## Carlton Hill Primary School - Board of Governors: FGB Committee

**MINUTES of the Full Governing Body Committee Meeting**

**Monday 27 January 2020 at 3.45pm**

**Present:** Tamsen Beer (Head Teacher), Chris McNeill (Chair, Co-opted), Annabel Blakeston (Staff), Andy Russell (LA), Lisa Bostock (Elected Parent), Judy Simon (Co-opted), Ken Caplan (Co-opted), Sam Hughes (Co-opted), Debs Owen (Associate)

**In attendance:** Amanda Sherratt (Clerk), Liz Good & Joe Capps - Y6 teachers – for item 2 only

**Absent:** Dennis Muir (Elected Parent), David Edwards (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 and introduction of new governors (KP + NJ) – CMcN</td>
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<td>The chair welcomed members and introduced the two new governors.</td>
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<td><strong>A short presentation re: KS2 SATS (Reading, Maths and Writing) – Maths</strong></td>
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<td>Liz Good (Y6 maths teacher) gave governors paper-based maths tasks to give them an idea of the level Y6 work to. She then gave a talk and presentation about the Y6 teaching model in maths, emphasising the importance of the use of mathematical language e.g. equilateral triangles, angles, degrees, angles on straight lines, common misconceptions, mistakes, remaining angles, prime numbers, missing numbers, missing angles, investigation, angles in pie charts, using protractors, opposite angles, vertically opposite angles etc. Children get a worksheet to work out angels and missing angels which they go away and measure then do self-marking or peer marking. They then move on to triangles and the different types, they are shown examples of triangles in architecture, art and history. The language of maths is repeated over and over until the children get it. Example maths questions from SATS papers were used as examples to illustrate the use of language. Practical exercises of tearing angles off paper to make triangles are also used, teachers are always thinking of ways to make maths exciting for the children as much as possible.</td>
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<td>Governors thanks LG for her presentation</td>
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<td><strong>SPAG (Spelling, Punctuation &amp; Grammar)</strong></td>
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<td>A number of pupil workbooks were circulated to governors that showing greater depth, below and on track writing.</td>
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<td>Joe Capps (Y6 English teacher) gave a presentation to governors about the teaching of SPAG. Children are expected to be able to use and explain a wide range of the skills they use in their writing. Working with the smaller groups model enables JC to ask focussed questions and see what all the children are doing in detail.</td>
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<td><strong>Reading</strong> – 1 in every 5 English SATS questions last year were vocab questions which is hard for those children with low vocabulary so we are pushing to introduce new words and close this gap.</td>
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<td>The reading papers have increased text by 600 words which requires a lot of stamina from children. We are doing guided reading and have a book shrine to help develop a love of reading. The class is split into three...</td>
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mixed ability groups that focus on English, Maths and guided reading. We take a paragraph from a book and focus on our ‘reading like a detective’ skills.

**Writing**

Moderators expectation in writing is high, children are expected to be able to author 5 or 6 different styles of writing with a range of purpose and audience for example, a formal piece for a biography, or an informal piece of a letter to a friend. We manage this through 3 interventions per week during assembly time, we can then target specific children and give them the 1-2-1 attention they need. We also do a group A (awesome) B (brilliant) competition which the children love.

We don’t make SATS the be-all and end-all of Y6 and try not to pass the stress of SATS on to the children. The success of the teaching model and the small group teaching is reflected in the Y6 data; children really come on in Y6, they are happy, engaged and develop a love of books.

Sustaining this model will be a challenge in view of decreasing funding; we need to plan now to ensure we can continue with this teaching model.

### 3 Apologies for absence

Apologies were received from DM.

### 4 Declaration of pecuniary interest/Register of Business Interests

AB’s spouse still leases the school hall.

### 5 Agree FGB minutes of the 30 September 2019 meeting

Governors APPROVED the minutes.

### 6 Matters arising from the Minutes

1. **Clerk to source self-appraisal template from Gov Support** – Complete. Three templates were circulated to governors and put on OneDrive by the clerk. Governors agreed that a governor skills audit was not necessary at this time.

   **Action 1:** GLG to make a bespoke governor self-appraisal by the end of the year.

2. **CMcN and TB to meet and draft a letter to the LA about concerns in SEN numbers** - This is an ongoing concern and is being closely monitored. However, after discussion with TB and IR it was agreed that a letter was not appropriate at this time as there is potential movement in SEN numbers.

