



St John's Green Primary School.
Learn to Live, Live to Learn

Minutes of the Meeting of the Governors held at the School on
Tuesday 11th November 2014 at 6.15 p.m.

Membership: (Committee membership shown in brackets.)

Mr P Taylor	Co-opted (P&R)	Vacancy	Co-opted
Mr A Short	LA (Chair) (P&R, ECM)	Mr M Folkard	Parent (P&R)
Mrs A Fair	Co-opted (P&R)	Ms S Stubbings	Parent (ECM)
Vacancy	Staff	Mr L McIver	Parent (ECM)
Mr S Billings	Staff (Head) (P&R, ECM)	Ms N Roberts	Parent (ECM)
Mrs F Bullivant	Ex-officio	Mrs T Bourne	Ex-officio
Mr P Freeman	Clerk		

Present:

Mr P Taylor	Co-opted (P&R)	Mr A Short	LA (Chair) (P&R, ECM)
Ms S Stubbings	Parent (ECM)	Ms N Roberts	Parent
Mr S Billings	Staff (Head) (P&R, ECM)	Mrs A Fair	Co-opted (P&R)
Mrs T Bourne	Ex-officio	Mrs F Bullivant	Ex-officio
Mr P Freeman	Clerk		

1/11.14 Welcome

The Chair welcomed everyone to the meeting and explained that the Teacher/Governor Forum would take place for the first half hour of the meeting.

Teacher/Governor Forum:

- Teachers and governors to meet to discuss class and performance re: assessment period 1
 - Governors to feedback
 - Note any commonalities – questions that the FGB would like the PPF/ECM to take forward
- Mr Billings explained that this was part of the strategic thinking of the school/governing body and was holding the school to account.

Governors met members of staff from the year group with which they were linked. At the end of the meeting the following reports were given:

- Year 6: Mrs Bourne.
 - Only one child was on track for 5B and there may need to be a parallel expectation of 4B for pupils.
 - The progress in Key Stage 2 had to be judged on what the school was adding to each child.
 - It may be necessary to increase the level of expectation and it was noted that intervention strategies were already in place. However, the strategies may need to be tweaked.

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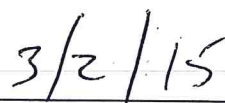
- There was a one point difference between boys and girls and one point between the pupils on free school meals and those who were not on free school meals.
- Year 5: Mrs Bullivant.
 - Boys were one point behind the girls in writing.
 - Girls were one point behind boys in Mathematics.
 - Intervention strategies were in place.
- Year 4: Mrs Stubbings.
 - A high percentage of pupils were on track.
 - A group of pupils had been taken out of class for extra work.
 - Boys had improved in reading and writing.
 - A group of pupils was withdrawn for extra work with the class teacher, rather than with a LSA or HLTA.
- Year 3: Mr Taylor.
 - He had looked at individuals in the Pupil Premium group.
 - There was a homework club for writing and for number recall.
 - There were concerns in reading, writing and Mathematics for a small group of children (mostly who qualified for the Pupil Premium). Although, one child had recently moved forward dramatically.
- Year 2: Mrs Roberts.
 - There was a marked difference in the current progress between the classes in Year 2.
 - A teacher would work with the children who qualified for the Pupil Premium while a HLTA took the class.
 - In one class the children who qualified the Pupil Premium were the highest achievers.
 - She was a little concerned that some of the Pupil Premium pupils may need additional support.
 - There were some challenges in the cohort, who had not gelled together as yet and were taking time to settle. (This is because the two Year 2 classes had come from three mixed year half classes from last academic year)
 - Both class teachers were planning to moderate their results to see which children were on target.
- Year 1: Mrs Fair.
 - 20% more of the children were on track (at 73%) to achieve the expected level.
 - The percentage of FSM/EVER children on target to reach the expected level of academic achievement in classes Circus and Eagles was 64% and 63% respectively.
 - 19 of the pupils qualified the Pupil Premium.
 - The main concern in one class was writing but the Mathematics was strong.
 - Booster sessions were taking place in 5 small groups to close the gap between these children and the remainder of the year group.
 - The emphasis was on speech and language and overall the year group was performing at a higher level academically than at this point last year.
 - There were regular phonics tests.
 - Two pupils with English as an additional language were having speech and language intervention.
 - There was concern was that it was difficult to contact some parents and these were mostly those of children who qualify for the Pupil Premium.
 - A small amount of homework, on letters, sounds and Mathematics, was regularly set.
- Reception: Mr Short.
 - There was a plan to increase the school's input to the pupils before they arrive in Foundation.

