**Tutshill Church of England Primary School**

**FGB 4 meeting**

**G4 Monday, 16th March 2020 16:30 – 18:45**

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| **Attendees** | **Apologies** | **Absent** |
| Jennifer Lane (HT)  Katharine Clarke Co-Chair  Marion Evans Co- Chair  James Bradbury  Vicar David Treharne  Alex Watson  Lisa Hebborn  Amanda Cooper  Natalie Fryer  Abigail Ryder |  |  |
| Katharine Clarke – FGB 4 Chair  Also attending Nina Williamson (Clerk) | | |

**AGENDA**

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **54.** | **Opening Prayer** | 5 mins | Chair |  |
| **55.** | **Welcome and Apologies for Absence** | 5 mins | Chair |  |
| **56.** | **Declarations of Interest** | 5 mins | Chair |  |
| **57.** | **To agree items of Any Other Business previously notified** | 5 mins | Chair |  |
| **58.** | **Approve Minutes of last meeting** | 15 mins | Chair |  |
| **59.** | **Matters arising from minutes** | 5 mins | Chair | Pen Portraits still to be sent to Clerk to upload to website. |
| **60.** | **Governor Photos** | 5 mins | Chair | Complete declaration forms |
| **61.** | **Finance Policy** | 5 mins | HT/Chair | Policy to be ratified at FGB |
| **62.** | **Statutory Policies & Flow Chart** | 10 mins | HT |  |
| **63.** | **Data Predictions for End of Year** | 10 mins | HT |  |
| **64.** | **Attendance** | 10 mins | HT |  |
| **65.** | **SDP** | 10 mins | HT |  |
| **66.** | **Parent Views/ Communication** | 5 mins | Chair |  |
| **67.** | **Safeguarding** | 5 mins | HT |  |
| **68.** | **Chair’s Comment & Correspondence** | 5 mins | Chair |  |
| **69.** | **Any Other Business** | 10 mins | Chair |  |
| **70.** | **Dates and times of next meetings:**  **FGB 5, Monday 18th May 2020 18:00 – 20:00**  **FGB 6, Monday 6th July 2020 16:30 – 18:30** | 5 mins | Chair |  |

FGB 4 Chair – Kathy Clarke

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| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose** |
| **71.** | **Collaboration Proposal** | 60 mins | HT/Chair/Vice Chair |  |

