**’Love One Another, Know Ourselves, Believe and Grow’**

Tutshill Church of England Primary School

FGB meeting

G2 meeting 29th November 2018

6:00pm – 8:05pm

|  |  |  |
| --- | --- | --- |
| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Marion Evans (ME) Vice Chair  Katharine Clarke (KC)  Vicar David Treharne (DT)  Karen Dursley (KD)  Alex Watson (AW)  Amanda Cooper (AC)  Lisa Hebborn (LB) | Natalie Fryer (NF)  Robin Riordan (RR) Chair  Surraya Rowe (SR)  James Bradbury (JB) |  |
| Also attending Karen Beard (KB) Clerk | | |

AGENDA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | **Item** | Time Required | Key Input From | Purpose/Comments |
| 1. **11/18** | **Opening prayer** | 5 mins | Chair |  |
| 1. **11/18** | **Welcome and Apologies** | 5 mins | Chair |  |
| 1. **11/18** | To agree items of Any Other Business previously notified | 5 mins | Chair |  |
| 1. **11/18** | **Approve minutes of last meeting** | 5 mins | Chair |  |
| 1. **11/18** | Matters arising from minutes | 15 mins | Chair |  |
| 1. **11/18** | Annual declaration of interest | 5 mins | Chair |  |
| 1. **11/18** | **Annual Gov Report** | 15 mins | Chair |  |
| 1. **11/18** | **Discussion surrounding change in meetings and an update of strengthening leadership course.** |  |  |  |
| 1. **11/18** | **Performance data Headlines/ Heads report** | 10 mins | HT |  |
| 1. **11/18** | **SDP** | 10 mins | HT |  |
| 1. **11/18** | **SEF** | 10 mins | Chair |  |
| 1. **11/18** | **Safeguarding** | 10 mins | Chair/ME |  |
| 1. **11/18** | **Headteacher’s performance** | 5 mins | Chair |  |
| 1. **11/18** | **Parents views/communication** | 5 mins | Chair |  |
| 1. **11/18** | **Staff survey** | 5 mins | Chair |  |
| 1. **11/18** | **Chair’s comments & correspondence** | 5 mins | Chair |  |
| 1. **11/18** | **Committee reports** | 15 mins | Committee Convenor |  |
| 1. **11/18** | **Any Other Business** | 5 mins | Chair |  |
| 1. **11/18** | **Date & Time of next meeting**  **G3 Thursday 10th January 2019 @ 16:30 G4 Thursday 14th March 2019 @ 18:00 G5 Wednesday 22nd May 2019 @ 16:30 G6 Thursday 18th July 2019 @ 16:30** | 5 mins | Chair | Clarify date of G5 meeting |

