

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON WEDNESDAY 29 NOVEMBER 2017, 7.15PM,
AT THE SCHOOL**

Present: Andy Houchin (Chairman); Steve Bogg (arrived late); Lucy Brenk, arrived late; Julia Dowdeswell; Claire Graham; Miri Keen; Ali Mack; Judy Pitts; Rachelle Upton; Joyce White

In attendance: Laurien Carter (Clerk); Toni Holness; Mary Mundy

Apologies received and accepted: Emma Barr; Laura Leeming; Lindsay Long; Lorraine Perry; Jess Wells

Toni Holness and Mary Mundy were welcomed to the meeting. Toni Holness had been elected as Staff Governor to take over from Jess Wells in January 2018. Mary Mundy was attending for item 2 in particular; and in her role as Acting Deputy Head from 1 January 2018.

The meeting started with a prayer

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

There were no changes to the Business Interests and there were no interests declared in any agenda item.

2. SDP (School Development Plan) – Curriculum Enrichment

Mary Mundy informed Governors about the way in which the School was seeking to enrich the curriculum and evidence ‘the sparkle’ of Presute.

Objectives

To encourage celebration of interest/hobbies within class (and beyond).

To provide opportunities for extended activities eg visitors/trips

Identify and provide opportunities for G and T (Gifted and Talented)

Steve Bogg arrived

Mary Mundy explained about ways in which the Objectives were being addressed and gave examples of what had already been achieved.

Julia Dowdeswell had worked with Mary Mundy as the Governor support.

Success was already celebrated: in the classroom; playground; the use of the Golden Rules; celebration assembly held every two weeks; in the newsletter.

Lucy Brenk arrived

A letter would be sent to parents to ensure Staff were aware of each pupil’s passions and interests to further inform them of the ‘whole child’. The previous year Mr Byrne had used music as part of the learning experience. It was also hoped that parents would be able to share their interests with the School to further engage the pupils. Andy Houchin had visited the School to present about money through his work in the bank.

Homework projects would also allow for some creative aspects and interpretation so long as the key requirements were covered.

Local visits could now be undertaken more easily as there was a trips co-ordinator to aid in preparation.

The involvement with local groups would increase. ARK (Action for the River Kennet) had been involved with various projects including the collection of rain water; the School would be 'hosting' eels prior to release.

Curriculum Enrichment Days were planned. Kaya Drums had visited recently and involved all pupils, no matter their musical ability.

Governors questioned whether a difference would be noted. For Staff and pupils they would already accept that there had been changes; parents may not yet see any impact and the issuing of the letter would form part of the awareness raising. The drip feed approach was being used to embed this change. Pupils were being encouraged to increase the amount of challenge they undertook in their work with the Chilli Challenge approach eg could a pupil complete a task - with support; in a group; individually.

Responding to a question it was noted that the topic areas had been chosen for the year but the pupil's interests would feed into their work eg Harry Potter topic - in Year 5 there was an interest in potion making; in Year 6 character descriptions.

All pupils would be challenged and not just those recognised as Gifted and Talented. Previously the interests of the latter had been addressed by promoting external support such as the courses held at Braeside.

Governors asked how such work would be measured at the end of the year and impact noted. Mary Mundy reported that Staff now had a greater knowledge of the pupils and their particular interests and consequently expectations were known. Pupils would be expected to 'push' further where they had demonstrated skills eg in art or computing. For EYFS (Early Years Foundation Stage) Learning Plans were drawn up and used pupils' interests eg a group of boys used duplo to demonstrate symmetry.

Claire Graham also explained that using a pupil's interest could add to the attainment of the prior middle attainers by extending their challenge and therefore more progress.

Governors emphasised the importance of being able to measure the impact of this work as well as using pupil conferencing; staff feedback and responses from parents. It was expected that pupil progress would improve further and Mary Mundy would be part of the Pupil Progress meetings held six times a year. Pupils would be added to the Provision Map as appropriate to make further progress by support.

It was recognised that excellence and enjoyment were as important as progress and attainment and the two should be of equal importance for the School.

Governors were invited to visit the School to see the Curriculum Enrichment work. Mary Mundy would draw up a timetable for visits and Governors could then agree when they would visit.

The work would be reviewed in due course by surveying the parents.

The end of the Year data would be considered to review impact.

Mary Mundy was thanked for her work on this item; with input during the meeting from Claire Graham and Toni Holness.

