

West Tytherley Primary School

Minutes of Full Governing Body Meeting 16 January 2018

16 January 2018
West Tytherley Primary School
6.02 – 8.04 pm

Present	Emma East (EE) (Chair)	Mike Warren (Headteacher) (MW)
	Mark Parrott (MP)	Edd Dunkin (ED)
	David Sherlock (DS)	Angela Moore (AM)
In attendance	Jane Parker (LA Clerk)	Nicola French (Assoc Member) (NF) joined 6.10 pm
Apologies	Carly Moseley (CM)	James Pitkin (JP)
	Karen Walker (KW)	Jessie Newitt (JN)
Absent	None	

Red denotes challenge and questions

Green denotes support and comment

Blue denotes actions

Italics denotes decisions

1	Welcome, and apologies		
	EE welcomed everyone to the meeting. Liz Dowding has resigned as governor so there are now two co-opted governor vacancies. EE will discuss with LD the possibility of LD being an Associate Member. Apologies were received and accepted from Carly Moseley, James Pitkin, Karen Walker and Jessie Newitt. The meeting was quorate with 6/10 governors (quorum is 50% of the 10 governors in post).		
2	Conflicts of Interest and Pecuniary interests		
	No interests were declared.		
3	Minutes of previous meeting 27 November 2017		
	The minutes were approved subject to the following correction, signed by the Chair and passed to MW to file in the school folder: Action 2 of Item 4 should read quotes are being obtained, not quote have been obtained.		
4	Update on actions arising		
	6:10 NF joined the meeting.		
	1	Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close). 16 January update: MW will liaise with ED regarding the appropriate wording.	MW / ED
	2	Development of IT 16 January update: The wish list is being followed up by F&S. Quotes are being obtained. As this matter is in hand it was closed as an action.	Closed
	3	Donation Strategy 16 January update: See Agenda item	

	<p>8 Governor Vacancies: 27 November update - Current actions are (other actions having been completed):</p> <ul style="list-style-type: none"> • ID and Enhanced DBS checks are in hand for new governors • Co-opted vacancy JN to put an article into the next Community Newsletter. The skills / experience required of any applicants was discussed and it was agreed that the main requirement is that they should be interested in the school and be keen and enthusiastic in participating in the work of a governor. Ongoing. <p>9 List of 2017/18 Offsite Visits 16 January update: MW continues to work with staff, which includes new staff, on a schedule of school visits. Currently this is likely to be brought to governors termly but with a view to creating an annual plan, although the school will take advantage of any one-off opportunities that may arise.</p> <p>10 Staff Feedback: 16 January update: MP will create a questionnaire for staff to complete with responses to go to Headteachers PM Panel as part of the HT PN Review process.</p> <p>15 Website governor profiles 16 January update: All photos are on the website, DS and AM to write brief profiles to be added – these should be emailed to JN.</p> <p>16 It was agreed that a working party will meet to consider how the Governors Section of the SIP should be populated, and to discuss the strategic vision for the school and report to the next FGB. 16 January update: Following meeting a date will be agreed.</p> <p>17 The Pay Committee to be confirmed at the next meeting as LD and DS not in attendance.</p> <p>18 MP, ED will meet with Kim Furness, Office Administrator, in February to prepare the SFVS for discussion and review at the F&S meeting on 6 March in order to recommend approval to the 14 March FGB meeting.</p>	<p>JN</p> <p>MW</p> <p>MP</p> <p>DS / AM / JN</p> <p>SIP Working party</p> <p>Agenda</p> <p>MP, ED</p>	
<p>5</p>	<p>Headteacher's Report (Verbal)</p>		
	<p>There are 66 children on roll which is a reduction of 2 since the report at the last meeting. This is due to one child moving out of the area and one now being home tutored (MW gave brief background information relating to the latter.)</p> <p>The main round of applications for September 2018 Year R admissions closed 15 January and early indications are that there are 6 children with West Tytherley as first choice, 3 as second choice and 3 as third choice. Any applications from Wiltshire are not yet</p>		

known as their admissions closing date is later. There will be further updates in March and final numbers will be known on 8 April.

