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

Tutshill Church of England Primary School

FGB meeting

G6 meeting 18th July 2018

6:00pm – 8:30pm

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

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose/Comments** |
| **87 – 07/18** | **Opening Prayer** | 5 mins | DT |  |
| **88 – 07/18** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **89 – 07/18** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **90 – 07/18** | **Minutes of Last Meeting** | 5 mins | Chair |  |
| **91 – 07/18** | **Matters Arising from Minutes** | 10 mins | Chair |  |
| **92- 07/18** | **Ofsted** | 15 mins | HT | Letter  Impact up on school  What next? |
| **93 – 07/18** | **Schools Priorities** | 15 mins | HT | SDP focus |
| **94 – 07/18** | **SEF** | 5 mins | HT | Share evaluation form ahead of meeting- for information. |
| **95 – 07/18** | **SATs** | 10 mins | HT | What is the data looking like- externals  Moderation |
| **96 – 07/18** | **Headteacher’s Report** | 15 mins | HT | Send ahead of meeting  Attendance |
| **97 – 07/18** | **Safeguarding** | 30 mins | MH 20 mins | MH to feedback from the meeting that was held on 6th July 2018  Updates within school- KCSIE changes highlighted |
| **98 – 07/18** | **Parents Views/Communication** | 5 mins | HT |  |
| **99 – 07/18** | **Chairs comments/correspondence** | 5 mins | Chair |  |
| **100 – 07/18** | **Committee reports** | 10 mins | Chair |  |
| **101 – 07/18** | **AOB** | 10 mins | Chair |  |
| **102 – 07/18** | **Dates of next meetings** | 5 mins | Chair |  |

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| Item no. | Action | | person | Completed/Update on status |
| 45 **-02/18** | KB to download relevant documents to ‘One Drive’, HT will forward them to KB. | | KB/HT | NW has set up the eSchools login for Govs.  All Govs to be sent passwords etc from NW |
| 45 **-02/18** | A working group meeting will be set for everyone to attend | | HT | I am still awaiting forms from 2 Govs. I have informed them that I will be setting up a meeting but unfortunately will not be able to give attention to their needs/ gaps. |
| 45 **-02/18** | All Governors to look at self-evaluation surveys and return to HT by 29th March 2018 | | All Governors | Re-sent to all Governors by KB  Not completed. |
|  | = Completed task |

Action List from 7th February 2018 G3 meeting

Actions from 21st May 2018 G5 meeting

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| **Item no:** | Action | | Responsible Person | Completed/Update on status |
| **75. 05/18** | Mrs Williamson (NW) will issue governors with a letter detailing log-in information and passwords for ESchools | | NW | See note on 45 - 02/18 above |
| **78. 05/18** | Miss Lane to forward the courses details to all the governors. | | HT | Completed |
| **78. 05/18** | Miss Lane to organise safeguarding posters for the children | | HT | AW completed and displayed on walls |
| **79. 05/18** | Miss Lane needs to update the school policy to reflect the DBS guidelines for new staff. Miss Lane to check the policy also reflects the governors changes in who completes what roles in relation to safeguarding | | HT | Done in September |
| **80. 05/18** | Miss Lane to copy the GDPR information/policies to all governors | | HT | Parents have received but still need to do for Govs |
| **84. 05/18** | Mrs Clarke asked for copies of the SDP | |  | Still to do |
|  | = Completed tasks |