Andy Houchin welcomed Steve Bogg to his first meeting as the newly elected parent Governor.

3. Minutes of the Last Meeting

The Minutes and Confidential Minutes of the meeting held on 4 October 2017 were approved and signed accordingly.

4. Matters Arising, not covered in the agenda

a) Parking concerns (5a)

This was carried forward.

b) Check with RB re Marketing/PR professionals (5b)

Claire Graham reported that Rosanna Browning had contacted Emma Butler, as suggested by Lorraine Perry. Rosanna Browning was looking at various marketing strategies including a banner on the main road and flyers to be placed at the leisure centre.

It was suggested that flyers were given to local estate agencies and the marketing office for the new housing development. It was also noted that the School had received good press coverage and contact would continue to be made with the press for future events.

Using Emma Butler would be considered, taking into account the costs this may incur.

With the deadline for applications for 2018 admission closing mid January it was agreed to use the current flyers in the short term.

It was also noted that the School was still not as obvious as expected in the village and more signs should be added to the fence to advertise its presence.

c) Submit Report of Maths Visit (5e)

Ali Mack would liaise with Laura Leeming and produce the report.

d) Finalise Annual Statement (5f)

Andy Houchin reported that this needed to be revised and then agreed.

e) Review Scheme of Delegation/Approve Scheme of Delegation by email (8)

Julia Dowdeswell reported that she had reviewed the Scheme of Delegation and recommended its approval with no changes. It would need to be dated 2017-18.

Governors were also reminded to check the responsibilities and accountability and include on Committee agendas as necessary.

f) Consider roles (9)

Steve Bogg would be joining the Teaching and Learning Committee.

Andy Houchin would allocate other roles; bearing in mind that both Murray Paul and Zoe Garbutt were no longer Governors.

g) Drop-in Mornings for Parents and the Community (10c)

Claire Graham reported that the first Drop-in would be held on 27 February at 9am with the discussion subjects of PE and Positive Play. As many Governors as possible would try to attend.

h) Consider Training Requirements

This was related to 4f above.

Confidential Minutes

i) Contact David Beacom (14)

This was outstanding.

5. Head Teacher's Report including SDP

The Report had been available in advance of the meeting

Claire Graham updated Governors

Confidential item

The play equipment had been closed on the advice of ROSPA. Further work to this area may be possible in the future. There had been very little comment by parents.

It was agreed that the CASP (Challenge and Support Partner) and School Business Manager should have access to the Dropbox folders. Where necessary items would be password protected and access limited as appropriate.

Toni Holness explained, in response to a question, about the use of bumbags and the implementation of the Golden Rules, listed below.

Be kind, helpful and polite

Be fair, honest and truthful

Work hard and use your time well

Listen to people

Look after property

Be gentle and help everyone stay safe

The bumbags were being used widely by MDSAs, the Sports coaches and music teachers.

Governors welcomed the introduction of Parentmail. Governors who were not parents would be added to the distribution list.

Claire Graham was thanked for her comprehensive report.

6. Safeguarding

Joyce White reported that the new Child Protection Policy had been written. Governors were given a copy. They were also given a copy of the Keeping Children Safe in Education document. The Policy cross references all other related policies and is constantly updated as necessary.

The Safeguarding Audit had been undertaken and an Action Plan developed; of the seven actions, five had already been completed.

Governors were asked to give consideration to the following OFSTED question:

Explain how safeguarding is made a priority within the school giving examples of how it permeates the work and life of the school

Joyce White informed Governors that: Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm.

Items suggested:

Everyone who works in the school is DBS checked to make sure they are suitable to work with children