3. **CMcN to summarise the SEN report and remove any data that could identify a child, then send it to parents and upload it to school website** – Completed.

4. **CMcN to circulate the Code of Conduct to Governors by email** – Completed.

5. **Governors to approve the Code of Conduct by email** - Completed.

   **Action 2:** CMcN to upload the Code of Conduct to the governors’ section of the website.

6. **CMcN to add Health and Safety and Complaints must be on all FGB agenda’s going forward** – Completed and on this meeting’s agenda.

7. **CMcN to organise a gift and card acknowledging and thanking VW’s for her years of service as a governor at Carlton Hill** – Completed.

8. **Clerk to find out how long VW has been at the school** - Completed. VW has been a governor at CHPS since 01/09/2006.
### Governing Body Membership/Practices

#### 7.1 Terms of Office and new members
- All governor positions are in place and up to date.

#### 7.2 GLG Minutes from Monday 6 Jan 2020
- The meeting was not held as there were no issues to discuss.

#### 7.3 Governor Training report(s)
- NJ is doing a governor induction on Wednesday.

**Action 3:** Clerk to check governor email group is up to date.

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### Educational Performance – Pupil Progress and Attainment

#### 8.1 School at a Glance

**Pupil Numbers** - TB has completed tours of the school for Sept 2020 Reception parent and children. We are expecting CHPS will have a lot of preferences as there was lots of positive feedback.

**Mobility** - 8 pupils have left and 10 have joined since Sept ’19. We are just under the margin for extra mobility funding as our September numbers don’t count.

**Attendance** is currently at 95.3%. One pupil is on flexi schooling with an attendance B code for off-site education, this still has to go down as authorised absence. We are being penalised for being inclusive which unfortunately is national policy. We will do a case study for this child, an EHCP has been applied for so we hope to get funding and another INA to support them in the future.

**EAL** – Currently we have 16 Bengali speaking children, 7 Arabic and 5 Pashto. We still buy in to the EMAS service and have focus groups with Reception children.

**Cared for Children** – 3 looked after children and 3 in long-term foster.

#### 8.2 Teaching, Learning and Standards Committee Minutes 9 Dec 19

We currently have 9 children on EHC plans in the school, and more in the pipeline. This high percentage of EHC plans is starting to impact the budget, staff wellbeing and the teaching and learning of other pupils. We are significantly above National and B&H with the number of EHCP and SEN children.

Data has been good in recent years with children achieving 85% and 86% which is a testament to the whole teaching team. However, there are challenging cohorts with a high level of need coming up through the school. We predict this year’s results will be above 65% combined. We will be monitoring these cohorts carefully.

**Q:** Do we look at partial ways to support the more vulnerable cohorts in years 3, 4 & 5?

**A:** Yes, we will be putting an experienced teacher in to support these cohorts plus lots of interventions. All children will be assessed in the pupil progress meetings.

**Q:** What is happening with KS1 SATS?

In 2022 KS2 SATA are being phased out, though there has been nothing announced recently by DfE.

A times table multiplication test is being introduced in Y4 this year which we believe is not necessary and will create extra stress.

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### Finance and Premises

#### 9.1 Finance and Premises Committee Minutes of 21 Nov 19

The updated SFVS (Schools Financial and Values Standards audit) is being approved by email by F&P
governors. KC and LC have done this together. There are a number of questions in the new SFVS template which aren’t relevant for smaller schools. LC will be pointing this out to LA.

The final outturn budget has a £4,700 overspend with many budget pressures.

The issue with term-time only back pay for support staff is ongoing. We estimate it will cost the school £20,000 as we have lots of support staff. We will have to pay back-pay and forward-pay of £25,000pa. Some LA’s have agreed to pay the back-pay; headteachers and unions are still negotiating with B&H council over who is responsible for the paying the back-pay.

The 3-year budget is currently showing:

2019-20 - £5,000 overspend
2020-21 - £10,000 overspend
2021-22 - £32,000 overspend

There are many variables within that, especially around high-needs funding. The school business manager is hoping we can reduce these deficits and the basic funding formula will increase. The PTA gives the school approximately £5,000pa and we are hoping we can tap in to the Edward St quarter funding. The finances are tight but generally the school is in a good place. The draft budget will be presented to the F&P committee on the 19th of March.