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- The Foundation teachers will work more closely with the St John's Green Pre-School. (N.B. The Pre-school is not part of St John's Green Primary School)
- It was felt that there was an increased need to support children with English as an additional language and the school will review the resources available.
- Plans were being prepared for the transition between Foundation Stage and Year 1 and for the use of the outside area.
- There will be a focus on understanding the world.
- There was a predominance of pupils on free school meals in one class.
- The school wished to encourage families to support their children more.

2/11.14 Apologies for Absence

Apologies were received and accepted from Mr Folkard and Mr McIver.

3/11.14 Membership

Name	Category	End of Term of Office	Attendance 2014/2015
Mr P Taylor	Co-opted	19 November 2016	1/1
Mrs A Fair	Co-opted	26 June 2016	1/1
Vacancy	Co-opted		N/A
Mr A Short	LA (Chair)	24 July 2014	0/1
Mr S Billings	Staff (Head)	N/A	1/1
Vacancy	Staff		N/A
Ms S Stubbings	Parent	10 March 2018	1/1
Ms N Roberts	Parent	10 March 2018	1/1
Mr M Folkard	Parent	7 December 2016	1/1
Mr L McIver	Parent	7 December 2016	0/1
Mrs T Bourne	Ex-officio		1/1
Mrs F Bullivant	Ex-officio		1/1

a. Vacancies: 1 x Co-opted Governor and 1 x Staff.

Mrs Roberts recommended Annette Whitwell, who was a parent, as a possible candidate for the Community Governor vacancy. She had worked in finance. It was agreed that the Chair should meet her. **Action: the Chair.**

b. Governance Statement.

This will be considered again later in the academic year.

4/11.14 Declaration of Business Interests.

None.

5/11.14 Notification of Any Other Urgent Business

None.

6/11.14 Minutes of Previous Meeting:

- 16th September 2014.

The minutes of the meeting on 16th September 2014 were agreed as a true record

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with the correction of 'stag' to 'snag' and the removal of FGB to approve on 16.09.14 from the virements.

7/11.14 Matters Arising.

None.

8/11.14 Chair's Action

None.

9/11.14. Welfare Reforms.

The following points were made in the report:

- One in five children were below the poverty line.
- The Pupil Premium action plan took the Welfare Reforms into account.
- 33% of children from the New Town area were below the child poverty line.
- It was suggested that a 'mend it' activity could be made available for those parents who were interested.

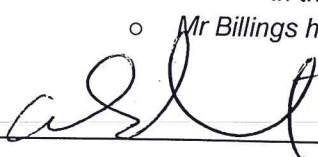
10/11.14 Governor Development:

- a. Link Governor Report:
Mrs Stubbings had registered with governor services as Link Governor and had nothing further to report.
- b. Governor training attended
None.
- c. Skills audit
The skills audit, collated by Mrs Phillips, was distributed to governors and it was agreed that it needed to be updated. It was agreed that the Clerk should email Mrs Stubbings the most recent skills audit material. **Action: the Clerk.**
- d. Clerk's Update.
 - The Clerk's Update had been circulated to governors.
 - In reference to the section on school websites Mrs Roberts suggested that there could be a need for a separate section for governors on the school's website but overall it looked good.
 - Mr Billings added that policies on the website were being updated and that the SATs information was also detailed there. The new prospectus will be on the website in the week following this meeting.
 - If governors see anything on the website that they wish to comment on, they should contact Mr Billings.
 - Mr Short agreed to review the governors' handbook. **Action: the Chair.**

11/11.14 School Expansion.

