



CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL
 FULL GOVERNING BODY MINUTES Part 1
 5TH MARCH 2019

The meeting opened at 18.00 hrs

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

Apologies: J.Attwood (JA)

Absent:

Agenda Item	Discussion	Action
1	Apologies as above.	
2	<p>Everyone welcomed to the meeting.</p> <p>No pecuniary or non-pecuniary interests declared outside of those declared on the forms at the last meeting. Forms given to new governors for completion.</p> <p>Chair asked Clerk question with regard to confidential minutes. Clerk stated that confidential items should be minuted separately and not be included with the minutes that are free for public to see. If it is known when setting the agenda that an item will be of a confidential nature it can be scheduled in such a way as to allow a person to arrive late or leave early, if appropriate for them not to be there for it. Some confidential matters arise during the meeting and will not be known in advance. It was agreed that at the end of each meeting, Governors would state if any of the topics discussed should be recorded as confidential minutes. These will be known as 'Part 2'.</p>	
3	<p>Hugh Richards – Chair of Chaddesley Corbett Educational Foundation.</p> <p>HR had the wrong date in diary, did not show.</p>	
4	<p>Items to be raised under 'Any Other Business'.</p> <p>1. School Newsletter</p>	
5	<p>Agree minutes from meetings held 4th December 2018. The minutes from meeting were agreed and signed.</p>	
6	<p>Matters arising from the previous minutes.</p> <ul style="list-style-type: none"> • Grovetech Cloud platform is set up. Two governors have continued to have difficulty accessing it. Clerk has issued papers to them via email. Discussion re re-setting uniform passwords, they will all be in upper case. • Challenge Partners. Deputy Head carried out a review of a school in Leicestershire. Excellent CPD plus quality assured lesson observations. DH's knowledge in KS1 and good subject knowledge was very beneficial to the review. Q. Will School continue with Challenge Partners and when will next 	MK



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	<p>payment be due? Yes, School will continue, payment will be made from 2019/20 budget.</p> <ul style="list-style-type: none"> • Item 7. Complaint resolved. • LS is the Chair of the School Fund Trustees. Meeting of the Trustees to be arranged. 	<p>LS, EJ, JC, JA</p>
<p>7</p>	<p>Report from Head teacher. Prior to the meeting a copy of the HT's report, SDP and data summary were circulated to governors. Governors raised questions and these were addressed and discussed at the meeting.</p> <ol style="list-style-type: none"> 1. Governors asked what can we do to ensure that we are full in reception for 9/19? School is continually advertising and raising awareness through Social media. Posts for holiday club provision, free forest school session for pre-schoolers and advertising spaces for September 2019 are being boosted and shared with local groups. 2020 in year admissions will be handled by Babcock. Governors asked if any outreach, work with other Nurseries, open days? Leaflet campaigns have been delivered to playgroups, doctors surgeries. At least once per term, toddlers are invited in for free play sessions and an open day was held on Saturday 10th November. Discussion re local plan and house building on Offmore estate. Governors suggested a leaflet run, they will help distribute them. Governor confirmed that all work on admissions is now complete. 2. Governor asked if there is any visual prompt in reception regarding attendance? Details do appear on the Newsletter each week. 5 children in reception meet the threshold, absenteeism is high. This is unprecedented. No fines prior to age 5. Legal requirement to report children with more than 10 days absence. Important to attend every day as a new sound learned every day, pressure on staff to work with absentees to catch them up with the class. Q. Why absent? Is there a trend? Mainly holidays. Discussion re some schools having altered holiday patterns e.g. 2 weeks at half term and one week less in summer. Other local schools 	



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	<p>experiencing similar with attendance dropping to average figures.</p> <ol style="list-style-type: none">3. Governor asked has School received the monies for the new EHCP plan given to out of county LAC. Work in Progress.4. Governor asked please give examples of how the curriculum is being adjusted. Nationally, boys' achievement lower than girls. New curriculum will be boy friendly e.g. super heroes and Space. More outdoor learning. Improving the curriculum for boys will also benefit girls, Next years' topics have been decided, planning is in progress. Subject leads will need time to work on their area, how to assess learning outcomes. One Governor knows of a school 'guinea pigging' new framework, will share their feedback.5. Effectiveness of L & M. Governor asked if Ofsted Inspector (28/2/19) supported these assertions. Mostly verified. SDP very clear, SEF evaluative and succinct, EYFS is the strength of the school. Consistent policy for method to be followed throughout school. Quality of questioning has improved, sequences of learning improved, writing in greater depth needs improvement. Pupil progress meetings, systems are robust. Focused on areas for improvement. Assessed teaching as strong.6. SDP. Has been RAG rated. Overhaul of English Comprehension, being an active reader not a passive reader. Positive impact across the school. The English subject leader outlined strategies being used and the way forward. Confidence is growing, Q. The reading statistics on the Newsletter, how is rich reading encouraged at home? Workshops, parents evening pack, speaking to parents in Year 1 and Year 6. Needs to be rolled out throughout school. World book day will see the launch of 'Eric time', each class will choose their time. Assessment work in staff meetings, outside schools visit to share moderation, 87 last week. NFER tests are being used, middle leader development. SIA has been very helpful and will work with staff.	
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	<p>7. Governor asked if all governors have completed Safeguarding training and read the first part of the new KCSIE. Governors' Safeguarding training will have been completed by all by 31st March 2019. Chair attended parents evening tonight, asked if any governor was free to attend on Thursday evening.</p>	
8	<p>Standing items. Staff well-being (EJ); including proposal for exit interview strategy (PM); Safeguarding (JA); SEND (PM).</p> <p>1. Staff Wellbeing. Simplified version of survey has been compiled for staff to complete, circulated for governors to look at. Q. the last review included a question on hours worked, not on this one. Considered no need to repeat exercise, information exists from last survey. Governors are looking to carry out a review that is relatively quick for staff to complete so as not to add to their workload. Subject to governor approval will be handed out on a few days.</p> <p>2. Exit interviews (EI). Chair circulated a proposed Exit Interview paper for governors to consider. Some of the responses were confidential and will be recorded in Part 2 of these minutes. An exit interview would be offered but wouldn't be compulsory, good source of feedback, anonymised as far as is possible. Q. What is the aim? To gather information for Governors, recently high turnover, are staff being over stressed? Q. What would Governors do with the information? Look at info, ask staff what they would like. Ofsted Inspector (OI) last week talked about the pressure of being in RI, staff turnover and what governors are doing. Exit interviews can be useful to determine if there are any school specific issues. A Governor offered to look for a suitable template. Discussion about value of EI's, will staff be truthful, can things be changes? Agreed that governors will take the paper away, read and it will be discussed at a later date.</p> <p>3. SEND. Good report from OI, now seen as a strength. Ongoing research being carried out into the %ge of red letters given to SEND & PPG pupils.</p>	<p>PM EJ</p> <p>JG</p> <p>ALL</p>



