

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON WEDNESDAY 30 NOVEMBER 2016, 7.15PM,
AT THE SCHOOL**

Present: Zoe Garbutt (Chairman); Emma Barr; Lucy Brenk, arrived late; Julia Dowdeswell; Claire Graham; Andy Houchin; Miri Keen; Jess Knowles; Laura Leeming; Lindsey Long; Ali Mack; Lorraine Perry; Judy Pitts; Rachelle Upton; Joyce White

In attendance: Laurien Carter (Clerk)

Apologies received and accepted: Murray Paul, sabbatical

The meeting opened with a prayer

Zoe Garbutt welcomed everyone to the meeting, especially Rachelle Upton, recently elected Parent Governor

**1. Update to Register of Interests Or Other Interest with Regard to
Items on the Agenda**

Miri Keen reported that she had updated her Business Interest form to include being a Community Governor at St John's Academy LGB; and a Trustee of the Dominy and Turner Trust. Laura Leeming had updated her Business Interest form to include being an Usborne Book Distributor.

There were no interests declared in any agenda item.

2. Minutes of the Last Meeting

The Minutes of the meeting held on 5 October 2016 were approved and signed accordingly.

3. Matters Arising, not covered in the agenda

a) SDP (School Development Plan) session (7)

Claire Graham explained that, following a discussion with the SIA (School Improvement Adviser), it had been agreed to continue with the current SDP to enable new Staff to understand the work of the School. A TD day would be held in June, to which Governors would be invited, to begin the discussion and preparation for the new SDP.

4. Head Teacher's Report

The Report, previously circulated was noted.

Governors were informed that the Teaching and Learning Committee had not met and considered the RAISEonline and other data information which was summarised in the report.

Questions were taken:

Claire Graham explained about 'life after levels' – the previous assessment system of levels having been in place for many years was discontinued but had not been replaced. Each school was able to decide how to measure progress and attainment. The new approach looked to ensure that pupils mastered the work for their year group instead of being rushed through the levels.

The costs for CPD were greater than expected due to the large number of new Staff. They had been undertaking training but this was likely to decrease after the current term.

The office restructure was working well and had been well received.

Work with GRAP (Great Bedwyn, Ramsbury, Aldbourne and Preshute) continued with TAs, Head Teachers, teachers and office staff meeting and collaborating.

Claire Graham explained about the data information included in her report which led to discussion and questioning:

The School had performed well with no significant weaknesses being highlighted. The average scaled score for Key Stage 2 attainment was significantly above the national average; with the expected standard being in line with the national average. Progress is measured from individual starting points. The School would be considering whether the progress was only in line with the national average because of the robust internal assessment or because the more able were not making progress as expected. The latter was being addressed, including involving Liz Hopkins, a Maths specialist. Moderating would be monitored: in particular the Key Stage 1 judgements would be analysed to ensure that they were not inflated and therefore affecting the Key Stage 2 progress data. Claire Graham holds pupil progress meetings six times a year with teachers to make certain that progress is being made. It was noted that the Writing score was not as strong; this may be to do with the way in which the judgements are made. Arrangements had been made for the Year 6 teachers to work with a national school support lead moderator. The removal of levels had also taken away the list of required criteria for each level. The interim framework had been in place for a limited time and teachers were less familiar with the requirements. The School also continued to work with GRAP to support this work. The additional items had been added to the list of actions to address the issues. 10% is the accepted figure for more able pupils but it was thought to be higher at Preshute. Governors were reminded that each pupil was a fairly large percentage and could skew the data. SEND pupils were included in the data. In addition to the national data received annually, the School carried out internal assessments of progress and attainment on a regular basis. Governors were encouraged to speak to Claire Graham if they wanted more detail. County courses were also available to support Governors' understanding of data. It was the last year that the RAISEonline data was being produced. It was not known what replace it. Claire Graham explained that the SIA had informed her that the current Year 6 could not be expected to repeat the achievements of previous years due to all the changes. Claire Graham and the Staff were aiming to repeat the previous high scoring; the pupils had been in the School for a long time before all the changes and their achievements were not only as a result of Year 6 work. Governors supported this approach.

5. Academics

CONFIDENTIAL ITEM

6. Scheme of Delegation

Lorraine Perry reported that she had gone through the 2015/16 document and made a few minor changes. It had been passed to the Chairs of both Committees to check the delegation to each Committee.

Andy Houchin sought clarification in relation to the role and remit of the Staffing Working Party in relation to the Strategy and Finance Committee. Working groups are only required to meet as needed. The Staffing Working Party is responsible to the Strategy and Finance Committee.