**MINUTES**

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| **Item no** | **Subject** | **Action** |
| **54.** | **Opening Prayer**  Vicar David Treharne took the opening prayer. |  |
| **55.** | **Welcome and Apologies**  No apologies received. Alex Watson and Marion Evans arrived late at 16.45pm and 16.50pm respectively. Resignation has been received from Surraya Rowe although noted that she may return later in the year when able to. |  |
| **56.** | **Declarations of Interest**  No declarations received. |  |
| **57.** | **To agree items of any other business previously notified**  Coronavirus  Parent Governor  Foundation Governor |  |
| **58.** | **Approve minutes from last meeting**  Minutes of FGB 3 13.01.20 agreed and signed by FGB 3 chair Marion Evans |  |
| **59.** | **Matters arising from minutes**  Pen portraits still to be sent to clerk from Lisa Hebborn and James Bradbury. A Governor asked whether any Governor visits had taken place and instructions had been sent on how to complete these visits. One Governor commented that they had been in to school to deliver yoga lessons. A Governor commented that there may be a possibility of asking one of the producers of Blue Planet to come to school to link with Science/DT. A governor asked whether this could be linked to a curriculum week. It was agreed that this would be possible. A Governor asked whether the Performance Development Review sample questions had been sent to the HT. HT commented that they had not. | Lisa Hebborn and James Bradbury to send pen portraits to clerk.  Performance Development Reviews questions to be sent to HT. |
| **60.** | **Governor photos**  Photos required for website for James Bradbury and Lisa Hebborn. Both advised they would send photos to clerk. | Lisa Hebborn and James Bradbury to send photos to clerk. |
| **61.** | **Finance Policy**  As part of audit requirements it is necessary for finance policy to be ratified at Full Governing Body meetings rather than solely at finance committee meetings. Policy was circulated on eSchools prior to meeting. No further comments were received as policy is adopted GCC policy. | Chair to sign off policy |
| **62.** | **Statutory Policies & Flow Chart**  A policy cycle has been created, this includes statutory and non-statutory policies. Policies have been split into a two-year cycle. Policies can be changed out of cycle if necessary due to change in legislation. A policy flow chart has been created. Policies are distributed to subject leaders in first week of Terms 1,3 and 5 with HT copied in. Staff are to submit changes by last week of those terms. HT then looks at with policies being sent to convenors for signing at end of Terms 2,4 and 6. There are statutory policies which must be reviewed by FGB. A Governor asked how many policies there were. There are approximately 70 policies this includes all the individual subject policies. Although it was agreed this was a large number it was agreed that it is a problem if a policy is not kept up to date as policies are generally only needed when issues arise. It is hoped that by creating a two-year cycle will reduce workload. Please see appendix attached for agreed committee and FGB policies. |  |
| **63.** | **Data Predictions for End of Year**  HT has produced data predictions for end of year. The full breakdown is on eSchools files. The chart shows teacher predictions with worst case / probable and hopeful predictions. This year in EYFS the behavioural and emotional need has been greater than ever. A Governor has asked why this is. The cohort is slowly improving but there have been hours of interventions to get to this stage. There is a general lack of self-discipline in the class. A Governor asked how this is different to last year’s cohort. This cohort is very different, there will be some improvement before the end of the year but some individual will not meet their targets. A Governor asked if the behaviour is likely to progress as they go through the school years. It is thought that as the children mature so should the behaviour. Data for Year 1 phonics screen, KS1 and KS2 SATS was presented. |  |
| **64.** | **Attendance**  HT presented attendance figures.  Attendance shows that there are certain groups that are falling below the expected target. The Headteacher reminded Governors that there are children that will fall into more than one category making. In future there is the prospect of removing individuals from the data set to provide a clearer picture. |  |
| **65.** | **SDP**  HT talked through plan. There has been a real focus on values which has been drilled down into learning behaviours.  Children on the SEN register are making good progress. SENCO regularly monitors and supports staff.  SIAMS inspection is due in 2020. RE subject lead regularly updates staff and school has purchase new resources. SEF for SIAMS has been updated and school is moving in right direction. A Governor asked when the inspection is likely to take place. It is thought to be happening in the Autumn term.  A Governor commented that Tutshill School goes above and beyond what is expected and provided for their children and this should be noted. This could be highlighted in the SEF under areas for celebrations/ strengths. |  |
| **66.** | **Parent views/ communication**  None received. |  |
| **67.** | **Safeguarding**  There were no Multi Agency Referral forms submitted. |  |
| **68.** | **Chair’s comments and correspondence**  No comments received |  |
| **69.** | **Any Other Business**  **Coronavirus**  A Governor asked what school will do if it is forced to close. Teachers have been asked to create learning packs. There will be access to educational sites online. Year 6 will have SATS revision books. A Governor asked where the guidance comes from. Guidance is issued by the Government. Children, staff, parents have been asked to follow guidelines for self-isolation. A Governor asked whether it would be possible to structure the day and give parents a timetable to follow. This can be looked into and placed online. A Governor asked how quickly plans can be put into place if school forced to close at short notice. Work is already being undertaken and websites can be activated very quickly. A Governor asked will school close for 16 weeks. Question cannot be answered at this stage as it is unknown. In practical terms, Governors agreed that social distancing should be implemented at school and a letter sent to parents. Measures to include – postpone parents evening, cancel assemblies, volunteers/ external visits to be cancelled, parents to drop children at gate and not allowed on school site.  **Foundation Governor**  A potential foundation governor has been sourced. The application is currently processing through the PCC and diocese.  **Parent Governor**  Alex Watson term of office ends on 21/04/20. Parent nomination letter to be sent to parents. Surraya Rowe has stood down from her role as parent governor, | HT to compose letter advising of changes to parents.  HT/Clerk to send out nomination letter. |
| **70.** | **Dates and times of next meetings:**  **FGB 5, Monday 18th May 2020 18:00 – 20:00**  **FGB 6, Monday 6th July 2020 16:30 – 18:30** |  |
| **71.** | **Collaboration Proposal**  HT met with Governors at Woolaston and LA to present collaboration proposal for Woolaston and Tutshill Schools. The proposal was unanimously agreed by Woolaston. Benefits to collaboration include shared approaches, good practice, resources, coaching and mentoring of staff. Agreement of collaboration is to be written by Local Authority with a get out clause by both parties. A Governor asked why Woolaston had not been able to recruit a Headteacher. Suitable applicants have not been found following recruitment processes. Governors commented that they need to see agreement before being able to proceed. A Governor asked what if Miss Lane is not happy with the agreement or Governors are not happy with school progress. It was noted that the collaboration agreement must be robust. |  |