**MINUTES**

|  |  |  |
| --- | --- | --- |
| No | **Item** | **Action** |
| 1. **11/18** | **Opening prayer**  DT carried out the prayer to open the meeting |  |
| 1. **11/18** | **Welcome and Apologies**  RR, NF, SR and JB sent their apologies and these were accepted |  |
| 1. **11/18** | **To agree items of Any Other Business previously notified**  HT added GDPR |  |
| 1. **11/18** | **Approve minutes of last meeting**  Minutes accepted |  |
| 1. **11/18** | **Matters arising from minutes**  The Land transfer from a local resident is still ongoing. There is a property which must be sold in order for the transfer to go ahead.  The action list from G1 is complete and some comments added – see below |  |
| 1. **11/18** | **Annual declaration of interest**  KB will re-send the declaration of interest document, confidentiality form and Governor details form. Apologies to those of you who have completed them by hand but could all Govs complete all 3 forms electronically and return to KB. | KB/All Govs |
| 1. **11/18** | **Annual Gov Report**  HT would like input from Governors to produce the Annual Report, she will provide all the data but the current form of the report is quite lengthy and steeped in figures. The format and content of the annual report was discussed and all agreed that it needed some graphics. The School’s ethos and vision ought to be included. The document can be shortened to include 3 areas from SDP which parents showed greatest interest in and have 5 main sections, links to be included rather than replicate text from School’s website. |  |
|  | LH is happy to look at graphics for annual report, HT will discuss with RR, Govs agreed that they will have an input. ME will locate a template | LH/HT/All Govs/ME |
|  | HT will send an example of annual report to all govs for them to review and make comments | HT/All Govs |
|  | Proposal to change the format of the report – All Governors present agreed to this. |  |
| 1. **11/18** | **Discussion surrounding change in meetings and an update of strengthening leadership course.**  HT reported that a Strengthening Leadership Course for Heads/Chairs/Clerks had been attended and it was encouraging after talking with other Heads and Chairs, that Tutshill have a very strong and supportive Governing Board. HT thanked the Governors. As a result of this course, it became quite obvious that there were too many meetings being held and a lot of repetition within them. Therefore, HT proposed a reduction in subcommittee meetings as follows, 2x Personal Committee, 3 x Finance Committee and 3x Teaching and Learning Curriculum Committee, across an academic year. The meetings will be scheduled in terms 2, 4 and 6, but if there is a matter which requires attention, then extraordinary meetings can be arranged. The FGB meetings will remain at 6 plus an AGM. The Terms of Reference have been checked and there is nothing in them which stipulates the number of meetings held, just that they should be regular, with additional meetings if necessary. |  |
|  | Q.Can regular reports be provided in between meetings?  A. HT presented a document (available on E-schools under G2/attachments) the Governors can then raise questions regarding content in an email to HT which she will reply to, this can happen prior to the meetings. |  |
|  | Proposal to reduce the number of sub committee meetings during the School Academic Year – All Governors present agreed to this |  |
|  | A list of documents from the Leadership Training to implement some actions from after discussing these with RR   * Code of Conduct for Governors role description * Document for recording details of conversations via email/other * School’s website doc. * Planning a meeting doc. * Skills of Governors doc. |  |
|  | HT will photocopy/scan these documents and KB will load on to E-schools | HT/KB |
| 1. **11/18**   **21. contd** | **Performance data Headlines/ Heads report**  HT tabled paperwork, which is available on E-schools, FGB G2 attachments. HT reminded governors that this is a confidential document and is not shared on school’s website. It was noted that children thoroughly enjoyed working outside for “classroom” activities and gained a lot from it. The success and responsibilities of the role of Attendance Officer (AO) was discussed and an example given that a family with children at different Schools were facing a time of non-attendance if they were not able to get lifts to the Schools, the AO arranged transport for all the children and this meant that their attendance record was constant.  Attendance data document was circulated and is available on E-schools. The document tracking progress was tabled and is currently showing better than expected progress, which is pleasing, and noted that Yr3 SEND children are making a better rate of progress than the NON-SEND children and therefore “closing the gap”. There have been better than expected rates of progress and these are not forecast to continue. |  |
|  | Q. Is the School’s Council aware of the Board of Governors?  A. They are aware that they do have a voice with FGB.  Q. Are there noticeable changes in the children’s well-being?  A. There are a few children that the School is aware of, but it is very difficult to obtain information about them. It has been noticed that children show more anxiety, worry and just plain sad issues and are not able or lack the skill to boost themselves. |  |
| 1. **11/18** | **SDP**  An addition to the SDP, is the section on unifying KS1 and to ensure we get the best from the children and staff we are considering combining KS1 and KS2 – detailed on Page 8 of SDP.  Priorities are on track and the SDP will be presented to Governors at FGB during terms 2, 4 and 6. |  |
| 1. **11/18** | **SEF**  No SEF presented at this meeting because of the new format of HT report. There is no legal requirement to have a SEF in place but it is good practice. |  |
| 1. **11/18** | **Safeguarding**  No new issues or concerns have been raised. The ongoing cases have regular meetings with family and key workers. |  |
| 1. **11/18** | **Headteacher’s performance**  RR, ME and Jane Pritchard-Meaker met with HT to evaluate performance with the confidential targets and pay awarded suggested in line with pay policy.  The process was fair and supportive and this was agreed with Education Advisor Jane Pritchard-Meaker. |  |
| 1. **11/18** | **Parents views/communication**  Easy fundraising App is now at the total of £120 earnt for the School, this has been promoted to parents in a Newsletter and will be again. It is a very simple and straight forward way of earning money for the school by just shopping |  |
| 1. **11/18** | **Staff survey**  This year’s survey will be in the same format as last years, with the exception of changing the wording of a few of the questions to make them more understandable, this will enable a like for like comparison to be done. |  |
| 1. **11/18** | **Chair’s comments & correspondence**  None |  |
| 1. **11/18** | **Committee reports**  KC presented her report for the Teaching and Learning Curriculum Committee, the reports can be viewed on E-schools, FGB G2 attachments. During a School Walk About, the Governors were very impressed with the concentration and hard work by the children even though it was a dress down day for Children in Need. The classroom environment and the subject and equipment which the children were learning and using was discussed in the meeting. KC had attended a Maths inset day and was impressed with the staff participation and enjoyment. It was clear that the learning content of lessons in school is fun and aimed at an appropriate level for the children. |  |
|  | It would be good to share the experience of the inset day with parents | HT? |
|  | ME read out details of the Personnel Committee meeting, Policies have been updated. Update on Staffing and absences, staff development and health and well-being.  Finance Report was given by LH, in meeting discussed that JB had looked at the problem of persistent flooding in one area of the School and reiterated that the ineffective pitch and large area of the roof is causing the problem as the drainage is unable to deal with the runoff from two roofs. Section 106 and the new development of housing was discussed and the consequent funding being awarded to the School. The refurbishment of the school’s playground was discussed and how it could be funded without reducing the provision of activities for the children. HT said that it was unlikely that the School would be accepted for expansion; it may get a partial permission but this is not very satisfactory as it would lead to mixed year groups. The school will need to see what the money from Section 106 can be used for. To date there has been no criteria given. |  |
| 1. **11/18** | **Any Other Business**  GDPR – the cost of this was very high last year as we worked with GCC, the Audit took place on Tuesday 27th Nov 2018 and the School’s result was exemplary, the cost next year will be significantly less as there will be no need for set up work. |  |
| 1. **11/18** | **Date & Time of next meeting**  **G3 Thursday 10th January 2019 @ 16:30**  **G4 Thursday 14th March 2019 @ 18:00**  **G5 Wednesday 22nd May 2019 @ 16:30 - date confirmed** (ME will send apologies)  **G6 Thursday 18th July 2019 @ 16:30** |  |

