budget recommendations** and noted this will be reviewed in the Spring Term and priorities discussed.

RM advised Governors that grounds maintenance had been discussed at the Finance and Property meeting. Quotes were obtained from Ipswich Borough Council and Suffolk Norse, IBC being the lower of the two. Governors agreed with the recommendation at the Finance and Property meeting to sign a contract with IBC for review at the end of the year as the SCC service had not improved.

RM left the meeting.

CT circulated his report ahead of the meeting. The following questions/observations from Governors were captured.

- **GF - Foundation (page 3). It appears one of the school's challenges is developing those children (quickly) that are not at an expectant level when joining the school. In addition to the great work the school undertakes. How can we further enhance this by work e.g. through liaison with Childcare providers, Social Services, GPs, Health visitors, Children's centres or alike?**
CT emailed Sharon, Head of Foundation reply

As you know, I have been working closely with Brookside recently, following the start of their new manager - the focus has been to improve phonics, writing and transition and her staff are going to be visiting regularly during January to watch our phonics/ hand gym/ dough gym and child led learning in Nursery to try to improve practice there. Brookside is our main feeder pre schools and as such is one of my biggest priorities with transition, particularly as I am aware that they have had considerable difficulties with a recent Ofsted. I know that Kerry the manager is keen to meet with you also in the hope that she could have occasional use of the large hall to try to relieve transition anxiety for the children before entering Gusford.

I also met with Mandy, one of the preschool managers at Jack and Jill's preschool to discuss phonics and give them some advice. I did this at the end of the Summer. I have made contact with them this term regarding their coming in to observe our phonics sessions but have yet to hear back from them.

I have also made contact with Busy Bees nursery via email regarding their visiting to improve transition/ phonics, but have yet to hear from them.

Both Busy Bees and Jack and Jill's I will need to follow up on soon, when I get a

minute. I also intend to contact 'Bright Sparks' preschool as we occasionally have children from them, and 'Buttons and Bows'.

This term we have been in contact with speech therapists via phone conversations regarding some of our many children with speech difficulties in Reception and Nursery to gain information to help us with the SEN Interventions taking place. We have also been very pro active as a team to badger parents of children with speech therapy involvement to provide us with copies of intervention information early in the term.

I have also been involved in a multi agency meeting re: information sharing regarding an SEN pupil, this involved Health visitors and paediatrician. We have been in contact with occupational therapists this term with regards to pupils.

We do not have contact currently with a Children's centre - the most local one is Hawthorn Children's Centre near the library. This is on my to do list. It has not been a priority as I know that it has been little used, though I believe over the Summer expansion was due to take place.

I attend 'Cluster meetings' on a termly basis which the local preschool setting managers and local cluster EYFS school staff attend, to further improve our liaison also.

- **PD – with regard to nursery and the suggestion to reduce the age of Nursery intake, what was the outcome of Governors approval sought.** CT confirmed this was agreed following Governors email responses. LU spoke of the successes of 'home-grown nursery children' and the promotional work taking place with taster sessions. LU explained that a sustainable uptake will increase sustainability. Places are capped at 52.
- **GF - Y3/4 (page 5) it is mentioned that that not all children's writing targets were completed, and phase monitoring would take place. What else can be done, does there need to be closer review of some teachers and teaching assistants or support for the children to meet any required writing targets?** CT confirmed targets are in place but feedback in marking needs to link to this more. Hence why monitoring happens to ensure it is more accurate. Where we identify a shortfall specific improvement is asked for and staff work alongside through Best you can be and then monitored. If it is not improved then more formal targets follow. LU has worked with 7 members of staff.
- **GF Progress & Standards (page 5) the whole school should be commended on the continuous improvement. Being very critical there is a decline in reading for (6 5a+, and 6 6c +) under the header GAP Data – Pupil Premium what are the reasons for this?** CT confirmed this is gap data and so this is a narrowing of the gap by 4% in reading. It is therefore good news. LU, new assessment framework. Goal posters and curriculum has changed. Worked with teachers to exemplify what expected standards looked at. Areas to be concerned about are Year 1 at expectation gaps; Y2 more able. These will be a focus of the headship and SENCO monitoring in the spring term. 2 – 1a plus – first column expected 1a plus. More able 2c plus. LU explained how children are judged differently, the old assessment was a linear system where children fitted as a best fit level. These are no longer linear measurements and children judged against

progress. There is no longer a best fit, but a need to achieve a number of core statements. Mastery is about deeper levels of learning.

