

St John & St Francis Church School
Minutes of Full Governors Meeting
8th February 2017 at 5.45pm

Present:

Yvonne Rouffet (Chair)
 Lisa Farley (Head Teacher)
 Hannah Dyer (Staff Governor)
 Phillipa Warton-Browne (Parent Governor)
 David Durston (Vice Chair/Safeguarding Governor)
 Melissa Bryant (Staff Governor)
 Alexis Piper (Deputy Head Teacher/Observer)
 Natalie Paull (MAT Appointed Governor)
 Jess Stedman (Trainee Clerk)

Non attendance:

Andy Sandercock (Governor),

1	Welcome & Apologies		Action
		YR - Welcomed everyone and thanked all for their hard work within the governing board. No apologies received. Discussion around attendance, absence and apologies. YR – legally not yet. The MAT code of conduct states that <i>A person is disqualified from holding or continuing to hold office as a Foundation Governor if he or she fails to attend Governor meetings-without the consent of the school-for a continuous period of six months, beginning with the date of the first meeting.</i>	
2	Opening Prayer		Action
		YR opened the meeting with a prayer. 6pm NP Joined the meeting.	
3	Declaration of Interests		Action
		None declared.	
4	Minutes of previous meeting and matters arising	Matters Arising: (Item 7) - DD pointed out that during the last meeting; we did not fully discuss our position regarding Pupil Premium/Pupil Tracker. There are some concerns regarding intervention/how the money is split etc. AP was able to share some details from Pupil Progress meetings regarding number of children working below/at/above ARE. The data provides details on progress made during individual past terms, and where the pupil/Cohort is now. Progress has been made, but more can be done. Data can be pulled from Pupil Tracker for Ofsted, and SENCO to take on some of this work. HD talked about the vulnerable pupil crib sheet and how the top ten tips to help these children	Action

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		<p>can help demonstrate good practice. DD pointed out that some specific practices help some children but not all. AP suggested that governors may like to look at SPTO to see how this works. YR and NP are attending the next PPA/SPTO meeting March 1st.</p> <p>YR & NP attended a Hub meeting on 7th February at St James School, Taunton focusing on Pupil Premium. YR shared a PP format used by another MAT school. Very informative – YR encouraged Governors to attend the next meeting if they can (Tuesday 9th May at Norton Fitzwarren at 6.30pm).</p> <p>NP asked if she could have a copy of our School Development Plan.</p> <p>HD asked how staff should take part in a Governor Visit? HD/MB happy to do visits with governors when they come, and would be great to see other year groups at work other than their own.</p> <p>LF – set up Governor Information File in preparation for Ofsted which will stay with JS in the school office. Governors do not have to memorise information but know where to find it. The file provides relevant documentation and a checklist. LF went through all items in the file:</p> <p>Leadership & Management School Overview Performance Management Primary PE Funding SMSC Safeguarding Parents Finance</p> <p>YR suggested that all governors took time to come in and familiarise themselves with the contents of the file. JS to send out a prompt if additions/alterations made. The minutes were accepted – proposed by HD, seconded by PWB.</p>	<p>JS/LF</p> <p>JS as required</p>
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5	Review of Governing without Committees		Action
		<p>YR asked for the Governors views on how the governors felt regarding this model of working. All agreed that it was necessary at this point in time. Monthly meetings allow prompt attention to business with full governor involvement. LF said that we have not had an Admissions Committee but need to look at this process. Committee will consist of LF/YR/HD with MB in HD's absence. LF explained that there is a 10 day window for in year application. Tim Pollack met with Jo Halley/JS on Tuesday with JH as lead.</p>	

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6	Christian Distinctiveness		Action
		<p>HD provided hand-outs regarding Christian Distinctiveness in MAT schools and explained her role within KS2 RE provision. The hand-out explained what our school is doing to evidence Christian values and Teaching. HD shared how the children are to focus on working on The Lord's Prayer as it is not well known. Yr 6 children took part in a learning walk and their 'next steps' reflected those of the teaching staff. HD talked about the importance of singing during assemblies and how much the children enjoy this. Also the importance of knowing traditional hymns.</p> <p>LF said that we need to work on the link with our school and St Francis Church. Representative staff, the Chair and school captains are attending the installation of the new vicar after half term. Clergy and leaders from local churches conduct Wednesday assembly.</p> <p>LF & HD shared a video of children talking about the reflection area, commenting that we often underestimate how much the children know and understand. YR6 children gave a video presentation to YR4 children and fed back to LF about their experiences. This will appear on the school website.</p> <p>DD asked if the school show all good values, not just Christian values? HD said although we are a Church School, we cover all aspects of RE and look at wide range of religion/beliefs/ethos. This allows the children to make an informed decision regarding faith.</p>	

7	Admissions		Action
		<p>LF - Tim Pollock has reviewed our admission procedures. NP in her MAT role had emailed LGB Chairs regarding time frames for 2018/2019 .</p> <p><u>2018/19 School Admission Arrangements</u></p> <p>The Admissions Committee has reviewed the published school Admission Arrangements in order to ensure that policy and practice remain appropriate for the school and its community and, compliant with the requirements of the 2014 School Admissions Code. This exercise was primarily undertaken in order to inform the procedure for the publication of the 2018/19 Admission Arrangements. Two options are possible on an annual basis:</p> <p>1. To republish the 2017/18 Admission Arrangements with only date changes in order to reflect the 2018/19 school year.</p>	

