

Tutshill C of E School
Minutes of the G2 Governors meeting
Wednesday 9 December 2015 at 6pm

Chair of Governors: vacant
Clerk to Governors: Ms Cathy Linden

Present:

Miss Lane, Mrs Dursley, Mrs Cooper, Mrs Fryer, Dr Evans (Chair of Meeting), Ms Henderson, Mrs Gilchrist, Mrs Clarke, Dr Bowie, Revd Treharne

1. Opening prayer – Revd Treharne

2. Apologies for absence

Apologies received and accepted from Mr Foxall and Mr Riordan

3. Declaration of Interest

None were notified.

4. To agree items of Any Other Business previously notified

Zero Tolerance Statement was agreed for discussion under Item 6

5. Approve minutes of meeting from October 2015

Mrs Dursley's name was to be added as being in attendance and not under apologies. The minutes were then approved, proposed by Miss Lane and seconded by Mrs Gilchrist.

6. Matters arising from minutes (not covered by the agenda)

The Zero Tolerance Statement was now on display in the school foyer and the full policy 'Managing Violent and Abusive Visitors/Parents to Schools' has now been ratified by the Governors.

7. Governors Annual Report

Miss Lane circulated the draft version of the Governors Annual Report to the GB. The report highlighted the school's successes. Some changes were still to be made, e.g. highlight the Ofsted rating in bold, add the school logo but it was expected that the report be published on the website and circulated to parents early in the New Year. Thanks were given to Mr Foxall for his work on the report. A governor asked if parents had all the relevant information and another governor asked if the county and national averages could be added to the data as a comparison. Miss Lane agreed this can be included.

Action: Report to be finalised and circulated to GB first before it is issued to parents by Miss Lane.

8. Chair of Governing Body Vacancy

Jenny Leighton from GCC was still requesting that the FGB appoints a Chair and that it will need to stay as an agenda item until someone is appointed. It was suggested that a jobshare would work between 2 people but with a nominated chair named for each meeting, alternating between the two. **One governor asked if the two current vice-chairs speak as one, they confirmed they do and have worked successfully as a team in their current vice-chair positions.** Mrs Presley was to check with Governor Services if this was viable. There were also currently 2 Parent Governor and 2

Co-opted Governor Vacancies as per the Constitution. An advertisement was to be sent out with the Annual Report in the New Year. It was also agreed that the following Associate Governors be invited to join the following committees

Amy Fleet – Curriculum and Learning Committee

Colin Pears – Finance and Planning Committee

Ruth Rusling - Finance and Planning

Simon Huson – Curriculum and Learning Committee

John Ross Henderson - Curriculum and Learning Committee

Action – A letter of invitation be prepared, post governor vacancies on the school website, the Clerk to check re: Chair Job Share.

9. SIAS Inspection

Miss Lane circulated a copy of the recent SIAS Inspection report. The school had been rated as “outstanding” which was two bars higher than the previous inspection. Thanks was given to all staff, team leaders and specifically Mrs Howells as the lead teacher for RE. One recommendation was to provide a quiet prayer and reflection area within the school, this was to be thought through properly so that an effective space can be created for the children. A governor was pleased with the work that has been done to interrogate school and church life at Tutshill. Also how the children are allowed to express their opinions about God and their views openly whether they believe or not. A staff governor had received positive feedback from a range of parents, including non-religious families who value the link with the church. A governor said she was very pleased to see the feedback in the report about the children, they came out very positively. Miss Lane had received a congratulation letter from the Diocese.

Action – a reflection area in school needs to be created.

10. Sustainability Bid

Miss Lane reported on plans for a sustainability bid to convert the existing library into a multi functional “hub” space. The space could be used for a range of activities for the school and also be hired out to local community groups. The fund was administered by GCC and our bid matched the requirements of

- Fit for purpose
- Green
- Accessible
- Curriculum
- Community

The bids are due in January. The school would be required to provide a minimum of 10% of funding with the work carried out by already GCC approved tenders. The Governors asked if staff were aware of the plans and if they were happy with them, and if we had the sufficient 10% funding resources. Miss Lane said yes, they were with a few concerns regarding for example access to toilets etc being met and that the finances were available. The Governors were happy to support the bid in principle as it would need to be submitted before the next meeting. Miss Lane will keep the GB informed of the progress by email.

Action: Miss Lane to finalise and submit the Sustainability Bid to GCC

Mrs Cooper left at 7.20pm

11. Admissions

Concern was raised over cross border issues where families out of the Parish were given priority over those in due to the using the method of “how far the crow flies” when measuring the catchment area. One governor explained that families in the north of the parish or those in Sedbury / Beachley were not able

to access a Church of England School as families over the border in Chepstow were deemed as being closer. The vice-chair explained that school does not want to change the admissions policy but to change the boundary to increase the size to offer more Gloucestershire residences the opportunity to apply and have a chance to attend Tutshill School. It was proposed that a zonal catchment area be drawn up, giving priority to the parish first, then extending over the border into Chepstow. It was also acknowledged that having too restrictive a catchment could cause difficulty in filling the school with only children from within the Parish. The governors agreed that children from Monmouthshire are happy to be included in the admissions policy but not to the detriment of Gloucestershire families.