- Overview of snag list only/plans for future development of site:
In response to questions from governors Mr Billings made the following points:
 - Planting will take place in early December, with trees at the front of the school and a meadow was also to be sown.
 - There was a problem with the roof during heavy rain and water falls from it like a curtain over entrance doors.
 - The wrong finish of floor had been laid in the Foundation classrooms and as a result, rather than replace the flooring, the school had agreed to being provided with £1,000 worth of rugs that could be used to better enhance the curriculum.
 - The hall floor will be replaced, but this may not take place until the half term holiday in February 2015.
 - Other snags:
 - When the water fountain on the playground was used when the heating was on it gave warm water.
 - The tarmac on the Foundation Stage had already been patched in three places but they needed to be sealed.
 - Mr Billings had been asked to advise on the plans for a school on

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Severalls.

- The Foundation Stage area was being completed.
- BT had fitted a line from the telegraph pole to the external wall of the school. A second company was needed to take to through the wall and a third to complete the work. Once this had been done point to point would be in place. At the Abbey Field site it was possible to access files but not emails through a desktop. It was unanimously agreed that Mr Billings should write to BT to ask for compensation for these problems once the point to point was established. **Action: Mr Billings.**

12/11.14 Staff Structure Review

Mr Billings reported that some elements of the staff structure review had gone well and that he planned to rewrite the document for the next governors meeting. **Action: Mr Billings.**

There were 2 main elements to this:

1. Senior Leadership Team:

- The school needed to have a headteacher and a deputy head, since the deputy head was the only person who could be contractually required to take over in the absence of the headteacher.
- When Mr Billings was appointed as Headteacher the number on roll was 180 pupils (2002/2003). In September 2015 there would be 180 in the Foundation Stage and Year One and 150 in the Middle Phase.
- The structure review would look at having an Assistant Headteacher or equivalent (non-teaching) responsible for each phase in the school.

2. Finance.

- With the expansion of the school the budget will increase.
- The pupil progress meetings led to additional small orders.
- It might be necessary to set up a separate finance team of school business manager and a second person to support.
- The finance team would need to in a separate area away from the school office and would require accommodation for two people.

In response to questions from governors the following points were made:

- Human Resources would remain with the finance team.
- Human resources was peaks and troughs and there could be significant changes in teaching staff in the future.
- Governors needed to look at succession planning and must remember that no one was irreplaceable.
- If a person left a team that could lead to others following.
- The school encouraged members of staff to acquire greater experience and to move on.

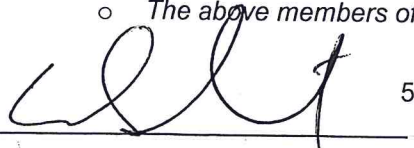
13/11.14 Head Teacher's Report

- Linked to the SDP.

In response to questions received before the meeting Mr Billings made the following points:

- The response to the questions required an input from a wider group of staff.
- The School Development Plan was driven by the school development priorities from the different phases of the school.
- Members of staff involved were from a wide group to increase ownership:
 - Mr Green- mathematics action plan.
 - Mr Bates - Writing action plan.
 - Ms Mitchell - Foundation Stage action plan.
 - Mrs Bourne - Pupil Premium action plan.
- The above members of staff were responsible for the writing of the action

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plans but they had been supported by teaching teams. As such it was the teams who should respond to the questions raised by the governing body.

- o *The questions and answers would become an appendix to the minutes.*
- It was agreed that Mr Billings and Mrs Bourne should divide the questions between the appropriate people to answer them. **Action: Mrs Bourne and Mr Billings.**

14/11.14 Personnel and Resources Matters:

- a. Personnel and Resource Committee:
 - Any questions.
 - None.
- b. Ratification of terms of reference.
The Terms of Reference of the Committee were ratified.
- c. Report on Pay Committee. See Confidential Minutes.