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		<p>2. To propose changes to local policy and practice, which would require a public consultation before implementation (the consultation window has now closed)</p> <p>The extensive remodelling exercise undertaken last year, ruled out the need for further public consultation this year. There being no alterations necessary to policy or practice.</p> <p>Therefore, the Admissions committee recommends to the Governing Body that <i>'the 2017/18 Admission Arrangements are republished without change'</i> and that this is minuted accordingly.</p> <p>Following the governors approval, the BWMAT will be informed and the 2017/18 documents (with only dates adjusted) will be made available for publication on the school website before the statutory deadline of 15 March 2017. Somerset Local Authority will be provided with a link to the documents at the time of publication.</p> <p>LF asked if governors agreed to this? NP proposed, DD seconded.</p> <p>LF explained that the school has received 67 first round choices for September with is encouraging for our school. TP to go through the list to decide who the school will accept in September. DD asked about any twins joining the school and how their admission will work? LF said they will stay together in class but we should ask parents their preference. DD asked about any changes to policy? NP said that the Admissions Code has been put on hold due to Government Changes so we are still waiting. YR pointed out that parents had mentioned there is a lot of duplication when completing forms during September intake. LF said that we need to keep all as is due to safeguarding issues and Jo Halley has a much tighter hold on all admission paperwork.</p>	
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8	Policy Review - SEND		Action
		<p>DD – it is a high quality document, only concern are the definitions - Not letting children fall behind because of needs, however all children should be given the chance to achieve their potential. HD directed governors to Pg 3 of the policy (Mission Statement).</p> <p>LF asked that appreciation for was minuted for work done on the policy.</p>	

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		YR asked if governors happy with policy – PWB proposed, HD seconded.	
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9	Social Media Policy		Action
		YR was encouraged by the E- safety learning taking place across the school evidenced during her learning walk NP asked if policies are written in school or benchmarked against MAT/National ones? LF explained that they are similar to MAT policies but are individualised.	

10	Attendance Policy Arrangements		Action
		<p>LF discussed the recurring patterns of persistent absences/lateness. Codes on Scholapak have been altered to highlight this.</p> <p>Registration Times</p> <p>Classrooms are open from 8.45am</p> <p>Registration for Early Years and Key Stage One: 08.55am and 1.00pm</p> <p>Registration for Key Stage Two: 08.55am and 1.15pm</p> <p>Any child arriving later than 08.55am but before 9.10am will be given an L code.</p> <p>Any child arriving later than 9.10am will be given a U code.</p> <p>Ten U codes in twelve weeks will result in a referral to the Education Welfare Officer</p> <p>YR asked how parents are informed of persistent lateness/attendance? LF – a letter goes to parents once a pattern has been seen regarding attendance. They get invited to a meeting with LF/Tracey Rummy, Attendance Officer, so that targets can be set. If things don't improve, it can go to court. MB proposed the changes, DD seconded.</p>	

11	Out of Budget Request	Not discussed.	
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12	Governor Visits		Action
		YR suggested that we should bring governor visit reports to meetings once a term. (This was in the attached report). HD/MB offered to show governors around	

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		when they visit. LF suggested that this is good so that it's not always herself that does this. HD thanked YR for coming into school so often. YR said that is a great way to spend time in the school environment, it's not always about the paperwork. School staff and governors should be very proud.	
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13	Inspection Dashboard		Action
		LF directed governors to Raise Online and handed out documents showing strengths/weaknesses in 2016. JS to put dashboard on agenda for next meeting after governors have looked at document. Governors to email LF with any questions prior to meeting. YR explained that it shows historic evidence of how we were doing and how we are doing now. NP shared that at the Hub Focus Meeting statistics showed B&W MAT schools comes figured out in the top 3 rd of MAT Schools nationally. This is something to be very proud of and YR said that this is very encouraging.	JS

14	Head Teachers Increment		Action
		<p>LF was not asked to leave the meeting as this was not confidential.</p> <p>LF has done Performance Management meetings for all staff. Following this, LF's Performance Management was carried out by Hub leader Paul Sheehan who shared the outcome with YR. The appraisal demonstrated that the previous year's targets had been met. In view of this, YR prepared a draft business plan with DB recommending a raise in increment. The draft document is with the MAT HR and will require non staff LGB approval in due course.</p> <p>YR - A prospective Governor is visiting the school and if appropriate will be asked to complete the necessary MAT forms. This week, another enquiry was received by JS. We are processing for a new parent governor also. Letter to be sent out by JS asap.</p> <p>YR had heard of an interested party but queried what happened if there is only one applicant. LF – if more than one applies then this needs to be voted on but we can accept one applicant only, subject to references. LF explained that some parents see Governors and PTA as similar thing but that is not the case. Governors need to be worthy and to have correct intentions.</p> <p>Meeting ended at 7.25pm</p>	JS

15	Date of next meeting	1 st March 2017 at 5.45pm
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