



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body
held on 6th February 2017 @ 5.30pm**

Present:	Mrs Emma Clifton	Trust	EC
	Mrs Patricia Dobson	Trust	PD
	Mr Gavin Fisk	Parent	GF
	Mrs Janet Shanks	Teacher	JS
	Miss Trudy Stannard	Trust	TS
	Mr Colin Tapscott	Headteacher	CT
	Mr Jamie Webber	Staff	JW
	Mrs Sally Wright	Trust	SW
Apologies:	Ms Marilyn Toft (Chair)	Trust	MT
	Mr Daniel Bloomfield	Parent	DB
	Ms Gemma Cumberland (Teacher)		GC
In Attendance:	Mrs Liz Talbot (Clerk)		LT
	Mr Richard Marlow (School Bursar)		RM
	Ms Natalie Collins (Teacher)		NC

No.	Item	Explanation	Who	Time
1.	Apologies/Welcomes/Resignations:	Governors welcomed LT to the first meeting at which she will be responsible for providing the Minutes and welcomed guests NC and RM . Apologies were received from MT and DB . Consent to absence was given by Governors.		
	Membership:	Governors reviewed plans to replace Donna who had resigned from the Governing Board at the last full meeting and CT advised that Gary at ALT had confirmed that the Governing Board was at capacity owing to the addition of an extra member (TS) earlier in 2016. Members agreed that PD 's associate who had shown interest in the possible vacancy should be thanked for his interest and advised that unfortunately, following review by the Trust, there was currently no vacancy. Governors agreed that they would like to contact the interested party if a vacancy arises in the future.		
	Committee Membership	– LT advised that she had investigated whether or not there is a conflict of interest if JS (Staff Governor) was to form part of the Admissions Panel and was happy to advise that a Staff Governor can be a member of this Panel but not the Admissions Appeal Panel. JS was therefore happy to take on this role.		
	PD acknowledged that she had agreed to take on the role of checking the Single Central Record and would be conducting her first check during the next half term.			
	<u>Actions Agreed</u>			
	▪ PD to advise associate of ALT's decision regarding Governor numbers and lack of vacancy at this time.		PD	Asap
	▪ Checking of Single Central Record by new responsible Governor.		PD	Before 31/03/17

2.

Guest Speakers - Leading Active Learning

SW highlighted to members that ALT really promote the LAL scheme and thanked NC for being willing to talk to Governors today about her participation in this. Apologies were sent by GC owing to illness. She may be invited to give her presentation at the next meeting. NC explained that the aim was to promote reading through ICT and within this, the leadership programme was helping her to develop the skills to become a leader. She explained the link to the key target within the SDP of helping to make every child a reader and how at the end of the project she will share her vision with other teachers and evidence how it will work throughout the school. For example, looking at teaching phonics with KS1 and adapting this for KS2. NC highlighted how the 'Teach your Monster to Read' app had been trialled and loved by the children so she now intends to share this with Parents and advised that this was just the start. Using data collected from this NC explained that she was able to show how children are progressing and all were 'sufficient or exceeding'.

SW congratulated NC on this and noted that it was great that the children loved this way of learning.

NC was very happy with how the scheme was helping her to develop as a leader and gain confidence which was evidenced by her rewriting of the on-line safety policy and positive feedback she was receiving. She also noted that the children were really excited by their Ipad use and how she was trying to extend this (5 + 5 in use now) and was training children to use themselves.

Governor's asked if the children are able to take Ipad's home to work on and were advised not but NC told members how she had asked a group to try out at home, what they had learnt about how to be a presenter and 3 came in the next day with a CD showing what they had done, so many of them have the facilities at home.

TS advised that Yr's 7, 8 & 9 use lexia at her school, is it worth also exploring for this school? They also have a scheme where everyone drops whatever they are doing and reads something for 10 minutes per day. All members agreed that this sounded lovely. NC advised that she had heard about other apps and will be investigating all to see what is most effective.

TS suggested that NC visits her school to look at it in action, although she acknowledged that introducing it at Gusford would incur some cost. NC was keen to take up this offer.

