

St Benedict's C of E VA Junior School, Glastonbury

Minutes of the Full Governing Board Meeting

Held on Thursday 15th June 2017 in Leopard classroom

Present: Jo Boughen-Hunt (Co-Opted- CO Governor) [*left at 7:00pm*], Mike Derbidge (Diocese Education- DE Governor) [*left at 7:03pm*], Steve Gumm (Head Teacher- HT), Gemma Hazlehurst (Elected Parent- EP Governor) [*left at 7:00pm*], Mellie Leggett (Chair), David MacGeoch (Ex Officio) [*left at 6:35pm*], Piers Ranger (Elected Teacher- ET Governor), Helen Roper (Vice Chair- VC), Natasha Wardle (Diocese Education-DE Governor) [*arrived at 6:05pm*], Paul Winter (Diocese Education-DE Governor), Sue Wootton (Foundation PCC Governor).

Also present: Sarah Hamlet (Clerk).

The meeting started at 5:30pm.

	Agenda Item		Action
1.	Welcome and Opening Prayer	<ul style="list-style-type: none"> Ex Officio invited governors to stand in silence; reflecting on recent tragic UK events, and praying for those affected. 	
2.	Welcome to new Governor	<ul style="list-style-type: none"> Governors introduced themselves and welcomed Mike Derbidge to St Ben's Governing Board. Clerk has sought advice from Governor Services re: John Portt's lack of communication and involvement with other members of St Ben's Governing Board. Following this advice, governors agreed that he would no longer serve as a St Ben's governor. Due to personal commitments, Louise Fairbrother will step down as LA Governor and serve as an Associate Governor; attending Staff Pay & Appraisal meetings only. Governors were pleased to approve this decision. 	
3.	Apologies for absence	<ul style="list-style-type: none"> Absence- Louise Fairbrother and Sue Thurgood (accepted) Early departure- Jo Boughen-Hunt, Gemma Hazlehurst and David MacGeoch (accepted) Late arrival- Natasha Wardle (accepted) 	
4.	Declaration of Interest in any agenda item.	<ul style="list-style-type: none"> None. 	
5.	Agree and sign amended minutes of Full Governing Board meeting of 26 th January 2017.	<ul style="list-style-type: none"> Agreed by governors and signed by Chair. 	
6.	Matters arising from minutes of Full Governing Board meeting of 26 th January 2017	<p><u>Item 2</u> <u>Governor meetings attendance</u></p> <ul style="list-style-type: none"> It was agreed that this matter had been adequately addressed previously in Item 2. 	
7.	Safeguarding questions	<ul style="list-style-type: none"> Governors agreed that these had been adequately discussed in a previous meeting. HT informed re: new weekly Safeguarding Newsletter from Andrew 	

		Hall at www.safeguardingschools.co.uk .	
8.	<p>Head Teacher's Report (containing a Confidential Item; recorded separately)</p> <p>Natasha Wardle arrived at 6:05pm.</p>	<p><u>Number on Roll</u></p> <ul style="list-style-type: none"> • 213 <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Currently for whole school is 95.1%. When a small group of children are taken out for identified reasons, then attendance is 96.2%. <p><u>Exclusions</u></p> <ul style="list-style-type: none"> • No fixed term exclusions this term. <p><u>Racist Incidents</u></p> <ul style="list-style-type: none"> • 1 incident reported, which has been resolved. <p><u>Staffing</u></p> <ul style="list-style-type: none"> • Amy Lowe is covering Rachel Stanbury's post as Maths Co-ordinator • Class teacher staffing structure to be completed; Year 3 will involve a job share. HT will inform governors at a later date. • There will be 2 year groups with high needs levels. • HT thanked governors for releasing funds to recruit more TAs and assist completion of staffing. He spoke re: concerns re: incoming Year 3 behavioural issues, tailoring of some pupils' timetables and risk of permanent exclusions. • VC challenged re: St Ben's observing the Somerset Protocol. HT confirmed that this will be done, whilst informing that lots of transition work is underway. HT spoke re: impact of situation on delivery of interventions to other pupils. Governors were informed re: funding for incoming Year 3 pupils. Ex Officio gave an insight into differences of approach between St John's and St Ben's. • Chair asked re: benefit of collaborating SENDCo role with St John. HT informed that there was already sharing of curriculum strategies e.g. Maths and English. • Jenna Marklew will join St Ben's as a teacher in a job share with Jo Murphy. • Amelia Kirkby has been appointed as SENDCo. <p><u>Future Plans- Ofsted Development Points</u> HT referred to the recent Ofsted Report re: <u>Improve consistency of teaching and raise achievement</u></p> <ul style="list-style-type: none"> • St Ben's is ready to work towards a refined approach to assessment, with fewer tests spaced further apart. • Despite strong data, most able pupils are not pushed enough at times in 	<p><i>Clerk to add Ofsted Development Points to next Curric. Matters Arising</i></p>

