**Tutshill Church of England Primary School**

**FGB 2 meeting**

**G2 Monday, 18th November 2019 16:30 – 18:54**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  Vicar David Treharne  James Bradbury  Lisa Hebborn  Amanda Cooper  Abigail Ryder  Natalie Fryer | Alex Watson | Surraya Rowe  Suzanne Moore Osley |
| Katharine Clarke – FGB 2 Chair  Also attending Nina Williamson (Clerk) | | |

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **16.** | **Opening Prayer** | 5 mins | Chair |  |
| **17.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **18.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **19.** | **Approve Minutes of Last Meeting** | 5 mins | Chair |  |
| **20.** | **Matters Arising from Minutes** | 15 mins | Chair |  |
| **21.** | **Declarations of Interest** | 5 mins | Chair |  |
| **22.** | **Trick Box Presentation** | 15 mins | Natalie Fryer |  |
| **23.** | **Annual Governors Report** | 15 mins | Chair | Final decision as to who is presenting what to the Chairs and by when. |
| **24.** | **Special Leave Policy** | 5 mins | HT | HT would like to present a change and adopt GCC policy – in line with budget- reducing paid absence. Implement in Jan |
| **25.** | **SEF** | 10 mins | HT | Update on school and the new Ofsted headings |
| **26.** | **Heads Report to include Performance Data headlines** | 10 mins | HT |  |
| **27.** | **Parent views/ communication** | 5 mins | Chair |  |
| **28.** | **Attendance Policy** | 5 mins | HT | Agree policy for January |
| **29.** | **Safeguarding** | 5 mins | HT |  |
| **30.** | **Chair’s comments & correspondence** | 5 mins | Chair |  |
| **31.** | **Committee reports** | 15 mins | Committee convenor |  |
| **32.** | **Any Other Business** | 5 mins | Chair |  |
| **33.** | **Dates and times of next meetings:**  **FGB 3, Monday 13th January 2020 18:00 – 20:00**  **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**