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| Meeting Closed at 18:45  **Date and time of next meeting: Monday 18th May 2020 @ 18:00** |
| Approved by Chair as being a true record of the meeting  Signed…………………….……………………………………………………..Print……………………………..……………………………………………….Date…………………………..……………………….. |

Text Key:

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

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| Policy | Review Cycle | Approval Level | Agreement |
| Admission Arrangements | Annually | Governing Body | Governing Body |
| Charging & Remissions | Annually | Governing Body, Individual Governor, Headteacher |  |
| Data Protection | Annually | Governing Body, Individual Governor, Headteacher |  |
| Protection of biometric information of children in schools and colleges | Annually | Governing Body | N/A. This information is not kept. |
| Register of pupils’ admission to school and attendance | Live document | Governing Body, Individual Governor, Headteacher |  |
| School information published on a website | Live document | Governing Body, Individual Governor, Headteacher | Kathy Clarke |
| School complaints | Annually | Governing Body, Individual Governor, Headteacher | HR Committee |
| Capability of Staff | Annually | Governing Body, Individual Governor, Headteacher | HR Committee |
| Newly qualified teachers (NQTs) | Annually | Governing Body | Governing Body |
| Staff discipline, conduct and grievance (procedures for addressing) | Annually | Governing Body | Governing Body |
| Single central record of recruitment and vetting | Live document | Governing Body, Individual Governor, Headteacher | Alex Watson |
| Statement of procedures for dealing with allegations of abuse against staff | Annually | Governing Body, Individual Governor, Headteacher | HR Committee |
| Teachers’ pay | Annually | Governing Body or Local Authority | Governing Body |
| Accessibility Plan | Annually | Governing Body, Individual Governor, Headteacher | Headteacher |
| Child protection policy and procedures | Annually | Governing Body | Governing Body |
| Children with health needs who cannot attend school | Annually | Governing Body | Governing Body |
| Designated teacher for looked-after and previously looked-after children | Annually | Governing Body | Governing Body |
| Early Years foundation Stage (EYFS) | Bi- annually | Governing Body can delegate | Natalie Fryer |
| Special educational needs and disability | Annually | Governing Body | Governing Body |
| Supporting pupils with medical conditions | Annually | Governing Body |  |
| Sex and relationships education | Annually | Governing Body, Individual Governor, Headteacher | Governing Body |
| Behaviour in schools | Annually | Headteacher can delegate | Headteacher |
| Behaviour principles written statement | Annually | Governing Body |  |
| School exclusion | Annually | Governing Body, Individual Governor, Headteacher |  |
| Health and Safety | Annually | Employer | GCC – F&P Committee |
| First aid in schools | Annually | Employer | GCC – F&P/HR committee |
| Premises management documents | Annually | Governing Body, Individual Governor, Headteacher | Governing Body – F&P Committee |
| Equality information and objectives (public sector equality duty) statement for publication | Every 4 years | Governing Body, Individual Governor, Headteacher | Headteacher |
| Governors’ allowances (schemes for paying) | Annually | Governing Body, Individual Governor, Headteacher |  |
| Instrument of government | Annually | Governing Body | Governing Body |
| Register of business interests of headteacher and governors | Live document | Governing Body can delegate approval subject to the local authority scheme | Governing Body – Clerk maintains register |
| Careers guidance: details of your careers programme and a provider access statement | Annually | Governing Body | N/A. |