A governor commented that whilst there is some positivity in these numbers it is also disappointing that they are not higher.

MW agreed but a lot of work and focus had been put in in marketing the school. It is difficult to know at this time how many of the 2nd choice options will convert.

Q. What number of incoming pupils in September was the budget forecast based on?

A. This was based on pupil numbers of 67 which assumes an incoming number of 10 pupils each year. A governor was able to confirm from a copy of the budget that the 2018/19 budget was based on 70 children on roll. MW added that numbers do get affected by in year turbulence.

Q. Are fluctuations in birth rate taken into account?

A. The figure of 70 takes into account HCC predictions in birth rate fluctuations.

Q. Can anything be done to encourage those that have put the school as 2nd option to send their child to West Tytherley?

A. The school will be keeping in touch with those parents and giving them dates of events that are scheduled to keep them mindful of what the school can offer.

MW confirmed that the school does have a marketing plan which it reviews and works to each year.

A governor suggested that potential families be invited to the school Sports Day and MW agreed that was a good suggestions.

The Breakfast club staffing vacancy has been filled, and whilst some of the lunchtime vacancies have been filled there are still 3 days to be filled which staff are voluntarily currently covering.

The NQT has successfully completed their first term at the school.

Support is currently being provided for a Year R child with special educational needs (SEN). It is hoped that the impact of this support this will provide enough evidence for an application for an Education Health & Care Plan (EHCP.)

The Leadership & Learning Partner (LLP) will be visiting the school on Thursday 15 March. During the afternoon they will meet with the Chair / Vice Chair of governors when the LLP gives feedback from their visit to the Senior Leadership and will give an indication of what HCC support they feel is required from HCC. The visit will include looking at the monitoring, children's books, completing a learning walk, and look at data.

MW explained that there are some families who will make the decision to take their children out of school for family holidays even though the absence is unauthorised. The attendance of those children does not, however, mostly fall below the required percentage for a penalty notice.

	<p>Q. Have these absences affected the childrens' education?</p> <p>A. No, the children are well supported by parents, although it can be disruptive for the teaching staff in managing that absence.</p> <p>Q. Does it affect the school's data?</p> <p>A. Yes it does.</p> <p>A governor commented that the school needed to be mindful that if the education wasn't impacted in any large degree the school needed to be mindful not to alienate parents by actions that are unnecessary.</p> <p>The staff governor added that warnings are given to parents and the matter would be addressed if absences did start to have an effect on children's education.</p> <p>There have been no fixed term exclusions and no incidents of bullying.</p> <p>An incident occurred which, although no child came to any harm, has made the school review some it's practices and after discussion with staff some of the procedures have been tightened up. MW will discuss the incident in more detail with the Safeguarding governor MW. The incident was reported to County who felt that whilst it was of concern it was not serious and suggested the review of procedures.</p> <p>A fire drill will be held soon.</p> <p>MW is still following up on some work replacing some tiles that should have been carried out in November.</p> <p>The library system is being reviewed and a new computer being purchased. The cost of this will be covered by the PTA.</p> <p>A donation of 6 laptops have been received by a company and these will be linked into the school network.</p> <p>A purchase of 26 laptops is planned which will cost in the region of £18,000 (MW is getting quotes) of which £4,000 will come from the devolved capital account, and the school will be seeking funding for the difference.</p>	
6	<p>Staff Structure 2018/19</p>	
	<p>A proposed staff structure was distributed at the meeting. For Oak, Willow and Beech classes each teacher is supported by a Teaching Assistant (TA.) The hours of these TAs vary as some of them have additional roles such as Emotional Literacy Support Assistant (ELSA) or supporting Early Years. There is a member of Staff who is in school for two days, one of which is in a SENCO role and the other is in a teaching capacity mentoring and covering classes. There will be a review for next year of whether the second day is efficient deployment of her skill set. This will explored further with the Finance & Staffing Committee.</p> <p>There is an additional Teaching Assistant with a part time fixed term contract which is due to end in August 2018. The same member of staff is a lunchtime supervisor. If the EHCP previously mentioned is granted then that funding might be used to continue that TA post.</p>	

