

Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 4th October 2017 at 4pm.

Present

Lee Jowett – Co-opted Governor (Chair)
Robert John – Co-opted Governor
Jo Webb – Parent Governor
Neil Thorpe – Staff Governor
Rhian Jones – Headteacher

In Attendance

Nazma Hamid – Associate Member (item 3)
Jenny Bosworth – Associate Member
Penny Cooper – Deputy Headteacher
Robyn Cooper – Clerk to Governors

1) Child Protection/Safeguarding Update (PC) 25 mins

Mrs Cooper provided the governing body with a update on safeguarding and child protection for the start of the academic year.

2) Apologies for Absence

Apologies were received and accepted from Mrs Hind, Mrs Rahman and Mr Cheetham.

3) Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted.

4) Confirmation of the Minutes of the Last Meeting – 4th September 2017

The minutes of the meeting held 10th July 2017 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

5) Matters Arising

Item 8 Matters Arising (Finance) - Mr Jowett had contacted Mel Thorpe regarding a meeting to discuss energy and water bills and was waiting to arrange a date.

Item 10c Governing Body Business (Training and Development) - Mr Jowett had circulated information on the courses run by the Teaching School.

Mr Jowett would circulate some further suggested dates for the school based health and safety training session.

ACTION: LJ

Mr Jowett reported that he was still waiting for some skills audits to be returned and would chase these with individual governors.

ACTION: LJ

6) Committees and delegation

The governing body agreed that the governance structure would continue to function without committees and all decisions would be made in full governing body meetings.

7) School Improvement Plan

Ms Jones had circulated the draft school improvement plan to all governors. She took the governing body through the plan in detail and highlighted the following:

- The aim of this year's plan was for it to be shorter than previous years, only including the work that was to be carried out on top of the everyday actions. Ms Jones explained that they were also putting together a yearly calendar to run alongside the plan including key assessments, moderation and safeguarding work that was carried out as a matter of course but where they still wanted to monitor outcomes and costings.
- The plan was arranged using the Ofsted framework

Leadership and Management

- To increase the awareness that parents have of the school curriculum.
- Improve the leadership skills of middle leaders.
- Make sure all children know and can talk about each of the four key British values and the School Values.

Teaching, Learning and Assessment

- To ensure marking and feedback is effective.
Ms Jones explained that they would look to revise the expectations for marking to ensure prompter feedback led to more rapid gains in learning in lessons and also to reduce teacher workload.
- To improve the effective use of partner talk in all lessons
- To improve the effectiveness and regularity of peer assessment in lessons
- To ensure the accuracy of assessment data.
- To improve provision and outcomes in identified subjects (Maths, English, Science, SMSC, Computing)
- To improve additional provision for the more able.
- To improve the performance of teaching assistants.

Q (LJ): Was there a member of staff leading on the more able provision?

Ms Jones explained that Jessica Bolter was leading on the provision both for Gifted and Talented and for those pupils that could potential achieve at higher levels. Ms Webb asked for clarification on the Gifted and Talented pupils and whether there were those who were not attain at higher levels. Ms Jones explained the process for identifying pupils. She explained that Jess Bolter was also looking at those pupils who were talented in other subjects (art, PE etc.) who would benefit from other provision.

Personal Development, Behaviour and Welfare

- To improve attitudes towards healthy eating and healthy living.
Ms Jones stated that she would circulate the obesity report for the school to all governors. She explained that the school average was higher than the Leicester City average, which was higher than National.

ACTION: RJ

Ms Jones explained that they would look at a bespoke programme including a reward system. She explained that they did look to identify children for intervention in relation to sports. The work would also look at mental wellbeing, teeth/dental hygiene and sports. They would also revisit the Healthy Schools Award.

Q (JW): Had the universal free school meals had an impact?

Ms Jones stated that after year 2 a lot go of children went back to packed lunches. The governing body discussed the success criteria and parental engagement.

- To develop procedures to enhance lunchtime enjoyment.
- To implement a structured online safety scheme of work.
- To implement the competencies framework.
- To make effective referrals to Early Help for families in need.

EYFS

- To improve provision and outcomes in maths
- To ensure outdoor learning enhances provision and outcomes in key areas.

Q (RJ): How will the plan be monitored?

Ms Jones explained that the evaluation would be reported back through the Headteacher's report and also monitored in part through governor visits. On the request of the governing body Ms Jones would include deadline dates for the monitoring of the plan. It was also agreed that a RAG rated plan would be included with the termly Headteacher's Report.

ACTION: RJ

Q (RJ): Was the school able to afford the actions in the plan?

Ms Jones explained that everything in the plan was included in the budget plan. She stated that the autumn outturn report would be presented at the next meeting. Ms Jones explained the process for budgeting for the plan.

Q (RJ): How will some of the success criteria be measured?

Ms Jones stated that the success criteria involving parental engagement would be carried out through feedback and surveys as well as attendance at workshops etc. The governing body discussed the difficulty in measuring engagement but they focus on measurable outcomes.

