

**St John & St Francis Church School
Minutes of Full Governors Meeting
7th June 2017 at 5.45pm**

Present:

Yvonne Rouffet (Chair)
Lisa Farley (Head Teacher)
Hannah Dyer (Staff Governor)
David Durston (Vice Chair/Safeguarding Governor)
Angela Netto (Foundation Governor)
Samantha Onslow (Parent Governor)
Natalie Paull (MAT Appointed Governor)
Phillipa Warton-Browne (Parent Governor)

In Attendance:

Jess Stedman (Clerk)
Alexis Piper (Deputy Head/Observer)
Donna Brewer (Hub Business Manager)
Naomi Chandler (School Business Manager)

Apologies received and accepted:

Melissa Bryant (Staff Governor/Observer)

1	Welcome & Apologies	Action
		YR - Welcomed everyone. MB sent apologies with JS which were accepted by the Governors.
2	Opening Prayer	Action
		YR opened the meeting with a prayer and also presented members with a bookmark containing the 'School prayer', which she invited the governors to read together and a 'Prayer for governors' which she shared.
3	Declaration of Interests	Action
		None declared. A copy of the Register of Business Declaration form was given to each member of the Governing Body for completion.
4	Management Accounts	Action
		Private sector funding – additional income from funding such as Superschools and PTA. A Governor asked what is 'Superschools'? It was explained that it is a sponsorship initiative, where a well-known athlete visits the school and does activities with the children, has photographs taken and hands out certificates/medals. The question was raised as to who pays the teacher who is on secondment? The school at which they are seconded. Our school back filled this position with 5 days instead of 3 but this can also be done at a cheaper rate.

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		<p>Maintenance – this has been increased and work has been planned around the school.</p> <p>One governor asked if the new MAT system of going into schools to look at maintenance has made an impact on the amount of money allocated for maintenance? Darren Lyng has visited but we may not have been allocated any funding as we are deemed as not having sufficient need for maintenance at this time.</p> <p>Education Supplies & Services – We are currently holding money for the Yr6 trip to Kilve, IT project, books etc. Increase in photocopying and stationery. The question was asked regarding the monitoring of photocopier use? The tools are there to monitor if needed, and we are aware that it's very high. We do allow free reign for photocopying and we know that we need to 'cut down'.</p> <p>LF joined meeting at 6.10pm.</p> <p>Chair thanked the SBM & Hub Business Manager and commented that the 'supporting document' supplied is very helpful, and clarification is gratefully received.</p> <p>The Management Accounts were proposed and seconded.</p> <p>SBM & Hub Business Manager left the meeting.</p>	
5	Minutes of previous meeting and matters arising		Action
		<p>The matter of New Governor from BCA was raised. The BCA Chair of Governors was approached and this is now being dealt with. We remain hopeful as BCA is the main feeder school from St John & St Francis so it is an important link to have.</p> <p>Item 7 – Year 5 & 6 data to be shared? A dashboard has been produced. This ties all tracking documents together. As per Venn diagram on dashboard, children need to be in the crossover point. The hyperlink on each section of diagram will take you directly to the children's information and will highlight those who need intervention. These hyperlinks also take you direct to Year Groups and Key Stages. There is a Pupil Premium section which breaks down and compares with national figures. The School Development Plan will also be linked to the dashboard. All these aspects mean that we can drill down further into each year group etc. This way we can see where further work needs to be done, and not</p>	

