

**St John & St Francis Church School
Minutes of Full Governors Meeting
10th July 2017 at 5.45pm**

Present:

Yvonne Rouffet (Chair)
Lisa Farley (Head Teacher)
Hannah Dyer (Staff Governor)
David Durston (Vice Chair/Safeguarding Governor)
Samantha Onslow (Parent Governor)
Phillipa Warton-Browne (Parent Governor)
Melissa Bryant (Staff Governor)

In Attendance:

Jo Halley (Acting Clerk)
Alexis Piper (Deputy Head/Observer)

Apologies received and accepted:

Natalie Paull (MAT Appointed Governor)
Angela Netto (Foundation Governor)
Jess Stedman (Clerk)

1	Welcome & Apologies		Action
		YR - Welcomed everyone. NP, AN & JS sent apologies which were accepted by the governors.	
2	Opening Prayer		Action
		HD shared 'moving on' prayers written by Y6.	
3	Declaration of Interests		Action
		None declared.	
4	Management Accounts		Action
		A copy of the Management Accounts was distributed prior to the meeting and governors were invited to ask questions. There is a need for a path to be installed outside of the new Yr 2 classrooms, however the school would need to use £1,800 from next years budget to enable this to be completed during the summer break. This was agreed by all governors.	

Signed by Chair: Yvonne Rouffet

Date: 20.9.2017

5	Minutes of previous meeting and matters arising	Action
	<p>Confidential Minute.</p> <p>Item 4 – expenditure on photocopying, how can this be reduced? The copiers have been moved in the room, the default is now set to black and white copies, rather than colour copies. Staff are asked to be mindful of amount of copies needed. Usage is now monitored by the SBM</p> <p>Item 9 – (Typo.)</p> <p>Have we heard anything from BCA regarding new Governor? Nothing as yet, HT to email BCA.</p> <p>Finance Training was attended where the legislation behind accounts explained, and how the funding may change. Governors to be sent benchmarks highlighting where the budget is spent and how it is split. Can be compared to similar sized schools. All the information governors need regarding school accounts is distributed with the monthly minutes etc, as we run with no committees. Other schools are interested in this way of working. The notes which are sent out with the finance sheet are key to explaining the accounts. Our School Business Manager is new but is now more confident in the role. SBM to look through our Governor meeting dates for 2017/2018 and decide which are best for her to attend to talk through finances.</p> <p>Effectiveness of the LGB, how do you evidence this? By raising questions – because they are asked while all governors are 'together', they are acted upon quicker as they are not repeatedly asked in separate committees. We also have evidence of governor visits.</p> <p>The minutes were proposed and seconded.</p>	LF
6	Headteachers Self Evaluation Report, priorities for 2017/2018	Action
	<p>Head Teachers Report – New items added to this report as per examples sent by the trust, which include staff illness etc. This is still a work in progress and head teacher needs to 'get to grips' with new content needed.</p> <p>Arrivals and departures of pupils – analysis of reasons why pupils leave and start at our school, this all looks positive.</p> <p>Admissions – there are currently 3 appeals in process. 3 new applications for September 18, however we do not</p>	

Signed by Chair: Joanne Wainwright

Date: 20.9.2017

Red text denotes questions raised

	<p>want to go over the statutory limit as this will 'open the floodgates'.</p> <p>When do we need another Reception Class? School could have had a 3rd class, but there are plans for another school at Dunwear and currently there are provisions for managing extra pupils.</p> <p>How do we react if a child does not attend in September? The Ranked Waiting List was explained to Governors.</p> <p>What do we attribute to this influx? We are fortunate to have a strong governing body. We have a good online presence i.e. tweets/website/photos etc. Also posters to be displayed for 2018 intake, word of mouth, positivity.</p> <p>Fair access protocol? Example of this, excluded child from BCA applied to our school. This went to panel and child allocated to school. Child and parent attended a meeting where our behaviour expectations were set out, parent very supportive. Child has settled into school well.</p> <p>YR excused from meeting at 6.20pm. DD stepped in as Vice Chair.</p> <p>How does staff sickness levels compare with other schools? SBM is currently keeping record of staff sickness levels as this has never been done before and this will highlight any problem areas.</p> <p>YR returned to meeting and resumed Chair.</p> <p>SEN report – Presence on playground by SENCO works well, however phone calls can be better than face to face in some instances. SENCO happy to attend Governors Meeting in September to discuss any issues. Clerk to invite to September meeting.</p> <p>5 applications made by SENCO and 5 successful. Funding changed slightly – EHCP threshold so less complex children will be funded.</p> <p>SEN Code of Practice – this is a large document which is available via Somerset Choices National Code. 4 standards to be rolled out. Training has been taken by SENCO and teachers to be more included. Core Standards to be circulated to staff. SENCO to review and to look at Accessibility Policy.</p> <p>Attendance throughout school has improved since September 2016 – June 2017. It was mentioned that it is good to see staff greeting children outside their classrooms in the morning.</p>	<p>JS</p>
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Date: _____

