



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body
held on 5th December 2016, 5.30pm**

Present:	Ms Marilyn Toft (Chair)	MT
	Mr Daniel Bloomfield	DB
	Mrs Emma Clifton	EC
	Mrs Patricia Dobson	PD
	Mr Gavin Fisk	GF
	Ms Donna Phillips	DP
	Mrs Janet Shanks	JS
	Mr Colin Tapscott	CT
	Mr Jamie Webber	JW
	Mrs Sally Wright	SW
Apologies:	Miss Trudy Stannard	TS
In Attendance:	Mrs Toni Cornish (Clerk)	TC
	Mrs Liz Talbot (Clerk from January 2017)	LT

No.	Item	Explanation	Who	Time
1.	Apologies/Welcomes/Resignations:	<p>Governors welcomed newly appointed Governors Emma Clifton (EC) Trust Governor and Jamie Webber (JW) Support Staff Governor. Also welcomed to the meeting was Clerk to Governors, Liz Talbot (LT) who will be taking over from TC in the New Year.</p> <p>It was with sadness Governors accepted DP's resignation. They thanked DP for her support, reassurance and guidance, particularly her expertise and wisdom with regard to HR matters. It was agreed as a farewell to DP, LT would organise a celebration in the New Year, to include former Trust Governor Roland Fothergill and former Chair of Governors Linda Winstone.</p>		
	Membership:	<p>Following DP's resignation, the role of Vice-Chair was now available. MT proposed SW, seconded by JS. Governors unanimously agreed.</p> <p>PD suggested a new Trust Governor to replace DP and agreed to approach the party for discussion further with Gary Peile.</p>		
	Committee Membership	<p>– JW will become a member of the Finance Committee and EC a member of the Personnel Committee. DP was also a member of the Admissions Panel. The panel consists of two Governors and the Head teacher. LT to enquire with Karen Jarvis whether there is a conflict of interest if JS (Staff Governor) was to form part of the panel. If this was the case, SW agreed to take on the role.</p> <p>PD agreed to take on the role of checking the Single Central Record checked each half term by the Head teacher and a Governor.</p>		
	<u>Actions Agreed</u>	<ul style="list-style-type: none"> ▪ LT to organise date for Governors celebration. ▪ LT to contact Karen Jarvis to discuss membership on Appeals Panel. 	LT LT	asap 06/02/17

2.	<p>Confirmation of previous minutes</p> <p>The minutes of the previous meeting held on 10th October 2016 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <p>At the last meeting, staff wellbeing was discussed. CT suggested Governors could have conversations with staff to try to establish what would inspire them to aim for senior roles. GF attended for a meeting on wellbeing with JS although no staff attended. GF did find it useful to discuss this further with JS and CT and it was agreed CT would include a section for discussion in his next report on teacher recruitment/retention.</p> <p>Please see Part B confidential minutes for further discussion on this topic.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ CT to include section on teacher recruitment/retention in his next report. 	LT	06/02/17
	<p>Matters Arising from 10th October 2016</p>		
	<p>The below matters arising updates were noted.</p> <p>Trust Governor Vacancy – EC has been appointed.</p> <p>Vice-Chair – SW has been appointed (see above) following DP’s resignation.</p> <p>Staff Governor Vacancy – JW has been appointed.</p> <p>DBS Checks – All completed. LT to contact LD to request DBS check for EC.</p> <p>Minutes – Minutes have been redacted and forwarded to LD uploading.</p> <p>Bus – No planning required. Further works to be completed include electric, new lock, fencing. GF has discussed the budget implications with RM.</p> <p>Home School Agreement – Carry forward item to next meeting, to resend HSA to remind/reinforce and discuss further with JS for parents’ evening.</p>		
	<p><u>Items to be carried forward for future discussion/action</u></p> <ul style="list-style-type: none"> ▪ Home School Agreement – Carry forward item to next meeting, to resend HSA to remind/reinforce and discuss further with JS for parents’ evening. 	LT	06/02/17
4.	<p>Pecuniary and other interests</p> <p>EC and JW signed the Register of Declaration of Interests.</p>		
5.	<p>Chair’s Actions</p> <p>CT advised Governors of his intention to resign from the post of Head teacher at the end of this academic year. MT discussed this further with CT and Gary Peile circulated a letter to Governors dated 25th November 2016 reassuring them of the ALT procedure for recruitment. ALT will be adopting a formal process through Veredus, Senior Recruitment specialists and CT/MT will liaise with them further to produce a recruitment pack for advertising the post in the New Year. MT advised Governors they would be fully involved in the process and further information will follow in the future.</p> <p>Please refer to Part B confidential minutes for further discussion in relation to this item.</p>		
6.	<p>Headteacher’s Report [Standing Item]</p> <p>CT circulated his December report in advance of the meeting via email. The questions raised, together with CT’s responses are below.</p>		
	<p>Page 2 – Gusford 2016-17 Key Improvement Areas <u>PD noted that the Choir were selected for Snape and asked what this involves.</u> CT explained how Snape is famous</p>		