	<p>Governors further questioned about TA support in one of the classes. They were assured that the teacher has sufficient support and deployment of the TA in class as well as providing support to children out of the class was being reviewed.</p> <p>Governors questioned why interventions were being done outside of class. It was explained that sometimes this was managed best in that way and that such interventions out of class were for a short time and were rotated so that the child was not always missing the same topics. Whenever possible during that time the class would be working on something that the child receiving the intervention would struggle to access and was therefore not missing out. As core subjects are taught in the mornings, interventions are timed, wherever possible, to be in the afternoons.</p> <p>Q. Does the staff structure have any resilience for any periods of staff absence?</p> <p>A. Once the actual pupil numbers for 2018/19 are known the staffing will be discussed further with F&S Committee.</p> <p>There was a discussion on the use of SEN Support Agreement (SENSA) funding available.</p>	
7	Update on School Improvement Plan, Monitoring and Evaluation	
	<p>The School Improvement Plan for 2017-19 was distributed to governors at the meeting and will be added to the SES / SIP folder on Dropbox.</p> <p>MW referred governors to page 3 which reflected the ongoing embedding of practices. Progress against the various improvement points is indicated by a column indicating whether an item had not started (may not yet be scheduled to start), has begun, is delayed (reasons for delay may be slower than expected progress or that it now longer has the same priority status), is on track or has been completed. This will help governors to identify appropriate times for governor monitoring visits.</p> <p>As requested by governors the Plan now shows Success Criteria at the top of each priority. Under Priority 5, strengthening the effectiveness of the Governing Body, the working party will consider what should be populated under the 3 key improvement areas listed.</p> <p>Action: As suggested by a governor MW will add target dates against those items marked as not yet started or delayed.</p> <p>Action: At next meeting a schedule of governor visits linked to SIP to be agreed.</p> <p>Governors expressed their appreciation of the revised format of the Plan which has taken into account their comments.</p>	
8	P&S Committee – any matters arising from 4 December meeting	
	<p>The minutes had been made available to governors prior to the meeting. EE had received notes of matters to highlight from KW. Raise Online has now been replaced with Analysing School Performance (ASP). MW has been working on developing a target summary for each child Year 3 and above using the Fisher Family</p>	

	<p>Trust (FFT) data. There was a discussion on ensuring the needs of 'Able' children were met but that it was important that this should not mean that other children were labelled as not 'Able' so that their aspirations were not limited.</p> <p>JN had met with the school SENCO. A new Fisher Family Trust scheme to accelerate learning in reading and writing is being implemented for children with SEN. It is felt that needs are being met but need ongoing monitoring.</p> <p>There was a discussion on how the school meet children's mental wellbeing and that this is discussed at every staff meeting. MW plans to work with the School Council to ascertain their viewpoints which will be put onto the school website as appropriate.</p> <p>Action: New date for next P&S meeting to be arranged as the existing date clashes with school residential trip.</p>	
9	F&S Committee – Any matters arising from 9 January meeting	ED
	<p>The need for a Business Manager was discussed.</p> <p>The budget was reviewed and it was noted that the costs of residential courses was increasing although this was offset by the incoming payments.</p> <p>The donations strategy was discussed and will be covered in more detail under Item 10 of the meeting agenda.</p> <p>The committee was updated regarding staffing plans for next year (covered by MW's Headteacher's report to FGB.)</p> <p>Capital, IT and Canopy projects were discussed.</p> <p>The Charging & Remissions Policy and the Data Protection Policy were reviewed and approved. The Accessibility Plan which sits beside the Accessibility Policy is to be reviewed.</p>	
10	Update on the Donations Strategy	NF
	<p>It has been established that the Benifis Scheme provided by Lockerley United church can be used to enable gift aid to be collected on any donations which would increase the benefit to the school. The scheme has said that they have sufficient cash flow that they will be able to pay the school the gift aid immediately without waiting for it to be paid to them. There are two ways that donations can be made: one off donations, and regular subscriptions.</p> <p>One-off donations can be made with immediate effect.</p> <p>Regular subscriptions require a direct debit form to be created and the Diocese is being approached for packs which will be sent out to those who have expressed interest in such subscriptions, so this is likely to be available from March.</p> <p>Letters have been drafted for each of the above types of payment. Governors need to think of the best way to get this out into the wider community. NF plans to talk to local businesses to see what donations might be available.</p> <p>NF was thanked for her work on this.</p>	

