



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL  
 FULL GOVERNING BODY MINUTES  
 18<sup>TH</sup> SEPTEMBER 2018

The meeting opened at 18.00 hrs

<b>Present:</b> E.James (EJ), P.McMeeking(PM)(Chair), L.Campbell (LC), L.Spurgeon (LS), K.Limm (KL), S.Challoner (SC), M.Kirk (MK), J.Pugh (JP) Also present; YB – clerk.
<b>Apologies:</b> J.Attwood (JA), J.Cooper (JC)
<b>Absent:</b>

Agenda Item	Discussion	Action
1	Apologies as above.	
2	Everyone welcomed to the meeting and new governors and the acting clerk introduced. No pecuniary or non-pecuniary interests declared outside of those declared on the forms at the last meeting.	
3	Agree minutes from meetings held 3 <sup>rd</sup> July and 10 <sup>th</sup> September 2018. The minutes from both meetings were agreed and signed.	
4	Matters arising from the previous minutes. <ol style="list-style-type: none"> <li>1. Clerk. No success to date finding a replacement. The post is currently being advertised on E-teach, Worcestershire, school website and Facebook. Governors thanked YB for stepping in to help.</li> <li>2. Online data store. Governors received a demonstration. The system will securely store Governor documents. The website is hosted in the UK and is encrypted. Discussion re how to use and protection of documents from changes/deletion. Functions and permissions to be set up to minimise the risk. Clerk will keep a copy of minutes and agendas electronically on their machine and a paper copy will be held once agreed and signed. A user guide will be circulated to governors.</li> <li>3. Confirmation of meeting dates: Resources 5<sup>th</sup> October 11.15am Teaching and Learning 10<sup>th</sup> October 3.45pm FGB 4<sup>th</sup> December 2018, 7<sup>th</sup> March &amp; 2<sup>nd</sup> July 2019 Data Panel 4<sup>th</sup> February 2019</li> </ol>	MK
5	Head teacher’s report to governors including data on exclusions and complaints from previous academic year. <ol style="list-style-type: none"> <li>1. No exclusions last year.</li> <li>2. Safeguarding review by Denise Hannibal from WCC, School judged to be Good to Outstanding.</li> </ol>	



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	<p>Whole school safeguarding training took place 3<sup>rd</sup> September 2018.</p> <p>3. 3. Parents Evenings 16<sup>th</sup> and 18<sup>th</sup> October and Open Morning 10<sup>th</sup> November. As many governors as possible to make themselves available to speak to parents. Governors to contact Chair with availability details.</p> <p>4. SDP 2017/18 Key Priority 1. Raise attainment and progress across Key Stage 1 – with a specific focus on quality of teaching. Governors noted: <i>Teaching better, outcomes improved. Actions of support and raising Y1 expectations made a lot of difference. Progress better as cohort uplift achieved rapid progress; child moved right on Venn diagrams. SEND children, some unlikely to ever achieve ARE. Their progress is still improving and is a priority on the 2018/19 SDP. Greater Depth (GD) much improved, particularly in Year 2.</i></p> <p>5. SDP 2017/18 Key Priority 2. Raise achievement for most able pupils ensuring that a higher proportion of pupils achieve GD at KS2 and EXP+ at KS1- particularly boys. Governors noted :<i>GD improved significantly except in Reading. Cohort uplift at GD good except Y4 Writing. Focus area on 2018/19 SDP. Lots of CPD last year, impact continuing. World Aware training vocabulary very important memory skills training for all pupils. Year 5 improved over their Year 4 results. Not a strong cohort but progress should be good. A focus on middle leadership.</i></p> <p>6. Governor question. What do pupils say? Does it matter if they make mistakes? <i>No, children understand that it's OK to make mistakes, to be brave in their learning. Displays in each classroom. Some responses from children 'I try again' 'I ask my friends' I ask my teacher'. Question. Is there any work in PSE, how children feel if they make mistakes? They don't like making mistakes but do get the chance to reflect.</i></p> <p>7. Maths evaluation not available. Question from governor : <i>Given Head of Maths compassionate</i></p>	ALL
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	<p>leave, how can Maths be protected? Proposal to offer a temporary TLR to another member of staff to lead Maths and KS2. Discussion re budget. These are exceptional circumstances, it is detrimental to the children to be without a Maths and KS2 lead. Approved payment of a proportion of TLR3 as appropriate.</p> <p>8. Held in confidential minutes.</p>	
6	<p>SDP and adjustments to strategic priorities for coming year.</p> <ol style="list-style-type: none"> <li>1. SDP 2018/19 Key Priority 1. Ensure that teaching and learning across the school is at least consistently good or better, with a focus on the accuracy of assessment.</li> <li>2. SDP 2018/19 Key Priority 2. Raise attainment and progress in all subjects at KS2, particularly reading, so that a higher proportion of pupils achieve ARE and Greater Depth.</li> <li>3. SDP 2018/19 Key Priority 3. Further develop middle leaders and induct new governors so that they are effective are fully accountable in their respective roles.</li> <li>4. SDP 2018/19 Focus 1. Improve provision, outcomes and progress for SEND pupils. Question from governor: Given the changes in school how will SEND pupils be protected? SENDCo is teaching Year 6 until 11am each day and the member of staff employed to run interventions and cover PPA id teaching Year 6 in the afternoons. SENDCo is available for monitoring in the afternoons. SEND Governor raised concerns and will work with SENDCo. SENDCO's universal strategies are in place and they will be monitored. SENDCo will be the coordinator and will direct others. KS1 and Yr3 cover is being provided by a member of staff who has previously worked in school for a year covering Maternity leave. KS2 has a regular supply teacher working with them in the afternoons, mainly covering Music and RE.</li> <li>5. SEF to be realigned with SDP</li> </ol>	EJ