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	<p>All pupils are making progress, OI and SIA concur. Governor happy with the way that the budget is being spent, awaiting EHC funding from Dudley.</p> <p>4. Safeguarding. Lead not present.</p>	
9	<p>Reports from Committees: <u>Resources.</u> Minutes from meeting available on Cloud platform. New staffing structure from September 2019, OI approved of new structure. No questions. JG left meeting at 7.18pm. <u>Teaching & Learning.</u> T&L Chair thanked staff for input and reports, with special recognition for English Lead who demonstrates good Leadership. Policies will be looked at next meeting. <u>Data Panel.</u> Collaboration. Head has met with Heads from Comberton and Offmore, will be trying to work collaboratively carrying out peer reviews. Head will ask them to look at our Ofsted items. Summer term schedule a calendar for the academic year. Subject leaders to work together on curriculum. Demonstrate progression in subjects, 3 release mornings will be set aside. Aim to highlight our shortfalls and share ideas. Middle Leader, leader level and peer level. Move towards Governors working together. Wyre Forest Heads are looking to share school improvement issues. EJ happy to work on this and Challenge Partners. Data. Discussed in depth. SIA happy with level of Governor challenge. OI noted that Governance is stronger.</p>	
10	<p>Review of recruitment process including staffing restructure confirmation. Interviews for Key Stage & EYFS Phase 1 Leader, Key Stage Phase 2 Leader and 0.4 FTE teacher will be held 4th and 5th April. Head asked governors to assist with tasks. Lesson observations, data activity, interview and book scrutiny. Aiming to invite 4 candidates for each post. Chair and Vice-Chair will visit the schools where applicants work and be available on interview days. Head's appraisal to be moved to after Easter. 30th April at 1pm.</p>	
11	<p>Admission arrangements for 2020. Governor confirmed that everything is in place.</p>	
12	<p>Review of Equality Information and Objectives. All happy with the documents. Q. Are School maintaining links with ethnically diverse Primary? Yes, School will be working with Uplands Manor Primary in Smethwick. Summer term visits planned.</p>	



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13	<p>Policies. Complaints policy rewritten to reduce the number of stages, to be put on the agenda for the next T&L committee meeting. Remainder of Policies. Checklist circulated. Decision to put all policies in the same place on school website. All policies, apart from Complaints were approved.</p>	JP
14	<p>Governor Training. New Governor training record forms showing details of external training to be completed and returned to Clerk ASAP. When NGA online training is complete, Governors will send a copy to Clerk for the training records.</p>	All
15	<p>ESGA update and report from link governor for governance development. Examiner happy with what he saw, action plan updated. Deadline of 31st March 2019 for each Governor to upload evidence for their area of responsibility. Let PM know if having any problems.</p>	All
16	<p>Governor visits. JA-Safeguarding visit, SC & MK Health & Safety (H&S) visit. Evidence needed of H&S being carried out. EYFS. Good visit to Reception Class and Nursery, strong part of school, children engaged in learning, enjoying reading. Clear vision of where they're going. Noted interaction of TA with children. Performance Management. Q. Did CPD link with SDP? Yes, and clearly matched/referred back. Chair reminded governors to complete a visit record and upload to the Cloud.</p>	
17	<p>Correspondence. Chair of governors read an e mail from WCC SEND interim director Penny Richardson apologising for the damage caused by the department's failure to pay EHCP funding for two pupils on time and for the unacceptable delay in finalising the plans which was many months outside the legal limits. This was in response to governor complaint on behalf of school and parents made in 12-18. Backdated payments are now in place. Chair pointed out to Governors that it's appropriate for them to lobby Local Authority for a better service.</p>	
18	<p>SDP and meeting effectiveness review, any questions. Governors discussed assessing the effectiveness of meetings by answering 4 questions at the end of each meeting. Assess using a score of 1 to 5. Decision to introduce this at the end of each FGB meeting, questions to be put forward by HB.</p>	HB
19	<p>Any Other Business. Newsletter. Q. Who decides content and priority of where content is placed? Head received details of 'Momo' link</p>	



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	from WCC. Schools were asked to highlight it to parents. It later transpired that when the link was followed, it stated that it was a hoax. Governors concerned of mental health implications, raising anxiety. WCC should take more care before asking schools to share such items. School newsletter shouldn't sensationalise.	
13	Next FGB meeting all at 6pm Tuesday 2 nd July Resources Meeting at 8.30am Thursday 28 th March Teaching & Learning at 3.45pm Monday 8 th April	

The meeting closed at 20.00hrs

Yolande Biggs 10/03/19