MT found the assessment meeting handouts very helpful.

- **GF - Racial & Homophobic Incidents - What interventions take place with the pupil and their parents or guardians when they have been found to have used inappropriate behaviour?** *CT confirmed parents are informed. Depending on the situation depends on the intervention. For some a conversation with an adult is enough. For some we allocate further work. For example one child who was on TAC (Team around the child) we used their allocated worker (who was black) to do some work with him. We monitor if there is a repeat offence. We also provide more for those who have had repeat items against them. For example we are trying to get a positive black mentor for one boy through the TAC process. Work done in PSHE to educate globally.*

MT noted the case around radicalisation, how professionals investigated and that Prevent training works.

- **GF - Safeguarding - How does the number of safeguarding cases reflect in comparison to similar schools – do we as a school have more or less than any average, and what is the impact? How much are the FET team able to manage, and how much of teachers time is taken up by dealing with such issues e.g. attendance in meetings etc?** *CT explained we do not have comparative data. The FET deal well with cases. The FET team are at capacity and recently I had to speak to them about case management and reducing cases/items taken on as they were working beyond their hours. Very little teacher time is taken up in attendance. FET deal with most of this. Social care and integrated team is rapidly shrinking and this means we process more. However the advantage is that Kim Wright and Carla Filby, former employees of SCC now work for us! Team has grown from 1 to 3.4.*
- **MT questioned the support around transition and how far do we share experiences/good practice.** *LU confirmed how they have drawn up transition plans but there was a poor uptake from Chantry and East Bergholt. CT felt things would improve with new transition project MT is involved in.*
- **GF - Congratulation on the referral to the Ropes Trust for the family to obtain monies for groceries, what additional support or signposting has been offered e.g. to Financial Inclusion teams, CAB advice, Step change charity etc? GF recognised this is short term.** *Marie Cringe's reply - The family in question are well known to the FET. They have been supported on a Child Protection Plan, on a Child in Need Plan and stepped down to TAC, with many interventions throughout. The details of this particular incident were that the DWP had put a six week halt on the families benefits to investigate due to a change in their circumstances this meant that the family had no income to support them in the interim. As we know from a lot of the families that we engage with living each day hand to mouth is common. As a result of the stopped income the family had no money and no food and were struggling with the purchase of nappies and wipes as well as feeding their other children. The children were presented in school with no snacks and had started a debt for the children's*

	<p><i>school dinners. The Health Visiting Team are also involved and managed to get an emergency food parcel delivered whilst the application to the Rope Trust was being made. The family were very grateful for the intervention and support offered. It is reported that the family's entitlements have now been adjusted. We continue to monitor this family very closely, and have built an open and honest working relationship.</i></p> <ul style="list-style-type: none"> ● GF can we get financial inclusion officer to come into school. <i>CT said this would be helpful with the building of relationships.</i> ● GF - School Promotion - Rather than consider allocating paid hours for someone to maintain the website are we confident that there are no suitable staff that have existing capacity (particularly if the role could be shared)? <i>CT stated that everyone is working at capacity in admin, technician, TAs, senior staff. The only other option is if we can get a parent to donate time each week or get a student from Suffolk One to give time. They have to be reliable. I want someone to drive it.</i> ● Attendance - RF explained how he had noted comments on Facebook around “what age are children classed as FTE to take children out of school” and “what age can we take children out of nursery authorised”. <i>CT confirmed this is the term after they turn 5, when they officially become school age and no letters have been sent to reception children. MT confirmed the school's approach to attendance is the right one, and there is more of a push at DfE level to look at early years but there is a need to educate parents to understand this.</i> ● GF questioned if there was a fine line. <i>CT explained during the first part of the term how it doesn't take much to drop below 95% and how they are asking families to be mindful when keeping children at home. LU confirmed the letters are warnings, to give parents opportunity to improve. LU noted how a PP Assessor said if each child came in for one extra day, attendance would be 97% which shows the significance of odd day's absence. LU confirmed attendance data, where out of 19 children in Y6, 12 had improved, 16 in year 4, 16 had improved, 20 in year 2 and 10 had improved.</i> <p>MT confirmed there is a good reference to absence on the NHS website where the first line states “if your child is unwell, if doesn't mean a day off school”.</p> <p>MT will share key documents used with other schools to support the school's attendance strategy.</p> <p>MT thanked CT for his thorough report.</p>		
	<p>Information on Teachers' Performance - CT confirmed reports have been circulated.</p> <ul style="list-style-type: none"> ● MT questioned in relation to KS1, and whether there is a need to make extra challenge. LU confirmed there has been a thorough and rigorous process. ● MT spoke of the use of TAs in KS2. LU confirmed they now have a centralised intervention system in KS2 and have advertised on the notice board those key areas, levels and expected levels and regardless of age, there has been sign up. This will be much more closely targeted and the next natural step in learning with 		