Action: Miss Lane and the Vice-Chairs to contact GCC regarding this matter.

12. Governing Body Code of Conduct

A link was circulated referring to the Governing Body Code of Conduct in The Governing Body Handbook. The 3 core functions of Commitment, Relationships and Confidentiality were already being met. Miss Lane will email a copy to the Governors who were asked to read it and it would be discussed at the next meeting. The Vice-Chair confirmed we don't need a specific policy relating to this as long as the GB have read its contents and adopt the guidelines.

Action: Governors to read the Code of Conduct.

13. Prevent Training

A free online course covering radicalisation was available and all Governors were encouraged to complete the training. Radicalisation was a Safeguarding issue. Mrs Gilchrist agreed to pilot the training and report back to the next meeting. Miss Lane requested more than one person completed the course and that it is noted by Ofsted. Mrs Clarke and Dr Evans were happy to complete the training if they were provided with the link.

Action: Radicalisation training to be completed.

14. SDP/Performance Data

There have been significant changes to the way children are assessed and how this data is reported. The system was now more narrative and focused on tracking particular children rather than just recording data. Work was still being done by the school on how best to present the information to parents and to show the children's development. Teachers felt the new system was more constructive and Miss Lane felt she knew the children better as a result of the narrative reports from staff. A Governor asked if there were really 30 narrative reports for each class and if the teachers felt they knew the children better. Miss Lane and the SLT were to discuss the issue of how to best monitor and present the information particularly over a period of several years to fully show how a child develops and the teacher governors reported that they had always known their class well. A governor asked when the data is presented to parents, Miss Lane explained after the first term in the parent consultations. A governor asked Miss Lane to provide the GB with a narrative about each year groups progress in the absence of data, this was agreed. A governor asked if individual children's progress could be lost in this data, Miss Lane and Mrs Fryer both reassured the governors that the class teachers each know their own children and ensure they are tracked and monitored and the staff governor confirmed the children are not effected by any of the above data reporting problems.

Action Miss Lane to develop this area with the SLT.

15. Safeguarding

Miss Lane reported that there had been two Independent Reviews of Looked After Children and one review of a child on the At Risk Register. There was also a safeguarding concern being monitored. A governor asked if this was an issue in school or at home, Miss Lane confirmed at home.

16. Parents views/communication

Three emails had been received from parents congratulating the school on its successful SIAMs report. A Governor reported that after a complaint had been received earlier in the term, no further action or contact had taken place in follow up.

17. Chairs comments & correspondence

None

18. Committee reports

Finance Committee

The following reports had been received and agreed by the Governors from the Finance and Planning Committee;

- Minutes of Meeting held 27th November
- CRF report which was circulated
- Statement of Internal Control (SIC)
- External Audit of unofficial funds
- Financial Terms of Reference
- Statement of Financial Roles and Responsibilities

These documents were all approved and signed off by Dr Evans.

Personnel Committee

The Managing Violent and Abusive Visitors/Parent to Schools' Policy has been received from Personnel Committee. Miss Lane had been granted a ½ days special leave due to bereavement, Mrs Fryer will cover Miss Lane's absence. The Caretaker had requested leave in term time and of taking leave from the next year. This was granted under "exceptional circumstances" as he was attending his daughter's wedding in New Zealand.

19. Any Other Business - Governor Disciplinary Hearing

Miss Lane reported that a child had been permanently excluded.

Date & Time of next meeting Tuesday 2 February 2016 at 4.30pm

Confidential Minutes - For distribution to Governors only

6. Matters arising from minutes (not covered by the agenda)

The Zero Tolerance Statement was now on display in the school foyer and the full policy 'Managing Violent and Abusive Visitors/Parent to Schools' has now been ratified by the Governors. Miss Lane reported that the relationship with one particular parent (detailed in the previous minutes) had now completely broken down, the parent was not following the correct complaints procedure and had declined the opportunity to discuss any issues with their child's class teacher. As the list of complaints and issues were now becoming vexatious and libellous the FGB agreed that Miss Lane should have no further direct contact with the parent. The Vice Chair suggested any future correspondence would come from the school office and legal advice from GCC would be sought on how to progress with the issue.

Action: JL to contact the Legal Dept of GCC.

19. Governor Disciplinary Hearing

Miss Lane reported that a child had been permanently excluded due to extreme behaviour on several occasions. The child's father had attended the hearing and was in agreement that the school was not the correct environment for the child. Miss Lane was to formally write to the Chief Executive of Monmouthshire County Council to express her and the parent's disappointment at their failure to support the child. The Panel agreed to fully support Miss Lane's decision.

Action: JL to write to the Chief Executive of Monmouthshire County Council.