Carlton Hill Primary School - Board of Governors: FGB Committee

MINUTES of the Full Governing Body Committee Meeting

Monday 13 May 2019 at 3.45pm

Present: Tamsen Beer (Head Teacher), Ken Caplan (Co-opted), Viv Warren (Co-opted), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Staff), Andy Russell (LA), Dennis Muir (Elected Parent), Judy Simon (Co-opted), Debs Owen (Associate), Naglaa Ahmed (Associate).

In attendance: Amanda Sherratt (Clerk)

Absent: David Edwards (Co-opted), Lisa Bostock (Elected Parent), Sam Hughes (Co-opted), Steve Dean (Site Manage, Co-opted).

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<tr>
<th>Item</th>
<th>Discussion &amp; Decisions</th>
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<tr>
<td>1.</td>
<td>Welcome – Chair welcomed members to the meeting.</td>
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<td>2.</td>
<td>Apologies for absence – SD, DE, SH and LB sent their apologies. NA and DO need to leave the meeting early.</td>
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<td>3.</td>
<td>Declaration of pecuniary interest/register of business interests AB’s husband still leases the school hall on a Monday evening. Action 1: Clerk to update school website with AB’s declaration of interest.</td>
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<td>4.</td>
<td>To agree minutes of previous FGB meeting Minutes of FGB meeting on Monday 14\textsuperscript{th} January 2019 were approved pending the following change: CMcn to ask KC if he would like to be a Vice Chair of FP committee FGB.</td>
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<td>5.</td>
<td>Matters arising from the Minutes 1. Clerk to check with governor support if a governor’s husband leasing the school hall requires a declaration of interest – Completed and it must be declared. 2. CMcn to set up informal GLG meeting to include co-opting of new governor – Completed and co-opted. 3. Clerk to change TLS minutes on pg. 2 item h from KS2 to KS1 – Completed. Actions carried forward from previous meeting: 4. CMcn to ask KC if he would like to be a vice chair of FP at next meeting he attends – Completed and KC agreed. 5. Requirement for an equality and diversity walk to be added to Jan FGB agenda - Still ongoing. 6. Raising Governor profiles for support staff to be added to SP 4\textsuperscript{th} March FGB agenda – CMcn – Still Ongoing. 7. Decide where to put list of acronyms and upload to school website when known – CMcn – Still ongoing. 8. DM to liaise with SD about booking governor induction training – Still ongoing 9. CMcn and LB - Book SEND/Safeguarding course – Still ongoing. 10. Governors who have not already done so (DE) are to read the updated Keeping Children Safe in Education document and email Liz Cobbett to confirm when they have done so ASAP – All Governors – Ongoing. Action 2: CMcn to organise equality and diversity walk. Action 3: CMcn to talk to IR and research how well support staff know governors. Action 4: CMcn to upload list of acronyms to school website. Action 5: DM to liaise with SD about booking governor induction training. Action 6: CMcn and LB to book SEND/Safeguarding courses. Action 7: Clerk to email LC to see if all governors have confirmed they’ve read Keeping Children Safe in Education. Action 8: If DE hasn’t read ‘Keeping Children Safe in Education, Clerk to resend and request he confirms to LC. Action 9: Clerk to remind SD and SH to send CMcn a pen portrait.</td>
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### 6. School Development Plan (SDP)
#### 6.1 HT’s Update on Progress – (RAGGed SDP / SEF)
TB reported that all SDP focus areas are being addressed and going well.

**Maths:** There have been 6 bespoke staff meetings and 2 inset days re: Maths Mastery this year and this will remain a focus for at least another two years. The last 3 teaching staff appointed have had training in Maths Mastery. We are confident Maths Mastery is the way forward. A strong maths team is in place: ML, HW, EG and CW. Maths Mastery is about incremental steps and tightly structured lessons, children don’t move on until the whole class understands each step. Good teacher knowledge is required to deliver Maths Mastery and training is vital. Sentence stems are likely to be the focus next year.

**Writing.** ML is writing exemplary plans with rich texts for all year groups. Next year we are looking at word gaps and focussing on ‘middle tier vocabulary.’
We still need to track foundation subjects as it’s a new Ofsted focus. Science is led by Chris Patterson in Yr5 and Tonia Cloke will hone in on geography.