CT asked NC (in relation to recruitment and retention which will be discussed by Governors later) do you see your participation in LAL as a positive which makes you want to stay at the school? NC responded that this definitely was the case and she really enjoyed receiving the feedback and gaining confidence.

CT explained that he is trying to deduce what helps staff positively and gives them reason to stay and NC advised that it would be great to work in cluster groups with other schools.

GF noted that it is the role of the governing body to support the school and individuals within the school and asked if there are any barriers which restricted NC? NC advised that financially it can be tricky so she will be making a list of ideals e.g. more ICT equipment.

CT acknowledged that if NC can prove the project has impact then he has more authority to spend the money.

All governors acknowledged that this all sounded fantastic and asked if it is having an effect on colleagues yet? NC said this was slowly trickling through and every teacher has used ICT but she needs to look at consistency of use by spending time with them.

	<p>GF asked if any pupil surveys on access to IT had been undertaken? NC confirmed that a survey on pupil's views had been undertaken as a basis to the project and she may do again and a parent survey about access. Also noted that Pupil Ambassadors were being considered and there is the Safer Internet day tomorrow.</p> <p>Members thanked NC and looked forward to hearing more as the project progressed. NC left the meeting.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ NC to update on the project, in particular: alternative apps investigated; outcomes of visit to Chantry; Cluster groups work; progress on list of ideals; progress on use of methods throughout school and student/parent survey. 	NC	Future FGB Mtg
3.	<p>Confirmation of previous minutes</p>		
	<p>The minutes of the previous meeting held on 5th December 2016 were agreed as a true and accurate record of the meeting. The following updates were noted:</p> <ul style="list-style-type: none"> ▪ The celebration meal had been arranged and taken place as a farewell to Donna and Toni. ▪ At the last meeting, family learning had been discussed and Governors acknowledged that Marie Cridge was already making progress with this issue. 		
	<p>Matters Arising from 5th December 2016</p>		
	<p>The below matters arising updates were noted.</p> <p>Recruitment/Retention section in HT Report - Completed later in Item 6 below.</p> <p>DBS Checks – DBS check for EC is in progress and awaiting results.</p> <p>Home School Agreement/Anti Bullying Policy/E-Safety Policy – All reviewed later under Item 12 below.</p> <p>All other Matters Arising updated earlier in Agenda.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Ensure DBS check for EC has been finalised. 	LT	Asap
4.	<p>Pecuniary and other interests</p>		
	<p>No new interests declared.</p>		
5.	<p>Chair's Actions</p>		
	<p>The Regional Schools Commissioner (RSC) letter was discussed at this point in the meeting.</p> <p>CT summarised that the letter suggested the school is now a 'Coasting' school but he didn't agree. Although he acknowledged that in the last 3 years' data the reading progress was below target, the writing was above, so how is this 'coasting'. A reply has been sent to RSC from Gary at ALT explaining why they feel this judgement was not correct. According to the original letter, the RSC will either do nothing at all, visit the school this week or remove the school from their sponsor. No reply has been received yet and CT is aware of some schools which are aware they are having a visit this week so he thinks it won't be happening here. CT also advised that the RSC is aware of progress made and changes made re: reading, as their representative asked for this information at an earlier meeting and the minutes of that meeting showed a clear understanding of what was needed.</p>		

