

St John & St Francis Church School
Minutes of the Full Governors Meeting
24th January 2018 at 5.45pm

Present:

Yvonne Rouffet (Chair of Governors)
Lisa Farley (Head Teacher)
Phillipa Warton-Browne (Parent Governor)
Hannah Dyer (Staff/Health & Safety Governor)
David Durston (Safeguarding Governor)
Rachael Fraser (MAT Appointed Governor)
Jess Stedman (Clerk to Governors)

In Attendance:

Alexis Piper (Observer)
Jon Wood (Assistant Director, Learning & Achievement)
Claire Craven (Assistant Head)
Naomi Chandler (School Business Manager)

Apologies:

Samantha Onslow (Parent/Pupil Premium Governor)
Melissa Bryant (Staff Governor)

Item	Actions
1	Welcome & Apologies Welcome by Chair. It was noted that Angela Netto has resigned as a Foundation Governor (SEN lead). A card has been sent to thank her for all the work she has done while part of our Governing Body. Jon Wood introduced himself to board.
2	Opening Prayer YR shared a reading with the board and opened the meeting with prayer.
3	Governance – Election of Vice Chair

Signed:

Yvonne Rouffet

Date: 21.2.2018

At the last meeting, the Chair asked if any member would like to stand for position of Vice Chair – no offers made. DD agreed to be Vice Chair for an interim period, until we can fill the position. All governors agreed.
Proposed and seconded.

Chair thanked DD for his offer of support.

4 Declaration of Interests

N/A

5 Management Accounts

Documentation emailed to Governors prior to meeting. Typos have been amended. SBM explained that the situation has changed since the paperwork was sent out. Slight increase in expenditure and staffing issues.

Will this influence the budget? Half way through the year things are looking different to what was expected. Savings can be made through staffing. Can do a forecast, but because of changes taking place this will take some time.

Will there be funding for extra SEN support? Yes, we have already put this aside.

When will have an idea of what next years budget will be? Already working on this with MAT. Aiming to have the information by April.

When do we get figures of SEN children joining us in September? This can be retrospective, and PP can be retrospective. Will even itself out. We only know figures for intake and always underestimate.

Pre-Governors finance meeting needs to take place around March/April time.

Chair thanked SBM for all work done on the budget and expertise shown.

SBM left meeting at 6.05pm.

6 Christian Distinctiveness

CC joined meeting at 6.05pm. Handouts distributed.

SIAMS inspection last July where we were given a Satisfactory rating. This was last round of existing framework – from September the framework will be based on document 'Valuing all Gods Children'.

Copy of current self evaluation being updated now. We want to be graded as Good, and we can improve.

New framework all about impact – everything we do we need to be able to evidence (photographs/learning walks etc) and put into Schools context, not 'one size fits all'.

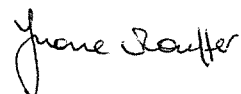
Self evaluation – each core question we must grade and give reasons for grade, evidence and show impact.

Inspector must evaluate on self-evaluation statement, look at the evidence through website, photos etc and then grade. School are able to see what inspectors will look for. An added focus will be the Governors responsibility for our 'vision'.

Characteristics of worship – hard to teach. Christianity taught through 'Understanding Christianity' and use of curriculum. Teacher have come back with questions regarding this, but it is very straightforward and resources are useful.

Process of inspection – 1 day, 1 inspector, 1 weeks notice.

Signed:



Date: 21.2.2018

Before inspection, the inspectors will look at school website. A pre-inspection plan will be drawn up and key areas highlighted. Don't be disheartened if this appears negative – they have only seen our school 'on paper' so far, not visited school. On inspection day – will invite staff/governors in to speak to them. Happy to observe Celebration Assembly, no need to alter arrangements already made. Will be ongoing conversations with Head Teacher throughout the day.

Can the judgement be only one step up from what we already have? Yes, RE teaching needs to be in line with standard. Expectation for RE is the same as for any lesson.

Do classes share a lunch time prayer? Yes, in all classes there is a specific prayer but there is also a book so a prayer can be chosen from this.

We need to make sure that all teachers know where artifacts/resources are and how to use them. Some Governing Bodies take a core question to focus on at their meetings or lead learning walk around RE, and the inspectors do expect Governors to be part of this.

Governor took part in Learning Walk and noted that very clear progress has been made in showing Christian Distinctiveness around the school, but one or two reflection areas were not very inspiring. Can we get guidance on how to approach this? An email has gone out about which colour of Liturgical cloth to display.

It would be helpful for teachers to visit other classes to see how their 'Reflection area' is displayed and used. All staff should see RE as important as other subjects. Quite difficult to show how spirituality helps raise academic achievement. Each half term focus on one of the Christian values out of our six. Our children can talk with confidence about each value. Perseverance is ongoing; however it is the main focus this half term. Our Mission Statement and our Flock Code all weave together, but this is quite difficult to evidence in the curriculum.

After Vision and Values day, feedback was given to staff and children. This proved successful and we will revisit this all the time. Will feedback be given to parents? Still working out how to do this. Possibly time it to coincide with Easter celebrations. Thursday 22nd Feb – Christian Distinctiveness Training, Clerk to book places for those wishing to attend. Staff training on 20th Feb, Governors can attend also.

Clerk

Chair thanked CC for the Christian Distinctiveness presentation. CC left meeting at 6.35pm.

7 Monitoring, Evaluation & Review ADLA

Jon Wood ADLA Taunton Hub shared his recent 'Note to Visit' with the board highlighting our present situation. Governors have access to this document via Sharepoint. This is a working document so always being updated. Talked through document, how layout works.