<p>for productions/singing and how each year a schools' concert is held. Sarah Ingram successfully bid for Gusford to be part of this concert and formed a choir, who also sang at the Gusford open evening. The choir have also been raising their profile within the community, singing to elderly residents and have been approached to sing at Stone Lodge too. The concert takes places on 8th March 2017.</p>		
<p><u>Page 3 – Gusford 2016-17 Key Improvement Areas PD noted it was good to see Gusford actively trying to narrow the gap, supporting disadvantaged children and other children and asked CT to confirm what the school is doing to further help the G&T children.</u> Staff training (optional) has taken place, run by Richard Dediccoat. A PD day is also scheduled around planning. CT explained how differentiation is key and how Pupil Progress meetings take place with all children being discussed. With regard to pupil ranking, the Government system is complicated and Gusford rank in order of results from KS1 and staff use this system to track pupil progress. There is a need to ensure quality first teaching as well as activities and the most able children recently visited Chantry. CT acknowledged this is work in progress and there is further work to be done.</p> <p>MT explained this is a focus for Ofsted, looking at PP and the most able PP (sub-set). There is a need to ensure disadvantaged children are challenged and stretched to achieve. CT explained how the school are keeping class based groups as opposed to sets to pitch lessons higher. However, Y5 will be trialling middle/lower performing groups. PD acknowledged it was good to see the gap closing and MT agreed the analysis was positive. CT spoke of the development visits organised by the Trust. Gusford visited another Trust school to learn about their pupil premium plans, which were reassuringly similar to Gusford and confirmed best practice in terms of what we know now. The development visit at Gusford showcased writing and was well-received.</p> <p><u>JS spoke about reading and the push to try and encourage families to become involved but questioned what strategies are there to ensure the families can read the communications sent home.</u> CT explained family learning and basic skills has been discussed with Marie Cridge and they recognised there were hard to reach families and how it was difficult to get them into school to discuss not wanting to admit their struggles. Plans are being explored to hire another room, outside of school, to target those struggling with literacy to try to build those relationships.</p> <p><u>GF noted on page 2 how the school has worked on its SDP actions and identified key areas to work on and questioned whether the targets should be more smart in terms of percentages rather than a general statement, perhaps changing headings from update to update/impact.</u> CT noted GF's comments and confirmed he does have evidence to support the statements.</p> <p><u>DB worked with Richard Dediccoat before and was aware of his key interest working to develop staff and quality of teaching and questioned whether there was anything positive to note yet.</u> CT confirmed Richard has been working with two teachers and through individual coaching, the impact has been seen with yellow turning to green. Optional sessions are also being run.</p>		
<p>Page 5 - Attendance. MT met with CT and Marie Cridge to discuss attendance and explained how the FET team work extremely hard on attendance and what they achieve in challenging circumstances is significant. Attendance is secure and there are no longer the peaks and troughs – strong foundation in place. Level of analysis is very detailed, looking at groups and any disproportionality can be highlighted and responded to. Attendance of PP children is higher than average nationally. EYFS attendance is higher than national average. SEN attend better. Discussions around profiling successes have taken place with CT, including case studies of individual children. CT stated that the autumn half term was reflected upon but attendance has dipped slightly this term due to sickness and some school refusers.</p>		

	<p>Appendix 1 – Governor Requested Focus Reading – SW is due to come into school to meet Sarah Clayton to discuss reading. CT explained how gaps were identified for specific teaching and timescales. Training took place and monitoring and reviewing has indicated this is a strong area. The percentage of children at expected is twice what it was last year and the targeted reading/teaching is helping. MT highlighted that Y6 progress was shown as red last term. CT spoke of the two members of staff who are part of Leading Active Learning (LAL) programme and how they are looking at reading through ICT and home learning at KS1. They have also run a cluster group session with high levels of engagement for other teachers within the hub who are also studying LAL. A data trawl will take place in the next couple of weeks.</p> <p><u>MT questioned whether increasing the number of high quality texts will have a financial implication.</u> CT confirmed there was no additional cost as the funds have been set aside from Pixl.</p> <p><u>MT asked about work taking place to improve exam literacy - are we skilling children up to manage tests effectively?</u> CT confirmed they are building up reading speed throughout year, practising tests, walking and talking mocks to build confidence. MT highlighted the challenge on retrieval tasks and how it is important that children understand they need to copy the text exactly as it is written.</p>		
	<p><u>Page 16 - GF spoke of the action plan, and the number of actions due for November and questioned whether there is a plan for going forward.</u> CT explained how the SDP will be updated following discussions with SLT after review.</p>		
	<p><u>Page 17 –Target Readers</u> Through his employer, GF has promoted volunteering and has approached Pinewood Community and also Chantry library. GF felt encouraged about developing closer links to Gusford and would like to build relationships between them and the school. GF spoke of recruiting volunteers to assist with reading and will be contacting Sarah Clayton after the meeting.</p> <p>CT agreed to invite Natalie Collins and Gemma Cumberland, who are taking part in LAL, to a future meeting to discuss further.</p> <p>GF felt that the interventions were impressive and questioned whether the Governing Body could develop a working group. CT explained how Governor visits should capture school priorities. SW would like to discuss with Sarah Clayton further as she has interests with upper key stage 2 reading. SW will liaise with GF with regard to a regular slot.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Reading to be included as an agenda item in February 2017 and CT to consider inviting Natalie Collins and Gemma Cumberland to a future meeting. 	LT/CT	06/02/17
7.	<p>Trust Business [Standing Item]</p> <p>No Trust Business was noted.</p>		
8.	<p>Committee Meetings</p>		
	<p>Personnel – 17th November 2016. Several policies were discussed/agreed at this meeting. Whole School Pay Policy. Whistleblowing, Code of Conduct, Allegations, Recruitment. Teacher Pay reviews took place and all were agreed.</p> <p>Finance and Property – 2nd November 2016. GF reported the meeting explored finances and no significant issues were raised. An audit of H&S took place, as reported in CT’s report.</p>		
9.	<p>Schools Visits and Link Governor Reports</p>		

