



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body
held on 21st March 2016, 5.30pm**

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

Governors welcomed Natalie Collins [NC], ICT Subject Lead, to the meeting. ICT is a 'live subject' this term and NC provided Governors with an ICT update sheet which contained an analysis of how children perform in ICT, what the school are doing well and the key priorities to improve the future provision for ICT. Briefly this included discussions on the following:

- Computing week held to raise the profile of using different ICT equipment within other subject areas, promoting the ideas of computing and raising the profile of online safety.
- Keeping up to date with changes to terminology (e-safety is now referred to as online safety).
- Updated policy agreement signed by parents and children.
- An online safety incident log and Pupil Asset being edited for staff to record any issues (inappropriate behaviour online, cyber bullying etc).
- Raising the profile of online safety for parents. Publishing a monthly blog on the school website to support parents at home.
- Further ICT equipment being ordered to allow greater access by children in lessons.
- Downloading software for children to design/create programmes.

LU explained the School Council highlighted how they wanted more ICT to support wider learning and a series of events are planned. The PTA has also been approached to discuss match funding.

Governors asked the following questions:

- **RF – Is the online safety incident log for teachers?** NC – No, this is for all staff.
- **DP – How many sessions of ICT is there a week?** NC - One session per week and beyond teachers can book net books to use in class. Cameras are available too.
- **SW – Apart from website, do you have any other communication with parents?** NC - Y5/6 have parent workshops. Ofsted were interested in profile-raising for Y3/4. The school also have an active Twitter feed.
- **TS - How many people access the website?** CT – We have not had the opportunity to track hits on the website. NC – the website is promoted through News on the Ninth and many parents are followers on Twitter. NC will consider obtaining parent perceptions by sending paper letters.

Governors thanked NC for her report and enthusiasm.

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above. MT welcomed a new Trust Governor to the meeting, Miss Trudy Stannard [TS]. TS is the assistant Principal at Chantry Academy and her appointment as Trust Governor will strengthen partnership working.		
2.	Confirmation of previous minutes	The minutes of the previous meeting held on 8 th February 2016 were agreed as a true and accurate record of the meeting. The following updates were noted: <ul style="list-style-type: none"> Mrs Janet Shanks should be listed as Teacher Governor, not Staff Governor. MT to discuss quotes back up servers with Clive Paskell. Following up on her discussion with CP, MT forwarded an email to CT that has been shared with Richard Marlow [RM]. Clive Paskell was confident there could be a solution to this. RM will be asked to provide an update at the next meeting. Governors were reminded to send three line bio and photo to CT for website by end of term. GF requested to resend email to CT with suggested website updates. 		
	Matters Arising from 8th February 2016			
		All actions were completed with the exception of the items below that are to be carried forward to the next meeting. <u>Items to be carried forward for future discussion/action</u> <ul style="list-style-type: none"> Membership - TC to forward an updated list to Governors. Backup Servers - RM to provide update on quotes. When is late late? - CT would like further conversations regarding strategies prior to agreeing any changes to the policy. 		
3.	Pecuniary and other interests	No pecuniary or other interests were declared.		
4.	Chair's Actions	There were no actions to note.		
5.	Report to Governors on DT	Louise Hughes was unable to attend and will be invited to attend the next meeting.		
	<u>Actions Agreed</u>	<ul style="list-style-type: none"> CT to invite Louise Hughes to next meeting 	CT	
6.	Headteacher's Report [Standing Item]	CT circulated his report to Governors ahead of the meeting. RF emailed questions to CT. These questions and CT's responses are detailed below. <u>Gap Data (p5 of heads report) - you make a statement we expect the March data to show an improvement? Why is this? What have we done differently to achieve this?</u> From Pupil Progress meetings about Pupil Premium children and observations of children's work they are accelerating progress and so we expect the data to be more positive. The work undertaken by the pupil premium teacher with pupil premium children is now making an impact. In fact we have reception and Y6 data in already and reception		

