

MEADOW VALE PRIMARY SCHOOL

Minutes of the Full Governing Board Committee Meeting held at 6:30pm on Tuesday
12th July 2016

PRESENT:

Kathryn Evans (KE) – Co-opted Governor and Chair of Governing Body
Sarah O’Keeffe (SO) – Co-opted Governor
Lee Parsons (LP) – Head Teacher
Ian Freeman (IF) – Co-opted Governor
Caradog Davies (CD) – Co-opted Governor and Chair of Finance Committee
Alison Smith (AS) – Co-opted Governor
Martin Bowdler (MB) – Parent Governor
Debbie Green (DG) – Co-opted Governor
Matthew Hall (MH) – Parent Governor
Carley Perry (CP) – Parent Governor
Julie Pratt (JP) – Authority Governor
Andrea Moyle (AM) – Parent Governor
Lauren Lewis (LL) – Staff Governor
Kirsty Davies – Deputy Head Teacher (Lower School) - Observer
J. Lansley – Deputy Head Teacher (Foundation) - Observer

APOLOGIES: Michelle Payne (MP) – Parent Governor and Sian Biddlecombe (SB) – Parent Governor

IN ATTENDANCE: Ingrid DaSilva (ID) (Clerk)

The meeting opened at 6.40pm in the staff room.

1. Welcome

The Chair welcomed colleagues to the meeting.

2. Apologies for Absence

Apologies were received from Kate Davies, Michelle Payne and Sian Biddlecombe, which were accepted by the Governing Body.

3. Amendments to the agenda

Under AOB - the Chair would like to add vision and values, inset days and NPQH.

4. Declaration of Business Interests

None declared.

5. Minutes of FGB Meeting held on 17th May 2016

The Chair would like to make an amendment to Item 16 - AOB under the temporary staff question – A fair and open recruitment process is followed by the School rather than one specific aspect of recruitment. Question doesn’t capture the answer properly. Clerk to amend the minutes and Chair to sign.

6. Matters Arising from Minutes

The Chair has asked the '*Academisation Project Team*' (formal title to be confirmed) to review future ways of working in regards to Academisation/ Federation and update the board at the next FGB (Autumn term). The members of this project are Lee Parsons (LP) – Head Teacher, Sarah O'Keeffe (SO) – Co-opted Governor, Ian Freeman (IF) – Co-opted Governor, Lauren Lewis (LL) – Staff Governor, Kirsty Davies – Deputy Head Teacher Lower School, and Matt Hall – Parent Governor.

Q: The Head Teacher stated she was in the Bracknell Forest Transformation Board as she will take part in the process to develop a package the LA is going to offer to schools.

A: The Chair thanked the Head Teacher for bringing this to the Governing Board's attention. This should also be considered as part of the project to ensure Governing Boards are able to make an informed decision.

Q: A governor asked if this Transformation Board is composed of other Head Teachers and what is this group trying to achieve?

A: Yes, three other Head Teachers. The Head Teacher said this group is trying to assess what needs to be offered. They have recently discussed ways for schools to foster 'Academisation partnerships' whilst retaining their own board of governors. Other Head Teachers are undergoing through a similar process, and they are approaching us to form partnerships but we have not been approached by bigger Trusts yet.

The Chair said that Academisation is unlikely to impact educational teaching due to the National Curriculum however there would be significant impact on other areas of school resources. The Head Teacher suggested that the School Business Manager should be part of this process. The Chair said as this is one of the areas that could be impacted the most and as the input of the SBM could be beneficial. The Chair asked the group to convene during the Autumn Term to determine the way forward.

Q: Are our LA services going to change?

A: Certain services are running until 2018. There are lot of changes within Bracknell Forest Council and we will be updated once plans have been implemented.

7. External Review of Governance

All those attended confirmed that they have read Maggi Bull's External Review of Governance draft and are pleased for the Chair to confirm the review is a sound reflection of what was discussed at the meeting.

Q: Does anyone have any further comments?

A: AM added that the report was very accurate and informative.

The Chair highlighted that our Governing Board reconstitution will link with the skills audit - as a Board we have many internal experienced governors but lack external impartiality and expertise.

Q: A governor raised a concern regarding the Associate Member's attendance.

A: The Chair will contact the new Associate Member to discuss attendance and commitment.

Q: Are we going to advertise governor vacancies to the wider community before reconstituting?

A: Not at this time, unless it is a required post.

When we reconstituted in 2013 we did not lose any governors but increased the parent governors and community governors and reduced the LA and Staff governor position in accordance with the guidance at the time.

