

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

**Minutes of the Full Governing Board Meeting**

**Held on Tuesday 16<sup>th</sup> January 2018 in Leopard classroom**

**Present:** Jo Boughen-Hunt (Vice Chair- VC), Mike Derbidge (Diocese Education- DE Governor), Steve Gumm (Head Teacher- HT), Piers Ranger (Elected Teacher- ET Governor), Helen Roper (Chair), Natasha Wardle (Diocese Education-DE Governor) [arrived at 5:50 pm], Sue Wootton (Foundation PCC Governor).

**Also present:** Sarah Hamlet (Clerk).

*The meeting started at 5:33 pm.*

	<b>Agenda Item</b>		<b>Action</b>
1.	Welcome and Opening Prayer	<ul style="list-style-type: none"> <li>Mike Derbidge led governors in prayer and reflection.</li> </ul>	
2.	Apologies for absence	<ul style="list-style-type: none"> <li>Absence- Louise Fairbrother, Gemma Hazlehurst, David MacGeoch (Sabbatical), Ann and Roger Parsons, Paul Winter; all accepted.</li> </ul>	
3.	Declaration of Interest in any agenda item.	<ul style="list-style-type: none"> <li>None.</li> </ul>	
4.	Agree and sign amended minutes of Full Governing Board meeting of 16 <sup>th</sup> November 2017.	<ul style="list-style-type: none"> <li>Agreed by governors and signed by Chair.</li> </ul>	
5.	Action Points and Matters arising from minutes of Full Governing Board meeting of 16 <sup>th</sup> November 2017	<p><u>Item 3:</u> <u>Cost Centre Data</u></p> <ul style="list-style-type: none"> <li>Chair has emailed Finance Officer (FO), who will endeavour to circulate figures before Finance meetings. Chair and Clerk will liaise with FO when planning next year's meeting dates.</li> </ul> <p><u>Item 6:</u> <u>Diocese Governor Office Renewal Dates</u></p> <ul style="list-style-type: none"> <li>Clerk has contacted the Diocese; they will be sending renewal reminders as needed.</li> </ul> <p><u>Item 9:</u> <u>Theatre Visit</u></p> <ul style="list-style-type: none"> <li>Ex Officio is still working on this.</li> </ul> <p><u>Newspaper contact</u></p> <ul style="list-style-type: none"> <li>The DE Governor will be investigating this.</li> </ul> <p><u>Item 12:</u> <u>Pay Policy</u></p> <ul style="list-style-type: none"> <li>Previously discussed at last meeting. All staff have now signed to record they have read the policy.</li> </ul> <p><u>Item 13:</u> <u>Exclusion Panel</u></p> <ul style="list-style-type: none"> <li>It was agreed that this had been adequately discussed at the last Curriculum meeting.</li> </ul>	
6.	Agree and sign confidential item of Full Governing Board meeting of 16 <sup>th</sup> November 2017	<ul style="list-style-type: none"> <li>Agreed by governors present at meeting of 16<sup>th</sup> November 2017, and signed by Chair.</li> </ul>	
7.	Matters arising from confidential	<ul style="list-style-type: none"> <li>Governors agreed that most future</li> </ul>	

	item of Full Governing Board meeting of 16 <sup>th</sup> November 2017	MATS discussions would be recorded as non-confidential.	
8.	School Development Plan (SDP) and Full Monitoring Calendar  Natasha Wardle arrived at 5:50 pm.	<p><u>SDP- Personal Development, Behaviour &amp; Welfare</u></p> <ul style="list-style-type: none"> <li>HT informed that Milestones would be recorded half termly/ termly, highlighting the shortness of the Spring Term.</li> <li>Governors agreed it was helpful to have the RAG points dated, and that, as a public document, all information should be clear.</li> </ul> <p><u>SDP- Effectiveness of Leadership &amp; Management</u></p> <ul style="list-style-type: none"> <li>Chair referred to Section 7 (Governor training dates); she has not been able to secure free MAT training. However, Ann Adams (AA- Governor Services) is available to deliver a training session at St Ben's; St Ben's will offer a broad invite to local CLP schools, to defray some costs if possible. Governors agreed that either 20<sup>th</sup> February or 20<sup>th</sup> March 2018 5:30- 7 pm would be convenient. Chair to contact AA re: booking.</li> </ul> <p><u>SDP- Quality of Teaching &amp; Learning Assessment</u></p> <ul style="list-style-type: none"> <li>Chair remarked re: positive aspect of this document. HT explained re: different age pupils and attainment to clarify a governor's query about similar milestones and the need to consolidate in sections 10, 2 &amp; 3.</li> <li>A governor highlighted a formatting error in section 23 for correction.</li> <li>HT clarified re: attainment targets for different year groups. Percentage targets are set by HT and Deputy HT using Fischer Family Trust target setting tool.</li> <li>Westover Green Spelling Scheme utilises lots of resources and practical strategies. It is to be trialled in Year 6, with a view to extending across whole school.</li> <li>Governors discussed financial support for Pupil Premium (PP) children (Section 20). HT informed that strategies appropriate to the child (enrichment and academic) were used. He added that parents did not tend to enquire re: PP provision for their children, and that some were financially secure.</li> </ul> <p><u>SDP Monitoring Calendar</u></p> <ul style="list-style-type: none"> <li>HT recapped on the Priority Areas and encouraged setting of monitoring dates.</li> </ul> <p><u>Priority 1- Learning: Maths (Mike Derbidge &amp; Gemma Hazlehurst</u></p>	<p><i>Chair to contact AA re: MATs date.</i></p>