	<p><u>PD asked CT if he is going to notify parents yet?</u> CT advised that he does not want to do this until they have a reply from the RSC so that the full picture can be given. If they do not visit next week, he will chase them up and then inform parents. CT advised that Staff had not been informed yet either, except SLT, as they don't want to negate the positive work that is being done now. They will be informed after the response too.</p> <p><u>PD asked will you let Governors know the response when you get it?</u> CT agreed to do this.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Update Governors on RSC response. 	CT	Asap
6.	<p>Headteacher's Report [Standing Item]</p> <p>CT circulated his February report in advance of the meeting via email and provided an additional sheet including additional chart produced in answer to one of the questions.</p> <p>The questions raised, together with CT's responses are below.</p>		
	<p><u>Page 3 – Expectation - Progress & Standards. GF noted that the table shows visually that year 4 have consistently made the least progress. Are there any underlying reasons for this? What additional work is taking place to remedy, and resolve this?</u> CT explained that children don't progress in a straight line. They have bursts of improvement. Y4 have increased in progress over their October picture but still remain lower than other year groups. There is not an obvious factor, in that attendance is in line with or better than other year groups. As part of the pupil progress meetings with teachers we will look to moderate their assessment, to ensure that staff have not been under assessing (two staff are under two years as a teacher). We are looking at year 4 carefully. Would expect that there will then be a bigger lift in the next progress assessment, next half term.</p> <p><u>SW spoke about her very useful conversation with Sarah which showed her that the school is very rigorous in looking at a year group not just individual classes.</u></p> <p><u>Page 3 – Pupil Premium v Non Pupil Premium statistics. SW asked has there been any improvement over time in this PP v non PP chart?</u> CT advised that the original chart on P3 is just the gap at this point. To see if there is a narrowing we would need to look at the additional chart he has now produced and circulated to Members. CT highlighted that although he is comparing pupils on pupil premium with those that aren't, we all need to ensure that we support both at the same time and be aware that we are trying to make PP Pupils progress more in the same time. The gap routinely narrows and widens regularly as you can see on the new chart.</p> <p><u>TS asked if we can see the difference between girls and boys in the next set of figures?</u> CT is happy to provide this.</p>		
	<p><u>Appendix A - Recruitment & Retention.</u></p> <p><u>GF noted that CT discusses the many challenges faced in recruiting and retaining staff. Have you considered how some of the most successful companies retain staff and could there be best practice available, looking beyond the education sector?</u></p> <p>CT advised that they have not considered this. The main issue is teachers, as recruitment of Support Staff has been okay with not too much movement out. One of the key issues teachers talk about is the workload and constant challenge from outside of the school. The main thing they talk about is removing some of this rather than rewards. Time is what everyone wants. Some of our issue has been that teachers have not wanted to go for promotions as it is more workload and the pay increase is not enough to tempt them to take on the extra workload. teachers love being with the children and not the paperwork/data crunching . Do Governors know where we could find this out?</p>		

<p>Governor Question: What additional time does NC get to develop her ideas? CT advised 1 day per term and 1 day per term for ICT leadership. Everyone acknowledged that this is not a lot but cannot be more without impacting on children.</p> <p>GF asked how are Gusford staff made to feel valued at work? What initiatives does the school use to recognise and reward staff who either meet or exceed expectations?</p> <p>CT advised that the main methods used are:</p> <ul style="list-style-type: none"> ▪ Performance management one to ones. ▪ Where staff do well we thank them. <p>Do governors have suggestions on what would make staff feel valued but be cost manageable?</p> <ul style="list-style-type: none"> ▪ SW acknowledged that professional development helps. ▪ TS suggested that taking away from staff the data crunching side helps, as they did this for their staff by appointing one data analyst to free up all teaching staff and this really helped with communication. CT advised that staff only enter the data but the churning is done by Phase Leaders and the Deputy Head. ▪ TS asked have staff fed back what they would feel is helpful? CT advised that they haven't done a recent staff well being feedback survey. <p>There was some discussion around staff taking breaks, lunching together and staff leaving late. SW noted that the school had introduced an initiative that staff should leave by 4:30 pm on a Friday and TS suggested that staff having lunch together was also a good idea although some do have obligations at lunchtime. JS acknowledged all of this too but recognised that some staff do work 6.30am - 6pm without a proper break and take work home. This is not good but it happens. SW suggested that peer partnerships could be adopted.</p> <p><u>TS spoke about breakfasts they introduced on a Friday where no-one talks about work and SW asked if that would be feasible at all and do staff have somewhere to go if having a bad moment?</u> CT confirmed that they use the FET room. JS pointed out that they can't just down tools in school time like some businesses can and doing it out of school hours doesn't work.</p> <p><u>EC acknowledged that recognition of work done and extra hours worked is often something that staff like to see</u> and CT confirmed that they do try to have a culture of thanking staff.</p> <p><u>SW raised the suggestion of producing a weekly A4 memo for all staff and TS advised that they produce such a bulletin at her school, which includes thank you's to staff.</u> SW did however acknowledge that whilst a great idea, the High School would have more administrative staff to cover such a task and this may put too much pressure on a smaller administrative team. GW pointed out that there is a Staff board which is used for these things.</p> <p><u>TS mentioned that a Suggestions box for staff to write their thoughts about how work/life balance could be addressed, would be an idea.</u></p> <p><u>PD suggested that a retention working party might be the way forward.</u> JS advised that she is having meetings with staff and if she felt there was something relevant from those meetings to bring to Governors, rather than forming another committee, that may be a better strategy. Targeting these some time around PD Day. JS also acknowledged that this school traditionally likes to grow the next generation of staff, which is good but this does create a lot of younger new staff and increases the pressure on the experienced staff.</p>		
<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Pupil Premium v Non Pupil Premium statistics to show difference between girls and boys in the next report. ▪ Relevant issues raised in staff meetings to be brought to next FGB. 	<p>CT</p> <p>JS</p>	<p>20/03/17</p> <p>20/03/17</p>

