



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL  
 FULL GOVERNING BODY MINUTES  
 4<sup>TH</sup> DECEMBER 2018

The meeting opened at 18.00 hrs

**Present:** E.James (EJ), P.McMeeking(PM)(Chair), L.Campbell (LC), L.Spurgeon (LS), K.Limm (KL), S.Challoner (SC), M.Kirk (MK), H.Burden (HB), J.Griffith (JG). Also present; YB –clerk.

**Apologies:** J.Pugh (JP) **Absent:** J.Attwood (JA), J.Cooper (JC)

Agenda Item	Discussion	Action
1	Apologies as above.	
2	Everyone welcomed to the meeting and new governor introduced. No pecuniary or non-pecuniary interests declared outside of those declared on the forms at the last meeting. Forms to be sent to new governors for completion.	YB
3	Items to be raised under 'Any Other Business'. <ol style="list-style-type: none"> <li>1. Papers for meetings and use of Grovetech cloud system.</li> <li>2. Governor activity log, website, cakes, Trust headlines and Smartboard use in meetings.</li> </ol>	
4	Agree minutes from meetings held 18 <sup>th</sup> September 2018. The minutes from both meetings were agreed and signed.	
5	Matters arising from the previous minutes. <ul style="list-style-type: none"> <li>• Matthew Tunnicliffe's resignation has been received.</li> <li>• Grovetech Cloud platform is set up. Some governors have had difficulty accessing it. Discussion re re-setting uniform passwords and tidying up the format.</li> <li>• The Nursery will be maintained from 1<sup>st</sup> January 2019.</li> <li>• A second uniform supplier has been found and details shared with parents.</li> <li>• 2 Governors to look at anonymised data from performance management reviews have not yet met.</li> </ul>	??
6	Report from Head teacher. Prior to the meeting a copy of the reports from Challenge Partners and School Improvement Advisor circulated to governors (copies attached). Verbal report at meeting from HT.	



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	<ol style="list-style-type: none"> <li>1. Governors asked what is Challenge Partners? A nationwide initiative. Our school is part of the Bengeworth hub. A method for schools to seek quality assurance on their judgements. Outsiders come in and carry out a review. The review of our school was carried out by a current Ofsted inspector and senior leaders from other schools. HT explained another benefit is great CPD and opportunities for staff through joint lesson observations with Maths and English subject leaders, validation of judgements.</li> <li>2. Governor asked if there were any surprises? Staff governor found it a very valuable experience. Positive feedback with helpful 'better if' suggestions given in some areas. Every class was visited and every member of staff observed.</li> <li>3. Deputy Head will carry out a review of a school in Leicester in January.</li> <li>4. HT reviewed a school in London, very worthwhile and gained a lot from the experience. Some data presentation techniques have been adopted. With regard to the view of our school, good for staff to get positive feedback, especially as everyone is working so hard to improve the provision.</li> <li>5. Governor asked if opportunity to carry out reviews elsewhere? Yes, if we join up again. Cost of annual cycle £1500. Perhaps roll it out to middle leaders.</li> <li>6. Governor, good to see third party affirmation, especially from a group that includes an Ofsted inspector.</li> <li>7. Ofsted framework will change in 2019. EJ will share details with Governors and it will be on the agenda for meeting on 7<sup>th</sup> March 2019.</li> <li>8. Behaviour analysis. SEN children get more red letters. SLT is reviewing and looking at the rules.</li> <li>9. Governor asked do priorities or the SDP need changing following the review. No, school is on the right track.</li> <li>10. Governor asked how are Year 6 doing. A vulnerable year group. They have settled well, behaviour is excellent and they are making good progress,</li> </ol>	EJ YB
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	<p>meeting expectations. Next term's data capture will enable predictions to be made re outcomes for Summer term. 64% mobility in year group, high levels of need, LAC and their teacher is not in school.</p> <p>11. Headlines. Working on areas that need improvement, making headway. Reading is a priority and working on establishing a broad curriculum that will result in a quality provision over all subjects. Regular monitoring is carried out.</p> <p>12. Governor queried SIA report showing school as Category 4. School is a 'Focus' school due to being in RI. School benefits from this as extra support and free CPD are given.</p> <p>13. Ofsted inspection anticipated before March 2020.</p> <p>14. Governor asked if Ofsted criteria is changing, does school need to change. School welcomes the change in criteria as the focus on Maths and English has resulted in a narrowing of the curriculum. The new framework will look at areas that the school does well; breadth of curriculum, pupil leadership, inclusion and working outdoors.</p>	
7	<p>Standing items. Safeguarding; Staff well-being; Chair's actions; Governor training; Health and Safety.</p> <ol style="list-style-type: none"> <li>1. Date for meeting between Safeguarding governor and DSL to be set.</li> <li>2. Head regularly attends network meetings a feeds back to staff where necessary.</li> <li>3. Staff well-being. In a VA school Governors are the employers of staff. During governor visits the demands that the virtual school are making are increasing and making the tasks for the member of staff responsible for SEN more onerous. Governors need to be aware of the additional pressures being placed on staff, caused by the downsizing of departments at WCC. Chair has made a complaint to Director of Education; EHCP plans and related work has cost school a great deal of time and money. School is paying a member of staff to support a child with a plan, no additional funding has been awarded.</li> </ol>	JA EJ



