



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body
held on 8th February 2016 5.30pm**

Present:	Ms Marilyn Toft (Chair)	MT
	Mrs Patricia Dobson	PD
	Mr Gavin Fisk	GF
	Mr Daniel Bloomfield	DB
	Mrs Janet Shanks	JS
	Mr Colin Tapscott	CT
	Mrs Sally Wright	SW
Apologies:	Mr Roland Fothergill	RF
	Ms Donna Phillips	DP
In Attendance:	Mrs Toni Cornish (Clerk)	TC

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above. MT welcomed new Governors to the meeting Mrs Sally Wright (Trust Governor), Mr Daniel Bloomfield (Parent Governor) and Mrs Janet Shanks (Staff Governor). It was noted discussions are taking place to appoint a further Trust Governor from Chantry Academy to strengthen partnership working.		
2.	Confirmation of previous minutes	The minutes of the previous meeting held on 7 th December 2015 were agreed as a true and accurate record of the meeting. The following updates were noted:- <ul style="list-style-type: none"> <u>When is late late?</u> - CT confirmed that staff continue to explore strategies to address lateness and are considering whether to make changes to the policy. Further work is needed to educate parents on the impact of lateness and CT will keep Governors updated of any progress. CT confirmed that he and LU have been on duty at the gates in the morning but that there is no impact to measure at this stage. 		
	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. Governors noted that the budget will need to be discussed at the March 2016 Finance meeting to consider the impact of the new minimum wage regulations from April 2016. Initial calculations indicate additional costs could be incurred from April – August 2016 equating to £13,000, £32,000 for the subsequent year, without any contributions from the Government. This figure may impact on the carry forward figure. <u>Items to be carried forward for future discussion/action</u> <ul style="list-style-type: none"> MT to discuss quotes for backup servers with Clive Paskell. 		

	<ul style="list-style-type: none"> ▪ Behaviour Management Policy to be deferred to March 2016 meeting. ▪ E-Safety/Pupil Perception work to be deferred to March 2016 meeting. 		
3.	Pecuniary and other interests		
	<p>(a) No pecuniary or other interests were declared.</p> <p>(b) TC circulated Pecuniary Interests forms to Governors, SW, JS, DB and PD for completion at the end of the meeting.</p>		
4.	Chair's Actions		
	There were no chair's actions to note.		
5.	Headteacher's Report [Standing Item]		
	<p>CT circulated his report ahead of the meeting.</p> <ul style="list-style-type: none"> • Pupil Perception work – ICT week was held just last week. It was agreed discussion on this item would be deferred to the March 2016 meeting. <p>CT explained to the new Governors that two reports are produced per term, an interim report for the first FGB meeting and a full report for the second.</p> <p>CT highlighted there had been a few amendments to his report since circulation.</p> <p>Page 4 – Exclusions. There have been further exclusions – 4 days, 4 occurrences for 2 boys and 3 homophobic incidents which were verbal.</p> <p>Page 5 – Premises (Catering). This should read Easter 2016.</p> <p>CT expanded further on behaviour and explained that despite the extra support in place (behaviour support TA and 0.4 timetable extra FET member), resources are stretched, particularly with regard to children with significant behaviour issues. IYFAP (In Year Fair Access Panel) have limited PRU places in the county and some schools are choosing not to engage or assist with managed moves which results in a blocking of a place. Only one child is also allowed per PRU school.</p> <p><u>MT questioned whether resources can be increased further and, in light of mental health week, she reminded governors that the Place2Be charity provides counselling and support to primary schools – some Trust primary schools are already accessing this support.</u> CT explained the issue is cost related. On call is frequently needed and although they would like to expand FET team, the school cannot accommodate this physically or financially at this stage.</p> <p><u>SW questioned whether the FET team is like a nurture group.</u> JS explained she runs a nurture group and how the team of 5 are involved in parent liaison and attending meetings such as CP conferences. JS explained there is an issue in the morning of not having somewhere to go safely with a child, away from the classroom, a room with low stimulus. The emotional needs of some children can be quite considerable and their complex needs need to be overcome before they feel safe, secure and confident to learn. The FET team are very successful with building relationships with families and supporting them, but time can be dominated by a few individuals which can restrict the FET team's proactive work, such as responding to incidents in school. <u>MT questioned if there was anything Governors could do to help.</u> CT explained the need is about refocusing on triggers, some of which are beyond the school's control due to family circumstances and the needs of that child. JS provided reassurance that systems are in place and all will be OK. CT explained a Y5 teacher is off unwell which has unsettled some children as a cover teacher is covering the post. Children with personal issues all add weight to current situation. CT confirmed there is no space, although this was previously discussed, but not feasible due to costs. SW spoke of Mondays and Fridays</p>		

being trigger days. The school are not always aware what has happened over a weekend and the child may become anxious and look for support in a problem-free setting.