7.	<p>Trust Business [Standing Item]</p> <p>The availability of the new DfE Updated Governors Handbook and DfE Competency Framework were noted.</p> <p><u>PD asked if there could be a hard copy of the Governors Handbook available in the office,</u> so LT agreed to provide and store at the front of the Minutes folder.</p> <p>The date of the next ALT Governor Session (9th May 2017) was noted. SW suggested it will probably be held at Belstead Brook and the focus is likely to be strategic planning but this will all be confirmed later. Attendance was encouraged and CT acknowledged that this Governing Body was one of the best represented at these sessions.</p> <p>An update on Headteacher recruitment was provided as follows: MT advised through SW that there had been an encouraging level of interest and 3 visits to the school with a 4th one booked for this Wednesday. The closing date is 13th February and interviews are planned for Thursday 23rd February.</p> <p><u>MT requests that an additional Governor participate in the process and is looking for a volunteer.</u> SW noted that PD, TS and herself are happy to assist and she will pass this information to MT.</p> <p><u>JS asked if the applicants are from the local area</u> and CT advised that all live within a 40 minute distance of the school. He also advised that 3 out of the 4 had been approached by the appointed Recruitment service.</p> <p><u>GF asked what role the SLT team will have in the recruitment process,</u> as following his recent link visit, he sensed how much passion Sarah Clayton has for the school and could see the positives in her having some involvement. CT confirmed that Lauren and Sarah have shown interest in being involved but he would advise taking this question back to MT as he can't be involved. CT did acknowledge that the Deputy Head's view is very important and GF noted that it comes back to being valued at work to be involved in this process. SW advised that she believes SLT and pupils will be involved somehow and CT confirmed that Gary at ALT is intending to use the student council. SW confirmed that she will raise all of this with MT.</p> <p>There was some discussion around the cost of using a recruitment agency and the impact on the budget. GF advised that he had been in communication with RM regarding this and although ALT are contributing towards this cost, there will still be significant cost incurred by the school. RM has confirmed that there will be an overspend but the school is able to fund this through a positive balance carried forward last year. This will however impact on the following financial year when there will have to be a reduction in spending on either educational supplies and services, premises or staffing costs to allow for this. CT highlighted again that 3 out of the 4 had been approached by the agency so this alone may show money well spent.</p> <p>Governors noted that if this round of recruitment was unsuccessful there would be no additional cost incurred by the school.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Store a hard copy of the Governors Handbook in the Governor meetings minutes folder for reference. 	LT	Asap
8.	<p>Committee Meetings</p> <p>There were no Committee Meetings held since the last FGB Meeting.</p>		