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	<p>4. Health and Safety re stress. JG will share a Health and Safety tool with the Chair.</p> <p>5. Which governors will carry out a workload audit?</p> <p>6. Governor Training. Induction training. Chair asked all new governors to complete before 31<sup>st</sup> March 2019. Send link.</p> <p>ASP training. 2 governors have undertaken; 1 via webinar and 1 in person. Both forms found lacking in some ways; lack of information. DFE guide available. Head will summarise and deliver some training to governor at the data meeting in February.</p> <p>Safer Recruitment training. Source for Safeguarding governor.</p> <p>7. Collate details of training undertaken by new governors, prior to becoming governors.</p> <p>8. Health and Safety Governors. Will visit to carry out an audit 2.30pm 18<sup>th</sup> December.</p>	<p>JG</p> <p>TBC</p> <p>New Gobs YB</p> <p>EJ</p> <p>YB JA</p> <p>YB New Gobs</p> <p>SC MK</p>
8	<p>Reports from Committees:</p> <p><u>Resources.</u> Minutes from meeting available on Cloud platform. Budget, at half year review expect a surplus at the end of March, Nursery numbers are improving. Need to develop business plan and feasibility study to become an all year round provider. 4 Governors will form a working group. Pupil Premium Audit. Teacher allocated to work with PP pupils is working with Year 6 so costs should not be covered by pupil premium.</p> <p><u>Teaching &amp; Learning.</u> Pupil's mental health issues are being monitored by SENDCo and a Learning assistant who is providing pastoral care on a part time basis. Discussion re support and training for the part time LA, She feeds back to the SENDCo and HT and had training when working in a PRU. SEND report, written following Chair's visit is on the Cloud platform, School employs SALT who works 1:1 with teachers and children. Strong evidence of work pre and post interventions is being collated for SEN children. Q. Is similar evidence available for PPG children? Not at the moment. Not satisfied with CAMS or local authority support for school. Chair will continue to pursue.</p> <p>Challenge to readers. Lack of parental engagement is a big issue. Ideas welcome to engage parents. Discussion. There are multiple reading rewards yet 20% of each class fail to engage. Trying to find child led incentives, peer group/buddying up. Do other schools have similar issues.</p>	<p>LS, HB, MK, JG</p> <p>PM</p>



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9	<p>Policies          Head and Chair have worked through all statutory policies. Subject and non-subject policies are currently being worked on.          Governors will read through the policies on the Cloud platform so that they can be formally approved at the next meeting.</p>	<p>EJ PM  All</p>
10	<p>ESGA update and report from link governor for governance development.</p> <ol style="list-style-type: none"> <li>1. Meeting at the end of January 2019, who is available?</li> <li>2. Parents and governors to speak to the assessor. Date to be advised.</li> <li>3. Assessor has suggested that school examines its vision statement, suggested work with parents to create one. Discussion.</li> </ol>	
11	<p>Academisation          Carry forward as JP not present.</p>	
12	<p>Governor visits          Any reports should be uploaded to Cloud platform.</p>	
13	<p>Clerk to the Governors.          YB was asked to leave the room whilst governors discussed this.          Upon returning to the room Governors advised YB that she had been appointed as Clerk to the Governors with effect from 1<sup>st</sup> January 2019. Additional hours will be added to her Bursar role rather than create a separate contract. The post was advertised at 109 hours per annum. YM works 46.78 weeks per annum, so increase hours by 2.33 per week.          YB thanked Governors.</p>	
14	<p>Correspondence          Emails and Governor Matters magazine.          Governors have asked that subject line of emails include either 'Action' or 'Information' as appropriate. Set up Babcock folder on the Cloud platform rather than circulate the newsletter via email,          Discussion re tidying up the Cloud platform. Having clear links to all information for meetings.</p>	
15	<p>Any Other Business</p> <ol style="list-style-type: none"> <li>1. Governor headlines sent to Trustees of CCEF. HR to be invited to attend next meeting.</li> <li>2. Accessibility. Governor asked what had happened following her visit. Head directed her to look at the school website 'Inclusion' tab.</li> <li>3. Current and upcoming events. Good feedback from PTFA Christmas fair, Nativity is currently being</li> </ol>	<p>PM YB</p>



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	<p>performed and 21/12 9 am St Cassians, KS2 carol concert. All events are advertised in advance on the weekly Newsletter that is emailed out to all governors.</p> <p>4. Caked. This will be the last year that Chaddesley Corbett WI will provide cakes for the Christmas service. School would like to thank the WI for their support and service over the years. Discussion re how to provide cakes in the future, perhaps parents of governors would volunteer.</p>	
13	<p><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</p>	

The meeting closed at 20.10hrs  
 Yolande Biggs 08/12/18



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