DB questioned whether cases are increasing, whether it is a growing culture of lateness of some parents and is this typical of other schools within the Trust. CT confirmed the school had been improving but recently there has an escalation. JS explained she has seen successes as the profile of high need children has changed. New children joining can also change the dynamics of classes but that there is evidence of improvement in behaviour of certain children.

DB asked whether resources could be shared with other ALT schools. CT felt this was a good suggestion however, the resource would probably be needed by all schools at the same time. DB suggested using portacabins for additional space. CT explained modular space had been explored in the past but, at this stage, the school were unable to finance this. It was agreed plans for additional space would be discussed at the Finance meeting once the carry forward figure was known. **Agenda item March 2016 Finance to discuss additional** space. CT would welcome any further ideas from Governors and will continue to keep Governors updated. This item will be discussed further at the March 2016 FGB meeting. **Agenda item March 2016 FGB update on behaviour.**

GF submitted two questions to CT in advance of the meeting.

- 1. On page one you write about ‘Lead Now’ training which is about leadership for children. Could you briefly explain a little more about what this involves and what the desired outcomes are? What does the UK pilot involve? How can the Governing body support you and the school in being involved?** CT circulated an information sheet entitled Emerging Leaders ‘Lead Now’ Pilot. He explained there is no cost implication. The aim of the programme is to gather data on groups of children, not individuals, to show the impact of the Lead Now programme. Children will be taught about how to take responsibility for themselves and their learning, aiming for them to be good citizens and see themselves as leaders. The programme is aimed at Y4/5/6 and covers topics such as leading yourself, leading your team, basic finances, projects for the community which make a difference. An envisioning evening is planned for 23rd February at Gusford Primary School for ALT schools, cluster schools and other schools linked to Gusford who may be interested in the pilot. **GF questioned if everyone can benefit from this, i.e. teachers, employees, the FET team and whether this can be expanded to support parents with a similar programme.** CT confirmed they will be exploring developing this pilot further with adults and that he had recently worked with the project leaders for a week, receiving training in the adult material. He explained the potential to become involved and the overlap with PiXI Primary Edge work (2017). The pilot teaches how to do it and will be complementary to Primary Edge.
- 2. I have considered your report alongside the ‘Data Summary December 2015 – Gusford at a Glance’. Can you explain what or why there are differences between the table relating to ‘Pupil Premium v’s non Pupil Premium’ for KS1 Attainment (column title – what is the gap) on both documents.** CT confirmed **Gusford at a Glance is accurate, although did circulate a revised version at the meeting.** CT explained the colour coding demonstrates they are closing the gap and the new data shows lots of green (improvements), progress based on beginning/developing levels. Further reports will follow which will show progress developing to embedded (secure) or mastery levels. **CT explained how children are constantly moving on and some need to make accelerated progress to reach expected standard and explained the analogy of a bus journey. Some children are already on the bus travelling (at expected level). Those up front are embedded, leading the way, at the back of the bus there are the children who are developing and the children**