<p>particularly shows some very good progress. LU will explain more.</p> <p><u>Safeguarding (p8 of heads report) - Prevent training. Do we have a record that all staff have completed and has it been reviewed by a Governor (PD)?</u> We have a record of all staff that have completed Prevent. To my knowledge this has not been seen by a Governor yet. PD to check register.</p> <p><u>Health and Safety (p9 of heads report) - part time timetable and alternative provision. Do these pupils count towards our attendance figures?</u> Yes - these children are part of our figures. They remain on roll. Children on part time timetable are counted as absent when not in school.</p> <p><u>Nursery (p10 of heads report) - with the Nursery open to 3 year old children and the increase in uptake, how are staff coping with this new influx of younger children? i.e. additional duties of potty training etc. Has this had any impact?</u> Staff are coping but we would like more staff. We have looked at the budget but the extra children coming in still does not cover expenses, so we currently have no surplus.</p> <p><u>Premises Issues (p11 of heads report) Leaking Windows - does this require attention? Can we 'fix' the issue or do we need to consider how we find money for new windows in these rooms?</u> This is currently being examined for fixing. If this can't be achieved then we will need to consider new windows.</p> <p><u>SW noted on page 8, Safeguarding, there had been two referrals to Customer First and families encouraged to engage in the CAF process but had declined.</u> SW questioned where does this leave the school? CT confirmed that the CAF process is voluntary but that the school will continue to closely monitor the situation and refer where there are concerns.</p> <p>Governors noted Sarah Walker had done an excellent job of covering during Marie Cridge's absence.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ PD to check register of staff who have completed Prevent training 	PD	
<p>Governors welcomed LU to the meeting to provide an update on Progress and Standards data. LU circulated various documents to allow Governors to understand the processes behind Gusford at a Glance.</p> <p>LU explained in depth to Governors how assessment has changed significantly this year, how there used to be levels, but that there is now an ALT system of climbing frames used for internal data. LH and LU audit to ensure this is in line with ALT expectations. LU circulated the below documents and provided Governors with an outline of these.</p> <p>Maths Achievement Summary - an example of a document produced for each subject area that identifies each year group and the proportion working at expected standard. These subject summaries are then compared against pupil premium and non-pupil premium children.</p> <p>Progress Points/Tracking Data - ALT asks schools to complete data assessments based on climbing frames. (The columns show the correlation between what has to be done to meet embedded/expected standard).</p> <p>Projections and watch list – This list looks in finer detail, tracking from year 1 onwards to quickly boost any vulnerability in subjects.</p> <p>Reception Pupil Premium Children (Spring 2016 data progress) – Highlights interventions and expectations of making accelerated progress.</p> <p>Tracking analysis – This tracks one-step progress, how we are performing as a school, producing a trend analysis. This is compared against previous year groups and how that group is performing.</p> <p><u>RF questioned how do you know the Pupil Premium gap is going to improve this round.</u> LU explained there is a greater percentage of green and yellow areas which</p>	PD	

indicates improvement and that progress is being maintained.

RF questioned why ALT asks for information in a different format. LU explained this is to allow comparison for school against school as schools report differently. MT confirmed this is so the Trust can gather a picture overall and facilitate the sharing of effective practice between schools.

LU explained the current measure for ALT is not sensitive enough to demonstrate progress of SEN pupils and is not reflected in the ALT data as this only measures those at expected standard. The school needs to consider how we assess SEN pupils, how we celebrate progress, use funding, time and effort.

In the summer there will be a final commission report on assessment against levels, schools will be given the option to negotiate their own curriculum. The same core strands apply but are organised differently within curriculum. LU explained there is a need to have something robust with integrity. LU is involved in national discussions so Gusford is well-placed to respond (see below).

SW questioned about standardised work and are all other schools doing this. LU confirmed they are.

MT questioned how this links to Pixl support. LU confirmed she is part of a national research and development senior operations team and has access to pre-published information, i.e. writing exemplification and was able to run a pilot at Gusford on 19th January 2016. This was not published by DfE until February 2016. The school has a professional partnership with Pixl on learning and development, working through educational challenges and Gusford will work alongside any ALT school if requested.

MT spoke of the Head's report and questioned how confident LU is with the data contained within this. LU explained 74% is worst case, based on information we have, although the thresholds have not yet been set. She feels most schools combined will be dictated by writing results and although a number are working below expected, the middle groups are pushing up.

SW stated that in the report, Talk for Writing brings on writing and asked LU to expand on this. LU explained this was started in house and they are now beginning to see where this is working really well. Y4 operate on a weekly curriculum bespoke for their needs. Full training is needed to use talk for writing and has to be booked a year in advance.

