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

Tutshill Church of England Primary School

FGB meeting

G4 meeting 14th March 2019

6:00pm - 8.00pm

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| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Robin Riordan (RR) Chair  Marion Evans (ME) Vice Chair  Katharine Clarke (KC)  Vicar David Treharne (DT)  James Bradbury (JB)  Amanda Cooper (AC)  Lisa Hebborn (LB)  Abi Ryder (AR)  Suzanne Osley (SO) | Surraya Rowe (SR)  Karen Beard (KB) Clerk |  |
| Also in attendance - Natalie Fryer (NF) took minutes for KB | | |

**Agenda**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose/Comments** |
| 1. **03/19** | **Opening Prayer** | 5 mins | DT |  |
| 1. **03/19** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| 1. **03/19** | **Declaration of Interests** | 2 mins | Chair |  |
| 1. **03/19** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| 1. **03/19** | **Minutes of Last Meeting** | 5 mins | Chair |  |
| 1. **03/19** | **Matters Arising from Minutes** | 10 mins | Chair |  |
| 1. **03/19** | **School Financial Value Standard (SFVS)** | 10 mins | Chair |  |
| 1. **03/19** | **Head Teacher Report** | 10 mins | HT |  |
| 1. **03/19** | **Attendance** |  |  | Looking at Ofsted objective and feedback on policy and procedure |
| 1. **03/19** | **SDP and SEF** | 10 mins | HT |  |
| 1. **03/19** | **Safeguarding Audit conducted by GCC findings Safeguarding** | 20 mins | HT |  |
| 1. **03/19** | **Governors Visit** | 5 mins | Chair |  |
| 1. **03/19** | **Parents Views/Communication** | 5 mins | HT |  |
| 1. **03/19** | **Chairs comments/correspondence** | 5 mins | Chair |  |
| 1. **03/19** | **Committee reports** | 10 mins | Chair |  |
| 1. **03/19** | **AOB** | 10 mins | Chair |  |
| 1. **03/19** | **Dates and Times of next meeting**  **G5 Wednesday 22nd May 2019 @ 16:30 G6 Thursday 18th July 2019 @ 16:30** | 5 mins | Chair |  |