It was agreed to approve the Scheme of Delegation by email.

7. Monitoring and Visits

Julia Dowdeswell reminded Governors of the way in which visits should be undertaken as it is a sensitive issue and can cause concern for Staff. Governors are required to make visits but they need to be undertaken in the correct manner.

She would circulate a document to support visits. Examples of wording for the reports and questioning would also be shared.

Support to newer Governors in making visits was offered.

The Visits Policy was being reviewed and would be available in due course.

8. Long Term Future of the School

Claire Graham reported that work continued to secure the long term future of the School.

It was noted that the response from parents to the Marlborough Area Plan consultation had not been as positive as had been hoped. It was not known at what stage the Plan had reached.

9. Reports from Committees

a) Strategy and Finance Committee

The Minutes of the Meeting held on 17 November were noted.

Andy Houchin reported that he would continue as Chair of the Committee; should he be unable to attend a Chair would be elected for the meeting.

Governors were informed that small savings were being sought to lessen the predicted slight overspend.

A Policy was being developed for the use of the School Fund.

b) Teaching and Learning

A meeting was planned for 5 December.

c) Parent Forum

This was suspended until further developments had been considered. See also item 10.

d) Staffing Working Party

There had been no need for a meeting as the items had been covered at the Strategy and Finance Committee.

e) Pay Panel/Performance Management

No further updates were necessary.

9. SEND Annual Report 2015/16

The Report was noted.

Lindsay Long had taken over as SEND Governor and had already been into School.

10. Website/Social Media

A meeting was being planned with Sam Bertram to look at ways in which the School could develop further the use of the website and social media.

11. Election of Vice Chair for 1 January 2017

Miri Keen proposed that Julia Dowdeswell serve as Vice Chair from 1 January 2017, seconded by Lorraine Perry and agreed.

12. Approve Strategic Objectives 2016/17

The proposed Objectives had been circulated:

1. To develop and implement a training programme which ensures all governors are equipped to fulfil their responsibilities.
2. To develop engagement with parents and promote Preshute to the local community.
3. To identify and develop all feasible options to preserve the longer term future of the school.
4. To support and monitor the new teaching team and their associated standards.

There was a wide ranging, in-depth, discussion about how specific each one should be.

Governors were reminded that Governor Services' training courses were open to all with no restrictions. The Clerk was able to make bookings.

It was agreed that Objective 2 should be more specific and focus on the use of social media to further promote the School and engage with parents. Other ways in which the School was promoted continued.

It was agreed that Andy Houchin and Julia Dowdeswell should meet and consider ways in which the Objectives could be achieved and measured and delegate such responsibility.

13. Policy Approval

The Pay Policy had been approved by email.

Claire Graham had circulated a number of policies which had required reviewing and updating. Comments had been invited and those received responded to accordingly.

It was agreed to approve the following:

Pay policy; Best Value statement – Laura Leeming as named Governor; Whistleblowing; SEN policy; Single Equalities Policy; Clubs Policy; Intimate and Invasive Care Policy; Child Protection Policy; Schools Appeals Policy and Procedure; School Redundancy Policy; Use of Physical Restraint Policy; Attendance Policy; Behaviour Policy; Communications Policy; Induction Policy; Code of Conduct Policy; Procedures for Lone Working Policy; School Laptops Policy; Secure Data Handling Policy; SMSC Policy; Collective Worship Policy; Health and Safety policy; Healthy Eating Policy; Homework Policy; MFL Policy; Teaching and Learning policy; Charging Policy; Financial Control Policy; School Apprenticeship Policy; School Fund Policy; School Model Paternity Policy

14. Housekeeping Items, not covered in agenda

Child Protection/Safeguarding

The mid-year audit will be undertaken in January.

Equalities

This responsibility was carried over for discussion with new Governors.

Distinctive Christian Ethos and Character

The Community Lunch had been well received and involved different members of the parish and local community. Thanks were noted for the free use of the Village Hall.

Meetings between Head and Chair

Meetings continued most weeks.

15. Dates of Meetings 2016/17

Thursday 2 February; Wednesday 29 March; Thursday 11 May – note change of date; Thursday 29 June.

16. Any Other Business

Concerns were raised about continuing issues with parking despite the designation of a path area. It was noted that the colouring of the area had not been possible at this stage for financial reasons. There was a discussion about ways in which inappropriate parking could be further addressed. These would be considered by the School.

Zoe Garbutt was thanked for her role as Chair; she would be continuing as a Governor.

The meeting closed at 9.15pm