SW stated spelling at Gusford is an issue and with the handwriting policy, at what stage is joined up writing introduced. LU explained how Pen Pals works on a staged scheme across year groups. Phonics has improved significantly and the foundations are much stronger. Children are limited on language-rich environments but the school is trying to raise the profile.

MT recognised the quality of teaching is 92% and the school has come a long way with the Best you can Be programme. CT explained LU or Sarah Clayton help teachers by identifying gaps and work alongside them, with modelling, planning, improving subject knowledge. The programme has evolved and is used by teachers as a signpost and is regularly monitored by CT. LU spoke of the amazing staff at Gusford, staff who have grown the curriculum. CT's ability to look at staff creatively has been a significant part of this. Schools Direct Students and Teach First programmes are both excellent.

PD, as Chair of the Personnel Committee, has recognised the stability of the staffing structure. LU stated the biggest challenge is to retain staff through remuneration, incentives and professional development.

JS questioned if there is an expectation amongst the Trust to use expertise from one school to another. MT confirmed yes and that the sharing of practice would be negotiated on the basis of gains for both schools involved. LU explained there is an element of need to be careful that support has professional integrity. Schools have

	<p>different priorities and schools differ.</p> <p><u>Governors noted the huge jump from combined at KS2 26% and projecting 81% and questioned whether they were right to feel reassured.</u> LU stated that based on data solely, test results are hard to predict exactly. Analysis was critical. However, with writing, the school can be clear on projections. Teachers were cautious in the first half of the year as they felt insecure with using the new assessment framework e.g. they felt that combined assessments were dictated by maths not writing. However, as teachers begun to unpick those not working at expected standards it was recognised this was to do with teacher insecurity. CT explained how last year they were close to their predictions.</p> <p><u>TS asked how this compared to other schools. i.e. Sidegate.</u> LU explained they are not as confident, and, using Pixl, the curriculum is more robust. The national picture will show a decline but Gusford should achieve a minimum of 74% and are aspiring to 81%.</p> <p>Governors thanked LU for providing such a detailed picture of data.</p>		
	<p>Behaviour Update – Since writing his report, CT confirmed that under attendance on page 5 of his report (reported as 12 days fixed) there has been an additional 9 days relating to six pupils. These are high profile children who have unsettled others. JS will be completing further work on these children.</p> <p>Additional Building Space – CT stated the school need more space but budget wise cannot afford this.</p>		
7.	Trust Business [Standing Item]		
	Health and Safety Policy – Governors noted clarification on this policy.		
	Admission Arrangements – Governors noted these standardised arrangements and CT confirmed these were available on the school website before the required date.		
	<p>Reporting for Governors Meeting Minutes – Governors noted the information on changes and updates to the Scheme of Delegation for the Trust and that these updated documents are available on the Trust website.</p> <p><u>RF questioned if minutes were to be uploaded for Committees as well as FGB.</u> CT confirmed minutes of all meetings should be uploaded, removing any Part B sections where relevant, assuring confidentiality is maintained.</p> <p>a) TC currently forwards agendas and minutes to ALT central office once available.</p> <p>b) TC emails Karen Jarvis on any necessary matters raised at LGB meetings for ALT to respond.</p> <p>c) CT confirmed there are no minutes currently uploaded due to (1) converting the pdfs to upload and (2) the time to upload them. CT and TC are due to discuss uploading minutes and CT will arrange for a password for TC.</p>		
	<p>DBS Checks for Governors – Governors noted the amendments.</p> <ul style="list-style-type: none"> ▪ <u>RF questioned whether we have started the DBS process for new Governors? In light of the ‘all’ Governors should complete the DBS process, would existing Governors with a CRB need to complete the DBS process?</u> MT agreed to seek clarification from Jan Steele. ▪ TS to forward her DBS number to Lynne De’ath. 		
	Admission Appeals Panels – Governors interested in applying as panel members should inform TC before the end of term. It was noted PD and DP were interested and TC will forward this to Karen Jarvis.		
	<u>Actions Agreed</u>		

