**Tutshill Church of England Primary School**

**FGB 3 meeting**

**G3 Monday, 13th January 2020 18:00 – 19:45**

|  |  |  |
| --- | --- | --- |
| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  James Bradbury  Lisa Hebborn  Amanda Cooper  Natalie Fryer | Alex Watson  Vicar David Treharne  Abigail Ryder | Surraya Rowe |
| Marion Evans – FGB 3 Chair  Also attending Nina Williamson (Clerk) | | |

**AGENDA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **34.** | **Opening Prayer** | 5 mins | Chair |  |
| **35.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **36.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **37.** | **Approve Minutes of Last Meeting** | 5 mins | Chair |  |
| **38.** | **Matters Arising from Minutes** | 15 mins | Chair | Pen Portraits still to be sent to Clerk to upload to website. |
| **39.** | **Declarations of Interest** | 5 mins | Chair |  |
| **40.** | **Disqualification by association** | 5 mins | Chair | Complete declaration forms |
| **41.** | **Special Leave Policy** | 5 mins | HT | Share with Govs |
| **42.** | **Attendance Policy** | 5 mins | HT | Share with Govs |
| **43.** | **Attendance figures for groups** | 5 mins | HT | Share with Govs |
| **44.** | **Review of teachers performance as in line with Performance Management policy** | 10 mins | HT | Share with Govs |
| **45.** | **Data – share pupil outcomes and talk through new tracking system** | 10 mins | HT | Present Autumn data with Govs – talk through as a new system and presentation of data. |
| **46.** | **Exclusions** | 5 mins | HT and V Chair | Update Govs |
| **47.** | **Discuss and agree Collaborative Working Agreement with Wye Forest Federation** | 10 mins | Chair | Chair to share agreement with Govs |
| **48.** | **Govs report** | 5 mins | Chair | Agree a deadline |
| **49.** | **Parent views/ Communication** | 5 mins | Chair |  |
| **50.** | **Safeguarding** | 5 mins | HT |  |
| **51.** | **Chair’s comments & correspondence** | 5 mins | Chair |  |
| **52.** | **Ant Other Business** | 5 mins | Chair | Field Transfer |
| **53.** | **Dates and times of next meetings:**  **FGB 4, Monday, 16th March 2020 16:30 – 18:30**  **FGB 5, Monday 18th May 2020 18:00 – 20:00**  **FGB 6, Monday 6th July 2020 16:30 – 18:30** | 5 mins | Chair |  |