A pressure group has been set up to raise issues faced by one-form-entry schools with the LA.

The school car park will be monitored and ticketed by council wardens after Easter, we will not make any money out of it, but it is the least complicated way of dealing with unauthorised parking.

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<th>Staffing and Pay</th>
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<td>The Pay Policy was APPROVED and ratified by governors.</td>
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<td>Teachers pay rise will be funded for the first year with a small shortfall.</td>
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10.1 S&P Committee Minutes of 4 Nov 19 – these were circulated in advance and no comments or issues were raised.

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<th>11</th>
<th>School Development Plan (SDP) and School Evaluation Form SEF</th>
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<td>11.1 Update on progress</td>
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<td>TB reported that ML has been doing school website analysis and will report back to the FGB.</td>
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<td>PGCE students will soon be starting at CHPS bringing in £2,000. To support SATS there will be two students in Y1 and two in Y2.</td>
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<td>Sports funding – There is £16,000 left to spend this year though sports funding will end soon. We are training up staff now so our sports activities are sustainable.</td>
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11. 2 SEF /SDF
The New Ofsted Framework shifts responsibility for the quality of the curriculum on to middle leaders / subject leaders and less on SLT. We need to support middle leaders as they have to be specialists in two subjects, teach all subjects and manage a whole class. There are only four full terms until the New Ofsted Framework is introduced and they need to be doing a slow run up to it so they are prepared and ready to deliver their subjects. Support will be built in to the appraisal process, staff meetings, inset days and extra planning time will be made available.

Q: Are there opportunities for partnership schools/ teaching alliance to share the burden?
A: Yes, we are tapping in to subject specialists and schools that have already been through it.

Q: Are there any subjects in particular you are worried about?
Yes, French, DT, Art and Music - all specialist subjects. We buy into a music scheme and have a wonderful parent who runs art workshops. We have many strengths and have a rolling vision about how this will be in place.
There are 13 subjects with English and Maths being a priority in the morning, there are time limits as everything else has to happen in the afternoons.

Governors Morning 17th March
At the GLG meeting we will devise questions for governors to ask at the monitoring visit with a focus on English, Maths and Reading.

Action 4: TB and CMcN to decide a date for GLG meeting (must be before 17 March).

Teaching and Learning Policy - is due to be updated.

Visit Reports

Action 5 - Clerk to set up governor visits folder on one drive and email SH when done.

12 Policies

12. 1 Updated Safeguarding and Child Protection Policy - APPROVED

12. 2 Update Volunteers Policy - CMCN to amend typo in item 8 – Clerk has informed LC who will amend. Pending this change the policy was APPROVED.

12. 3 Updated model School Complaints Policy (and guidance for reference) – Change title to Policy and Procedures – Clerk has informed LC of the title change. LC will amend it. Policy was APPROVED pending this change.

13 Safeguarding Visit Report

CMcN met with LC and looked at the summer term Safeguarding audit and actions. All actions are in-hand and if not done already, will be completed in the summer term.

CMcN requested that in agendas documents have an ‘i’, ‘r’ or ‘a’ after their name to indicate if they are for information, reference or approval. This was noted by the clerk.
**Action 6:** TB to pass on FGB thanks to LC for her work on tracking and updating policies.

A Menopause and NQT policy are in the pipeline from the LA.

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<td><strong>14</strong></td>
<td><strong>Complaints</strong> (standing item) - None to report.</td>
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<td><strong>15</strong></td>
<td><strong>Health &amp; Safety</strong> (standing item) - KC will do a H&amp;S walk in Feb with the site manager.</td>
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<td><strong>16</strong></td>
<td><strong>AOB</strong> – None reported</td>
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**Dates of next FGB meetings**

- Monday 11 May at 3.45 pm
- Monday, 13 July at 3.45 pm

**Dates of other committee meetings Spring Term**

- S&P – Monday 24 Feb – 2.00 – 3.30pm
- HT mid-year appraisal meeting – Thursday 19 March
- F&P3 – Thursday 19 March 3.30-5pm
- S&P - 8 June 2.00 – 3.30pm (new date)
- TLS 2 - Monday 30 March 2- 3.30pm

HT mid-year appraisal meeting Thursday 19 March (before F&P)

Minutes were approved by the Chair of Governors and the FGB on 20.05.2020