	<p>priority given to PP children although it is too early to say results.</p> <ul style="list-style-type: none"> ● RF raised the use of case studies, picking one or two PP children to track to see what is/is not impacting. LU explained that if something doesn't work, it is best to stop, do less, but do better. By pushing one thing at a time, such as reading first, this then in turn supports writing and maths. RF and LU are to meeting in New Year to discuss pupil premium and its impact and at the March meeting could look at anonymous pupil profiles. 		
	<p>Pupil Premium Annual Statement and feedback from Review - CT confirmed PP is included in 'Gusford at a glance' and will be presented at the next meeting if available. CT explained that Ofsted, assessment without levels, judges by effort, impact and the wider living. CT has discussed this with David Hilton. A working party across the Trust will be formed to measure resilience as well as other 'softer' measures alongside raw attainment data.</p>		
	<p>Publication of LA RAG Ratings - Governors noted this resulted from a FOI request made by Archant to SCC for private data they held and was due to be published on Wednesday. It was noted this is a crude method and does not provide any measure of progress. Governors agreed a statement should be prepared together with a letter to parents showing current school improvements. It was agreed the letter should be from CT and the Governing Body. Governors agreed the language of the letter should crucially celebrate efforts. CT agreed to draft a letter for Governors comments.</p>		
	<p>Actions Agreed</p> <ul style="list-style-type: none"> ▪ CT to draft letter/statement re: RAG ratings. 	CT	
6.	<p>Trust Business [standing item]</p> <ul style="list-style-type: none"> ● ALT H&S Policies ● ALT Safeguarding Policy ● ALT Whole School Pay Policy ● In Year Admissions Statement 2015/16 <p>Governors noted the contents of these policies. No further comments were made.</p>		
7.	<p>Narrowing the Gap</p> <p>Discussion on this item is included under item 5 above.</p>		
8.	<p>E-Safety</p> <p>CT circulated his report to Governors. An E-safety week for children and parents is planned for February 2016 to focus on e-safety, with representatives attending from the local community and activities.</p> <p><u>MT noted there is a comprehensive system in place but we need to measure impact and question how we know it is making a difference.</u></p> <p>CT noted the significant changes in technology over the years, with computers, laptops, smart phones/devices etc. .</p> <p>LU confirmed E-safety is about pupil perception, A "how safe do you feel" exercise is planned. If we hear more, children are more confident to talk which is positive.</p>		

