



# Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body  
held on 4<sup>th</sup> July 2016, 5.30pm**

<b>Present:</b>	Ms Marilyn Toft (Chair)	MT
	Mr Daniel Bloomfield	DB
	Mrs Patricia Dobson	PD
	Mr Gavin Fisk	GF
	Ms Donna Phillips	DP
	Miss Trudy Stannard	TS
	Mrs Janet Shanks	JS
	Mr Colin Tapscott	CT
	Mrs Sally Wright	SW
<b>Apologies:</b>	Mr Roland Fothergill	RF
<b>In Attendance:</b>	Mrs Toni Cornish (Clerk)	TC
	Ms Emma Clifton (Observer)	EC

No.	Item	Explanation	Who	Time
1.	<b>Apologies:</b>	Given and noted above. MT reported that RF had tendered his resignation as Trust Governor due to work commitments. Governors thanked RF for his enthusiasm and commitment to the Gusford Governing Body over the past six years. MT agreed to discuss the vacancy with Gary Peile.		
	<b><u>Actions Agreed</u></b>			
	▪	MT to contact Gary Peile to discuss Trust Governor vacancy.	MT	10/10
2.	<b>Confirmation of previous minutes</b>			
		The minutes of the previous meeting held on 16 <sup>th</sup> May 2016 were agreed as a true and accurate record of the meeting. The following updates were noted:		
	<b>Matters Arising from 16<sup>th</sup> May 2016</b>			
		The below matters arising updates were noted. <b>Backup Servers</b> – Carry forward to next meeting. <b>Prevent Training</b> – DB has completed his Prevent Training and will provide CT with a copy of his certificate. <b>When is late late?</b> - MT shared leaflet with CT and the FET team from other primary schools outlining responsibilities to explore whether this can be adapted for Gusford. <b>Report to DT</b> – Governors agreed as DT was no longer a live subject, it would not be necessary to invite Louise Hughes to a future meeting. <b>Uploading Minutes to Website</b> – CT reported his PA is able to upload minutes to the website and TC agreed to forward minutes to her for uploading.		

	<p><b>Risk Register</b> – Listed for discussion under item 6 below.</p> <p><b>School Visits</b> – Listed for discussion under item 8 below.</p> <p><b>Safeguarding visit to review Single Central Record</b> – Listed for discussion under item 9 below.</p> <p><b>Policies</b> – Behaviour Management Policy listed for discussion under item 11 below.</p> <p><b>Year Planner 2016/17</b> - Listed for discussion under item 12 below.</p> <p><b>Any other Business</b> - MT looked into the recent case in the Isle of Wight where a father won his case in the High Court challenging a fine he had received for a term time holiday. Nick Gibb from DfE had written to schools following this case. The case did not set a precedent as the school had set a low bar in attendance, which provided the loophole for the parent to pursue. MT confirmed she has no concerns.</p>		
	<p><u>Items to be carried forward for future discussion/action</u></p> <ul style="list-style-type: none"> <li>▪ <b>Backup Servers</b> - RM to provide update on quotes.</li> <li>▪ <b>Uploading Minutes to Website</b> – TC to forward to CT’s PA.</li> </ul>	RM TC	10/10 10/10
<b>3.</b>	<b>Pecuniary and other interests</b>		
	JS declared a non-pecuniary interest under item 5, Headteacher’s report and the section regarding behaviour, due to her role at Gusford. No further interests were declared.		
<b>4.</b>	<b>Chair’s Actions</b>		
	<p><b>Clerking</b> – TC advised Governors that following the last Full Governing Body meeting, she had informed CT and MT of her decision to give up clerking at Gusford. TC explained she had joined Sidegate Primary last September as PA to the Headteacher, which resulted in an increase in hours from her previous role at the Suffolk Local Safeguarding Children Board. With these additional hours and her other roles (Vice Chair of the local Parish Council and Poll Station Clerk for Suffolk Coastal District Council Elections) she no longer felt she was giving Gusford her full attention and found herself frequently torn between these commitments. TC stated that once a Clerk is appointed to Gusford she will continue clerking for ALT but at Sidegate Primary, which can be achieved during her normal school working hours.</p> <p>TC reassured Governors that she will continue clerking for Gusford until a new clerk is appointed, even if there is an overlap with clerking for Sidegate, ensuring there is a proper handover period.</p> <p>It was noted ALT have advertised the role of a Hub Clerk to cover Gusford, Chantry and Hillside Academies. 17 expressions of interest have been received to date and CT and Lee Abbott from Hillside will be on the interview panel. The closing date for applications is 1<sup>st</sup> August 2016.</p> <p>Governors thanked TC for her hard work and said she will be greatly missed.</p>		
<b>5.</b>	<b>Headteacher’s Report [Standing Item]</b>		
	The questions submitted prior to the meeting, together with CT’s responses are below. CT confirmed KS2 data is due to be published at midnight tonight (04/07). There are no further updates to his report.		
	<p><b>Behaviour</b></p> <p>How do staff identify attachment disorder and what processes do they follow when identifying such symptoms in pupils?</p> <p>Staff do not as such identify attachment disorder. If we have concerns regarding that we will either a) ask the parent to visit the GP and ask for a community pediatrician to review the child or b) write to the school nurse and ask for a referral to the community pediatrician or c) refer the child for an Educational Psychologist assessment. Once this has been completed we would then follow advice from the professionals.</p>		