<p>running to jump aboard are those slightly behind expected standard. The bus is moving all the time and so those wanting to get on board (those slightly behind standard) need to move at an accelerated pace to reach expected standard.</p> <p><u>DB questioned whether those working above these levels are monitored.</u> CT confirmed they are and want children to move to mastery (Mr Tapscott used the bus analogy again, likening them to being in the pace car ahead of the bus). Regular pupil progress meetings are held.</p> <p>3. <u>GF questioned page 4 attendance (reception) all three classes are below expected and why is this? Young children can be anxious, is there work which can be done around reception classes.</u> CT explained that based on dialogue this is attributable to a mixture of children being unwell, building immunity to bugs, and working with families to promote acceptable absence reasons. Any specific concerns are raised at FET team meetings. Governors noted that until the term after children turn 5, they are not legal school age. Early years are becoming more of a focus, to give a strong message from outset. MT confirmed the DfE are currently collecting data on early years. JS explained teachers are promoting good attendance through competitions, getting the children to drive this forward.</p> <p><u>DB questioned what the trend was from last year.</u> CT confirmed it is at 95.7% this year and was much lower last year. The school are in a better position this year. SW recognised children can become tired and questioned whether there are cases where some children are better doing half day. CT agreed and confirmed there are some children doing exactly this.</p> <p>MT confirmed discussion have taken place with Gusford FET team and Chantry to explore attendance. They are looking at strengthening communication between the schools to supporting parents who struggle through sharing of good practice. The schools have agreed to directly communicate about families with children at both schools or about to transfer to Chantry. Case studies record the impact of interventions.</p> <p>CT circulated to Governors a Trust mock test results comparison Spring 2016. In some cases, Gusford are shown above other ALT primaries.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Finance March 2016 - additional building space to be discussed ▪ FGB March 2016 - Behaviour update to be provided 	GF CT	
<p>6. Trust Business [Standing Item]</p> <p>ALT Hub Meeting - MT reminded Governors of the forthcoming ALT hub meeting scheduled for 13th April 2016 at Hillside Primary School.</p> <p>Admissions Policy - Following consultation on the Admissions Policy, MT confirmed suggestions have been noted and ALT will be taking these into account.</p> <p>Trust Risk Register – MT reported Gary Peile has circulated this document with a view to all schools to review their position. CT confirmed this will be discussed at relevant committee meetings and an update will be provided at the March 2016 meeting.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Trust Risk Register to be discussed at relevant committee meetings and a progress report provided at March 2016 FGB meeting. 	All	
<p>7. Committee Meetings</p>		
<p>Governors noted future meetings and agreed membership below.</p>		

	<p>Personnel – 25th February 2016, 5.30pm. Members PD (Chair) CT, DP, MT, SW</p> <p>Finance and Property – 7th March 2016, 5.30pm. Members GF (Chair) CT, JS, DB, RF, (new Trust Governor to be appointed from Chantry Academy).</p> <p>Subject Leader Links were agreed as follows:-</p> <table border="1" data-bbox="188 331 986 1025"> <thead> <tr> <th>Subject</th> <th>Lead 15/16</th> <th>Governor</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Gemma Smith</td> <td>Donna Phillips</td> </tr> <tr> <td>Maths</td> <td>Sarah Ingram Sarah Clayton</td> <td>Roland Fothergill</td> </tr> <tr> <td>Science</td> <td>Emma Skippins</td> <td>Gavin Fisk</td> </tr> <tr> <td>ICT</td> <td>Natalie Collins</td> <td>Roland Fothergill</td> </tr> <tr> <td>DT</td> <td>Gemma Cumberland</td> <td>Gavin Fisk</td> </tr> <tr> <td>History</td> <td>Mike Davies</td> <td>Chantry Academy TBC</td> </tr> <tr> <td>Geography</td> <td>Liz Gray</td> <td>Gavin Fisk</td> </tr> <tr> <td>Art</td> <td>Nic Talbot</td> <td>Donna Phillips</td> </tr> <tr> <td>RE</td> <td>Marnie Cable</td> <td>Pat Dobson</td> </tr> <tr> <td>Music</td> <td>Cath Sparrow</td> <td>Marilyn Toft</td> </tr> <tr> <td>PSHE</td> <td>Jenny Gooch</td> <td>Marilyn Toft</td> </tr> <tr> <td>MFL</td> <td>Katie Fitzmarurice</td> <td>Marilyn Toft</td> </tr> <tr> <td>PE</td> <td>Lauren Urquhart (SP)</td> <td>Daniel Bloomfield</td> </tr> <tr> <td>SEN</td> <td>Nic Frolish</td> <td>Pat Dobson</td> </tr> <tr> <td>Safeguarding</td> <td>Marie Cridge</td> <td>Pat Dobson</td> </tr> <tr> <td>EYFS</td> <td></td> <td>Sally Wright</td> </tr> </tbody> </table> <p>Actions Agreed</p> <ul style="list-style-type: none"> TC to circulate updated membership list. 	Subject	Lead 15/16	Governor	English	Gemma Smith	Donna Phillips	Maths	Sarah Ingram Sarah Clayton	Roland Fothergill	Science	Emma Skippins	Gavin Fisk	ICT	Natalie Collins	Roland Fothergill	DT	Gemma Cumberland	Gavin Fisk	History	Mike Davies	Chantry Academy TBC	Geography	Liz Gray	Gavin Fisk	Art	Nic Talbot	Donna Phillips	RE	Marnie Cable	Pat Dobson	Music	Cath Sparrow	Marilyn Toft	PSHE	Jenny Gooch	Marilyn Toft	MFL	Katie Fitzmarurice	Marilyn Toft	PE	Lauren Urquhart (SP)	Daniel Bloomfield	SEN	Nic Frolish	Pat Dobson	Safeguarding	Marie Cridge	Pat Dobson	EYFS		Sally Wright		
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8.	<p>Schools Visits and Link Governor Reports</p>	TC																																																				
	<p>Governors noted PD had attended workshops and the KS1 Christmas play in her capacity as a grandparent. PD is due to attend school on 10th February for the Safeguarding annual audit with Marie Cridge and will provide feedback at the next meeting.</p> <p>RF visited school for ICT on 1st February and is also due to attend school as a Maths link Governor and Pupil Premium lead. Feedback is requested on these visits at the next meeting.</p> <p>Live subjects – CT agreed to email to Governors with live subjects for this term. Governors agreed to liaise with subject leads direct.</p> <p>Louise Hughes is to be invited to the next meeting to discuss DT with Governors.</p> <p>Actions Agreed</p> <ul style="list-style-type: none"> PD to provide visit report from Safeguarding Annual Audit at next meeting. RF to provide visit report from ICT/Maths/Pupil Premium at next meeting. CT to email Governors with live subjects for the term. CT to invite Louise Hughes to next meeting to discuss DT. 	PD RF CT CT																																																				
9.	<p>Policies and Papers for Approval</p>																																																					
	<p>Performance Management Policy – Teachers. Governors noted this policy was TUPED from ALT. No changes were necessary. Governors noted the contents. Person responsible CT, reviewed February 2016, next review February 2017.</p> <p>Performance Management Policy – Support Staff. Governors noted this policy was TUPED from ALT. No changes were necessary. Person responsible CT, reviewed February 2016, next review February 2017.</p> <p>Complaints Policy – Governors noted this policy was TUPED from ALT. No changes</p>																																																					