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| **Item no** | **Subject** | **Action** |
| **16.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **17.** | **Welcome and Apologies**  Apologies received from Alex Watson. No further apologies received.  A question was raised regarding Governor absence from meetings and the procedure to follow if Governors do not attend meetings and do not notify of apologies or absence.  It was advised that one Governor had been contacted as it was realised there may be difficulty in attending meetings. The Governor was offered the option of stepping down from the committee and attending only FGB evening meetings.  The other absent Governor was contacted after the last meeting to enquire whether they were receiving correspondence. The Governor accepted that they had not been keeping up to date with checking emails and correspondence on eSchools but no further communications have been received.  A Governor asked when the last time the absent Governors attended meetings. One Governor has missed three meetings and the AGM and the other Governor has missed two meetings and the AGM.  A Governor asked whether there was a clause in the constitution regarding attendance. It was noted that this would be checked. A Governor advised that if no such clause existed perhaps one should be written in with a caveat for extenuating circumstances. Governors agreed that if apologies are not received this could lead to potential problems with the Governing Body being quorate.  A Governor asked whether we should make contact by writing a letter. HT felt it would be appropriate that the letters come from the Chairs. A Governor asked whether HT was aware of any reasons for non-attendance. HT advised that no reason was known other than possible personal reasons.  It was agreed that the Co-Chairs would write letters to absent Governors.  The Chair asked the clerk to ensure it is written in the minutes which of the Co-Chairs is chairing each meeting. The clerk advised this would be included in the minutes from now on. | Chairs to write letter to non- attending Governors.  Clerk to record Chair in minutes. |
| **18.** | **To agree items of Any Other Business previously notified**  LH has completed pen portrait. AW has completed but needs to send through to Chairs. JB still to complete.  Atkins Global Letter to be discussed regarding residential travel planning services funded by S106 contributions.  NF needs to leave at 5.30pm, therefore point 26 Trick Box presentation to be moved up agenda to point 22. | Completed pen portraits to be sent to clerk to upload on website.  JB to complete pen portrait |
| **19.** | **Approve Minutes of Last Meeting**  Minutes of last meeting were approved and signed by Chair. |  |
| **20.** | **Matters Arising from Minutes**  Governors commented they liked the new format and items in red highlighting actions to be taken. |  |
| **21.** | **Declarations of Interest**  No declarations received. |  |
| **22.** | **Trick Box Presentation**  NF presented Trick Box to Governors stating that it had been used in school for half a year. The school had a great deal with purchasing the package and paid far less than the package is worth. The idea behind Trick Box is rooted in psychology and identifies how our brains work and how we work. There is a clear difference in culture and community now compared with twenty years ago which is also true for teaching nowadays compared to twenty years ago. It seems as though parents like to have a label for their child if they have difficulties, compared to a few years ago when it was harder to get parental engagement with this. As a society, we spend lots of time excusing behaviour rather than equipping children to deal with different situations. The world is different today and Trick Box has powerful aims to help with this. It teaches teachers the difficulty children face and gives children the responsibility to face those difficulties. Children are given a box of tricks and they can decide which trick to use to help them. Tricks are built upon each year with three tricks being taught a year. The idea is that child, teacher and parent work together. NF advised that we are currently not using the parent section. Trick Box is a fun, emotional management scheme but it does not standalone and sits nicely within the PSHE curriculum, mindfulness and growth mindset strategies. Trick Box talks about the 4Cs (Calm, Communication, Creativity, Confidence) although Tutshill School does not call them this to avoid confusion with the Maths approach.  Tutshill School wants its children to have happy life habits and is not just teaching how to pass SATs. Trick Box starts with a gender neutral character in the form of a stick person. Everyday challenges start for children in EYFS and Trick Box starts from Reception. Many schemes start later in the school so it is good that children can engage with this from early on and build the foundations year on year.  Self-coaching works alongside nurture provision and gives children the tools to make their decisions without excuses being made. Steps to follow are Accept, Be, Choose, Do. The next step is to promote this at the Parents Evening in December.  A Governor asked whether the school had heard of the Trailblazer project. HT commented she was unaware of the project. The Governor explained that it is a project for early intervention for mental health support, which is a national programme and some schools in the Forest are running the scheme. A Governor advised that this could work well alongside Trick Box.  HT commented that the school demonstrates and provides much more than statistical data. A Governor commented that several parents think the school is only interested in data sets and said that it was very important that the school communicates these initiatives to parents to show what they are doing.  HT asked how the school was able to do that. A Governor commented that the presentation that had been given was very good and not to hesitate in introducing parents to this.  HT said that parents would be informed of upcoming parents evening but many do not often come. HT asked if parent Governors could help spread the word.  A Governor asked whether we could put information on eSchools and class pages. HT advised information does go on there but parents do not always read the information given.  NF stated that each child should have their own box of tricks but decision was taken not to purchase for each child. School has been given 50 boxes free and the cost should be £2.50 per box. Trick Box suggests parents should buy the box for their child.  A Governor asked what attendance was like at parental consultation evenings. HT advised attendance was very high. A Governor commented that at these evenings, parents were a captive audience and HT commented that stalls could be set out around the school to engage parents.  A Governor queried whether appointments could be extended by five minutes each to give teachers the chance to tell parents about this. It was noted that the evenings were already long enough.  HT commented that the school is going live with Trick Box and information could be sent out to entice parents to come along to evening in December. A Governor suggested that the video clip shown in the presentation to Governors should be sent to parents with information as this is a powerful way of getting information through.  A Governor asked what special deal the school got and how much it cost for the whole school. NF advised that Trick Box should have cost £1500 for the whole school but Tutshill School only paid approximately half this.  A Governor asked whether the funds to purchase each child a box could be raised through the PTA. The first year will always be expensive but after that boxes would only need to be purchased for a class at a time. HT advised that initially this was just a trial but that could be put onto PTA wishlist in future.  All Governors were very impressed with Trick Box. NF thanked all for the positive comments.  NF left the meeting at 5.30pm. |  |