JW covers 7 schools in the area and visits St John and St Francis school frequently, especially during Ofsted and Head Teacher Performance Management. During October it was noted that there was some inconsistency across whole school but good in certain areas. Our Self Evaluation showed that we were aware of this. Does this document change each time JW visits the school? Yes, and for governors too. Agenda of document sets tone and agenda for Governing Board meetings and

Signed:



Date: 21.02.2018

helps to frame what governors should be talking about. Actions are always highlighted. School Development Plan not up to standard, and school are working on this.

Work being done with Lower KS2, position in Year 3 is quite fragmented as 4 part-time teachers are trying to fill 2 teaching roles. Planning and delivery not cohesive. Can see where problems are by book monitoring and conversations with staff.

Year 4 are not as consistent as other years within the school.

Other areas of the school are seeing lots of progress and it is clear with what they need to achieve. Trying to get teaching sorted out in Yrs 3 & 4 by Easter, there has been a lot of change in these two year groups of late.

Chair and Governor attended HMI inspection recently. How did the inspection impact on the MAT? Inspector was very consistent over all schools visited.

Inspector brought a clarity and had a particular preference, but MAT would not necessarily take all comments on board.

Governors need to question more and know what is happening within school.

Observer inspector has emailed YR to offer her a mentor to advise on the role of Chair.

JW went on to say that the school are very positive and know where changes need to be made, though this may take some time. Be consistent and persistent.

Governors role is not to tell teachers what to do in the classroom. Governing Body need to support school believe in the school and keep to the agenda. Feel also that we need to move forward at a quicker pace. Need to see actions taken.

JW

Share document with Governors, but also paper version handed out at meeting.

We have a parent who is interested in joining the board. JW willing to help. Do we need a member of the MAT on the board? No, are there are so many schools this would not be viable, 2 Directors attend the Hub Briefings. Keeping connected is key and the need to get consistency across 30 schools.

YR thanked ADLA for attending the presentation. JW left meeting at 7.15pm.

8 Minutes of Previous Meeting and Matters Arising

Item 5 - Are St Francis Church interested in sitting on our board? Church Warden collected letter and suggested that someone from the church would come into school to lead an assembly as done in the past.

Item 8 – Local firms holiday dates, has this been checked? Head to chase this with JH.

Head

Signed:

Yvonne L Renfrew

Date:

21.2.2018

Bower Group, how do our figures/data compare with other schools in area? Group met last week but LF could not attend. Governor can attend and make sure this is on the agenda, and headline data taken to the meeting. Previous minutes were proposed and seconded. RF

9 Safeguarding Update

Sarah Mellor giving staff update on 6th February and basic awareness for new staff. Safeguarding Audit is open. This is a huge document so hoping to update and tweak last years and will correspond with Safeguarding Governor. Paper version completed and amendments made. Head

10 Head Teachers Report – Teaching & Learning

A lot of great teaching throughout school, we know which areas need focus. Weaker in Lower KS2. More book scrutiny and planning, more direct and lead process. JW to come into school to work closely with Yrs 3&4. Know what we need to see but this is not being followed through. Yr 3&4 teaching staff are on board and receiving/are open to change.

CPD – 7 members of staff need to be released for this and school need to pay for supply and pay for teachers who need to attend but do not normally work those days.

Outstanding teaching in some classrooms. SENCo and Head spending time in class each morning – what is a morning like for a Yr 3 child? Also looking at impact of TA and interventions. Moderation continuing. Dashboard – clear plan moving forward, headline summary of PP children.

St Georges School, Wembdon, spent time at our school and us at theirs, sharing good ideas. This was very beneficial exercise and we feel we are on the right track.

What does LO mean? Learning Objective.

What does WAITL mean? What am I learning today?

Is there any documentation regarding interventions? Yes, this is being updated all the time on STPO. Teachers are then able to evaluate the impact it has had.

11 Data Update

The Half Term Data Drop will take place in 2 weeks time.

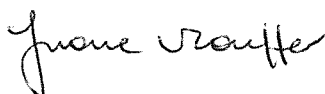
12 School Development Plan

This needs to be completed using a certain format, for which a final version is now in place. This has come via the Trust and is based on findings from Ofsted Inspection.

Document is improved and is reviewed on a termly basis. There are action items included on the document – this will be shared with Governors. This is different to the document shared by Jon Wood earlier in the meeting. Document proposed and seconded. LF/JS

13 Policies – Administering Medicine

Signed:



Date: 21.2.2018

Jo Halley has amended policy, copy emailed prior to meeting.

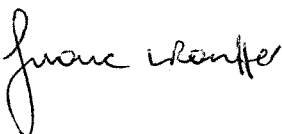
What happens if child forgets their Home School Diary on day that they are given medicine? Stickers are now produced for child and stuck into Home School Diary, but a slip can also be completed for child to take home to give to parent. Stickers are very clear and are good way of letting parents know when medicine was given. All parents fill in an Administering Medicine permission form when child is to be given medicine within school time. Medicines are not to be administered without this consent. In an emergency, is capol/pain relief administered for those who need it? No, it would be down to paramedic to administer this. However, on residential trips, pain relief is taken by staff and all parents/carers complete a consent form to say that they are happy for their child to be given it should the need arise. Is there somewhere secure for Teachers/TAs to lock their own medication should they need to bring it to school? Yes, each classroom has a lockable cupboard. Teachers/TAs also advise Head/SBM if they have medical needs and any medicines that may be needed in an emergency.

Policy proposed and seconded.

Meeting ended at 8.05pm.

14 Date of Next Meeting

21st February at 5.45pm.

Signed: 

Date: 21.02.2018