

**St John & St Francis Church School
Minutes of Full Governors Meeting
10th May 2017 at 5.45pm**

Present:

Yvonne Rouffet (Chair)
Lisa Farley (Head Teacher)
Hannah Dyer (Staff Governor)
David Durston (Vice Chair/Safeguarding Governor)
Melissa Bryant (Prospective Staff Governor)
Angela Netto (Foundation Governor)
Samantha Onslow (Parent Governor)

In Attendance:

Jess Stedman (Clerk)
Alexis Piper (Deputy Head/Observer)

Apologies received and accepted:

Natalie Paull (MAT Appointed Governor)
Phillipa Warton-Browne (Parent Governor)

1	Welcome & Apologies		Action
		YR - Welcomed everyone. PWB & NP sent apologies with JS which were accepted by the Governors. Special welcome to our new Parent Governor. Important to have parents on board, and we are now fortunate to have two. How many Governor positions are still vacant? YR said that we should have 2 more, possibly the new vicar or parish member and one other. We were promised another person from BCA but we have not had any communication from previous Governor. We need to retain the link between our school and theirs. YR spoken to a governor at BCA who will bring this up at their next meeting.	YR
2	Opening Prayer		Action
		YR opened the meeting with a prayer.	
3	Declaration of Interests		Action
		None declared.	
4	Management Accounts		Action
		See Minutes of Budget Meeting 10/05/17.	

Signed by Chair: Yvonne Rouffet

Date: 7.6.2017

Red text denotes questions raised

5	Minutes of previous meeting and matters arising		Action
		<p>The Clerk was advised that we not need to initial questions raised at the meeting, just highlight in red as previously done so. Clerk to no longer initial questions.</p> <p>Item 5, apprenticeship grant. SBM took this up with the MAT asking how much would an apprentice cost etc. This was covered in the Budget Meeting (See minutes 10/05/17).</p> <p>Item 6 – Prevent Training. One governor pointed out that this is aimed more towards secondary age pupils. Clerk to send the training link to new parent governor. Two governors have completed e-training.</p> <p>Inset day (18/04) - data packs were given to staff. Spent the afternoon pinpointing specific target groups. The packs were set up to highlight where help is needed, this can be difficult to read on the screen. It was explained to governors that SPTO is a tool used by teachers to track pupils achievement/progression etc. During the Inset Day, AP helped staff to get the most from SPTO by exploring it further. Staff governors shared that they found the specific training beneficial.</p> <p>Item 7 – is the 'reflection room' system working? Is working very well. Record sheets being used by lunchtime supervisors. It has been noted that different year groups are sent to the reflection room for different reasons e.g homework catch up/behaviour.</p> <p>Governor Lanyards/ID badges have now been received. DD awaiting approval from the MAT to serve a further term of office as governor (of re-application.)</p> <p>AN proposed, HD seconded.</p>	<p>JS</p> <p>JS</p>
6	Questionnaire		Action
		<p>Any questions regarding the results of the questionnaire? Bullying issues were raised on one form, have these been resolved? The term 'bullying' is not always used in the correct context. All concerns raised as a result of the questionnaire have now been resolved.</p> <p>House point allocation has also been highlighted in several questionnaires. Have these issues been resolved. From September the process/purpose of the house point system will be made clearer for all to staff to follow. At the moment, children who show good behaviour continually do not always get the recognition they deserve. There has to be consistency throughout the school. Children who completed their house point card used to receive a sticker – now they receive a</p>	

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		<p>badge and they are proud to wear them. Lisa explained 'In the Sunshine' - this is used to prepare children for golden time on a Friday afternoon where they are allowed to choose their own activity. Children have to earn their 'time in the sunshine', but if they show bad behaviour, they are 'choosing' to lose 5 minutes of their 'golden time', this is a warning. If they misbehave again, they get moved into a 'cloud'. Children then have to earn their time back. Reception children use the 'rainbow' system. Older children use a chart. Children do not like losing their golden time.</p> <p>Is it all about individuals or can it be used in whole class situations? Mostly used in individual cases but has been used for whole class.</p> <p>Could results of SPTO be communicated to parent/carers for their child? LF explained that staff meet parents every term face to face and parents receive an end of year report. Parental access would need to be looked at carefully and the purpose and value explored. Face to face regular contact preferable. Faith issues highlighted by questionnaire – not sure their particular child benefited from corporate worship. This will filter through, given time. Not all parents come into school to see all that is covered. Class worship happens in class time only, and parents are not invited in to see this.</p> <p>Issues highlighted in positive way were: Staff/TA support, celebration assemblies, communication, consistency, church ethos, house points, online booking systems, security and parental involvement.</p> <p>Pupil questionnaire – information being collated at the moment.</p> <p>Clerk has all the parent questionnaires in folder in the office for governors to look at.</p>	
7	Spring Data		Action
		<p>Data pack distributed to all governors. These included summary reports, showing shortcomings. Need to unpick anomalies from SPTO. Data Sheet has been devised manually. The data pack shows previous end of year results and the current year broken down into terms. This shows progression and where anomalies are – easier to attribute this to particular reason. This can also show children who stay on target. Yr5 & Yr6 data to be shared at next meeting. Having this data sheet enables triangulation (books/SPTO/Teachers). Good to see where the gaps are. Can pinpoint exactly where extra support is needed. Moderation – year groups working together. Historically, data was not always accurate. This data can be used in transition now.</p>	AP