		<ul style="list-style-type: none"> <li>To liaise with Amy Lowe- interim Maths Coordinator</li> </ul> <p><u>Priority 2- Learning: English (Natasha Wardle &amp; Paul Winter)</u></p> <ul style="list-style-type: none"> <li>To liaise with Piers Ranger- English Coordinator</li> </ul> <p><u>Priority 3- SEND, Most Able &amp; Assessment (Helen Roper &amp; Sue Wootton)</u></p> <ul style="list-style-type: none"> <li>To liaise with HT.</li> <li>Meeting set for 31<sup>st</sup> January 2018 at 9:30 am.</li> </ul> <p><u>Priority 4- Leadership (Jo Boughen-Hunt &amp; Natasha Wardle [temp])</u></p> <ul style="list-style-type: none"> <li>To liaise with HT, initially via email, before meeting.</li> <li>A start on monitoring planned this week.</li> </ul> <p><u>Priority 5- Behaviour &amp; Welfare (Natasha Wardle &amp; Paul Winter)</u></p> <ul style="list-style-type: none"> <li>To liaise with HT.</li> </ul> <p><u>Priority 6- Foundation Governor Monitoring</u></p> <ul style="list-style-type: none"> <li>HT invited Foundation Governors to drop in to visit RE lessons.</li> </ul> <ul style="list-style-type: none"> <li><b><i>A governor challenged re: opportunities for governors to meet parents and make themselves known.</i></b> Possibilities were discussed, and it was decided that it would be beneficial for governors to attend Parents' Evening, and run a refreshments table. The next Parents' Evening is in March.</li> </ul>	
9.	SMSC Development	<ul style="list-style-type: none"> <li>All Christmas events were superb, beginning with Christmas tree decorating at St John's Church, with a good balance re: meaning of Christmas and enjoyment. There was enthusiastic involvement of pupils. A governor remarked that parents were more aware of the community aspect of St Ben's Church. Governors agreed re: inclusivity, with no limit on attendees at events.</li> <li>St Ben's are hosting a production of Wind in the Willows by a visiting theatre next week.</li> <li>Microscopes have arrived on loan, for use in Science projects.</li> <li>Marina Barcenilla (Quantum Physicist) is to work with pupils on a Planets Chemical Composition project. It will consist of sensory experiences and is a pilot for a Science Museum exhibition.</li> <li>St Ben's pupils will be involved in the forthcoming Netball League.</li> <li>St Ben's beat Brookside School in the local Football League; a report in the local press.</li> <li>Millfield Prep. School have donated 5 boxes of quality fiction and non-fiction</li> </ul>	

		<p>books, with more to follow. Governors expressed thanks to Sue Wootton for facilitating this.</p> <ul style="list-style-type: none"> <li>• HT informed that behaviour has been good this year, adding that SEND pupils have been accepted and welcomed by pupils and staff alike.</li> <li>• Good reports have been received re: former St Ben's pupils, now at Crispin.</li> <li>• Enhanced Transition Days begin on 31<sup>st</sup> January, with pupils involved in cookery session.</li> </ul>	
10.	MATS & Academisation	<ul style="list-style-type: none"> <li>• It was agreed that MATs training and dates had already been adequately mentioned.</li> <li>• Chair reported on Diocese Education Team letter re: Dual System of maintained schools and academies. The appointment of a new Government Secretary for Education could bring some changes. The Diocese is clear that conversion to MAT status is not a quick procedure. Governors agreed that this will allow St Ben's to make slow and considered decisions, which is of great importance.</li> </ul>	
11.	Headteacher's Report	<p>HT referred to the circulated report, commenting on the following: -</p> <p><u>Number on Roll</u></p> <ul style="list-style-type: none"> <li>• 219</li> </ul> <p><u>Attendance</u></p> <ul style="list-style-type: none"> <li>• Whole school- 94.5%; minus small control group- 95.8%. HT informed that the control group is less than 10.</li> </ul> <p><u>Exclusions</u></p> <ul style="list-style-type: none"> <li>• 8 fixed term exclusions.</li> <li>• HT spoke re: adherence to school's Behaviour Policy. He is hopeful that the current trend of fewer exclusions will continue.</li> <li>• Whole school staff have shown strong teamwork dealing with Year 3 pupil issues. The Tree House has been re-furnished as a calming area, with staff on hand to support each other. TAs are very skilled at using distracting and pre-emptive strategies.</li> <li>• Parental involvement is encouraged where possible.</li> <li>• Joint chronologies with St John's has begun.</li> <li>• HT highlighted some particular school achievements, including fundraising and road safety. He will be meeting with Mendip District Council and Highways re: developing school site for road safety. Parents are supportive.</li> <li>• A High Needs pupil has had some very positive achievement success.</li> </ul>	