		<p>A number of accidents which occurred in school were discussed but HSE not involved as provisions were in place.</p> <p>Children left to be home schooled – what is our responsibility? School used to be obliged to provide work, now this is the parents responsibility. Level 4 concerns were raised regarding two children. These concerns were referred back to parents. One child is now at another school. Who monitors these children? Home/school liaison.</p>	
7	Review of School Data and Targets		Action
		<p>School received KS2 SATS results, the national average is 61% and St John and St Francis were just below this, however the results had improved on previous years. School to resubmit 3 papers. The whole Trust data came out at 61%.</p> <p>EYFS data tru reflection of cohort – some high SEN need.</p> <p>Phonics screening in Year 1 – this has been a good result (76% - 85%). Year 1 teachers have worked extremely hard to get children through the screening. It was noted that Read Write Inc scheme possibly 'not the right thing' - however the current approach of wide range of materials appears to work, and writing 'stamina' has improved.</p> <p>Year 2 SATS results were strong. Good progress has been made since last year and writing stamina has improved also.</p> <p>KS2 staff worked hard to get children through the assessments this year. They spoke to the children about the results and the progress made. Staff embraced the new way of looking at Maths.</p> <p>A summary of the results was distributed – the National Average for KS1 are not yet available.</p> <p>Progress measures can now be taken based on KS1 results, and this can give an indication for KS2. This shows the scale of what children were expected to achieve and what they actually achieved. This enables teaching staff to work at appropriate level.</p> <p>Are the results in line with expectations? Yes, writing and maths are in line with teachers expectations, reading pass mark was increased significantly, and the pass mark was not known until the papers were marked. Has also</p>	

Signed by Chair: James V. RanterDate: 30.9.2017

	<p>highlighted KS1 Pupil Premium awareness. Teachers can see this information with ease and take this into account when planning. Historically this was not the case. New Year 6 children have made huge improvement.</p> <p>What does getting SATs mean to Year 6? This is seen as a 'mark in the sand' - shows that they are working at a good standard but not only on day of testing. This also shows children needing extra support. Year 8 boys at BCA are signing up for their GCSE options in Year 9, and assessments are given based on their SATS results. This aids secondary schools seeing progress. There is still work to be done, and Year 3 progress has been recently checked. Feels tighter and children can be easily identified where additional support is needed.</p> <p>2 year plan? Year 3 & 4 staff have been advised that the transition from KS1 to KS2 has to be made so that by Year 5, things are in place and Year 6, consolidated. Identifying that there is no dip in Year 3 & 4 as historically this has been seen as an 'easy' year group with no accountability. Key areas have been highlighted by SLT, and the benefits can be seen at the end of the school year.</p> <p>Splitting Year 5 into 3 groups will work well, and SPTO helps to identify the gaps.</p> <p>Year 3 – biggest spread between Age Related Expectations. How is this different? School have spent a long time looking at data, and an assessment section in the book scrutiny has been added so there is a record of when this has been looked at as evidence. Good pieces of writing can also be used as evidence.</p> <p>Are we on firmer footing for 2017/2018? SLT final tracking sheets will be completed and therefore can monitor year groups. Staff found last round of moderating informative as they are at a point of seeing what is ARE etc.</p> <p>Key Stage 2 achieving expected standard or above fell in writing from 88% in 2016 to 78% in 2017 so from +12% higher than National Average to +2% higher (this says -2 in report, is that a typo?). What is the reason for this fall? How is it being dealt with? Last year, writing was exceptionally high. This year, with different cohort, we are still above average. Writing is still a priority and now across the curriculum so this is covered in greater depth. This year there has been a constant build up of evidence and we are clearer on ARE. We have a high level of SEN this year, and last year the groups were more able. Year 5 workbooks show good level of editing.</p>	
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Signed by Chair: Yvonne La Parlier