		<p>lessons. Refinement to include most able and SEND pupils getting appropriate levels of work at all times.</p> <p><u>Improve leadership and management</u></p> <ul style="list-style-type: none"> HT informed re: QUADs Group, and of a Cohort 2 reflective 6-week course at Dillington House that he will be attending with DHT. He introduced a '5 Aspects' questionnaire, which governors discussed, using school situations and events to illustrate positives and negatives. Ex Officio remarked on the importance of 'selling' St Ben's to parents and extended family, particularly Years 3 & 4. HT and the ET Governor informed that this is already being done. <p><u>Confidential Item</u></p> <ul style="list-style-type: none"> Recorded and filed separately. 	
9.	Ofsted Report	<ul style="list-style-type: none"> HT thanked governors for all their support during the recent Ofsted inspection. Parental support was also acknowledged by those present. It was agreed that the report reflect the school's ethos and achievements. Governors expressed thanks to staff for all their hard work. 	
10.	Behaviour & Exclusion Policies Discussion	<ul style="list-style-type: none"> VC emphasised need to have robust wording in the Fixed Term and Permanent Exclusions section of the Behaviour Policy. HT explained re: paperwork process of Fixed Term and Permanent Exclusions. Governors discussed potential situations re: exclusion. VC advised that an Exclusion Panel require 3 governors unconnected with the case. She suggested extra wording was needed about this, along with the possibility of collaboration with another school e.g. from QUADs, re: panel members and joint Terms of Reference. Governors agreed on wording amendment; Clerk to amend Behaviour Policy. HT and the ET Governor spoke re: strategies in place to support prevention of exclusion. The ET Governor suggested sending out news re: website update with amended Behaviour Policy, along with the Home School Agreement. The EP Governor mentioned producing a 'Welcome Back' Pack with this information. 	<i>Clerk to amend Behaviour Policy.</i>
11.	SDP Monitoring Mike Derbidge left at 7:03pm.	<p><u>Maths- Use of Maths language and WAMMOs (23rd March 2017)</u></p> <p><u>Q1 Response</u></p> <ul style="list-style-type: none"> Strategies to engage pupils not responding to marking include focus on 	

		<p>using 'concrete' resources e.g. dienes and multilink to support understanding.</p> <p><u>Q2 Response</u></p> <ul style="list-style-type: none"> • There has been a focus on use of everyday English words as part of Maths vocabulary following the QUADs visit. The development and use of the Answer/Prove/Explain (APE) Sheet has supported pupil reasoning skills. • The DE Governor spoke re: providing material to challenge more able pupils. <p><u>Q3 Response</u></p> <ul style="list-style-type: none"> • Resources from White Rose Hub and National Centre for Excellence in Teaching Maths are subjected to critical and lateral thinking to provide reasoning problems for pupils. • HT remarked that the Jurassic Maths Conference had been a good source of up to date resources. <p><u>Q4 Response</u></p> <ul style="list-style-type: none"> • The ET Governor informed that pupils have a 'natural'/ 'day to day' attitude to maths now. • Teachers are also approaching maths with different strategies to reasoning; e.g. asking pupils "How do they know?" • The DE Governor highlighted the Always/Sometimes/Never (True) approach, and to encourage 'sideways' thinking. • HT reported that more open-ended questions are posed to pupils now. 	
12.	Governor Training	<ul style="list-style-type: none"> • There were no training reports to feedback. 	
13.	St John's School & St Dunstan's Academy	<ul style="list-style-type: none"> • Governors agreed that this item had been fully discussed previously in the meeting. 	
14.	Website	<ul style="list-style-type: none"> • HT, Deputy HT, Administrative Officer (AO) and ICT Coordinator had attended a 1 hour INSET delivered by Roger Parsons on 6th June 2017. Further INSET to be arranged. • Next step- to formally allocate various roles to different website areas, including the Governors' section. Deputy HT has agreed to take responsibility for photos. • Website requires some paring down to assist manageability. • Home page wording requires amending to draw attention to, and provide a link to, the recent Ofsted Report. HT to meet with AO tomorrow re: this. 	
15.	Any other urgent business	<ul style="list-style-type: none"> • None. 	
16.	Date and time of next meetings:	<ul style="list-style-type: none"> • Finance & Premises- Tuesday 11th July at 5:30pm • Curriculum- Tuesday 11th July at 6:30pm 	

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The meeting closed at 7:15pm.