11	Policies for review	
11a	<p>Child Protection Policy</p> <p>HCC update their template policy each year and MW suggests that their policy is adopted with the necessary school personalisation which includes adding the named school staff to various role mentioned within the policy.</p> <p>Q. Should this policy make more reference to Female Genital Mutilation (FGM) or the Prevent Strategy?</p> <p>A. After discussion it was agreed that as these matters were covered within the Safeguarding Policy the Child Protection Policy need only reference the Safeguarding Policy for those items.</p> <p>Action: MW will email EE the Safeguarding Policy to confirm the wording on FGM and the Prevent Strategy contained in that policy.</p> <p>Action: MW to cross reference the Safeguarding Policy in the Child Protection Policy with regard to FGM and the Prevent Strategy.</p> <p>KW is booked onto a Safeguarding training course.</p> <p><i>The Policy was unanimously approved subject the above change.</i></p>	
11b	<p>Freedom of Information Policy</p> <p>This is unchanged from the HCC template.</p> <p><i>The Policy was unanimously approved and signed by the Chair.</i></p>	
11c	<p>Policy Review Scheduled</p> <p>The Policy Review Schedule summary had been reviewed by EE and MW in terms of review periods and delegation to committees where allowable, and made the summary available to governors prior to the meeting. CM and MW have reviewed the Policy section of the website. Where appropriate and allowable the review period has been lengthened.</p> <p><i>Governors agreed for review periods to be 3 years wherever possible and approved the proposed delegation of policies to committee as shown in the schedule summary.</i></p> <p>A governor praised the work that had been done.</p>	
12	Governor Matters	
12a	<p>Confirm Headteachers Performance Management Committee and the Pay Committee.</p> <p>A review was needed following the resignation of KH, and as not all governors proposed for these were at the last meeting.</p> <p><i>The Headteacher Performance Management Panel was confirmed as MP, JP and CM.</i></p> <p><i>The Pay Committee was confirmed as KN, ED and DS.</i></p> <p><i>Any Pay Appeal Committee would consist of the HTPM Panel and MP.</i></p>	