The Chair then confirmed at this stage that Julie Pratt, LA Governor, has resigned from her post with effect from 31st of August. This position will need to be filled and there is a specified process around this. The Chair has been in touch with Governor services and Democratic Services to obtain further guidance on both the reconstitution and LA Governor role. As a minimum we must have:

- Head Teacher
- 1 Staff Governor
- 1 LA Governor
- 2 Parent Governors
- There can be as many co-opted governors as necessary to carry out the functions of the Governing Board.

The Chair proposed that the board should reconstitute by changing the Governing Board structure. The chair confirmed that many Governing Boards who reconstituted prior to 2014 are in similar positions to MVPS.

The Head Teacher suggested Reverend Paul Collins (Minister of Warfield Church) as a suitable candidate to fill the Local Authority Governor position. She will approach him to discuss before the end of term.

The skills gap analysis outcome identified that we should find a link with a member of our local community to be arranged by the Autumn term. The Chair added that the democratic services run LA governor recruitment three times annually.

a. Expectation of Governors including attendance at meetings, training, and visits to schools

The Chair circulated a copy of the board's attendance record prior to the meeting, and notified all those attending that this file is going to be published online as per Local Authority guidelines.

There was a short discussion about governor's skills gap, correlation between skills and relevant committees. The Chair recommended all governors to consider their own skills set and gaps, passion and commitment. In addition, the Chair strongly recommended that all governors read the code of conduct and core functions of governors and think proactively about skills they would like to develop further and relevant training they would like to undertake.

Q: What is the process if a governor would like to run as a Chair of a committee?

A: Please contact the Clerk or Chair via email.

b. Code of Conduct

The Chair has updated the code of conduct for the next academic year and has use the one from the NGA website URL: [<http://www.nga.org.uk/Home.aspx>]

c. Core Functions of Governors

Circulated prior to the meeting

d. Reconstitution

Discussed above.

e. Creating an Action Plan

Same format as the other action plans to be discussed Early in the Autumn Term.

f. Committees

As per the External Review of Governance to modify the two committees to bring Personnel into Finance and Facilities (Resources) the Terms of Reference (ToR) of School & Standards Committee and Finance & Facilities Committee (Name to be agreed) to be revised late Summer/early Autumn – all agreed.

Development Governor – Chair to meet with CP to discuss the position. Bracknell Forest runs update sessions twice a year.

8. Offsite and Adventurous Activities

a. Adoption of Policy and Guidance

Chair sent '*Offsite and Adventurous Activities*' Policy to Brian Mallett and his feedback is that the policy is robust and should be adopted. All agreed.

b. Report on Adventurous Activities and Residential Trips for 2015/2016 After Easter report

i. Year 4 – Oakwood

IF reported that this activity was a success, everyone had a great time and thoroughly enjoyed, despite the fact staff and parents were apprehensive at first. A similar group of staff went who went to Kingswood in per previous years. A lot of activities took place on site and these were well organised and managed by the local staff.

ii. Year 5 – Kingswood and Primary Pioneers

There were initial concerns with regards to this group but Kingswood staff gave excellent feedback regarding the group's behaviour and participation. The activities were good, pupils and staff have learnt a lot from '*Primary Pioneers*'. The Head Teacher highlighted that year 5 cohort needed this intervention. The Head Teacher believes that many of the activities could be carried out by our teachers thus magpie-ing their activities such as first aid training. The expedition date for year 5 is yet to be confirmed.

iii. Year 6 – Bude

IF reported that this activity was a success, everyone had a great time. A number of activities took place on site and these were well organised and managed by the local staff. The Head Teacher joined the group on the last night and joined the pupils on the Friday morning for a body boarding activity - pupils were thrilled staff joined in. The local staff was highly experienced and built a great rapport with pupils.

The Head Teacher is planning to take only teaching staff to Bude next year rather than a mixture of teaching, support and external staff. The cohort would benefit from this level of expertise.

The Head Teacher highlighted that all our residential activities have a similar theme, no cross-over but we must avoid repetition as some pupils have done 'Leap of faith' and other similar activities already. Oakwood feedback from an administrative point of view was not easy; also it is difficult to find a place for 1 night only. Aside from this, staff and pupils gave positive feedback and they have all enjoyed. However, ownership needs to go back to the staff running future activities.

Q: Chair asked if the Head Teacher has anticipated any changes for organising these outings in the future?

A: Yes. She is currently reviewing and streamlining the whole process, which is antiquated. For instance, the SENCO needs to ensure relevant children have their 1:1, lead teachers to be responsible for each year group, and one night overnight is not a viable option for year 4. The procedure and meetings to approve outings should be streamlined by the Autumn term.

The Head Teacher suggested adventurous activities could be organised as a day trip removing the need for an overnight stay. It is also good to allow support and teaching staff to develop their skills.