Date: 20.9.2017

		<p>Similarly SPAG is 7% lower than 2016 – were these predicted or surprise falls? How do we ensure we are the same or above National Average for SPAG? Spelling is key and this is high on the schools agenda. Assistant head has rolled out a good programme which includes phonics.</p> <p>The 26% RI teaching in June 2016 – is this one person or a number of teachers? If so, how many and what are we doing to support them / do we have a time frame that we are working to, to ensure the quality of teaching is raised? Yes, more than one teacher. Support plans are in place. There is a natural movement in school from September, new staff joined mid year and areas of teaching needed developing.</p> <p>“Governors have an increasingly clear understanding of the school’s strengths and weaknesses” – can you say what these are in simple terms, in a way that we could articulate to an Ofsted inspector? Through meetings, questioning etc. This gives a clearer picture of where the school sits. Learning walks – these show why scrutiny is key. School development plan highlights key priorities.</p> <p>Could the Ofsted file be made electronic so that its contents could be emailed to governors? Yes, a group can be set up on Sharepoint. I.T. Training may be needed by some governors. An electronic version would benefit everyone to avoid feeling 'panicked on the day'.</p>	
8	Safeguarding		Action
		<p>Safeguarding governor gave a report.</p> <p>Meetings have taken place with SENCO and Headteacher. Procedures that have been put in place are working, and teachers have been responsive. New funding was discussed and links with external support are good. Termly updates from the MAT regarding safeguarding sources. Also Health and Safety review including finger guards.</p> <p>It was noted that the hedges on school site have not been cut on the top, just sides and this can be dangerous regarding branches sticking out. The Site Manager will be asked to maintain the hedges more regularly, the school sign is not visible at present. Also the top of the fence wire</p>	

Signed by Chair: June Lifford

Date: 20.9.2017

Red text denotes questions raised

12	Dates for Governors Meetings 2017/2018		Action
		<p>Thank you to the Clerk for organising 2017/2018 governor meeting dates. We will be looking at governor roles/elections in the autumn term.</p> <p>It was commented that governing without committees is a model that suits our school at this time. It enables us to process current data and dispatch agenda items in a timely manner.</p> <p>Still looking for new Governor – Rev Bale feels his role in school is pastoral at this time. He will look for a parish representative. We have not had contact with the vicar at St Johns Church. It was suggested that we make contact and build relationships with our founding parish.</p>	
13	Date of Next Meeting and AOB		
		<p>We have a safeguarding governor – should we have a SEN and PP governor? It was felt that the current governor structure covers all aspects but the board also need to be kept informed and the meetings need to fall into place regarding key events/diary dates for school year. A governor suggested that perhaps it would be good practice to have an overview of PP/RE/SEN etc so that Governors kept well informed.</p> <p>Caryl Plewes sent the chair a 'Waterfall' document, highlighting key dates and subjects to be addressed throughout the school year. This proved very useful when compiling agendas for meetings – clerk to email Caryl to get advice on new report and likelihood of published date.</p> <p>Chair thanked all members for their work and help over the year. Great to see how the board has 'blossomed'. Governors proud to send the Year 6 children out into the world!</p> <p>Please note that the Leavers Assembly will take place on Friday 21st July at 10.00am, all welcome to attend.</p> <p>Headteacher thanked all governors on behalf of staff for their help and support, and to the Chair for her care and support.</p> <p>YR Closed the end of year meeting with a prayer</p> <p>Next Meeting will be held on 20th September at 5.45pm.</p> <p>Meeting ended at 7.50pm.</p>	JS

Signed by Chair: June L. BantleDate: 20.9.2017