8) Governing Body Business

a) Skills Audit Review (to follow)

This item was discussed under Matters Arising.

b) Training and Development

The following training was reported:

- Neil Thorpe had booked an IOSHS course (health and safety e-learning)
- Jo Webb and Lee Jowett attended the autumn term Chairs and Vice Chairs' termly seminar and provided an update to the governing body
- Lee Jowett - Managing Allegations against adults training
- Lee Jowett was delivering Eco schools training through Governor Services

Mr Jowett suggested that another governor undertook safer recruitment training as he was currently the only member of the governing body who had undertaken the training.

The new ASP (replacement for Raise Online) training was highlighted. It was suggested that the governing body had a school specific session in future.

c) Governor link roles

Mr Jowett presented suggested governor link roles to the governing body put together by himself, Ms Jones and Ms Webb. He explained that the expectation for year group focused visits was one a year to look at data and for subject areas, one visit a year and a brief report for governors.

The following links were agreed:

EYFS – Susan Hind and Nazma Hamid

Year 1 – Rob John

Year 2 – Lee Jowett

Year 3 – Nazma Hamid

Year 4 – Jo Webb

Year 5 – Jenny Bosworth

Year 6 – Neil Thorpe

Science – Lee Jowett

Pupil Premium – Lee Jowett

English – Jenny Bosworth

Health and Safety – Jo Webb and Neil Thorpe

Computing – Rob John

Maths – Rob John

Anti-Bullying – Neil Thorpe and Susan Hind

Mr Jowett would contact Mrs Rahman and Mrs Hind if there was a particular link role they would be interested in.

ACTION: LJ

Mr Jowett would circulate suggested timetable/dates for visits.

ACTION: LJ

9) Financial Matters

a) Update from SFVS audit

The update from the previous SFVS audit was circulated to the governing body. The governing body noted the actions that had been taken.

The governing body thanked Ms Jones for following up on the actions quickly.

b) Pay committee arrangements (including term of reference)

The pay committee terms of reference had been circulated to all governors and agreed. Ms Webb would circulate the date of the pay committee to the other committee members Mrs Rahman, Prof John and Ms Bosworth.

ACTION: JW

The Headteacher performance management would be undertaken by Mr Jowett, Ms Webb and Prof John. The panel would be supported by Kathy England (RAP).

10) Review of Policies, Procedures and Publications

a) Pay Policy

The Pay Policy had been circulated to the governing body. Ms Jones highlighted that the policy had not changed from the previous year. The governing body agreed to adopt the policy.

Mr Jowett would sign the form to HR to confirm the school had adopted the policy.

ACTION: LJ

b) Absence policy

The policy had been circulated to all governors. Ms Jones highlighted that there was only a minor update to include reference to a stress action plan. The governing body agreed to adopt the revised policy.

It was agreed that information on staff absences and any stress action plans would be included in the health and safety section of the Headteacher's report.

11) Briefing papers

a) Early hep service update

The governing body noted the information.

b) Data protection update

Ms Jones and Mrs Cooper would be attending the LA briefing on Friday 6th October and would feedback to the governing body.

ACTION: RJ/PC

c) Environmental education briefing

The governing body noted the information circulated for information. Mr Jowett highlighted that Sparkenhoe had achieved Green Flag status.

12) Health and Safety Risk Assessments (LJ reviewing, no attachments)

Mr Jowett reported that he had not yet reviewed the risk assessments but would arrange to do this in the autumn term. Ms Jones stated that she had reviewed all risk assessments and signed them with Mel Thorpe.

13)

[REDACTED]

[REDACTED]

[REDACTED]

14) Triads development group

Ms Jones stated that the 3 schools were in the middle of the autumn term visits and the other 2 schools had visited Sparkenhoe and the other visits would take place before half term. The report would be circulated to governors at the next meeting and would take the same format as the LA Performance Dialogue. The governing body discussed the quality assurance process for the triads.

15) Documents Received by the Chair of Governors

There were no documents received.

16) Any Other Business

The information about the governing body had been uploaded onto the website and Mr Jowett would send the link governor information to Ms Jones to upload.

ACTION: LJ

Those governors who were available would attend parents' evening on Thursday 5th and Tuesday 10th October. Mr Jowett would put a leaflet on the governing body to circulate. The governing body would look at what to do for the spring term parents' evening.


ACTION: LJ

Mr Jowett had received the results of a health and wellbeing survey completed by 3000 city children. He would circulate it to the governing body.

ACTION: LJ

17) Date of Next Meetings

- Monday 6th November 2017
- Monday 4th December 2017
- Tuesday 6th February 2018
- Monday 5th March 2018
- Monday 9th April 2018 (first day back after Easter)
- Wednesday 9th May 2018
- Monday 4th June 2018 (first day back after half-term)
- Monday 2nd July 2018

Signed.....6th November 2017