The Head pointed out that although LSA's are experienced, teachers are more appropriate to accompany the children (6 staff, where 3 are SOT giving parents' reassurance).

These activities add immense educational value, foster team work and independence, however, the organisation and process requires improvements. IF added that we should be mindful that there is a weight of responsibilities on the teacher.

c. Proposed Offsite Activities, Adventurous and Residential trips for 2016/2017

iv. Year Groups

Discussed above.

v. Cost (split- parents and PP grant)

The Chair asked for the 'Offsite and Adventurous Activities' Policy to be implemented from the Autumn term onwards and funding (pupil premium and cost to parents) to be broken down per year group and educational impact to be provided.

vi. Education Impact

Discussed above and any new or amended trips to be communicated and agreed by the Governing Board.

9. Assessments and Outcomes

a. SATs Year 2 & 6

The Head Teacher gave the board the following SATs result, which came in week commencing on the 4th of July.

SATs results 2016 (Year 6)

Subject	MVPS results (%)	National Average (%)
Reading	66	66
GPS	69	72
Math	77	70
Writing	83	74
Combined	57	53

Year 2 – Achieved above the national in all areas and the LA was highly complimentary during the moderation process. JL (EYFS Deputy) added that the Reception cohort achieved 70% GLD (Good Level of Development) which is the indicator of school readiness.

Year 6 – The Head Teacher was pleased to report we are above national average and above floor standards. Spelling was harder, we have always historical issues with spelling at this school but we are working on ways to improve spelling.

Q: How the children and parents feel about this year SATs?

A: They are sad and frustrated. A particular pupil is devastated regarding a failed mark, IF said that as the pupil's teacher he knows the pupil worked really hard.

The Head Teacher explained that the current results are not comparable with previous years as the thresholds/ expectations are higher. New targets moving forward will reflect this

IF added that the fact our pupils got 70% for math which is above national average is phenomenal.

Q: Chair asked if year 2 is the first cohort to go on the new national curriculum?

A: Yes. Deputy Head Teacher Lower School confirm this is a realistic outcome for year 2.

Pupil Premium in the early years has flagged as a concern, this gap must be on our radar as it could be wider.

DG pointed out parents are not filling out Pupil Premium forms in a timely manner so; they are struggling to identify pupils that needs Pupil Premium to fund trips and uniforms. DG suggested that the school need to work out how to support parents throughout the year.

b. Reception, Year 1, Year 3, Year 4, Year 5

No data, Head Teacher's report due in the Autumn term. Year 3 – flagged as data is significant down in exceeding category, low in particular math levels, IF will work on this when they get on year 4. This is a complex cohort and pupils underwent some changes.

10. Safeguarding Policy – Adoption of updated policy

The Head Teacher circulated the '*Bracknell Forest Council Safeguarding and Child Protection Policy – June 2016*' prior to the meeting. Due to be officially implemented from September but will be adopted by the School from now on. All agreed.

11. Communication – Emails

Chair asked all governors to check their emails at least once week (more regularly prior to FGB and other Committee meetings) and to respond more promptly. The Chair also asked all governors to use their MVPS email due to confidentiality and in which role they are contacting the school.

12. Committee Updates

It was acknowledged that we have circulated all minutes and updates. Any questions or queries need to be directed to the committee chairs to be raised at the next committee meeting.

13. Development Governor Update

14.

Report to include Skills Audit, Training Attendance, future training

The Development Governor circulated the Development Governor Report prior to this meeting. A skills audit was undertaken in May/June 2016 as the last one was completed in Spring term 2014.

1. Training Courses Attended in 2015/2016 – training record is going to be updated and published online.

2. Skills Audit – following a recent skills audit it was identified that there is a skills gap in the following areas: project management, financial planning/management,

procurement and purchasing, facilities management, knowledge of local/regional economy, links with the local community and local businesses.

3. **GEL** – there are a number of exciting courses on this platform that will enable governors to undertake their role more effectively. All governors to re-register with GEL, if they have not already done so, to undertake courses that are of interest to them. All certificates of completion must be emailed to the Development Governor so that they can be logged on the training record.
4. **Upcoming Training** – the new brochure for Autumn 2016 training has been published. Development Governor to circulate new training brochures.
5. **Chairing at committee level/ interest in becoming Chair or Vice Chair of FGB** – to ensure the Governing Board is skilled up to fill gaps. It is recommended that anyone interested in chairing undertake specific training ('Effective Chairing of Meetings and Taking the Chair Part 1 & 2 – BFBC will be running a number of courses in the Autumn. Please contact the Chair or Clerk if interested).
6. **Job Descriptions & Role Specific Description** – currently there is no formal role description for a governor role. The Development Governor proposed we create Job Descriptions (based on NGA and key support for model ones) as per the Development Governor role (circulated prior to this meeting). All agreed
7. **Induction programme for new governors** – to ensure new governors are supported upon appointment, in addition to the induction run by the local authority. We will review current Induction, update and present to the Governing Board in the Autumn term for approval and amendments.