|  |
| --- |
| Meeting Closed at 8:05pm  **Date of next meeting: Thursday 10th January 2019 @ 4:30pm** |
| Approved by Chair as being a true record of the meeting Date: |

Text Key:

|  |  |
| --- | --- |
|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |

Action List September 2018

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no** | **Action details** | **Person responsible** | **Update/Completed** |
| 5. 09/18 | KB to put a copy of last meeting (dated 18/07/18) in E-Schools folder for G1 it can then be moved once approval is minuted. | KB | This has been completed |
| 5. 09/18 | As there is no notification of files being saved in E-Schools KB to send an email initially | KB | This is being done for now |
| 8. 09/18 | We aren’t aware of other Schools results from Parent View, but something which can be looked into | HT | Govs want to gather ideas and see how the School is performing against others |
| 9. 09/18 | Look at graphics for the annual report | LH | See discussion held in G2 meeting at item 21. |

Action List from November 29th 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action no.** | **Item no.** | **Action Details** | **Person responsible** | **Update/Completed** |
| **1.** | **18. 11/18** | KB will re-send the declaration of interest document, confidentiality form and Governor details form. Apologies to those of you who have completed them by hand but could all Govs complete all 3 forms electronically and return to KB. | KB/AllGovs | Forms circulated to Govs 30/11/18 |
| **2.** | **19. 11/18** | LH is happy to look at graphics for annual report, HT will discuss with RR, Govs agreed that they will have an input. ME will locate a template | LH/HT/RR/ME |  |
| **3.** |  | HT will send an example of annual report to all govs for them to review and make comments | HT/All Govs |  |
| **4.** | **20. 11/18** | HT will photocopy/scan these documents and KB will load on to E-schools | HT/KB |  |
| **5.** | **29. 11/18** | It would be good to share the experience of the inset day with parents | HT? |  |