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **Item no** | **Subject** | **Action** |
| **34.** | **Opening Prayer**  Marion Evans took the opening prayer. |  |
| **35.** | **Welcome and Apologies**  Apologies were received and accepted from Vicar David Treharne, Alex Watson and Abigail Ryder. Surraya Rowe was absent. The Co-Chairs had received notice of resignation from Suzanne Moore-Osley. |  |
| **36.** | **To agree items of Any Other Business previously notified**  HT added National SEN Award |  |
| **37.** | **Approve Minutes of Last Meeting**  Minutes of last meeting on 18th November 2019 were approved and signed by Chair. | Clerk to upload agreed minutes to website. |
| **38.** | **Matters Arising from Minutes**  It was noted that the Governors report deadline had passed. The Chair asked whether she should write the introduction for the annual report and when HT would like sections of report submitted. Submissions were asked for by Thursday, 30th January 2020 and introduction written by Co-Chair. HT will then be able to look at report and circulate on Friday, 31st January 2020.  Comments were received for Special Leave Policy.  Transport letter was circulated to all but gave no option to comment. | All to submit reports by Thursday, 30th January 2020 |
| **39.** | **Declarations of Interest**  No declarations received. A Governor asked if the Declarations could be moved on the agenda and taken after apologies. Clerk advised this would be changed going forward. | Clerk to amend order of standing items on agenda. |
| **40.** | **Disqualification by Association**  Annual self-disclosure disqualification forms were handed out and completed by all present. |  |
| **41.** | **Special Leave Policy**  The policy was adopted last meeting but HT wanted to clarify that the policy was being adopted not because of problems with staff absence but due to financial reasons. The revised policy ensures the guidance is clear for requests made. A Governor asked about requests for leave not mentioned in policy. It was advised that there are no amount of special leave days offered and each request will be assessed individually. Requests for up to a day can be authorised by HT with anything above this being passed to Governors for authorisation.  The Chair asked whether all present were happy to implement policy. All Governors agreed and policy was signed. |  |
| **42.** | **Attendance Policy**  The new attendance policy was sent to parents with the last newsletter. The main change to the policy is that attendance will be monitored internally six times a year with parents being reported to three times a year. All attendance is monitored on a case by case basis. This has increased workload for attendance officer but demonstrates that school is able to take into account circumstances and needs of individual children. |  |
| **43.** | **Attendance figures for groups**  Overall whole school attendance is lower than HT would like and currently stands at 95.75% at the end of Autumn 2. SEN attendance is much lower at 84.81% but there was a child included in this group who was on a part time timetable and excluded for a period. A Governor asked whether the data without this included would be in line with the rest of the groups. It was advised that the figure would still be lower but a couple of percentage points could be added on. The ‘children looked after’ group was also lower than the rest of the groups however the figure has been influenced by the same reasons as the SEN data. A Governor asked whether it would be a fairer comparison with the data removed. It was advised that attendance would still be low as there was and still is a lot of illness circulating amongst pupils. HT advised that there had been lots of requests for leave and that leave is unauthorised unless evidence of special circumstances has been provided. It was noted that five days absence for a child is a long time and this does have an impact on teachers and teaching assistants as they seek to ensure child catches up with the rest of the class on return to school.  A Governor asked what the figures were with unauthorised absence removed. Figures were not available to hand. A Governor asked what the cost of the fine was for unauthorised absence and how many times you can be fined. The cost of the fine is £60 per child, per adult but unable to answer how many times parents can be fined. It was asked whether there were any trends noticeable in requests for absence. There have been instances when the families have asked for the same time off at the same time off year with the same reason but evidence is always asked before leave is authorised. |  |
| **44.** | **Review of teachers performance as in line with Performance Management policy**  HT wanted to share approach with Governors. HT and DHT act as reviewers for staff on a yearly cycle. Targets are set and reviewed and progress monitored. Staff are to come with evidence of how targets have been met. All staff have met targets which are challenging but realistic. When staff meet targets they will move up a scale point unless they have already reached the top of the scale. Performance management happens three times a year. Strategic direction of the school is looked at before targets are set. Performance management cycle worked well this year and teaching assistants had an increase focus so that they can see the impact on pupil outcomes. Knowledge sharing has increased with staff attending training courses given the opportunity to feedback what has been learnt to the rest of the team.  A member of SLT has taken on the role of TA support and is able to offer subject development groups. This is bespoke training to Tutshill School. A Governor asked whether there were any changes needed to the budget with regards to training. The impact on the school is the cost of staff release time but this has already been included in the budget. Some release time is covered by HLTAs.  A Governor suggested that an alternative approach could be used which is to look at staff behaviours in line with supporting school and driving the school forward. The question could then be asked whether staff are demonstrating these behaviours alongside the school vision.  A Governor also suggested that an evaluation form could be sent out to encourage staff to give feedback on performance. HT would like to see sample questions which could be incorporated. | Governor to forward sample staff behaviour questions to HT. |