#### 6.2 Governors’ Monitoring Programme update – reports from Governors’ Open Morning
LB, NA and CMcN attended the governors open morning on the 2nd of May. LB observed Yr5 doing Maths Mastery at all different levels, the part-part / whole model embeds the understanding of different ways of getting the same sum.
NA observed general teaching and learning, the news assembly and she read the blog on the website about news items and the environment.
NA and LB wrote up their governor visits reports see docs:
- 19 - Monitoring SDP Progress Gov Visit 2 May - LB
- 19 - Teaching & Learning Gov Visit 2 May – NA

**Action 10:** Clerk to circulate governor visit reports to governors.

Governors requested a demo of a Maths Mastery lesson for the autumn FGB.

**Action 11:** TB to organise Maths Mastery demo for autumn FGB.

#### 6.3 Opal Play Update – JS
JS circulated a comprehensive report about Opal Play.
There are 7 sheds in the playground storing equipment. There are 7 Opal Play team members and the planning and organisation is tight and carefully planned. The benefits of OPAL play are: children choose what they want to play with; their language develops; they learn about conflict resolution and they take responsibility for themselves and others through dynamic play and role play. Assemblies (led by Joe Capps) give children an opportunity to feedback on their experiences. They are essential to encourage and promote safe play. They are in effect, dynamic risk assessments involving children. Opal Play is a new way of doing things and takes time to embed, but so far it has been really well received by both staff and pupils.
7. **Headteacher’s Report - TB**

HT’s report – updated ‘School at a Glance’

There are 215 on roll; since September 16 children have left and 16 have joined.

There’s been 6 fixed one-day exclusions this year - 5 for the same child and 1 for their sibling, the last of which was in February so there is improvement and the child is receiving 1-2-1 intervention and support.

Attendance is 95.6%. Pupil Premium (PP) and non-PP is a 1.9% difference. EAL and non-EAL is 0.4% difference and SEN and non-SEN is 0.3%. A few fines have been issued but they are not proving to be a deterrent. Persistent absence is 13%, the national average is 9% across all groups, years and genders. This should improve by the end of the year.

A Yr4 child ‘managed move’ from another local school has been positive, this is credit to the Yr4 class teacher.

There are currently 10 EHC plans in place which is way above local and National average, with 2 more in the pipeline and 1 or 2 more coming up in Reception.

**Staffing** – see item 9 below

**Health & Safety**

Following the HSE investigation into a tragic accident at another school, all staff have been briefed in working at height and have signed to confirm they have read and understood the advice/policy.

**Inset Day**

TB invited governors to attend the INSET day on the morning of Wednesday the 4th of September at Elm Grove School with a great speaker called Andy Cope who has a PHD in happiness!

**Action 12** – Clerk to ask those governors not present, if they want to book a place on the inset day to see Andy Cope.

7. **2 Ofsted updates**

TB reported on the recent changes to the Ofsted Framework. See report: Ofsted Update April 2019.

Ofsted only need to give schools 2.5 hours warning of an inspection and a short inspection is now 2 days.

Ofsted won’t look at internal data but only at national published data. They will focus on the three I’s:

- **Intent** - Schools will be judged on appropriate coverage, content, structure and sequencing of a curriculum
- **Implementation** - Schools will be judged on evidence about curriculum implementation from discussions with curriculum and subject leaders and teachers, observations of and interviews with pupils or classes, scrutiny of the pupils’ work, and reviews of schemes of work or other long-term planning.
- **Impact** - Schools will be judged on nationally generated performance data as well as first-hand evidence of how pupils are doing. They will do book looks, listen to pupil voice and look for a broader richer curriculum.

There will be an increased focus on reading which we highly value. The framework will be finalised in May.

8. **Pupil Progress and Attainment – AR**

8.1 Minutes of Teaching, Learning and Standards (TLS) Committee

The minutes of the TLS were circulated, see report: 19 - CH TLS Minutes 29 Apr. Governors had no further comments or questions and were happy that standards are being met.

8.2 Pupil Progress Meetings data update – TB

Governors commented that it was clear at the pupil progress meetings how well the school knew all the children and how well supported they are. TB commented on the different strengths and challenges facing each year group.
### Staffing and Pay – CMcN

#### 9.1 Appraisal update including HT mid-year review
(CHPS staff not present for this discussion)
Governors received and agreed with recommendations from the SP and FS sub-committees to adjust the pay range for the DHT and HT.

#### 9.2 Current staffing - Minutes of S&P Committee

The minutes of the S&P meeting were circulated, see report 19 - CH SP minutes 25 Feb.

The ECC teacher who has been at CHPS since 1995 is leaving to take up a new position in the NEU. Unfortunately we cannot afford to replace this maths specialist role. Due to these savings, a potential staff restructure of non-class based teachers will thankfully not be necessary at this time.

Yr3 teacher is leaving to go travelling and is being replaced by an NQT who was very strong at interview. The team-teaching model with ML will be the same as it was for previous NQT’s.