	<p>PD visited the FET team on 14th October 2016 and circulated the notes to Governors via email. PD highlighted how positive it was to witness such a positive culture and an enthusiastic team who are good at information sharing.</p> <p>SW questioned whether there is a central file for Governors visits. It was agreed to add any visits at the end of future minutes as an appendix.</p>		
10.	Safeguarding		
	<p>The Safeguarding Policy has been reviewed following a report that a local school, who had a visit from Ofsted, were criticised because their policy failed to mention transgender, “ensuring all are safeguarded”. CT explained this was relevant to a Gusford child and the school are currently planning training for staff run by a LGBT group. Funds to improve the toilets are being explored to convert these over the holiday into unisex toilets (solid walls/solid doors). CT will forward the policy to Governors once amended.</p> <p>The Safeguarding Review requested by SCC for January will be completed and issued in February. MT highlighted the need to ensure external visitors/tutors carry identification signalling DBS checks. SCC do carry their own ID’s and CT confirmed there are copies of scanned letters reassuring the level of checks carried out by other employers.</p>		
11.	Health and Safety [Standing Item]		
	<p>GF reported he is due to carry out an H&S internal inspection before Christmas. Karen Jarvis completed spot check and no concerns were raised.</p> <p>EC sought clarification over the treatment of certain injuries to ensure the schools obligations are fully covered without any grey areas. CT explained there is a First Aid Policy in place and children are treated by a qualified first aider, escalating as appropriate.</p>		
12.	Policies and Papers for Approval		
	<p>Scheme of Delegation – As a result of planned changes to staff on maternity leave and removal of Lisa Hook as an authorised signatory, the document has been duly updated. Governors approved these amendments.</p> <p>Snow and Bad Weather Policy – This is reviewed on an annual basis. It was agreed to change school day times to 3.20pm KS1 and 3.30pm KS2. Reference will also be made to using Twitter. Governors approved these amendments.</p> <p>Whole School Pay Policy – The Whole School Pay Policy 2016-17 for all schools in the Trust has now been through Trade Union consultation and is ready for adoption. Changes this year are minor (see below). As the policy has been drafted from a Trust-wide template and been the subject of consultation it should not be unilaterally altered at Local Governing Body level. Governors adopted this policy.</p> <ul style="list-style-type: none"> • A general simplification and streamlining of the wording and sectioning of the document to reduce duplication. In particular the processes for review and appeal arrangements are clearer than in previous iterations. • Clarification of the role of the CEO and Trust advisory support in determining and recommending Leadership pay and performance matters. • Arrangements for the Threshold application procedures have been brought into line with all other salary review processes. The timings of the initial application to move to the Upper Pay Scale for Teachers remain the same annual timetable as previously. • Annexes have been updated to include 2016 actual pay rates and scales. • A1% uplift to all points and ranges including the Leadership range and TLR & SEN allowances has been included. • Additional guidance is given on the scope and use of Recruitment & • Retention allowances in line with DFE national guidance. 		

	<p>In addition to the above policies, Governors noted the below ALT policies, discussed and noted at the Personnel meeting held on 17th November 2016.</p> <ul style="list-style-type: none"> • Whistleblowing Policy • Code of Conduct for Adults • Allegations of Abuse Against Staff • Recruitment and Selection Policy • ALT Pay Briefing <p>Anti-bullying Policy and E-safety Policy – deferred for discussion at the next meeting.</p>		
	<p>Actions Agreed</p> <ul style="list-style-type: none"> ▪ Anti-bullying Policy and E-safety Policy – deferred for discussion at the next meeting 	LT	06/02/17
13.	Governor Critical Friends		
	<p>It was agreed cards would be sent to:</p> <ul style="list-style-type: none"> • KS1 and EYFS staff involved in the Christmas production. • LU to wish her good luck with her maternity leave. • Christmas card to all staff from Governors. 		
14.	Any Other Business		
	<p>TC wished LT good luck as she takes over as Clerk to Governors in the New Year.</p> <p>MT wished all Governors a very happy Christmas and New Year and was looking forward to celebrating in New Year with Governors.</p>		
15.	Date and Time of next meeting		
	Monday 6 th February 2017, 17.30pm.		

The meeting closed at 19:20

Minutes Agreed

Name: _____

Signature: _____

Date: _____