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| **Item no** | **Subject** | **Action** |
| 1. **03/19** | **Opening Prayer**  DT performed the opening prayer |  |
| 1. **03/19** | **Welcome and Apologies for Absence**  SO was welcomed and introduced to Governors. Apologies from SR and KB were accepted. NF kindly stepped in to take minutes in the absence of KB |  |
| 1. **03/19** | **Declaration of Interests**  The term was explained to everyone present and the opportunity given for anyone to raise any interests. None were declared. |  |
| 1. **03/19** | **To agree items of Any Other Business previously notified**  STEM week.  SIAMS-DT asked that SIAMS be discussed before he had to leave at 7.00pm |  |
| 1. **03/19** | **Minutes of Last Meeting**  Accepted |  |
| 1. **03/19** | **Matters Arising from Minutes**  None – The action list will be updated at the next meeting |  |
| **AOB SIAMS** | **SIAMS** discussed at this point  The SIAMS visit is scheduled for Friday 22nd, this will give the opportunity to demonstrate the distinctive Christian ethos of the school. It was noted that SIAMS have replaced the grade of outstanding with excellent. There are 7 strands to the inspection and DT will be present at the visit. |  |
|  | HT will ask the inspector prior to meeting what is required for evidence and a number of questions will be asked | **HT** |
|  | The school vision was key to supporting staff and children to flourish. It was considered that the evidence from teaching and learning supports one area identified at the last visit which was the reflection on prayer spaces. Governors discussed the Christian distinctiveness of the school and the vision and values unique to the school. There is an inclusive approach from all. There will be support offered to the new subject leader from HT and previous subject leader from now throughout the monitoring cycle. |  |
| 1. **03/19** | **School Financial Value Standard (SFVS)**  Finance Committee have reviewed the SFVS and recommended that the SFVS be adopted as this will need to be signed and submitted by 29th March. It was agreed to give access to SFVS for all Governors to read and if no comments were received then it would be submitted. A deadline was set for all. |  |
| 1. **03/19** | **Head Teacher Report**  No questions received. Headlines were presented to the FGB. Staff summary – Mrs E resigned from post and Mrs W will take over nurture on her return from maternity. TA on sick leave has resigned with a new appointment being made for the Summer. Staffing positions for next year are being looked at. There will be no re-appointment of nurture teacher, redeployment of current staff |  |
|  | Teaching and learning quality data to be emailed to Governors. | **HT** |
|  | Progress was discussed; engagement of learners highlighted as key. The Quality of Teaching remains good.  STEM Week. A large number of parents and members form the local community came to the school to help deliver STEM week. Parents thanked for their contribution. Parent Governors corroborated positive views from staff. Staff thanked for their positivity.  SATS – teachers are ensuring assessment measures are rigorous.  Continuing Personal development, CPD.– The performance management of TAs has been beneficial and the quality of education provision from TA’s is strong.  Trick Box: this is a programme for all in the school to use with children supporting their emotional wellbeing. It will be rolled out across the school and there will be a parent evening to support the programme’s use at home. This will take place in 2019/20. |  |
|  | Q. What the cost of rolling out Trick Box  A. It is a one-off cost that can be added to as the years pass and resources need updating. The initial one-off cost is £755. |  |
| 1. **03/19** | **Attendance**  Pupil attendance monitoring over recent weeks shows a steady improvement at SEN: 93/94/96%. Disadvantaged groups show 97% attendance rate which shows that the new policy is having a positive effect. HT suggested that letters could be sent to parents three times a year with monitoring continuing six times a year. Monitoring and reporting to County will continue. If changes to the system are required then this will be brought to FGB to be ratified. |  |
| 1. **03/19** | **SDP and SEF**  Both documents were explained to SO as a new Governor. A general update was provided. |  |
| 1. **03/19** | **Findings of Safeguarding Audit conducted by GCC**  It was reported that there had been three meetings for children looked after by the local authority. A discussion surrounding the needs of a child and the cross-border limitation ensued. Governors asked if the families concerned had been made aware of the potential difficulties of being taught out of the county that you live in. Prospective parents are made aware but rarely fully understand the implications.  The new Safeguarding procedures were explained and there will be a quality group in place to oversee all procedures and audit. |  |
|  | HT will share audits with the Governing Body at a future meeting as the system has been shut down and cannot be accessed at the moment. | HT |
|  | Feedback from a Safeguarding training meeting was shared, there was a particular focus on attachment and trauma. The School’s Behaviour Policy includes the consideration of child-hood trauma and the school’s approach support this understanding of the impact of trauma on behaviour  The point was raised and spoke about the need for parents to understand attachment and trauma and the impact it has upon children. |  |
|  | It was suggested that the PowerPoint could be shared with parents to raise awareness. |  |
| 1. **03/19** | **Governors Visit**  No recent visits have been carried out by the Governors and all are encouraged to come along to the school and make certain that they record their visits. |  |
| 1. **03/19**   **61. contd** | **Parents Views/Communication**  Thanks have been received from parents of a child who has left the school, for work that had been done by the School to support their child. Thanks were also received from a parent regarding the class assembly.  The school and the church will be working closely together during the period in which the church is reordered.  The school is being used for services as well as Sunday school. It has been agreed that only certain parts of the school can be accessed due to safeguarding and GDPR limitations.  A licence exists between Diocese and GCC which forms a legal document, the Governors were unaware of the licence, the licence is now dated but there are elements that both parties must adhere to. It may want to be considered that it is amended in the future.  A local Farmer has offered to sell some land to the School, this could help to alleviate traffic congestion and aggression of drivers that is causing concern.  Highways: Single yellow line was discussed. There is one opposite the school but there has been a rumour it may be extended all the way to the Mopla turning. |  |
| 1. **03/19** | **Chairs comments/correspondence** |  |
| 1. **03/19** | **Committee reports**  KC reported on the last TLC committee meeting.  KC had attended an Ofsted course and shared the new framework with Governors and outlined their responsibilities. There was a suggestion of adding a review box to the minutes form to show what difference has been made as a result of the meetings and what has changed. Work done by KB was acknowledged. It was discussed that Governors need to be aware of the content of individual governor’s meeting/visit reports. The importance of carrying out class visits was also discussed. While these visits ought not to be judgemental, there is a need for them to be undertaken and the results should be fed-back into the SDP.  A portfolio of Governor’s work could be created, a discussion around content including the courses Governors have attended, visits and meetings attended could be part of the portfolio.  Committee shared their report – There was a financial surplus which is being carried over to the next financial year. Despite this it was noted that in real terms the school budget is reducing.  The Academic performance report is now available on the school’s website. |  |
| 1. **03/19** | **AOB**  AW to return to Governing Body.  RR is resigning as Governor and Chair and ME will step into the role of Chair in the meantime. Governors expressed their thanks and sadness to RR. It was noted that DT is now the only Foundation Governor and that the PCC will be asked for further representation.  RR will attend the School Assembly before he leaves. |  |
| 1. **03/19** | **Dates and Times of next meeting**  **G5 Wednesday 22nd May 2019 @ 16:30**  **G6 Thursday 18th July 2019 @ 16:30** |  |

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| Meeting Closed at 8.00pm  **Date of next meeting: G5 Wednesday 22nd May 2019 @ 16:30** |
| 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 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 SDP on website (JL will send him a link) and he will feedback to HT | JB/HT | complete |
| **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 | complete |
| **3.** | **43. 01/19** | JB and HT will look at the tyre area in play-ground and report back | JB/HT |  |