	It was agreed feedback will be provided at the March meeting from pupil perception work.		
	<u>Actions Agreed</u> <ul style="list-style-type: none"> ▪ CT to feedback on pupil perception work at next meeting. 	CT	
9.	Committee Meetings		
	Personnel Committee - 16th November 2015 See confidential Part B minutes for further discussion on this item.		
	Finance and Property Committee - 9th November 2015 GF confirmed as part of the meeting an internal H&S inspection took place, the report of which was circulated today. There were a few minor issues to note which were discussed at the meeting and noted for action.		
10.	School Visits and Link Governor Reports		
	Governors noted and received the following reports:- <ul style="list-style-type: none"> a) PD meeting with FET and MT discussion with FET on attendance- PD stated that the FET team are brilliant, and how they do lots for the school and support SLT. MT echoed this comment having met with the FET team to discuss attendance. MT was very impressed on how the team have taken attendance forward and how the data is secure with foundations in place to focus on raising the bar. b) DP Single Central Record - DP reported this was in a good place with no errors and agreed to review on a termly basis. c) MT meeting with DT subject lead - MT explained the whole school approach to DT and reported back favourably. The subject lead has dedicated a day to look at the subject portfolio and evidence of impact and next term will be updating policy. MT agreed to invite the DT subject lead to the March meeting to present their portfolio. d) Governors to visit school prior the next FGB meeting - Maths - RF to attend. English - DP to attend ICT - RF to attend (1st Feb. E-safety) 		
11.	Policies and Papers for Approval		
	<ul style="list-style-type: none"> a) Behaviour Management Policy - It was agreed this would be discussed at the next meeting. 		
12.	Governor Critical Friends		
	Governors agreed cards to be sent to: <ul style="list-style-type: none"> ● FET team and DT subject lead to follow up from Governor visits. ● Phase leaders, Sharon Race, Anita Gray, Lou Hughes and Pip Hedlam for driving quality. ● LH - stepping down from AH to SENCO 		

	<ul style="list-style-type: none"> To those staff members involved in the Christmas productions. 		
13.	Any other business		
	<p>A discussion took place on “When is late, late”</p> <p>Registration currently takes place at 8:50 until 9:00 and children are not late until 9:00. It was noted children arriving between these times were registered as late however, the EWO cannot follow up as the register has not closed until 9:00. Governors discussed whether the policy should be changed and noted Hillside operate a flexible registration. Children should be ready to learn at 8:50.</p> <p>It was agreed MT/CT would discuss further to initiate from January 2015. CT will email Governors with outcome.</p> <p>GF was aware the door was left open for EYFS. CT would follow this up as there is a need to ensure the door is closed to ensure consistency across school.</p>		
	GF left the meeting 19:30		
	<p>Governor Membership - The following new Governors were noted</p> <ul style="list-style-type: none"> Mrs Janet Shanks, Staff Governor Mr Daniel Bloomfield, Parent Governor <p>It was noted there was no further vacancy for a Trust Governor. Information had been sent via email to Sally Wright, former HT Pipers Vale.</p> <ul style="list-style-type: none"> Ms Donna Phillips would take over as Chair from 2016 and Ms Marilyn Toft would step down to become vice-chair. TC agreed to confirm the appointment process prior to the next meeting. 		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> CT/MT to discuss “late” further to initiate from January. Governors would be emailed with the outcome. TC to contact ALT re: appointment process of Chair/Vice Chair 	CT/M T TC	
	<p>Supply staff – CT declared an interest in this item under item 3. Lisa Tapscott is currently working as a supply teacher.</p> <p>There is a need to cover Sharon Race’s leadership time and PPA similar to the other phase leaders with a qualified teacher. Following a recent advert, no suitable candidates were found. Lisa Tapscott can cover this as another teacher (Sally Ward) is covering Anita Gray’s time that Lisa had been covering. This cover is until the end of the summer term (2 terms and is for one day a week.</p> <p><u>DP questioned are there any other supply teachers.</u> CT stated we could go the agency but standard would be unknown.</p> <p>Governors agreed to a continuation of LT doing this until the end of the academic year (Governors noted LT is on a zero hour’s contract). Governors agreed LT would also cover Sonia Pecce one day a week for five weeks whilst she is on an exchange at Sidegate as part of her Schools Salaried Direct training to be a teacher.</p>		
14.	Date and time of next meeting		

	Monday 8th February 2016, 5.30pm		
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Meeting closed at 19:40pm

Minutes Agreed

Name: _____

Signature: _____

Date: _____

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