		<p><u>Data- Maths</u></p> <ul style="list-style-type: none"> <li>• Years 3 &amp; 5 are lower than Years 4 &amp; 6. Year 5 will be the first cohort to go through the New Curriculum, which may be demonstrated in SATs.</li> <li>• Year 4 show strongest progress at the moment.</li> <li>• Year 6 have a large number of SEND pupils; their results will be less strong than last year.</li> <li>• Gap between PP and non-PP children to be addressed. All PP children receive support.</li> </ul> <p><u>Data- Reading</u></p> <ul style="list-style-type: none"> <li>• HT is meeting next week with Sarah Hill (County Data) to assist with data format.</li> </ul> <p><u>Data- Writing</u></p> <ul style="list-style-type: none"> <li>• Year 5 have greater High Needs pupil numbers; however, they continue to attain and make improvement.</li> <li>• Current Year 5 will need plenty of intervention and support, with clear differentiation, to achieve to best ability. PP funds may need to be used when these pupils move to Year 6 for e.g. teacher-led interventions.</li> <li>• Governors agreed they should consider staffing needs at next budget setting. Chair reminded that the Governing Board needs to be mindful re: allocating resources to areas of greatest need.</li> <li>• Governors discussed practicalities of pupil entry for exams.</li> <li>• HT to email omitted Year 3 data to governors.</li> </ul>	
12.	<p>Policies</p> <ul style="list-style-type: none"> <li>• Admissions Arrangements 2019/20</li> <li>• Fair Access Protocol</li> <li>• Pay</li> </ul>	<p><u>Admissions Arrangements 2019/20</u></p> <ul style="list-style-type: none"> <li>• Approved by governors and signed by Chair.</li> <li>• Governors agreed that a consultation re: Pupil Admission Number) PAN will take place next year. Chair proposed reducing PAN to 60, reflecting DfE capacity figure of 260 total number on roll. Consultation will start in September 2018.</li> </ul> <p><u>Fair Access Protocol</u></p> <ul style="list-style-type: none"> <li>• Approved by governors and signed by Chair.</li> </ul> <p><u>Pay</u></p> <ul style="list-style-type: none"> <li>• No written comments have been received from staff.</li> <li>• Approved by governors and signed by Chair.</li> </ul>	
13.	Any other urgent business	<ul style="list-style-type: none"> <li>• Walton Primary School Governing Board (GB) would like to collaborate with St Ben's. This has been agreed in principle and will be formally recorded at</li> </ul>	

*HT to email Yr. 3 data to govts.*

		their next Full Governors meeting.	
14.	Meeting Evaluation	<ul style="list-style-type: none"> <li>• It was agreed that discussions had been strategic; governors felt more confident to contribute.</li> <li>• A governor's challenge re: parents' voice had provoked good discussion, resulting in positive outcome re: refreshments table at Parents' Evenings.</li> <li>• A governor remarked that he was pleased to be a St Ben's governor. He feels well informed about school life.</li> <li>• Chair's previous challenge re: agenda focus has been helpful, giving time to be better prepared.</li> <li>• Chair spoke re: inviting staff e.g. SENDCo to talk to GB, and Year 6 to visit in July and talk about how their year had gone. Governors agreed this would be very useful.</li> </ul>	
15.	Date and time of next meetings:	<ul style="list-style-type: none"> <li>• <b>FGB- Thursday 26<sup>th</sup> April 2018 at 5:30 pm</b></li> <li>• <b>Finance &amp; Premises- Tuesday 13<sup>th</sup> March 2018 at 5:30pm</b></li> <li>• <b>Curriculum- Tuesday 13<sup>th</sup> March 2018 at 6:30pm</b></li> </ul>	

*The meeting closed at 7:21 pm.*