Safer recruitment procedures are followed

All visiting staff and volunteers are checked

Certificates and evidence of training are kept

Every visitor must sign in and wear a badge

We have staff trained in paediatric first aid and in mental health first aid

All fire-fighting equipment is checked regularly

There is a fire drill each term

The school shares safety advice and information with parents and carers
Everyone who works at the school has CP training
The school is kept secure with gate and doors locked
There is a school governor who checks the school does what it needs to keep everyone safe
The school has policies and procedures for Safeguarding which are kept up to date
There is a child friendly anti-bullying policy
There is an assessment before the children take part in 'risky' activities
The school teaches children how to keep themselves safe by teaching road safety, bikeability, swimming
How to keep safe on a computer, E-safety
Y6 learn to be safe citizens
The children learn how to keep their bodies safe.
Year R have buddies who help keep them safe.
There are procedures in place for 'children missing from education'
Staff are trained to be aware of possible radicalisation and in the Prevent Strategy
Staff have had training in identifying the possibility and signs of Female Genital Mutilation
Eating well
Hygiene
Food delivery and allergies
Photos of pupils with medical needs; new staff are informed when new pupils join the School
Supervision at break time and accessing the bus
Records of who is taking a pupil home
Visitor information is shown on arrival including which toilets to use
Health and Safety – walks; PE; in the classroom eg swinging on a chair
Safeguarding is on all FGB agendas and staff meeting agendas
Testing of equipment as required eg PAT testing for electrical items
Pupils are allowed to take risks in a controlled way to learn about risk taking in
ELSA includes self esteem
Accident reports for School records and to parents
Parent helper information and briefings for trips
Use of high visibility jackets when out of school, if appropriate
Procedures for walking as a group

It was agreed that Safeguarding permeates the work and life of the School. It was recognised that this list needs reflecting upon and updating regularly.

Joyce White was thanked for leading this session.

7. Reports from Committees

a) Strategy and Finance Committee

The Minutes and Confidential Minutes of the Meeting held on 21 November were noted.

Andy Houchin highlighted:

The Budget situation; with a reduced surplus due to additional staffing costs.
Meetings had been attended about the new Formula Funding. Rosanna Browning would be making predictions for the five year forecast against pupil numbers; the optimum being 200-210. This would allow the Staff and Governors to be more aware of the future fiscal needs of the School.

b) Teaching and Learning

The Minutes of the meeting on 10 November were noted.

Julia Dowdeswell highlighted:

The work relating to Positive Play which was already benefitting pupils.
The SDP objectives had been considered.
The concerns raised in the previous parent survey were already being addressed.

c) Parent Forum

It was agreed that this was no longer in operation and would be removed from the agenda.

d) Staffing Working Party

The Minutes of the Meeting held on 16 November were noted.

Rosanna Browning was undertaking a comprehensive review of staff contracts.

Governors were invited to join with Staff for an informal session on 14 December at 12.15pm and to contribute mince pies.

8. Training

See Maters arising.

9. Monitoring and Visits

Rachelle Upton and Laura Leeming had undertaken a Health and Safety Walk with Rosanna Browning earlier in the day. There were no issues to report but there was a concern about the amount of litter.

Julia Dowdeswell had been involved in the book scrutiny for Maths.

10. Long Term Future of the School

Confidential Item

11. Policy Approval

The following policies were approved

Child Protection; Vaping; Vehicles Driving; Whistleblowing

The teaching and learning Committee recommended the approval of the Sex and Relationships Policy; names had been changed and updated. This was agreed.

12. Housekeeping Items, not covered in agenda

It was agreed that a survey should be undertaken in 2018, and not every two years as previously, to monitor the number of changes being implemented as a result of the 2017 survey. Lucy Brenk would liaise with Claire Graham with regards to the use of SurveyMonkey. The headteacher and senior leadership team would compose the questionnaire and seek support from the Teaching and Learning Committee if needed.

It was agreed that there should be an Equality Governor.

The Clerk reported that there were now two Co-opted vacancies. These should be appointments based on skills. Although there had been a large field for the Parent Governor vacancy it was not appropriate to appoint any additional parents; to enable the Governing Body to be objective. Ways to recruit Governors would be considered, including advertising in St George's newsletter which had proved effective previously.

13. Dates of Meetings 2017/18

Meetings would be held:

Thursday 1 February; Wednesday 28 March; Thursday 10 May; Thursday 28 June.

Committees were encouraged to set an annual calendar of meetings.

14. Any Other Business

Governors had contributed to a hamper for the Christmas Fayre and would run the stall.

Concerns were raised about the PE clothing and the availability of School and PE uniform items. This led to a robust discussion about how to ensure pupils were appropriately dressed for different aspects of PE and that they were not wearing fashion or logoed items.

The School was already looking into both these concerns and assured Governors that they would be diplomatic about addressing issues.

Andy Houchin thanked Miri Keen for her work as a Governor and impact with the School, as she prepared to move to a new benefice in South Oxfordshire in January. She in turn thanked everyone for their support during her time as Vicar of St Georges and invited everyone to join her on 14 January at 2.30pm for a walk and refreshments.

15. Staffing Issues

There were no confidential issues

The meeting closed at 9.35pm