Q: What is the position of an Associate member?

A: They have been invited onto the board due to the knowledge and skills they have. They are allowed to attend meetings but are not allowed to take any part on decision making process at FGB level. They are not allowed to stand for the position of Chair of a governing body, but could stand for chair of the committee they are assigned to.

15. School & Children's Centre Performance Advisory Panel

The Chair and Head Teacher attended a follow up meeting after our Ofsted inspection to answer questions from School & Children's Centre Performance Advisory Panel. The panel was composed of three LA councillors, Janette Karklins (Director of Children and Young People) and Christine McGuinness (Chief Officer Learning & Achieving). The School received excellent feedback and despite the fact we faced a lot of changes recently, MVPS has gone from strength to strength. Councillor Bernard raised concerns about the new development of the Binfield Learning Village that could potentially have a negative impact on MVPS. Both the Chair and Head confirmed they did not have any concerns at this stage and felt the school sold itself to parents looking at primary schools, based on it's standing in the community.

The Chair confirmed that there is additional Chairs briefing in a few days and will give the board an update at the next FGB about Binfield Learning Village and other agenda items.

16. Governor Day overview Reports

Chair to circulate Governor Day presentation and asked all governors to send updates/overview to Michelle Payne. The Chair added that this is a great way to document what governors did on the Governors Open Day.

17. Chairs and Vice Chairs of FGB & Committees

The Chair and Vice Chairs of all committees will be elected in the Autumn term. An email will go to governors well in advance of the next FGB. Committees will elect their chairs & Vice Chairs at the first meeting of the Autumn term

The current Chair of the Standards and School Curriculum Committee will end their term in October. Clerk to circulate guidance notes.

Q: What if you would like to change your position from one Committee to another?

A: That is ok as long as we are quorate and it is duly noted.

Q: Can you attend Committee in the capacity of a visitor, like a trial, as opposed to signing off/committing to it?

A: yes

Q: A question was raised about nominating someone.

A: As long as you discussed with the person first before nominating them.

Chair said everybody should be given an opportunity if they are eligible.

18. Any Other Business

Vision and values – The Head Teacher produced a leaflet (*What are our ethos and values?*) requesting feedback/ opinions about our School vision and values, and motto. This leaflet will be sent out to stakeholders including the Governing Board. The plan is that at some point during Autumn term she will organise a round table discussion/ workshop day with all governors to finalise our vision and values and outcome of this leaflet responses. All agreed.

Inset days – in order to use time more effectively and add value for money the Head Teacher suggested that on the Thursday, the School will be open to all staff with an open ended agenda and on the Friday; all staff are in attendance.

NPQH – the Chair and Governing Board would like to congratulate the Head Teacher for achieving her NPQH (National Professional Qualification for Headship)

FSA Assistant position – the Head Teacher informed the board that a FSA Assistant has been recruited to assist DG twice per week. Two strong candidates have been short-listed and Ros Pitt was offered and accepted the position. She was an excellent candidate and has great links within the community. She will work in the office in the mornings and we have re-delegated office duties. The Head Teacher also reported that a staff member due to come back from maternity is currently off sick and at this stage it has not been confirmed if she will be back in September. The Head Teacher gave the Governing Board reassurance that a contingency plan will be put in place if needed.

19. Confirmation of next meeting dates

Circulated prior to the meeting – all to review and email the Chair with comments.

The meeting closed at: 8:50pm

Action Log

Issue	Action	When by	Responsibility
Minutes of FGB Meeting held on 17th May 2016	Clerk to amend the minutes and Chair to sign.	July	Clerk – IdS
Academisation Project Team	to review future ways of working in regards to Academisation/ Federation and update the board at the next FGB	Autumn term 2016	LP,SOK,IF,LL,MW, Kirsty Davies
External Review of Governance	Chair to let Maggi Bull know that the review is a sound reflection of what was discussed at the meeting	July	Chair - KE
Development Governor	Chair to meet with CP to discuss the position. Bracknell Forest runs update sessions twice a year.	Autumn term	Chair - KE
Governor Day presentation	Chair to circulate and asked all governors to send updates/overview to Michelle Payne	Autumn term	Chair - KE
Associate Memeber	Chair to make contact with AM to confirm their interests in the role	Summer	Chair - KE