| **23.** | **Annual Governors Report**  HT asked for a final decision on which sections Governors are completing. A Governor stated that they were waiting for national data before compiling this section. HT advised data was available online and could be sent out.  SBM has completed Probity Statement which has been approved by Finance Committee. Statement is live on website.  HT asked if Governors were happy to condense SEF & SDP to create a section that will demonstrate school developments as the annual report last year was too wordy. The report should be a succinct account of where the school was and where the school is going to ensure it is readable.  A Governor asked who the report is trying to capture. HT advised that it was for parents and stakeholders. A Governor presented a format that could be used. It was asked whether Governors wanted to present a one page report with a link to click on further information. Governors agreed they liked the format. Last year no final date was given to have report finalised, therefore this year Governors have been asked for pledges and commitment to complete each section.  Agreed report headings are Pupil Outcomes; School Development; Strategic Vision; Finance.  A Governor stated that the report could be made more light-hearted by using phrases such as how “How we spend our”. It was agreed that the deadline for completing each section is to be Monday, 16th December 2019. A Governor asked whether HT will collate the report. HT advised that she will pull report together once all information has been received. A Governor asked if the Governors who are not present at the meeting should be volunteered for a section to complete. It was asked whether more pastoral information needed to go into the report. A Governor replied that school highlights should be promoted, eg, STEM week and end with celebrations and successes of the year. A Governor asked if HT would send list of who is doing which section of the report. HT advised that information and data will be sent out as requested. | HT to send data to Governors  HT to send list to Governors of which sections of report to complete.  Governors to send completed report sections to HT by Monday, 16th December 2019. |
| **24.** | **Special Leave Policy**  HT has been working with another school which does not grant special leave unless there are extenuating circumstances. This has prompted questions about Tutshill School own policy. Since June 2019, there have been 26 days of staff absence taken by teaching assistants. This number is too high but it is how it has always been done. Tutshill School grants five days special leave. Due to current financial pressures it is not possible to continue operating in this way. It is not being suggested that time off cannot be given but it may not necessarily be paid.  A Governor asked why teacher absence was so low in comparison. It was advised that some teaching assistants are unable to get childcare if there is a problem, so end up taking the time off.  The wording in the current policy is ambiguous and states that special leave can be taken for domestic reasons. HT would like to adopt GCC policy.  A Governor asked whether TA annual pay increments were related to absence. It was advised that they were not. HT would like to adopt GCC special leave policy from January 2020 and would like the discretion of just two days special leave.  A Governor asked whether this would be paid. HT advised that it could be. A Governor commented that where they work, if they have to take time off to look after a sick child, they have to phone in and book a day’s holiday. It was noted that teachers and TA’s are unable to book a day off. Governors commented that perhaps TAs did not realise how important they were in their role as although the teacher can carry on without them, TA absence does have a huge detriment to the children’s learning. A Governor observed that staff may call in sick themselves instead. HT commented that they could do, however a large number of illness absences would lead to a referral to Occupational Health. A Governor commented that the policy could be changed tomorrow but would the mindset change. It should be left to the discretion of the HT as to whether circumstances warranted paid or unpaid special leave.  A Governor asked what happened when staff go over the five days paid and whether there was a change in pattern. HT commented that further time is unpaid but it does not deter staff from taking time as many do not have other options.  A Governor asked what do teachers think about TA absence. Teachers replied that there is a noticeable impact on the classroom as the TAs do such an important job.  A Governor asked whether the new policy would be welcomed. It was noted that if staff were told statistics they would be shocked.  A Governor asked about Lunchtime Supervisor absence. HT advised that School Business Manager meets with them to discuss absence and same processes are followed. HT requested all Governors read special leave policy and submit comments by Monday, 25th November if policy is to be adopted. | All Governors to read special leave policy and submit comments by Monday, 25th November. Policies can be found on eSchools files. |
| **25.** | **SEF**  The SEF has been sent out and is on eSchools. It has been rewritten following a visit from school’s performance advisor. The advisor noted that they were pleased the HT had a good understanding of the SEF which has been changed from the old to the new version. They also noted that some parts did not sell the school. The walk round completed of the school matched the details in the SEF. The SEF is online and HT asks for comments and feedback. SEF is also shared with all staff. |  |
| **26.** | **Heads report to include Performance Data headlines**  Please see Heads report on eSchools. HT advised that there is a data tracking system change and both new and old system are being used concurrently. Consideration has therefore been asked when data is presented as the new system does not show data in the same way as the old, therefore progress picture and presentation will look different.  A Governor asked why in the higher years, maths trails behind. HT advised that all staff meet with maths co-ordinator and the data analysed for KS2 SATs. It can be seen that Tutshill School does dip below national data on geometry, ratio and algebra which has been looked at and the teaching changed. When staff go on training courses they are asked to come back and share knowledge at staff meetings.  A Governor asked if there was still disruptive behaviour with the same child. It was answered that the same behaviour was continuing although there were improvements with a 1-1 provision.  DT left at 6.30pm  A Governor asked if there was a process to follow. It was advised that there was but it was made more difficult by the family attitude refusing to engage with school. Low level disruptive behaviour has lessened. A Governor commented that this view could be distorted due to the impact of one child. |  |
| **27.** | **Parent Views/ Communication**  Nothing to report. |  |
| **28.** | **Attendance Policy**  Changes have been made and are on eSchools. Governors to send agreement by email. |  |
| **29.** | **Safeguarding**  1 PEP meeting has taken place.  Referral made to social services for non-attendance at school, therefore child’s needs not being met. Social services had no concerns and case was closed.  Site walks have been conducted and site is safe.  Strategies are in place for disruptive behaviour. |  |
| **30.** | **Chair’s comments and correspondence**  Nothing to report. |  |
| **31.** | **Committee Reports**  Committee reports were presented at meeting. Clerk to circulate to all on eSchools.  LH left meeting at 6.51pm  Clerk left meeting at 6.51pm. AR took minutes for remaining point. |  |
| **32.** | **Any Other Business**  Atkins has been appointed by Gloucestershire County Council to deliver Travel Planning Services funded by S106 contributions made by the developer at the Gloucester Road development in Tutshill. Letter to be emailed to all Governors and HT has asked for feedback if necessary. | Clerk to email letter to all Governors |
| **33.** | **Dates and times of next meetings:**  **FGB 3, Monday 13th January 2020 18:00 – 20:00**  **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** |  |

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| Meeting Closed at 18:54  **Date and time of next meeting: Monday 13th January 2020 @ 18:00** |
| Approved by Chair as being a true record of the meeting  Signed…………M S Evans……………………………………..Print……………MARION EVANS..……………………………………………….Date………13/01/2020..……………………….. |

Text Key:

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