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

Tutshill Church of England Primary School

FGB meeting

G3 meeting 10th January 2019

4:30pm

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| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Marion Evans (ME) Vice Chair  Katharine Clarke (KC)  Surraya Rowe (SR)  Vicar David Treharne (DT)  James Bradbury (JB)  Natalie Fryer (NF)  Amanda Cooper (AC)  Lisa Hebborn (LB)  Abi Ryder……….(AR ) | Robin Riordan (RR) Chair |  |
| SR will be late joining the meeting  ME will Chair the meeting in RR absence | | |
| Also attending Karen Beard (KB) Clerk | | |

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| 1. **01/19** | **Opening Prayer** | 5 mins | DT |  |
| 1. **01/19** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| 1. **01/19** | **Declaration of Interest** | 2 mins | All |  |
| 1. **01/19** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| 1. **01/19** | **Minutes of Last Meeting** | 5 mins | Chair |  |
| 1. **01/19** | **Matters Arising from Minutes** | 10 mins | Chair |  |
| 1. **01/19** | **Annual Governors Reports** | 10 mins | Chair/HT | Update on where we are. Possibly spend time finalising wording? |
| 1. **01/19** | **School Improvement**  **SEF** | 10 mins | JL | Update on schools position |
| 1. **01/19** | **Ofsted** | 5 mins | JL | Local picture |
| 1. **01/19** | **Heads support to schools** | 10 | JL | Informing Govs of request to work with another school |
| 1. **01/19** | **Governors Visit** | 5 mins | All | Have Govs made arrangements to meet with staff?  Do we have an English link Gov? |
| 1. **01/19** | **Safeguarding** | 10 mins | ME/Chair/JL |  |
| 1. **01/19** | **Parents Views/Communication** | 5 mins | HT |  |
| 1. **01/19** | **Chairs comments/correspondence** | 5mins | Chair |  |
| 1. **01/19** | **Committee reports** | 10 mins | Chair |  |
| 1. **01/19** | **AOB** | 10 mins | Chair |  |
| 1. **01/19** | **Dates and Times of next meeting**  **G4 Thursday 14th March 2019 @ 18:00 G5 Wednesday 22nd May 2019 @ 16:30 G6 Thursday 18th July 2019 @ 16:30** | 5 mins | Chair |  |