An agency INA has been replaced by a fixed term INA, and a TA who was on long term sick leave who has now left permanently, is not being replaced.

**Action 13:** CMcN to write a letter of thanks to ECC teacher on behalf of the FGB.

### Finance and Premises – DM

#### 10.1 Minutes of F&P Committee

The minutes of the FP meeting were circulated, see report ‘19 - CH FP Minutes 21 Mar’.

There will be an £11,000 carry forward at year end, increasing to £21,500 when the underspend from sports funding is added.

#### 10.2 Draft budget and 3 year financial plan for approval

The final 3 year budget plan will be presented to governors at the FGB meeting on 15th of July, once the FP committee have approved it at the FP meeting on 6th of June.

Staffing costs have gone up due to the 7.2% increase in pension contributions.

The refurbishment of the library is the last big premises project planned for summer ‘19. Funds for this will come from the government’s Capital ‘Little Extras’ (£9,700), 19/20 DFC funding (£6,500) for the Library and hopefully £3 - £4,000 from the PTA.

### Safeguarding – CMcN

#### 11.1 Monitoring update

A B&H safeguarding audit will be carried out this term. HT will present a summary SG report at Summer FGB.

### Governors’ terms of office and succession planning – CMcN

The governing body is currently full with 12 governors in place. The chair is coming up to her third term; if no one wants to be chair then CMcN is happy to continue in the role. If this is the case, the standing order will need to be changed.

Governors were encouraged to nominate/ self-nominate for chair at July FGB.

#### 12.2 Governors’ training report – DM

KC and clerk have attended the training on governor panels.

KC is doing the safer recruitment online training.

After some discussion members agreed that complaints made against the school, in whatever capacity, should be a standing item on all sub-committee agendas.
### Action 14
Complaints (with no details) to be a standing item on sub-committee agendas.

DO left the meeting.

CMcN attended the governors’ conference reporting that it was excellent.

**Action 15:** CMcN to email all governors a link to the conference speaker researching teacher experience.

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<th><strong>Brighton City Partnership for Education (BCPfe) update – CMcN</strong></th>
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<td>The next meeting is 22 May with heads and SENCo’s to discuss SEN provision and the pressures. A governor asked what has happened to the governors’ partnership meetings?</td>
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**Action 15:** TB to feed back to FGB on 22 May partnership meeting and give update on governor meetings.

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<th><strong>Policies</strong> – to be ratified by FGB – LC</th>
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<td>Governors congratulated LC on her outstanding report, see report ‘CHPS Overview of Policies APRIL 2019 updated for FGB May’. LC raised a query about the whereabouts of the Governor Expenses Policy and members were not sure if there is one currently.</td>
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**Action 16:** CMcN to investigate the Governor Expenses Policy for next FP meeting.  
**Action 17:** CMcN to feed back to LC regarding her queries in the Policy Overview document.  

Members agreed that the Governors Code of Conduct needs reviewing.

**Action 18:** CMcN to review and update the Governors Code of Conduct and present it at the September FGB.

Members requested IR and ML to do a short talk at the following FGB meetings:  
Mon 15.7.19 - IR Draft Behaviour Policy  
Mon 30.9.19 - ML Maths Mastery demo/explanation  
Mon 20.1.20 - IR RSE guidance and approve policy

**Action 19:** TB to chat to IR about when suits her to brief governors on the Sex and Education Policy.

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<td><strong>Staff survey</strong> - A discussion took place about the relevance to governors of the staff survey questions. It was agreed that governors only need to complete the annual self-appraisal and not the staff survey.</td>
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**Action 20:** TB to talk to IR about what she wants to know from governors re: annual questionnaire  
**Action 21:** VW to source the governor self-appraisal template and send to clerk for circulation.  
**Action 22:** Clerk to circulate the governor self-appraisal form to all governors.  
**Action 23:** All governors to complete their annual self-appraisal form for the September FGB.

**Cream Tea and Volunteer Thank You.** |

Members agreed to invite Midge to the cream tea for all staff prior to July FGB, to present her with a thank you card & gift for her commitment as a volunteer.

**Action 24:** CMcN to do cream tea invite and shop for plates, table cloth, tea, jam, cream etc.
**Action 25:** CMcN to talk to NA about whether she wants to stay on as associate governor after her son leaves.

**Action 26:** Clerk to circulate proposed meeting dates for 2019-20 to governors.

The date of the next Staffing and Pay meeting was changed from 17th of June to **Monday 10th of June 1.30 – 3.30.**

16. **Date of next FGB meeting**
   - Monday 15 July 2019 at 3.45 pm