<p>It is good to see that positive steps have been taken to improve pupil behaviour. Behaviour problems did cause problems in some of the classrooms and sometimes affected the other children's learning. Can you confirm that where improvements have taken place that this has shown a marked improvement in the learning of the other children? How sustainable do you think strategies we currently have put in place are?</p>		
<p>We have not had time yet to compare the behaviour improvement data with the class learning data. We will look at this to see if there is a correlation. Clearly if there is less poor behaviour it allows children to concentrate more.</p>		
<p>It is encouraging to see decreases in numbers of reported incidents over the last six months and, in particular, in relation to inappropriate physical behaviours across all year groups. Which interventions have been most successful and are these approaches sustainable longer term?</p>		
<ul style="list-style-type: none"> <li>• For general behaviour, structured lunchtime for children identified with issues of aggression. This includes small group supervised activities with limited free range. They also have time playing outside in smaller groups on the playground whilst the rest are on the field.</li> <li>• Having the field available in the summer term for more space for the children to play helps reduce escalating squabbles.</li> <li>• The risk assessment &amp; traffic light behaviour system has had most impact with high need pupils. This has reduced impact on physical aggression towards staff</li> </ul>		
<p>There are disproportionality issues in relation to specific groups and behaviour incidents i.e. emerging patterns and trends in relation to boys, pupil premium, SEN etc - are we identifying particular strategies to respond as well as monitoring their impact?</p>		
<p>We evaluate the areas where there are particular issues. We then decide on a process to intervene based on a) the child; b) specific group. For example a high amount was in Y4. We identified a particular class and chose Trevor Folley to work with the class and the teacher. There is more to be done in this area of identifying groups and the most appropriate response.</p>		
<p>Why have two children been withdrawn from the Lead Now pilot programme?</p>		
<p>They withdrew themselves and refused to attend. In this pre pilot form it has been used as an intervention and as these pupils have such high need behaviour they can't be made to come. Both of these pupils have been assigned a PRU place.</p>		
<p>The Lead Now training pilot, is this just Gusford?</p>		
<p>There are five schools, Halifax, The Oaks, Bosmere and St Mary's in Hadleigh as well as Gusford. SW questioned whether CT would like a Governor to attend the PD day (2<sup>nd</sup> September). CT would welcome a Governor attending and agreed to discuss this further with SW. PD also agreed to confirm if she is available too.</p>		
<p><b>Attainment</b></p>		
<p>Do we proactively seek to identify young carers, and are all staff members aware of what to look for?</p>		
<p>The work of the FET team means that they will identify children who are young carers or doing aspects of this. Where there are they seek external group support such as Suffolk Young Carers or mentors through social care/integrated team. FET building relationship with Suffolk Young Carers. KW went to Suffolk Young Carers primary school network meeting. Suffolk Young Carers accreditation scheme. To earn accreditation you need to complete certain standards. Mrs Wright is reviewing these standards to consider Gusford's position. We currently have about 10 children. Suffolk Young Carers come in and do mentoring meetings with the children regularly. We need to develop work with wider staff to know what to identify.</p>		
<p>What provisions do we make for young carers?</p>		
<ul style="list-style-type: none"> <li>• FET sessions for vulnerable children</li> <li>• Signpost and sign up for Suffolk Young Carers</li> <li>• Work with Suffolk Young Carers for them to provide one to one sessions in school</li> </ul>		
<p>How well do our young carers achieve compared with other pupil groups?</p>		
<p>This analysis needs to be completed using the latest data. We will send this to you once it has been done.</p>		

