**Tutshill Church of England Primary School**

**FGB 1 meeting**

**G1 Monday, 30th September 2019 6.00pm – 7.50pm**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)Katharine Clarke Co-ChairMarion Evans Co- ChairVicar David TreharneLisa HebbornAmanda Cooper Alex Watson - lateAbigail RyderNatalie Fryer | James Bradbury | Surraya RoweSuzanne Moore Osley |
| Also attending Nina Williamson (Clerk) |

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| 1. **09/19**
 | **Opening Prayer**  | 5 mins | DT |  |
| 1. **09/19**
 | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| 1. **09/19**
 | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| 1. **09/19**
 | **Minutes of Last Meeting** | 5 mins | Chair |  |
| 1. **09/19**
 | **Matters Arising from Minutes** | 10 mins | Chair |  |
| 1. **09/19**
 | **Terms of reference and Standing Orders** | 5 mins | Chair | Any comments |
| 1. **09/19**
 | **School Development Plan** | 10 mins | HT | JL to talk through |
| 1. **09/19**
 | **Governor Profiles** | 5 mins | Chair |  |
| 1. **09/19**
 | **Governor visits** | 10 mins | Chair | Hand out governor visit forms and discuss |
| 1. **09/19**
 | **Attendance Policy** | 10 mins | Chair/HT | Has been sent to all. Initial deadline missed by most Govs and only had 2 respondents – 1 for each. A decision to be made tonight. |
| 1. **09/19**
 | **Signing to agree code of conduct** | 5 mins | Chair | All sign to say agree and read. HT has sent out |
| 1. **09/19**
 | **Annual Report** | 15 mins | Chair | How will it look this year? Governors responsibility |
| 1. **09/19**
 | **Strategic Direction – monitoring that will support** | 10 mins | Chair/JB |  |
| 1. **09/19**
 | **AOB** | 10 mins | Chair |  |
| 1. **09/19**
 | **Dates and times of next meetings:****FGB 2, Monday 18th November 2019 4.30pm – 6.30pm****FGB 3, Monday 13th January 2020 6.00pm – 8.00pm****FGB 4, Monday, 16th March 2020 4.30pm – 6.30pm****FGB 5, Monday 18th May 2020 6.00pm – 8.00pm****FGB 6, Monday 6th July 2020 4.30pm – 6.30pm** | 5 mins | Chair |  |