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	<p>6. Request from governor: <b>Teaching and Learning committee member suggested that school seeks external validation of teacher judgements. Agreed.</b></p>	
7	<p>Position re Project Board and School Improvement Partner (SIP).</p> <ol style="list-style-type: none"> <li>1. Paul Gibbs from Babcock is schools' new SIA, he's an ex Head teacher. Date set for 3/10/18 and governors to attend are PM JP and KL at 2.30pm He will examine priorities, evaluate SDP and spend the day in school.</li> <li>2. Project Board is WCC holding school to account as it's in RI and gets added support. Gill Ellis runs the meetings and school can broker additional support through the project board system.</li> </ol>	
8	<p>ESGA update and report from link governor for governance development.</p> <ol style="list-style-type: none"> <li>1. Governing body is working towards Effective School Governance Award.</li> <li>2. 6 new governors, full induction is key. Governor induction checklist and policy to be circulated.</li> <li>3. 2 modules from ESGA given to committee members. Resources and Teaching &amp; Learning committees tasked with going through them to see where the evidence might be drawn from.</li> <li>4. Head's review 13/11/18. Need to check if external advisor is available.</li> <li>5. Aiming to finish ESGA by end of this academic year.</li> <li>6. To assist governors' induction and keep everyone up to date, Chair will produce a monthly summary to circulate to GB.</li> <li>7. Pay and Performance Management for staff. Resources committee tasked with ensuring new pay guidelines are in force and Pay Policy reviewed. Panel of two governors to examine anonymised PM staff targets to be agreed at Resources meeting.</li> <li>8. Board agreed immediate TLR for one term for staff member to take over Maths and Phase leader role of staff member on long term compassionate leave. EJ investigating insurance claim for costs.</li> </ol>	<p>Resources &amp; Teaching &amp; Learning</p> <p>PM</p> <p>ALL</p> <p>PM</p> <p>TBC</p> <p>EJ</p>



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	<p>9. Nursery status. There have been no objections raised during the consultation process. Steps to be taken with WCC to become maintained.</p> <p>10. Governor details to be added to Get Information About Schools website.</p>	
9	<p>Policies</p> <ol style="list-style-type: none"> <li>1. Policies have been looked at. All to be published on website and School Bus site.</li> <li>2. A review process is currently in progress. EJ and PM doing weekly trawl of all policies to ensure all up to date and any old ones removed from circulation.</li> <li>3. Governors to be set up on School Bus</li> </ol>	<p>EJ PM YB</p>
10	<p>Standing items: Safeguarding; Staff Wellbeing; Chair's Actions; Governor Training; Health and Safety.</p> <ol style="list-style-type: none"> <li>1. Document 'Keeping Children Safe in Education' circulated to the governors present. Governors to read through.</li> <li>2. Staff Wellbeing. Nothing to report.</li> <li>3. Health and Safety. Door trims to be added. Regular fire drills are carried out and lock down training has been undertaken.</li> <li>4. No applications made in response to advert for site manager. Current site manager is staying in post at present.</li> </ol>	
11	<p>Academisation          Deferred to next meeting. Paul Gibbs has talked to EJ and PM about collaboration, school may look into potential and invite him to speak to board.</p>	
12	<p>Any Other Business</p> <ol style="list-style-type: none"> <li>1. Uniform. Governor question: Some parents have experienced issues with orders where some items have been out of stock at Tesco. Point raise about track suits being too big for most Reception age children. Track suits are not supplied by Tesco. School has asked supplier to provide a smaller size but they have advised that this isn't possible. Discussion re having a 2<sup>nd</sup> uniform supplier as a back-up. To be looked into.</li> <li>2. Governors sent their thanks and appreciation to school staff for working together to overcome issues during these difficult times.</li> </ol>	<p>EJ EJ</p>



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13	<b>Next FGB meeting all at 6pm</b> Tuesday 4 <sup>th</sup> December <b>Resources Meeting at 11.15am</b> Friday 5 <sup>th</sup> October <b>Teaching &amp; Learning at 3.45pm</b> Wednesday 10 <sup>th</sup> October	

The meeting closed at 19.55hrs  
Yolande Biggs 22/09/18



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CONFIDENTIAL MINUTES

LISA CAMPBELL WAS ASKED TO LEAVE WHILE BOARD DISCUSSED SUGGESTION OF HONORARIUM TO REWARD HER EXTRA WORK IN TAKING LITERACY LEAD OVER FROM STAFF MEMBER ON SUPPORT ACTION PLAN FOLLOWING INVESTIGATION INTO IRREGULARITIES IN ASSESSMENT DATA. BOARD AGREED TO PRINCIPLE AND FORWARDED TO RESOURCES COMMITTEE FOR DECISION.