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| **Item no** | Subject | Action |
| **87 – 07/18** | **Opening Prayer**  RR gave the opening prayer in DT’s absence |  |
| **88 – 07/18** | **Welcome and Apologies for Absence**  Apologies received and accepted from KD and NF  Absences noted DT and JB  NB Reminder that there will be an assembly next Wednesday in which KD’s retirement will be acknowledged. AC has been interviewed and offered, the role of SLT as Pupil Engagement and Experiences. |  |
| **89 – 07/18** | **To agree items of Any Other Business previously notified**  None to discuss but just a Point of Order:  SR’s DBS check lapsed due to 3 months consecutive absence from meetings. DBS has now been re-applied for and will be reinstated as Governor. For this meeting she is a parent observer. |  |
| **90 – 07/18** | **Minutes of Last Meeting**  Page 3 should read 5 years instead of 3 years.  All Governors agreed and accepted the minutes. |  |
| **91 – 07/18** | **Matters Arising from Minutes**  Actions list (SEE ABOVE) has been updated and completed action filled in green and will be removed for the next meeting. |  |
| **92- 07/18** | **Ofsted**  HT expressed her thanks to all Governors who participated and to all who attended the feedback session. HT circulated the Ofsted report and said that a letter had been sent to all parents notifying them of the result, to date no replies/comments or feedback has been received from parents. A discussion around the Ofsted ratings ensued with a suggestion of introducing a percentile as a better marker of performance. There have been comments from other professionals that the Ofsted Grading of Outstanding may be removed. There has been noticeable improvement within the school since the last inspection. The report makes reference to a loving and caring environment and that the children were all very well behaved. The items on the website which were picked up by the Inspector were updated before she had left. |  |
|  | Q. The school had previously achieved continuously good with some outstanding features, is this not the case now?  A. The school has been inspected against a different framework, each time the standards have risen.  HT said that she doesn’t know at this stage what the new Ofsted framework might be. |  |
|  | Governors passed on their thanks to all the teaching staff and to HT. HT returned the thanks for the all the help and support from the Governors.  There is a paragraph in this week’s local paper The Forest of Dean and Wye Valley Review regarding the Ofsted result. |  |
| **93 – 07/18** | **Schools Priorities**  The SDP outlines the priorities for the school; however, there is a need to add a priority of low and mid prior attainers. The school will track and monitor this group’s progress.  The full data analysis will be the responsibility of the T&LC Committee, but will of course be available to all on request. There will be a lot of information and therefore we will need to be mindful of setting realistic deadlines.  There are differences in the ways in which boys and girls learn and teaching styles will be adjusted to accommodate this by introducing an active and outdoor learning element. The approach will be available to both boys and girls.  The Attendance Policy has been reviewed and Mrs Cross has now taken on the role of Attendance Officer, with some key changes in dealing with lateness, arrival time and closing register times. Also, if the school has not received any response by parents for a child’s absence, then consideration will be given to involving the Police for a Welfare Check. This will be communicated to parents at the beginning of the term. |  |
| **94 – 07/18** | **SEF**  HT pre-sent this document to show the additions of low-mid attainers. The document is an evaluation to support the SDF. All agreed is was a positive read. |  |
| **95 – 07/18** | **SATs**  The results are pleasing with reading over national percentage and grammar slightly below national percentage. The focus will be on maths @74% against the national percentage of 76%. Thanks to s all staff for helping children achieve these scores. |  |
| **96 – 07/18** | **Headteacher’s Report**  HT had circulated report previously to meeting.  The discussions followed the academic achievements for Early Years Foundations Stage, Key Stage 1, Key Stage 2, highlights for Year 1 to 6 and Pupils’ Attendance. The report outlined the school’s priorities:  Priority 1:To close the gap in attainment between non-disadvantaged and disadvantaged children  Priority 2:To close the gap between boys’ and girls’ attainment  Priority 3: Children on the SEN register will make better rates of progress  Priority 4: Increase the rate at which the most-able pupils learn in reading in Key Stage 1  Priority 5: Improve the quality of teaching to outstanding.  Learning Environment, wellbeing, social development, financial value and community.  **All the subjects are outlined in full detail in the HT report (**which is available in the attachments folder for this meeting) |  |
| **97 – 07/18** | **Safeguarding**  MH read out her report which outlined the importance of training, safety recruitment and prevention. There is training available online to all. The audit was completed and discussed at the last meeting and the safeguarding committee should be reporting back to FGB at least three times a year. There will be more information during the inset day which Governors are welcome to attend. All can be aware of what can be accessed via websites, a Single Central Record from September will be in place to monitor DBS checks and keep children safe in education.  The next meeting for this committee is in September 2018. Ofsted recognised the progress made with Safeguarding. |  |
| **98 – 07/18** | **Parents Views/Communication**  No comments |  |
| **99 – 07/18** | **Chairs comments/correspondence**  No correspondence |  |
| **100 – 07/18** | **Committee reports**  RR presented a report from the Finance and Resources Committee, outlining the saving on photocopiers by reducing usage and challenging the billing amounts. When benchmarking against other similar schools, Tutshill is broadly more efficient although our teaching expenses are higher. In mitigation, our school’s results are also better. The Health and Safety audit was very thorough and the GCC Property audit highlighted that the blenders needed replacing to prevent possible legionella. There will be an increase in rental charges under the Lettings Policy. Although the Solicitors had promised to send the deeds for transfer of the playing field land, nothing has arrived to date. This ownership needs to be clarified in terms of what it means to the governing body and what the implications might be. |  |
|  | HT to send RR details if nothing has been received by solicitors regarding the deeds. | **HT/RR** |
|  | ME presented report for personnel committee. Welcomed LH for joining the committee, points of discussion in the last meeting were; Review Pay and Performance Policy, Children Safe in Education, Ofsted, How to Manage Happiness, Staff structure and Attendance.  KC presented report for T&L committee (available electronically in attachments folder for this meeting). She also presented a report on recent training, including useful information on running a pre-school within a primary school. (This is also available electronically in attachments folder for this meeting) |  |
| **101 – 07/18** | **AOB**  The LA will have to solve the issues around the drainage, after an independent Company confirmed the drains are blocked. |  |
| **102 – 07/18** | **Dates of next meetings**  **AGM meeting 5th September @ 4:30pm**  SR sends apologies  HT thanked the Governors for their continued support during this school year. |  |

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| Meeting Closed at 8:30pm  **Date of next meeting: AGM 5th September 2018 @ 4:30pm** |
| Signed by Chair as being a true record of the meeting Date: |

Text Key:

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