**MINUTES**

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| **Item no** | Subject | Action |
| 1. **09/19**
 | **Opening Prayer** Vicar David Treharne took the opening prayer. |  |
| 1. **09/19**
 | **Welcome and Apologies for Absence**No apologies received for absence. |  |
| 1. **09/19**
 | **To agree items of Any Other Business previously notified**HT notified some standing items were missing from the agenda. Safeguarding would be discussed under point 14 AOB. Declarations of interest to be discussed now. No declarations of interest were received. |  |
| 1. **09/19**
 | **Minutes of Last Meeting**Amendments needed to some wording in AGM minutes.A Governor asked if G6 minutes had been approved. HT said minutes had been approved and asked if they should be resent. Governors agreed they should be resent to all. | Clerk to amend AGM minutes as raised in G1 and resend to all.Clerk to upload G6 minutes to eSchools and resend to all. |
| 1. **09/19**
 | **Matters Arising from Minutes**A Governor asked about the protocol of identifying Governors in the minutes by use of initials.HT replied that as long as challenge is shown there is no need to identify who asked the question. Following discussion it was agreed that minutes would not identify which Governors had raised questions, particularly as more than one Governor may have wanted to ask the question. | Clerk to amend AGM minutes as raised in G1 and resend to all. |
| 1. **09/19**
 | **Terms of Reference and Standing Orders**Paper copies were distributed at AGM and asked for amendments to be made and returned to school office. None were returned. A Governor asked whether minutes were circulated to all committees as stated in the terms of reference. HT replied that minutes from committee meetings were brought the FGB meetings. A Governor asked whether the personnel committee liaise with GCC personnel team. HT said that the school purchases Human Resources through Schools Advisory Service. It was agreed that the terms of reference policy would be personalised to the school and recirculated for all.A Governor queried whether the minutes of meetings are still posted at school as stated in the Standing Orders Policy. The HT replied that minutes were now posted online. It was decided that the Standing Orders Policy would be amended to reflect the updates noted in the meeting and recirculated. | Head to amend policy and pass to clerk for updating.Head to amend Standing Orders Policy and pass to clerk for updating. |
| 1. **09/19**
 | **School Development Plan**HT had sent out 19/20 SDP based on the SEF from last year. The SDP has been kept to 4 priorities which are beneficial to the whole school. Although, the SDP lists only 4 priorities these are supported further by Senior Leadership Team and Subject Lead plans. Actions from previous years have been changed and there is an emphasis on the strong links with Governors.6.35pm – Alex Watson arrived.HT advised Governors to become more active when SDP is presented so that there is greater understanding and direction of links. Governors agreed that there should be greater understanding of how the SDP sits within Strategic Direction. HT said that this would link to point 13 on agenda of Strategic Direction and take this point together. A Governor commented that the SDP was much improved as shows which Governor is linked to which point. It was asked whether the disadvantaged Governor should be called this. The HT said that this was the term and the disadvantaged Governor should meet with the Pupil Premium lead to assist with monitoring. It was agreed that a meeting would be scheduled.A Governor asked what a Boxall Profile is. The HT explained that as part of the nurture provision, identification and assessment of need takes place. A Boxall Profile is completed which looks at the answers and scores and places these into a block where targets can be entered. Activities can then be linked to this.A Governor asked how often these assessment takes place and whether all children took the assessment. The HT replied that the profiles are completed twice a year as a minimum and only disadvantaged children take the assessment. The HT knows the children and if there was a need a child could take the assessment.A Governor asked if this was monitored through the Teaching & Learning (T&L) committee. HT said it monitored through Heads report with links to committees. The HT commented that there was no premises work plan in the SDP but premises issues are raised at the Finance & Premises (F&P) committee meetings and reported back through convenor at FGB meetings. Pupil Premium (PP) spend is also discussed in F&P meetings.A Governor asked whether the Human Resources (HR) committee should be equipped with the same knowledge and tools by linking HR to all committees. The possibility could arise that priorities may not be met due to staffing issues. The HT said each priority in the SDP could be fed back to the HR committee and the SDP should be a standing item on the HR committee meeting agendas as a monitoring check.  | Disadvantaged Governor to agree meeting time with PP lead.HT to amend standing items on HR committee agenda to include SDP. |
| 1. **09/19**
 | **Governor Profiles**It is not expected for staff to have profiles on Governors page on website but the rest of the Governors should have a pen portrait. One Governor had drafted a pen portrait. The HT had wanted them to be presented at the meeting so that experience and expertise could be shared and Governors could then be assigned to roles in SDP. It was agreed that a pen portrait with a target of 4 lines stating who you are, where you live, why you do it and any interest you have should be completed and brought to the next meeting. |  Governor to email pen portrait to clerk. All other Governors who have not completed pen portrait to bring to next meeting. |
| 1. **09/19**
 | **Governor Visits**The HT handed out the Governor visit forms and explained the guidance. An electronic copy will also be emailed to all. A Governor commented that the template could be adapted to suit the information gathered during the visit and read out the visit notes from the INSET day that was attended.  |  |
| 1. **09/19**
 | **Attendance Policy**HT had sent out attendance policy previously but only had 3 responses which was not enough to be able to make a decision. The proposal is to change in the way attendance is monitored as currently attendance is monitored 6 times a year which is too much with 2 different monitoring options to consider. The HT said the main difference is the way contact is made to parents from school when attendance reaches certain percentages.A Governor asked whether it was standard letters to parents. The HT said that each child is taken into consideration and letters would be adapted depending on circumstances. A Governor commented that parents do not like the letter that is currently sent out as it is too harsh.A Governor asked whether it was possible to combine both options as Governors preferred some aspects of option 1 and option 2. The HT said this is a possibility and would take policy to reword and send to all for approval.A Governor asked whether the rewards for individual children for 100% attendance could be looked at in the new policy as it seems unfair. The HT said that attendance is monitored through 100% certificates each term and 100% all year. Classes are given credit cards in assembly for 100% weekly attendance. Team colours with the highest attendance each term get to wear their team colours at the start of the next term.A Governor asked whether it was possible to look at the way team colours are celebrated and take into account points given out throughout the term to make it fairer for all and give all colours a chance of winning. The HT agreed this could be looked at. | HT to ask attendance officer to reword options in policy and resend. |
| 1. **09/19**
 | **Code of Conduct**The HT had sent out National Governors Association model code of conduct for all to read and agree to. All members present at the meeting signed the agreement. | Non attendees to sign at next meeting. |
| 1. **09/19**
 | **Annual Report**HT commented that last year’s report didn’t come together although separate elements were published from academic performance and financial probity. The HT asked whether it should be a whole report or separate sections. Previous reports are available on the website although the report had become rather long and some items were repeated. The Governors agreed it is nice to celebrate the school’s achievements.The decision was reached each committee would contribute to a section of the report:F&P committee – Financial probityT&L committee – Academic performanceHR committee – Wellbeing and SafeguardingThe HT said convenors at next committee meetings to set a time and date for annual report. A Governor raised a concern that there would not be enough time to gather the data which is not released until November. The HT said all other elements could be completed with data added separately. It was asked when the annual report is to go out. The aim is to publish in January so it does not lose relevance. |  |
| 1. **09/19**
 | **Strategic Direction** See item 7. |  |
| 1. **09/19**
 | **AOB**SafeguardingWork has started on the boundary wall from the field to the road to repair the large cracks. There are large holes in the fencing on the field and a lock is needed for the gate into the churchyard. HT is involved in two Team around the child meetings. HT is in contact with social services regarding support for two families. No children have been referred to social services.Two fixed period exclusions have been issued for persistent disruptive behaviour. A Governor asked whether these were for the same child. HT confirmed they were. It was asked whether exclusions are counted in attendance by Ofsted. HT said exclusions were looked at and they are always a last resort when all other options have been exhausted. A Governor asked what happened if the child repeated the behaviour that led to the exclusion. HT replied that permanent exclusion is final action and there must be plenty of evidence to support the decision. Permanent exclusion is not official until a panel holds a Governors Disciplinary Meeting to uphold or withdraw the decision.A Governor asked whether the HT gets support from external agencies. HT answered that lots of support is being received.The question was asked how long fixed term exclusions can be issued for. HT replied that a child can have up to 45 days in an academic year. A Governor asked whether a managed move transfers the problem to another school. The HT replied this is not the case as a fresh start by that point is needed as the relationship has already broken down. Tutshill School has three success stories from managed moves due to the carefully planned approach between schools. |  |

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| Meeting Closed at 19:50**Date and time of next meeting: Monday 18th November 2019 @16:30**  |
| Approved by Chair as being a true record of the meeting Signed………K H Clarke……………………………………………………..Print………………K H CLARKE……………………………………………….Date………18/11/2019……………………….. |

Text Key:

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