	<ul style="list-style-type: none"> ▪ CT/TC to discuss uploading minutes to website ▪ Governors interested in becoming Admission Appeal Panel members to contact TC before end of term 	CT/TC All	End of term
	ALT Governor Sessions – Governors noted the session at Hillside Primary School on 13 th April 2016 at 5.30pm. New Governors noted the session starting at 4:45pm for new Governors.		
	<p>Trust Risk Register – CT circulated the first draft of the register that has been forwarded to ALT.</p> <p>SW sought clarification on number scales. CT confirmed Likelihood – 1 = unlikely, 5 = very likely. Impact – 1 = low, 5 = high.</p> <p>MT questioned whether attendance should be included under behaviour (4)</p> <p>Governors discussed point 13, and CT confirmed they have been working hard with staff to raise the profile of the school. Recruitment to senior roles is an issue nationally. This has been flagged as a risk with ALT and CT continues to grow staff internally – succession planning crucial. It was agreed the risk register should be reviewed termly. MT confirmed that the Trust risk register is reviewed at each ALT Board meeting.</p> <p>TS questioned whether it is expected that Governors should pick up on individual risks in terms of their links to subjects. CT confirmed this is correct however he has not yet had the opportunity to explore these.</p>		
	<p>Actions Agreed</p> <ul style="list-style-type: none"> ▪ Risk Register to be reviewed each term 	All	
8.	Committee Meetings		
	Personnel – 25th February 2016. PD reported support staff pay reviews were discussed at this meeting and agreed.		
	Finance and Property – 7th March 2016. Governors noted the impact of Government policy with regards to the increase in national minimum wage and the potential impact of £30,000 additional expenditure to the school. A decision from the unions is currently awaited. CT confirmed the draft budget has been forwarded to ALT.		
9.	Schools Visits and Link Governor Reports		
	Safeguarding Annual Audit – PD reported the Safeguarding Annual Audit had taken place. The audit went well but flagged up Governors need to complete Safeguarding/Prevent training. Governors agreed to attend on May 4 th 2016 5pm – 8pm.		
	ICT/Maths/Pupil Premium – RF to provide reports at the next meeting.		
	<p>School Council - JS attended a School Council meeting led by Emily Kenny. EK talked about behaviour, rewards and sanctions to inform the policy and how positive this was that the children felt they had a voice.</p> <p>PD attended two meetings. At one meeting there was positive feedback was received about school rules but felt there should be something about respecting each other. PD highlighted that the children had asked if, during school assemblies, they could sit on chairs as the floor is not always thoroughly cleaned as assembly immediately followed lunch. CT confirmed the floors were swept, but not mopped until end of day. CT will speak to children in assembly and consider how to address this. CT confirmed that any feedback from School Council meetings is reported back to classes.</p> <p>TS spoke about Chantry and how they measure progress using a “You said this” and “We did this” tool and wondered whether this would be useful to Gusford.</p>		

	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> RF to provide reports on ICT/Maths/Pupil Premium at the next meeting 	RF	
10.	Safeguarding [standing item]		
	<p>Single Central Record (SCR) – CT confirmed this has been reviewed with Richard Marlow. It was agreed DP will carry out a termly visit and will review this at the start of next term.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> DP to visit at start of next term to review SCR 	DP	
11.	Policies and Papers for Approval		
	<p>Behaviour Management Policy – This continues to be work in progress and the following points need to be included</p> <ul style="list-style-type: none"> Consistent behaviour (contracts) – This has been trialled. It has been suggested inviting parents to comment on contracts of expectations. Roles of adults – TS suggested including positive role models of peers. Discriminating behaviour <p>RF suggested extending the policy to include on the way home, fighting and about representing school if in uniform. CT agreed he would transfer this from the original policy together with information on cyber bullying.</p> <p>It was agreed the updated policy would be brought to the next meeting for further update/or approval.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Behaviour Management Policy to be brought to next meeting for further update/approval 	CT	
	<p>Whistle Blowing Procedure – Governors noted the contents of this policy. Person responsible CT. Policy review date March 2016. Next review March 2018.</p>		
	<p>Safer Employment Policy – Governors noted the contents of this policy. Person responsible CT. Policy review date March 2016. Next review March 2017.</p>		
	<p>Accessibility Plan - Governors noted the contents of this policy. Person responsible CT. Policy review date March 2016. Next review March 2019.</p> <p>Amendments required are as follows:-</p> <ul style="list-style-type: none"> Page 2 – Pupils Data/School Audit. Amend bullet point 6 to reflect there is now a lift on the infant corridor. Page 3 - New three year action plan to be drawn up. CT to discuss with Richard Marlow. 		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> Accessibility Plan to be updated with the above amendments 	CT	
	<p>Safeguarding Policy – CT updated the policy following Governors comments received via email.</p> <p><u>RF questioned which Staff members and Governors have completed Safer Recruitment Training.</u> CT confirmed those who have completed it are: CT, LH, RM, PD. CT needs to confirm whether LU and DP have also.</p> <p><u>RF questioned whether the Single Central Record has been reviewed this term and if not, could a copy be brought for discussion.</u> CT confirmed he carried out a review in February and highlighted some gaps in what had been written. These have now been updated. The SCR is a highly confidential document and it would not be appropriate to</p>		