<p>What impact does support have on the well-being of our young carers?</p>		
<p>FET is available to all children and they then make referrals where necessary. A successful case study story is where a child was identified as a Young Carer. We worked with the parent to complete a CAF and as a family are supported by other agencies as well as Suffolk Young Carers.</p>		
<p>What strategies do we have in place to respond to the issues in maths with pupil premium children where the closing of the gap needs to be better?</p>		
<ul style="list-style-type: none"> <li>• Pupil Premium teacher - teaching identified children</li> <li>• PiXL materials (and for Non PP)</li> <li>• Maths booster with Mrs Dack (and for Non PP)</li> <li>• Centralised intervention groups on maths (PP are priority)</li> </ul>		
<p><b>Personnel</b></p>		
<p>What arrangements are in place for maternity cover and adoption leave.</p>		
<p>CT confirmed there has currently been no formal notification received for maternity leave. Maternity cover has been discussed internally. One expression of interest was shown however this did not meet the need. CT has met with Trevor Folley and discussed different options and needs to explore and identify LU's role further. Consideration will be given to an external appointment (i.e. deputy/resigning head). LU is due to commence maternity leave at Christmas. Any internal appointment would impact on classes. CT will provide an update when available.</p>		
<p><b>Racial Incidents</b></p>		
<p>It's great to see a reduction in reported racial incidents most recently within the school. However with a 57% rise in reported racial incidents in the UK within the past ten days (and particular concerns in eastern England) following the recent European referendum, has the school considered any pro-active steps to prevent such rises within the school, and, if so, what measures have been proposed or undertaken?</p>		
<p>The school regularly teaches British Values in assemblies and PSHE and other lessons. We have not seen an increase in racism in school since the referendum result. However there were two incidents linking to this in Y6 and I spoke to all of Y6 about the issue and the expectation for tolerance. Y6 have also done a unit in English on refugees and writing on this from the perspective of the refugee. There is generally a positive attitude towards other races and those of European ethnicity seem to have good friendships. In the racial log, most accounts are regarding to children using the term 'black' inappropriately. We will consider if there is some proactive teaching or assemblies we can do on tolerance and the EU issue.</p>		
<p><b>Attendance</b></p>		
<p>It was noted some are dipping below 95%, although the school has set the bar high, is there a story behind this? CT explained there is a child in 6T with a serious illness. Others classes contain exclusions and poor attenders which are being chased up. CT explained how the school are trying to target individuals in the first instance and noted the impact poor attenders have on percentages. JS explained there has been chickenpox in the lower school too. Although EYFS are not of statutory school age, over protectiveness can impact and it is about building resilience. It was noted however, these figure were an improvement from last year. TS questioned how 100% attendance achievers are recognised. CT confirmed they receive a certificate.</p>		
<p>CT read out an extract from a story written by a lower – middle ability child. The story was about a refugee and showed empathy, how would you feel. Governors recognised this was a moving piece, how the author understood empathy and was able to reflect back. DP questioned whether the child will receive any recognition for this. CT confirmed he would be publishing an extract in News on the Ninth and they would receive a headteacher's sticker</p>		
<p>CT reported the school had received a glowing letter from the DfE that he had circulated to Governors. The letter clearly identified that the school is doing well, knowing their children and what they are doing and how the school can clearly identify what is working. MT sent her congratulations to all staff on behalf of the Governing</p>		

	<p>Body on receipt of such a glowing report.</p> <p>MT thanked Governors for their questions and to CT for his full detailed report. CT will keep Governors posted in order to agree a focus for next report.</p>		
<b>6.</b>	<b>Trust Business [Standing Item]</b>		
	<p><b>Risk Register</b> – CT confirmed that this has been completed on behalf of the Trust. It was noted that with LU going on maternity leave, the good strong leadership structure could become vulnerable should another member of SLT become unwell or absent. CT has discussed this with MT and the Trust and there is a need to explore longer term to ensure stability and resilience. It was agreed this item would be discussed at the next Personnel Committee meeting in the Autumn term.</p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>▪ Carry forward discussion to the next Personnel Committee meeting.</li> </ul>	<b>PD</b>	17/11
<b>7.</b>	<b>Committee Meetings</b>		
	<p><b>Personnel – 9<sup>th</sup> June 2016.</b> The minutes of this meeting were circulated to all Governors. During the meeting the position of Year Leader was discussed. Katie Williams was interviewed and appointed to this role.</p> <p><b>Finance and Property – 13<sup>th</sup> June 2016.</b> The minutes of the meeting were circulated to all Governors. The budget was discussed together with the evacuation to Sprites Primary. CT explained that valuable lessons had been learnt and actions were drawn up as a result. CT confirmed he had met with the editor of the local newspaper. A positive discussion took place and they explained it is not normal practice to publicise a bomb scare but on this occasion they did disclose. CT explained how it was unhelpful to the situation with their reporters trying to get a story. CT is due to meet with the Police on 05/07/16 to discuss their response time and how they only sent one officer.</p> <p>Finance and Personnel also discussed assigning money from the carry forward to cover LU's absence.</p>		
<b>8.</b>	<b>Schools Visits and Link Governor Reports</b>		
	<p>Following RF's resignation it was agreed the Governing Body should reassign subject leads. This would be added as an agenda item for discussion at the next meeting.</p> <p>MT agreed to be Link Governor for PSHE.</p> <p>TS/SW agreed to be joint Link Governors for Pupil Premium.</p> <p>PD and DB both attended sports day and reported this was excellent.</p> <p>TS explained how impressed she was by the maths books and the great work these contained.</p> <p>Discussion took place over the Visits Template for completion by Governors. MT agreed to forward a copy of the ALT template to SW for review and discussion at the next meeting.</p> <p>SW agreed to review visits form template.</p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>▪ Link Governors to be listed as an agenda item at the next meeting.</li> <li>▪ Governors visits template to be listed as an agenda item at the next meeting.</li> </ul>	<b>TC</b> <b>TC</b>	10/10 10/10
<b>9.</b>	<b>Safeguarding</b>		
	<p><b>Single Central Record</b> – DP confirmed she is due to visit school on 14<sup>th</sup> July and will forward her report for the next meeting.</p>		
	<p><u><b>Actions Agreed</b></u></p>		