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		<p>fall behind.</p> <p>Pupil Progress meetings will automatically update the dashboard and we will be able to see the areas of focus. This is the best way to pull all information together and have it in one place rather than multiple places.</p> <p>The question was asked as to whether this is available to all staff? Yes, all teaching staff have been given a paper copy but will shortly be trained to use it. It is important not to hand over too many editing permissions as this can lead to errors.</p> <p>Who does the inputting? At the moment all tracking information is taken from SPTO and Deputy Head will update the dashboard.</p> <p>The MAT have shown interest in this system.</p> <p>We can also show data for children who are joining us from other schools, this helps when we are not responsible for what has occurred before. Can see easily where year groups are doing well, and we can be positive in accurate data.</p> <p>Item 8 – Any information on new Bridgwater Hub? This will happen but will not be before the Summer. There is a plan for other schools to join the MAT within the next year. This will enable centralised training.</p> <p>Item 11 – Which governors have responded to the training? Training: Headteacher Performance Management on 14th June (3 governors to attend), Finance Training on 6th July (1 governor at the moment but Clerk to discuss details of the training with MAT contact and book place for our governor). Safer Recruitment Training on 22nd June to be held in Glastonbury (3 governors are attending) and SIAMS Inspection on 28th June (2 governors to attend).</p> <p>Item 12 – Intake of 60 and waiting list. We also have a few in year applications.</p> <p>Item 14 – Chair conveyed how proud she was of our children at the Together In Voice event at Wells Cathedral, a video clip was shown of the event. The Minutes were accepted.</p>	JS
6	Prospectus Review		Action
		We do not have a prospectus as such, but a guide designed to be handed out at the new parents evening	

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		was distributed to Governors which outlines the school as a whole. We also have a Home School Diary which is going into production which is similar to a Secondary School Planner. The chair thanked the parent governor who had suggested we look at this and the HT for its implementation.	
7	Finance Policy Review		Action
		This is a MAT policy and any amendments come via the MAT. It is currently being reviewed but will be brought to the meeting once the alterations have been made. Governors need to agree/adhere to this policy. It was also noted that there will be a new Induction Pack shortly and this will be distributed to all Governors in the first instance and then passed to any new Governors when they begin their term of office.	
8	Class Placement		Action
		<p>A copy of the policy was sent out with the agenda. Certain factors have to be taken into consideration when placing children into class. Those factors are: gender/age/historical issues/SEN needs and this method is successful to a degree. There is a need to mix the children differently. We need a policy to say why we have placed children in classes in certain way. All about being transparent and the policy will be good back up. Any comments? It was mentioned that listing bad behaviour first can send a negative message. It was noted that this has to be a criteria but it can be moved so it does not appear first on the list. Maybe this could be changed to 'class dynamics'.</p> <p>A governor asked if the parents will be consulted before new class allocation. No, this is a professional judgment.</p> <p>Is there any chance that we could have mixed age group classes? We have too big an intake. Smaller schools may use this. It was noted that in same age year groups there may still be gaps in ability.</p> <p>The Chair asked the Parent Governors how they feel about class placement? We must trust the teaching staff as they also want what is best for the children. The Head Teacher is always available to speak to with any concerns. If we are able to state that this 'may happen' then this will make parents aware.</p>	

Signed by Chair: *June L. Smith*Date: 10.7.2017

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		This item was proposed and seconded.	
9	Safeguarding & Child Protection		Action
		<p>A meeting has been arranged between the Safeguarding Lead and the SEN. Ofsted sees Safeguarding as high priority and this encompasses many things e.g. registers/gates/behaviour etc.</p> <p>Neglect training to take place. There are concerns which the school have and have acted upon but there has been a lack of communication on the part of Social Care, however we do understand the high workload of this department.</p> <p>New intake – all pre-schools have been contacted to gather any Safeguarding issues before September start.</p>	
10	Pupil Questionnaire		Action
		We are still working on collating the information from the Pupil Questionnaires and this item will appear on the next agenda.	JS
11	Leadership & Management		
		<p>The question was raised regarding the Self Evaluation Form – has the MAT agreed this and has it been reviewed? Yes but it needs to be backed up with evidence.</p> <p>What does THRIVE mean? This is an assessment completed for a vulnerable child.</p> <p>Headlines Data 2016 – Maths showing as below National Average, why? This was last year's Maths data – the way Maths is taught is completely different and the structure was different. We have moved forward on this, and a number of changes have sparked teaching of Maths. There is a new curriculum and all children should be able to achieve. Broken into two areas – Conceptual fluency (explain what they need to do) and Procedural Fluency (show what it is you need to do). This mirrors the APE method (Answer/Prove/Explain), and is designed to unpick children's understanding.</p> <p>Asking children to talk about their understanding of Maths makes them think /understand what they know. A governor asked if the children had made the transition to this new method well? Yes (this was backed up with a video clip of children explaining a Maths problem and</p>	