**Agenda**

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| 1. **01/19** | **Opening Prayer**  Conducted by Revd. DT |  |
| 1. **01/19** | **Welcome and Apologies for Absence**  RR sent apologies and these were accepted.  SR also sent apologies and she will join the meeting later  Welcome to Abi Ryder who is a new Staff Governor |  |
| 1. **01/19** | **Declaration of Interest** None |  |
| 1. **01/19** | **To agree items of Any Other Business previously notified**  None put forward |  |
| 1. **01/19** | **Minutes of Last Meeting**  Accepted as an accurate record |  |
| 1. **01/19** | **Matters Arising from Minutes**  See below for updates on action list from 29/11/2018. All actions have been completed. The Govs will carry out their visits (see item 42) and there is a little more work to do with the completion of the annual report (see item 38) |  |
| 1. **01/19** | **Annual Governors Reports**  LH, KC and ME have prepared a draft for the annual report HT will add notes to the Achievements section on cover sheet and RR will add notes in Chair’s introduction section on cover sheet. A discussion took place with all Govs regarding layout and format of annual report. The School’s Vision and Values will be added to Heading on cover sheet |  |
|  | JB will look at STP on website (HT will send him a link) and he will feedback to HT | JB/HT |
| 1. **01/19** | **School Improvement**  **SEF**  HT had circulated the SEF via email earlier in the day and handed out a hard copy at the meeting. An observation on the comments regarding attendance was noted and HT explained that the figures was skewed by a pupil with medical requirements and absence was unavoidable and although she had explained this, the absenteeism was still required to be recorded. The School has focused in detail on attendance and there has been improvement in communication between parents and the School; now the parents are more likely to let the School know reasons for non-attendance which are not illness related. HT explained the process of absenteeism and how it is categorised as authorised or non-authorised. |  |
| **39. contd** | **Q.** At what stage do the parents receive letters  A. there are 4 percentage categories of attendance and some of the letters will also have a covering letter, e.g. when the child is absent due to an illness. HT also explained that the School would not be supportive if a child came into School who was at a contagious stage of an illness  Q. Who is the letter from which parents receive?  A. It is written by the School’s Attendance Officer |  |
|  | SIAMs visit is due at some point in the future. Staff will be attending some training.  Leadership and Management – HT has confirmed that she will be supporting St. White’s School (see item 41.)  The provision at Busy Bee Hive has been reviewed. To ensure that children fully understand what is being discussed, they will now follow this with role play and scenario-based learning.  The Safeguarding Audit is due to be submitted and HT will circulate a copy via email.  A new Data Package will have to be located as the existing SPTO package will be coming to and end in December 2019. The new package will be carefully selected so that no data will be lost and can either be archived or transferred across.  Early Years provision – The TA who assists NF has been asked to share her skills in this area, as she has proved to be an asset to the children’s progress. |  |
|  | SR arrived at this point |  |
| 1. **01/19** | **Ofsted**  A general update from HT to say that there have been quite a number of OFSTED inspections recently in the Forest area. The reports are available on website and HT has read through these to compare with the report for Tutshill. The School’s report shows that there are no major concerns and is very positive, something we all can be proud of.  The Academy at Offa’s Mead has had an inspection but no details are available at present, the assumption is that they may go through a period of change. HT expressed her frustration that although Offa’s Mead is part of “the family of schools local to us” it is part of an academy chain within which it may appear to be out on its own due to location. |  |
| 1. **01/19** | **Heads support to schools**  HT has been helping and supporting Parkend School, although the amount of contribution has now reduced. She has also been asked to at St. White’s School in Cinderford with a project for TA’s. This has commenced with input from our TA’s who are very positive. |  |
|  | HT will feedback progress on TA project with St. White’s to both the T&L Committee and at FGB | HT |
| 1. **01/19** | **Governors Visit**  The Govs all agreed that they needed to complete visits into the School. A discussion was held around how enjoyable the Christmas Production and Carol Service was and how confident the children were in their performances; this also provided the children to learn new skills. HT reminded the Govs that coming along to the Christmas events could be logged as a visit and to make sure that the Governors visit form is completed. |  |
|  | Q. Are the Play scripts written “in house” or bought in?  A. It’s a mixture, the initial script is bought but always needs heavily editing to make it suitable |  |
| 1. **01/19** | **Safeguarding**  The huge wooden play structure known as the Flying Calf has finally been removed from the playground.  There are several children involved with Care Reviews and PEP meetings, the children are in different classes but there are several in one class. The School does have a high number of Children in Care, CIC, and adopted. |  |
|  | Q. How could the School manage should there be too many children in one classroom requiring high input?  A. HT confirmed that there are several options for the School to consider ranging from asking for extra help in the classroom to extra funding; but each situation would be assessed individually. |  |
|  | The new “Working Together” arrangements will be published during April. Both RR and NW are attending recruitment training next week.  A request to look at the play tyres in the play area, as a notification slip is being received regularly for the same child to say that they have tripped/fallen over them and bumped their head. |  |
|  | JB and HT will look at the tyre area in play-ground and report back and also confirmed that when a child bumps their head a written communication will always be sent home. | JB/HT |
| 1. **01/19** | **Parents Views/Communication**  The After School Clubs are very successful but get booked up very quickly. The membership will be tightened up as some children have missed sessions. Parents have been notified that if children miss two consecutive sessions then they won’t be able to attend and the place will be offered to someone else on the waiting list. Also, those children who have been on the waiting list will get priority for the next term’s after school club sessions |  |
|  | Q. How does the booking system work?  A. HT confirmed that the times have now been altered so that bookings can be made outside of working hours e.g. Saturday mornings.  Q. Are the sessions free?  A. Yes, there is no charge for the session. |  |
| 1. **01/19** | **Chairs comments/correspondence** None |  |
| 1. **01/19** | **Committee reports** None as the committees meet next week |  |
| 1. **01/19** | **AOB**  How many children do we expect to have incoming in September; HT confirmed that the School will know more next week. |  |
| 1. **01/19** | **Dates and Times of next meeting**  **G4 Thursday 14th March 2019 @ 18:00**  **G5 Wednesday 22nd May 2019 @ 16:30**  **G6 Thursday 18th July 2019 @ 16:30** |  |

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| Meeting Closed at 6:15pm  **Date of next meeting: G4 Thursday 14th March 2019 @ 18:00** |
| Approved 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 |

Action List from November 29th 2018

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| **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/All Govs | Forms circulated to Govs 30/11/18. Reminder sent on 10/01/2019 just a few more to come in. |
| **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 | KC and LH have prepared a draft for annual report and included graphs. ME has produced a cover sheet highlighting head-lines. (see also item 38 on minutes for more detail) |
| **3.** |  | HT will send an example of annual report to all Govs for them to review and make comments | HT/All Govs | This has been circulated by HT |
| **4.** | **20. 11/18** | HT will photocopy/scan these documents and KB will load on to e-schools | HT/KB | HT has loaded the documents on to e-schools and sent confirmation email 04/12/2018 |
| **5.** | **29. 11/18** | It would be good to share the experience of the inset day with parents | HT | This will happen and a summary will be shared on School’s website (see item 42 on Govs visits) |

Action List from 10th January 2019 meeting

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| **Action no.** | **Item no.** | **Action Details** | **Person responsible** | **Update/Completed** |
| **1.** | **38. 01/19** | JB will look at STP on website (JL will send him a link) and he will feedback to HT | JB/HT |  |
| **2.** | **41. 01/19** | HT will feedback progress on TA project with St. White’s to both the T&L Committee and at FGB | HT |  |
| **3.** | **43. 01/19** | JB and HT will look at the tyre area in play-ground and report back | JB/HT |  |