	<p>bring it to a Governor meeting. DP is the Governor assigned to checking this. She made a check in the end of the Autumn term.</p> <p><u>RF questioned if the staff Safeguarding training is up to date, has this been reviewed by a Governor (PD)</u> CT confirmed, as mentioned in his head's report, this is up to date. This has not been actually reviewed by PD to his knowledge although she has been in this term doing a safeguarding review with Marie Cridge and that was one of the questions to ask. There is a spreadsheet detailing staff completing the safeguarding training and Prevent that she can look at.</p> <p><u>RF asked CT to explain what a LADO MARE is.</u> CT confirmed this is the Local Authority Designated Officer Multi Agency Referral form. This means that in the event of a member of staff being accused of a safeguarding situation then the head (or chair of Governors in the event of the head being accused) completes this form and sends it to the LADO to review whether a strategy meeting needs to take place.</p> <p>Governors confirmed by email they had read the updated Safeguarding Policy. Governors were reminded to sign the Safeguarding Documentation confirmation sheet as circulated by CT on 16th March 2016. This document confirms Governors have</p> <ul style="list-style-type: none"> ▪ Read and understood the following documents and acknowledge it is their responsibility to ensure the requirements of staff members at Gusford with regards to safeguarding are upheld. <ul style="list-style-type: none"> ○ Safeguarding Children in Education Document (part 1) July 2015 ○ Safeguarding Policy January 2016 ○ Whistle Blowing Policy 2016 		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ TC to update the Policy Review Schedule with policies approved above. 	TC	
10.	Governor Critical Friends		
	<p>MT agreed to send a card to the whole school as a general thank you for their support with covering roles.</p> <p>PD agreed to send a card to staff involved in the dress rehearsal of the Y3/4 play.</p> <p>PD agreed to send a card to the FET team for covering in MC's absence.</p> <p>JS agreed to send a card to NC to thank her for ICT presentation.</p> <p>After school clubs – Governors to consider names for next meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Governors to consider names for cards for those staff involved in after school clubs 	All	
11.	Any Other Business		
	<p><u>Lead now training.</u> CT confirmed a date has been set for all staff of 11th April 2016. An 'Envisaging event' for schools has also been arranged.</p> <p><u>PD reported a problem with stones being kicked by children out onto the pavement near to the gates onto Ellenbrook Road which caused her grandson to slip.</u> PD questioned whether these could be removed or a grid added to avoid future injury to other children. CT agreed to ask the Premises Manager to sweep up the stones and obtain quotes.</p> <p><u>RF questioned with PMX being launched after Easter, can we pay through PMX now?</u> CT confirmed RF can pay through PMX when we switch to it.</p> <p><u>RF highlighted the white paper released the other day with regard to Governors (not requiring Parent Governors) and new teachers sign off in classrooms and questioned whether CT knew when this will be brought into effect?</u> CT stated we are</p>		

	<p>all waiting to see what happens here. The Government idea in the white paper will mean that schools will lose a valuable local perspective if Parent Governors are removed. CT will keep Governors posted on the national and ALT picture.</p> <p><u>RF highlighted the announcement in the budget with regard to all schools being an academy in 6 years. It was his understanding that originally ALT planned to stay small and would this be a catalyst for them to grow? If so how would ALT expanding impact on Gusford?</u> CT confirmed ALT initially intended to be 15 schools maximum. They have spoken recently of being up to 22/24 - choosing schools carefully. For example in Cambridgeshire (Ely area) they are looking at a special school that will enhance the portfolio of schools and widen expertise. Any increase in schools would be managed in a measured way and would take account of impact on existing schools making sure that the benefits of expansion were accrued.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ CT to discuss with Premises Manager sweeping stones/obtaining quote for grid 	CT	
12.	Date and Time of next meeting		
	Monday 16 th May 2016, 5.30pm		

The meeting closed at 20:00

Minutes Agreed

Name: _____

Signature: _____

Date: _____