<p>9.</p>	<p>Schools Visits and Link Governor Reports</p> <p>The listed School Visits have been undertaken since the last FGB and copies of the reports can be found in the Appendix of these minutes:</p> <ul style="list-style-type: none"> ▪ Health & Safety Inspection - GF ▪ Reading - SW ▪ Behaviour Policy - PD <p>SW advised that she has also made a 4th visit looking at Pupil Premium but the report is not yet available.</p> <p>Comments/Questions were as follows:</p> <p>PD acknowledged her appreciation of her visit with JS on Behaviour Policy and she intends to follow up sometime in the Summer Term to ensure that the policy is still working well. She also acknowledged that the ‘traffic light’ system works well.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ Pupil Premium Visit report to be produced before next FGB. 	<p>SW</p>	<p>20/03/17</p>
<p>10.</p>	<p>Safeguarding</p>		
	<p>CT advised that he was aware of a local school which had received their Ofsted report and there was no specific reference to transgender pupils. ALT have advised that there was just a need to be aware that they could be an ‘at risk’ of bullying group.</p> <p>PD had undertaken the annual safeguarding audit with the FET Team and highlighted to all that the reference to “looked after children (LAC)” was now “children looked after (CLA)”. She reminded Governors of the need to access appropriate Safeguarding training and be aware of the Virtual Head for Children Looked After (someone responsible for CLA across all schools across the county). CT confirmed that this is a real person whose name is Jane Tempest.</p> <p>PD also advised that the Designated Safeguarding Lead (DSL) for the school is Marie Cridge. CT and PD will be refreshing their Level 3 Safeguarding training on 27/2/2017 and 5/5/2017 respectively.</p> <p>CT confirmed that he currently does level 2 training for staff but owing to his leaving, the plan is that there will in future be accredited training provided for staff by Marie Cridge and her team. There will also be a refresher course for all staff by the end of this term.</p> <p>JS suggested another school’s training could be accessed for this and CT confirmed that this is a possible temporary solution but will need to provide internally going forwards.</p> <p>TS suggested that the Chantry Academy training could be offered to the school and this was acknowledged.</p>		
<p>11.</p>	<p>Health and Safety [Standing Item]</p>		
	<p>GF provided a report and there was nothing to discuss.</p>		
<p>12.</p>	<p>Policies and Papers for Approval</p>		
	<p>E-Safety Policy - All elements of this policy have been reviewed and updated. SW advised of the need for an On-line Safety lead from the Governing body and PD agreed to be this person. Governors approved these amendments.</p>		

Homework Policy - There were no significant amendments to this document. **Governors approved these amendments and happy to adopt this policy.**

Uniform/Haircuts Policy - CT advised that the Parent Handbook does not mention jewellery or hair and following recent challenges to the policy he would like to add the following text:

Jewellery - The only jewellery permitted in school is a single plain gold/silver stud earring in the lower lobe or a pair of plain gold/silver stud earrings in the lower lobes and a watch.

Make-up - This should not be worn. Nail varnish and/or false nail extensions should not be worn.

Hair - This should be kept clean and tidy and should not be worn in any extreme style or have an appearance inconsistent, in the Headteacher's opinion, with traditional good standards of uniform. This includes no patterns or tramlines shaved into the hair or eyebrows or brightly coloured hair. Hair bands must be plain and either green, black or navy. Hair ornaments should not be worn.

TS noted that Headteacher's discretion in the policy is essential as it is difficult to predict the next trend. TS also asked what action is taken if a child does not adhere to this policy and CT advised that he can't exclude but having a sensible conversation with the parent is usually enough. **Governors approved these amendments.**

Home School Agreement - This policy has been amended to be more generic. **Governors approved these amendments.**

Toilet Refurbishment - In addition to the above policies, Governors were provided with quote documents for the toilet refurbishment and these were discussed with RM (prior to Item 3 on this agenda) as follows:

RM advised that all toilets are tired and require some work so the priority toilets have been identified as Yr 3 & Yr 4. The plan is to change the current 2 separate toilet blocks to one unisex block and open them up so that the communal area is visible from the corridor. There is evidence that this has worked elsewhere and behaviour improves. All cubicles will be floor to ceiling so private but non-designated cubicles would be adopted and no urinals. Three quotes were received and the highest quote was £43k from GDL Interiors. In RM's opinion this was not a great quality quote and they had to be chased to provide it. Imtech Inviron quoted £38K and had done this type of work for a school in the past but they also needed chasing for the quote. The lowest quote was from Focus Washrooms, a specialist bathroom company. Their quote was the most professional, provided without the need to chase them and the most detailed quote document. RM and CT are in agreement that they wish to go with this contractor but now need approval of the Governing body to progress.