Signed by Chair: *Juane L Bonffer*

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		<p>Moderation – ask staff for selection of books for children working at a particular level. These shared with staff, this is good for other year groups to see. Can also be used to benchmark some children, shows consistency and accuracy. Gives staff more confidence to 'bounce' information and more confidence in updating SPTO. This will also help with children coming up through the school – should be no hidden/unexpected concerns.</p> <p>When this is established, can it be used to monitor children dropping back? Any child falling behind will be picked up quicker with this system. Remember that there can be advances/falling behind issues during 6 weeks holiday. Because it is instant with this system, it should be picked up immediately. This system gives staff ownership and confidence.</p> <p>YR thanked all who worked to set up the new data system.</p>	
8	MAT Update (Hub Leads)		Action
		<p>The MAT are split into Hubs, with Headteachers leading these Hubs. It has been decided that this is not sustainable as well as own school responsibilities. There have been interviews for three Deputy Directors of Learning who will now head up the Hub: Paula Parks, Deborah Evely and John Wood have all been appointed.</p> <p>It is also anticipated that there will be a Bridgwater Hub as another 2 schools are joining the MAT. This will mean less travelling for training/meetings etc.</p> <p>Also, there will be a group of schools in Bath, so further Hub will be set up.</p>	
9	Ofsted Focus (Leadership and Management)		Action
		<p>A statement regarding Leadership and Management was distributed to all governors who were asked to read and think about the role of the Governor within this. Governors need to make sure they agree with the statement.</p> <p>Dates were emailed out to all Governors regarding school visits. When Ofsted visit, Governors will be able to demonstrate their leadership skills by taking part in observations/learning walks/book scrutiny etc.</p> <p>If there is anything the Governors would like to add please let Head Teacher know. If Governors do make a visit to school, a visit form should be completed and handed to Clerk.</p>	

Signed by Chair: *Yvonne W. Bonfield*Date: 7-06-2017

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10	Attendance	Action
		<p>A new spreadsheet has been devised to track persistent absence. This is being monitored. Anyone below 90% is 'flagged up', also children heading towards 90% will also be flagged. Children who are ill will also be flagged but this will be taken into account.</p> <p>The spreadsheet shows the breakdown of year groups/pupil premium/ESL/SEN/Child Protection etc.</p> <p>We phone our children when they are shown as absent on the register. Phone Yr5 & 6 children first as some are allowed to walk to school alone. Any child on the child protection list is phoned next. The chart shows referrals made to the Welfare Officer. Head Teacher meets parents, having sent out letters in a sequence. At risk children go to the top of the list. We also have a standard letter which asks for medical evidence and one which goes direct to the Doctors Surgery asking for medical evidence of appointments etc.</p> <p>Generally, meeting the parents deals with the problem of persistent absence.</p> <p>Morning system change is working now. Class doors open to children at 8.45am, and close at 8.55am. There were a lot of children arriving late, and these minutes add up over time. Staff are now positioned around the school in the morning. Once the doors are closed at 8.55am, children who are late are asked why they arrived late. Staff then act on the response given. Reports can be accessed from spreadsheet. We can then monitor where consistent lateness occurs.</p> <p>A governor said that it is good for parents to have back up from staff for those children who aren't as quick to get ready in the morning.</p> <p>We need to run this system for a whole year to be able to see if it works. Also, the MAT have used this system to show to other schools as "good practice".</p>
11	Governor Training for Head Teacher Performance Management (MAT Training)	
		<p>Governors were informed that the date of the training has changed to 14th June 2017 from 6.30pm - 8.30pm at St John & St Francis School.</p> <p>Every member of staff has a performance management meeting. Governors are invited to attend certain parts of the Head Teachers meeting. The training talks through what governors should look for/questions to ask etc. The MAT ask that at least 2 governors attend a Head Teachers Performance Management.</p>

Signed by Chair: *Joan Clough*

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12	Admissions (New Intake)		
		<p>Our school accepted 60 Reception aged children during the admissions process for September 2017. Monday 15th May there will be a parents evening. Forms for the new parents have been collated and these will be distributed at the parents evening. Governors are invited to attend. Reception Teachers are currently visiting pre-schools of those children joining us in September.</p> <p>The admissions team refused some applications and potentially appeals may take place. We also have a waiting list. If parents do not attend the evening of 15th May, they will be contacted to confirm their child is going to attend in September. If they do not wish to attend, the place will be offered to the waiting list. It is very encouraging that so many parents want their children to attend our school.</p>	
13	Bullying Police		
		<p>Are there any comments regarding the policy which was emailed along with the agenda?</p> <p>Noticed that other schools have this as part of the Behaviour Policy, do we need this aswell? This shows that we take bullying seriously as a school. It talks about the different definitions of bullying and also talks about cyber bullying which is most prevalent. The Behaviour Policy is very robust and this pulls bullying out as its own entity.</p> <p>Pg4 of policy – highlighted that heads need to keep log of incidents and bring them to the governors. This falls under safeguarding.</p> <p>Update from MAT/Hub - Sarah Mellor using our schools response to the Westminster incident in Safeguarding Training and commended staff for how they dealt with the situation.</p>	
14	AOB		
		<p>Governors are invited to attend the 'Together in Voice' concert at Wells Cathedral on 22nd May at 7.00pm. There are limited tickets available, please let member of staff know if you wish to attend.</p> <p>Governors informed that there will be an Interim SIAMs Inspection Meeting to be held on 28th June 2017. If governors wish to attend please let Head Teacher know.</p> <p>PTA Summer Fair will be held on 16th June 2017, everyone welcome. Staff and Governors to donate to wine stall.</p> <p>Apologies for omitting Safeguarding from this months agenda – nothing to raise.</p>	

Signed by Chair: Yvonne PenfellerDate: 7.06.2017

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		Governors were thanked for attending and the meeting closed at 7.20pm.	
		Date of next meeting – Wednesday 7 th June at 5.45pm	

Signed by Chair: *Yvonne Donnell*

Date: 7.06.2017

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