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		<p>governors were shown an example in a Maths book). Maths is adapted for each child, this is actually less work. Teachers work together when marking instead of planning a weeks worth of Maths where not every child will understand.</p> <p>Cross curricular creativity? What is this? This is where 2 or 3 subjects are combined (make smoothies/write recipes/weigh ingredients/create bar graphs/creative writing etc).</p> <p>In section 3 of the document is states Assessment of teaching 'good'. Can you explain? This is confidential so could not be discussed at the meeting, but the concept was explained. This needs to be monitored over time as it can fluctuate. Ofsted only get a snapshot. We have plenty of evidence to prove that teachers are good, even if having an 'off' day when Ofsted visit.</p> <p>How do you track performance management targets? This is tracked every day and is linked to every day performance. Governors are responsible for targets set. Every member of teaching staff has a file in the office which they update with evidence.</p> <p>How often should governors be expected to visit the school? It is essential for governors to visit the school and they need a clear overview of school. As different events happen across the school, different governors can attend. It takes time when governors visit and this has to be taken into account. Dates have been given to governors, highlighting appropriate times for visits. Most impact shown if governors come in roughly every 6 weeks.</p> <p>How are the reading groups working out? Accelerated reader has not been fully implemented yet. School has purchased a lot of books as some levels were not fully stocked. Star reader presented each half term, given to those children who have made the most progress. Reading café set up, for parents to come into school to take part in activity. First one did not have huge uptake, and we are looking at new ideas for next year. Accelerated reader – information can be pulled off for each child – book is read and then quiz is taken. There is guidance for parents. Every book has a sticker showing</p>	
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Signed by Chair: *Juanne Wilton*

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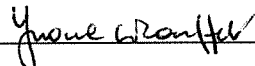
		<p>level. Children need to choose a book within their range according to information pulled from Accelerated Reader. The longer the book is, the more points earned, and each child has a target.</p> <p>Who is issuing books in class now? Children in KS1 are given a book to read at home and this is written in their reading record. KS2 can choose their own book but their reading level is written in their reading record so parents can tell if the book they have chosen is too difficult for them.</p> <p>The books are kept in classrooms now and so children choose from here. Some children do not have access to books at home so this is an important part of their learning.</p> <p>Can books from home be 'quizzed' on Accelerated Reader? If you go into the search part of Accelerated Reader you can search for the title, the book will appear and child can take the quiz (A demonstration of Accelerated Reader was given at this point).</p> <p>Is it up to date with the newest books? If it is an edition of a well-known book then it will appear. Equipment is always available at school for children to take part in Accelerated Reader, it only takes a couple of minutes and can even be done before school.</p> <p>Code of conduct for staff, what is this? Staff need to adhere to a code of conduct inside and outside of school. There is a staff handbook, very much like the Governor Handbook, however this may need to be updated as it needs to be relevant to all members of staff.</p> <p>Please explain 'Triangulation'. Ofsted look at this, how evidence is gathered – what's the impact of doing things and can we show how it was done.</p> <p>Outdoor learning environment? What has been done regarding this? An Early Years advisor visited the school and looked at the outside area. Each piece of outside equipment was looked at and the purpose of learning noted.</p> <p>We have a SIAMs Pre Inspection Meeting (Healthcheck)</p>	
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Signed by Chair: June Uraffe

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		booked for 28 th June which looks at Christian Values throughout the school. Governors are invited to attend.	
12	Ofsted focus – Teaching & Learning Review		
		Covered in last agenda item.	
13	Pupil Premium Update		
		<p>Pupil Premium Data Dashboard available. Staff are now identifying interventions.</p> <p>Are we able to see clearly that this is working? Yr6 SATS data is released on 4th July. This data can be accessed and this will be looked at. The final data should be available by the end of Wednesday 5th July. The information can then be passed on to governors.</p> <p>Governors were thanked for their commitment to the school and to all who prepared data for the meeting. The meeting closed at 7.55pm.</p>	
14	Date of next meeting		
		Please note change of date – meeting will now take place on Monday 10 th July at 5.45pm.	

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