	<ul style="list-style-type: none"> <li>▪ Carry forward DP's report on SCR to the next meeting.</li> </ul>	<b>DP</b>	10/10
<b>10.</b>	<b>Health and Safety [Standing Item]</b>		
	There were no further health and safety updates.		
<b>11.</b>	<b>Policies and Papers for Approval</b>		
	<p><b>Behaviour Management Policy (BMP)</b> – CT circulated the policy for governors' comments and explained many items are statutory. One of the key changes to the policy is the traffic light system, being trialled in Y4, Y5 M and reception (caterpillars). This has had a positive impact.</p> <p>GF noted a few amendments with regard to layout, spelling and grammar and would email these to CT.</p> <p><b>Observations noted</b></p> <ul style="list-style-type: none"> <li>• The role of Governors, prevention around bullying, should make reference to the schools bullying policy and equalities policy.</li> <li>• GF to email link to CT entitled "Behaviour and Discipline in schools"</li> <li>• To consider including a section around supporting staff (appendices).</li> <li>• Learning behaviours consider linking to Pixl (appendices).</li> <li>• Lunchtime and break time behaviour, should mention about structured lunchtimes as a positive.</li> <li>• Confiscation – if asking a pupil to turn out their pockets, does another adult need to be present? Should have another adult present to protect staff. Are items returned to parents and what about prohibited items?</li> <li>• Behaviour contract – is this signed at the beginning of the year. CT confirmed there is a Home School Agreement that has a behaviour section.</li> <li>• Working with children to develop their own contract would be good to include in student voice.</li> <li>• Consider changing policy name to Promoting Positive Behaviour Policy.</li> <li>• Remove the word trial.</li> </ul> <p>CT explained to governors how the rewards system works (sticker/merit/certificate). Pupil Asset is used to record negative behaviours. Positive praise postcards are sent home. TS suggested a success scrapbook as a memory, something tangible. CT felt this was a good idea but questioned the manageability. MT suggested a behaviour journal.</p> <p>SW recognised behaviour is having a massive impact on staff well-being and how the policy is very informative, which sets out clearly the school's expectations. .</p> <p>Governors thanked staff for the work involved in preparing the policy. Any further comments should be forwarded to CT.</p> <p><b>Future Policies for Discussion</b> - It was agreed the Home School Agreement and Attendance Policy would be reviewed at the next meeting.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>▪ Governors to forward any further comments on BMP to CT.</li> <li>▪ Home School Agreement and Attendance Policy to be listed as agenda items at the next meeting.</li> </ul>	<b>All TC</b>	10/10 10/10
<b>12.</b>	<b>Year Planner 2016/17</b>		
	The year planner for academic year 2016/17 and committee membership was circulated.		

	It was agreed to move the Full Governing Body meeting from 3 October to 10 October 2016. DB should be included as a member of the Finance and Property Committee.		
	<b><u>Actions Agreed</u></b> <ul style="list-style-type: none"> <li>▪ TC to update year planner and committee membership.</li> </ul>	<b>TC</b>	10/10
<b>13.</b>	<b>Governor Critical Friends</b>		
	JS agreed to send a card to Jamie Webber, Yvel Swann, Louise Machin, Jack Bolton and Paul Marshall for their provision of after school clubs. MT agreed to email Sarah Clayton to thank her for her work on the Behaviour Management Policy. MT agreed to send a card to RF thanking him for his work with the Governing Body.		
<b>14.</b>	<b>Any Other Business</b>		
	CT confirmed there is an open evening Wednesday 6 <sup>th</sup> July until 6pm and an Arts' Exhibition (from 4.30pm). TS questioned whether the NUT strike would cause any impact on the school. CT confirmed no teachers are striking therefore no classes are closing.		
<b>15.</b>	<b>Date and Time of next meeting</b>		
	Monday 10 <sup>th</sup> October 2016, 17.30pm.		

The meeting closed at 19:40

**Minutes Agreed**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_