| **45.** | **Data – Share pupil outcomes and talk through new tracking system**  Data shown is Autumn 2. School has been using SPTO for a long time to track data but this system is no longer available. ‘Insight’ is the new data tracking system in use. The two systems are not totally compatible, therefore progress data will not be available in its full entirety until end of Spring. Staff were asked to input entry data so there is baseline data from last Summer. The dataset of what can be provided is huge and HT asked for comments on how Governors would like to see data presented. Three options were presented.  Option 1 would be presented at T&L committee to go through in fine detail but as an overview it was felt that this was too detailed.  The key groups summary option 2 would also be presented at T&L committee which adds detail to key groups summary option 1. A Governor asked if it was possible to create one summary table for all years. It was asked whether there would be one per subject: Reading, Writing and Maths. It was agreed that it would not be possible to create one summary table for whole school as this would not be of benefit. It was asked whether the opportunity to interrogate the data would be missed if left solely to T&L committee. Governors agreed that they liked visual aspect of reports. T&L committee will look at data in detail and HT will present data per year group with narrative. This will provide evidence of challenge as only FGB minutes are uploaded to website.  A Governor asked if charts were sufficiently delineating achievement and progress. HT advised that this was being done although progress is not yet visible. A Governor commented that parents wanted to see progress and not be drowned in achievement data with progress forgotten. |  |
| **46.** | **Exclusions**  A permanent exclusion was issued at the beginning of December. A Governors Disciplinary Meeting was held to determine whether the exclusion was lawful, fair, proportionate and reasonable. The decision to exclude was upheld. Staff were thanked for their valued support at a difficult time. |  |
| **47.** | **Discuss and agree Collaborative Working Agreement with Wye Forest Federation**  Wye Forest Federation consists of St Briavels and Redbrook schools. The Chair of Governors of the Federation has approached the Co-Chairs to ask if it is possible to have a collaborative working agreement between the schools. This could be beneficial with regards to complaints processes and exclusions as it can sometimes be difficult to find Governors available. A Governor asked what time and whose time it will take up. It was answered that it should take up no extra time except when needed. There will always be the option to say no if not possible to assist. It could also be beneficial for Tutshill School so there can be impartiality in all cases. A Governor asked if it becomes to arduous how can we cancel contract. It was agreed that the wording “reviewed annually” would be added before signing. |  |
| **48.** | **Governors report**  All agreed deadline for submission to HT of 30th January 2020 as discussed at point 38. |  |
| **49.** | **Parent views/ Communication**  **None received.** |  |
| **50.** | **Safeguarding**  There had been one PEP for a Looked After Child. A meeting has taken place between the PCC and SBM to look at the gates to the churchyard and discuss ways of securing. There has been one case of social services involvement but this was not as a result of referral from school. |  |
| **51.** | **Chair’s comments and correspondence**  None received. |  |
| **52.** | **Any Other Business**  A Governor asked whether school has received the draft deeds to the field. No further documents or communication has been received. This has been ongoing since December 2016.  HT advised that the SENCO has enrolled to complete the National SEN Award with the course starting in February. There is a requirement that the SENCO completes the award within three years of taking up the role. Governors wished the SENCO every success with the completion of the qualification.  A Governor asked when Governor visits to school happen and how a visit should be arranged. It was agreed in the policy that visits happen twice a year and a reminder being sent to Governors with instruction on how to arrange a visit.  A Governor asked how the new lunch booking system was working in school. The booking system is working well with all parents now logging onto the system to book in advance. HT advised that there had been a problem with bookings for the Holiday Club earlier in the week and due to the functionality of the system the bookings can only be opened during school hours.  A Governor commented that they were really enjoying the SeeSaw app. | Governors to send their subject interest to HT to arrange visit. |
| **33.** | **Dates and times of next meetings:**  **FGB 4, Monday, 16th March 2020 16:30 – 18:30**  **FGB 5, Monday 18th May 2020 18:00 – 20:00**  **FGB 6, Monday 6th July 2020 16:30 – 18:30** |  |

|  |
| --- |
| Meeting Closed at 19:45  **Date and time of next meeting: Monday 16th March 2020 @ 16:30** |
| Approved by Chair as being a true record of the meeting  Signed…………M Evans………………………………………..Print………………M EVANS..……………………………………………….Date…………16.03.2020..……………………….. |

Text Key:

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