	<p>were necessary. Person responsible CT, reviewed February 2016, next review February 2018.</p> <p>Safeguarding Policy – CT had circulated this policy via email however, it was noted not all Governors had received this. CT agreed to re-circulate to Governors via email for approval. A review date would be set for January 2017.</p> <p><u>Policies/Procedures for discussion March 2016</u> Whistle Blowing Procedure Behaviour Management Policy Safer Employment Policy Accessibility Plan</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Whistle Blowing Procedure, Behaviour Management Policy, Safer Employment Policy and Accessibility plan to be discussed at the March 2016 meeting. ▪ Safeguarding Policy to be circulated by email for approval. 	All CT	
10.	Governor Critical Friends		
	GF agreed to send a card to Natalie Collins to thank her for her work during ICT week.		
11.	Any Other Business		
	<p>Website - GF noted some areas could benefit from updating, i.e. dates for 2016/17 academic year. GF agreed to email CT with a list of suggested updates.</p> <p>MT questioned whether CT was happy with website resources. CT confirmed himself, Lynne De'ath, Natalie Collins and Collette Bourne are trained to update the website. GF suggested publishing a website page with Governor information. CT requested each Governor send a three line biography of themselves and a suitable photograph.</p> <p>Gates - CT confirmed within his report that gates have been installed. A coded lock allows the site to be locked with access still maintained to the nursery and Brookside.</p> <p>Single Central Record – CT confirmed there have been updates to the SCR procedure. An internal check is to be completed every half term and DP or another Governor rep should complete a check in the second half term. It was agreed Safeguarding, including SCR, will be listed as a standing item for future FGB meetings.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ GF to email CT with suggested website updates. ▪ Governors to send three line bio and photo to CT for website. ▪ Safeguarding (including SCR) to be listed as a standing item for future FGB meetings 	GF All TC	
12.	Date and Time of next meeting		
	Monday 21 st March 2016, 5.30pm		

The meeting closed at 19:15

Minutes Agreed

Name: _____

Signature: _____

Date: _____