	<p>Action: A meeting is to be arranged for the HTPM to report to the Pay Committee and for the Pay Committee to receive a report from the Headteacher regarding the staff Performance Management process.</p>	
11b	<p>Update on governor vacancies</p> <p>Following publication of the co-opted vacancy created by the resignation of KH, an application has been received from Mrs Kirsten Garnet.</p> <p>The Clerk noted that the application for the co-opted vacancy was a parent at the school and reminded governors of the need for a balanced make-up of governors on the governing body. This was acknowledged. It was noted that KH had the previous holder of the post had been a governor at the school, and agreed that the governing body would need to appoint to the vacancy created by the resignation of LD someone who was not a parent at the school.</p> <p>The Clerk read out the reasons for the application and the experience and skills that were given relevant to the post. EE had spoken to Kirsten Garnet to discuss the vacancy and was satisfied that the applicant would be appropriate for the vacancy.</p> <p>Governors agreed that the applicant showed enthusiasm and a willingness to engage in the school, and understood the context of the school being a small rural school. The applicant has skills and experience in the areas of personnel, finance and data which would be useful to the governing body.</p> <p><i>Kirsten Garnet was unanimously elected as Co-opted governor with immediate effect.</i></p> <p>Action: EE will contact KG to inform her of her appointments and inform the Clerk who will send a welcome email with David Sherlock copied in. EE will assign a mentor to KG in due course. EE will attend the Whole Governing Body training next week.</p>	
11c	<p>Update on governor training.</p> <p>Governors were reminded of the Whole Governing Body training taking place next week.</p> <p>DS had attended Development and Training Governor training 23 November 2017.</p> <p>AM is to book her Induction course.</p>	
12	<p>Governor work planning</p>	
	<p>a) MP, ED and Kim Furness to meet February to prepare the SFVS for F&S meeting 6 March for approval to the 14 March FGB meeting.</p> <p>b) Governor Visits linked to SIP to be scheduled</p> <p>c) CM to write up report on review of Website with MW</p> <p>d) Policies to be reviewed for Spring 2: Single Equality Statement</p>	
13	<p>Any Other Business</p>	
	<p>There was no Other Business</p>	

	Date of next meeting: Wednesday 14 March at 6.00 pm	
Meeting ended 8.04 pm		

Signature of Chair:

Date:

Actions arising from this and previous meetings:

1	Admissions Policy – review of wording to include children in an area within West Dean (Hillside Close). 16 January update: MW will liaise with ED regarding the appropriate wording.	MW / ED
8	Governor Vacancies: 27 November update - Current actions are (other actions having been completed): <ul style="list-style-type: none"> • ID and Enhanced DBS checks are in hand for new governors • Co-opted vacancy JN to put an article into the next Community Newsletter. The skills / experience required of any applicants was discussed and it was agreed that the main requirement is that they should be interested in the school and be keen and enthusiastic in participating in the work of a governor. Ongoing. 	JN
9	List of 2017/18 Offsite Visits 16 January update: MW continues to work with staff, which includes new staff, on a schedule of school visits. Currently this is likely to be brought to governors termly but with a view to creating an annual plan, although the school will take advantage of any one-off opportunities that may arise.	MW
10	Staff Feedback: 16 January update: MP will create a questionnaire for staff to complete with responses to go to Headteachers PM Panel as part of the HT PN Review process.	MP
15	Website governor profiles 16 January update: All photos are on the website, DS and AM to write brief profiles to be added – these should be emailed to JN.	DS / AM / JN
16	SIP It was agreed that a working party will meet to consider how the Governors Section of the SIP should be populated, and to discuss the strategic vision for the school and report to the next FGB. 16 January update: Following meeting a date will be agreed. As suggested by a governor MW will added target dates against those items marked as not yet started or delayed. At next meeting a schedule of governor visits linked to SIP to be agreed.	SIP Working party
18	MP, ED will meet with Kim Furness, Office Administrator, in February to prepare the SFVS for discussion and review at the F&S meeting on 6 March in order to recommend approval to the 14 March FGB meeting.	MP, ED

19	New date for next P&S meeting to be arranged as the existing date clashes with school residential trip.	P&S
20	<p>Child Protection Policy</p> <p>MW will email EE the Safeguarding Policy to confirm the wording on FGM and the Prevent Strategy contained in that policy.</p> <p>MW to cross reference the Safeguarding Policy in the Child Protection Policy with regard to FGM and the Prevent Strategy.</p>	MW / EE
21	A meeting is to be arranged for the HTPM to report to the Pay Committee and for the Pay Committee to receive a report from the Headteacher regarding the staff Performance Management process.	HTPM / Pay Committee
22	EE will contact KG to inform her of her appointments and inform the Clerk who will send a welcome email with David Sherlock copied in. EE will assign a mentor to KG in due course. EE will attend the Whole Governing Body training next week.	EE /Clerk