15/11.14 Every Child Matters:

- a. Every Child Matters Committee:
 - Any questions.
 - The meeting will take place on 27th November 2014.
- b. Ratification of terms of reference.
This was postponed until the next meeting.

16/11.14 Financial Matters:

- a. Approval of Virements.
None.
- b. Approval of Finance Regulations.
Governors noted that the Finance Regulations were reviewed annually and the following points were made in the discussion that followed:
 - The SBM services version had been adopted with certain changes which included the removal of sections that did not apply.
 - Mr Short and Mr Taylor had checked them and the Personnel and Resources Committee had considered them.
 - There had been changes to the levels of authority for spending on cards.
 - Signatures: there will always be two signatures - a member of the Senior Leadership Team and a member of the office staff.
- c. Approval of the Guidelines to the Finance and Personnel Duties of the school business manager.
This was postponed until the next meeting of the governors. **Action: the Clerk.**
- d. Approval of the School Private Fund Auditor.
David Kent was appointed as the auditor.

17/11.14 Health and Safety.

Mr Taylor will undertake the termly check on the Tuesday following this meeting. In future the Clerk has agreed to undertake these checks on behalf the governing body.

18/11.14 Policies.

The Pay and Recruitment Policies had been agreed at the Personnel and Resources Committee meeting and they were ratified by governors.

19/11.14 Any Other Business.

- a. Review of new system for submitting questions before the meeting.
It was agreed that the way the questions had been submitted before the meeting would become embedded in system for reviewing the School Development Plan. The School Development Plan would be updated prior to each meeting.
In response to a question from a governor Mr Billings explained:
 - *The assessment periods had been changed. The first assessment period would be of seven weeks and the remaining three of ten weeks. These would finish in June and for the remainder of the term the time would count as part of period one for the following year.*

b. Task Forces:

- Speech and Language - Mrs Bullivant will take the lead on this and Mrs Fair will be the link governor. This had arisen as a concern from Year 1.
- Very able children - Mrs Bourne will take the lead on this and Mrs Roberts will be the link governor.
- It was agreed that Mr Billings will discuss with Mrs Bourne and Mrs Bullivant how this development would work.

In response to a question from a governor it was noted that the reports on the meetings under the Teacher/Governor Forum had been minuted, therefore there was no need for separate written reports.

- c. The Chair encouraged governors to visit the school on other occasions than meetings and it was agreed that Mr Billings would ensure that teachers would invite link governors to the school.
- d. Governors will record visits and Mrs Stebbings will email them before governors' meeting for details of their visits.
- e. It was agreed that SEND would be a regular agenda item at the Every Child Matters Committee meetings.
- f. The minutes of the Every Child Matters Committee will be sent to all governors. **Action: Mrs Bourne.**
- g. Mr Billings will send the dates of staff meetings to governors. **Action: Mr Billings.**

20/11.14 What Have We Done to Advance the Education of the Children during this Meeting?

- The Teacher/Governor Forum.
- Task Force on speech and language and very able pupils.
- The Clerk had been agreed to complete health and safety checks on behalf the governing body.

21/11.14 To Note the Dates and Times of the Meetings in 2014/2015.

Tuesday 3rd February 2015

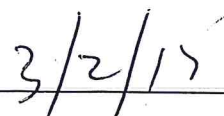
Tuesday 5th May 2015

Meeting closed at 8:17 p.m.

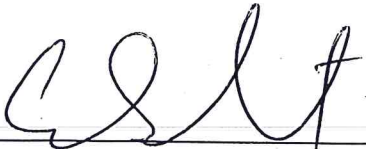
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**APPENDIX ONE:
ANSWERS TO THE QUESTIONS FROM
GOVERNORS.**

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