SW asked if it is known whether or not they have done any work in schools before.

RM confirmed that they have.

TS advised that they have unisex toilets with visible communal areas at her school which really work for behaviour and avoid bullying.

TS asked what if the child locks themselves in accidentally? RM advised there will be a master key.

TS also asked how the communal area will work if there is an incident where a staff member needs to take the child to the toilet? CT advised they would continue to use the disabled toilet at these times.

JS asked if there is any scope in the plans to move 3/4 corridor back as the corridor is very narrow. RM advised that this is not possible owing to the modular format of the building. Pillars supporting the roof govern where the walls are.

	<p><u>GF referred to the specifications within the quote and asked if porcelain tiles were being chosen for the flooring as he has H&S concerns about that.</u> RM advised that not everything quoted is being authorised e.g. not having the expensive high speed dryers and will have non-slip tiles. Sinks will be white man-made material (not porcelain), there will be no sensor operated taps etc. and it will be the release of pressure that switches the water on. There will be a ceiling sensor for the light in each cubicle. The work will be undertaken during the Summer holidays.</p> <p>SW proposed a vote on accepting the quote from Focus Washrooms to undertake the work. Result was a unanimous yes.</p> <p>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</p> <p>RM advised members that a Conditions survey had been undertaken which has produced a priority list identifying that windows and roof need attending to. These are very expensive and not affordable from the budget. However, ALT have secured a loan from DfE to help replace the windows. 70% are to be replaced and a lot of external classroom doors and curtain walls under the window will be replaced too. This will also happen in the Summer holidays and into the Autumn term. ALT will repay the loan from grants from government at a low rate of interest and this will cost the school nothing.</p> <p><u>JS confirmed that she had noticed the temperature is much lower in the older classrooms.</u></p> <p><u>Governors asked what about the roof, are there leakages?</u> RM confirmed there are, mainly caused by the design. There are plans to get a new roof but the Trust is testing out how the previously described method of borrowing money works. This will be the next item on the agenda. This is a huge project but there will be many benefits including new ceilings and lighting which will reduce energy costs. This is a 3 year project if/when this happens.</p> <p><u>JS advised that the Caretaker can't replace some light fittings now owing to the age of the fixtures.</u> CT confirmed that when one fails it is currently replaced with an led.</p> <p><u>GF asked if the impact of plans for windows and roof had been forecast and how this will now affect the budget. Can some money be moved elsewhere now?</u> CT advised that this will be next year but does not come from the main budget, it is from DfE grants.</p> <p>Governors thanked RM and he left the meeting.</p>		
13.	Governor Critical Friends		
	<p>It was agreed cards would be sent to:</p> <ul style="list-style-type: none"> • Natalie Collins for her work on promoting reading through ICT and her presentation to Governors. • Lou Hughes for leading the recent DT Day. • Lauren to congratulate her on the birth of her baby. 		
14.	Any Other Business		
	<p><u>TS asked how the learning bus was going.</u> CT confirmed that this is going well and is used for daily learning and breakouts. In the process of gaining quotes to paint it up.</p>		

	<u>PD advised that she and CT need to renew their Safer Recruitment training.</u> CT noted.		
	<u>Actions Agreed</u> <ul style="list-style-type: none"> ▪ Renewal of Safer Recruitment training required. 	CT/PD	Asap
15.	Date and Time of next meeting		
	Monday 20 th March 2017 @ 5.30pm		

The meeting closed at 19:45

Minutes Agreed

Name: _____

Signature: _____

Date: _____