

Allfarthing Primary School

Meeting of the Full Governing Body
10 July 2019, 18:30

Minutes – Part A

Present:

Andrew Bacon	AB	Local Authority (LA) Governor (Chair)
Tom Holmes	TH	Headteacher
Anna Mulcahy	AM	Co-opted Governor
James Heale	JH	Co-opted Governor
Alison Olmi	AO	Co-opted Governor
Matt Newman	MN	Parent Governor
Hannah Snashall	HS	Parent Governor
David Forbes	DF	Parent Governor
Tom Walton-Gould	TWG	Staff Governor
Robert Cachia	RC	Associate Member
James Francis	JF	Associate Member

In attendance:

Adam Kelly	AK	Observer
Debbie Tyson Gooden	DTG	Observer
Helen Watts	HW	Clerk

The meeting opened at 18:35

1. Apologies for absence

Apologies were presented and accepted from Alex Priestley (AP) Co-Opted Governor, Rachel Amankwa (RA) Parent Governor, Nicola Robson (NR) Associate Member and Lorraine Wait (LW) Co-opted Governor.

2. Declarations of Interest and Register of Business Interests

There were no declarations of interest and no updates to the Register of Business Interests Forms.

3. Governing Body Administration

Disclosure and Barring Checks (DBS) update. The SBM told governors that RC has sent in his paperwork and JF's application is in progress. AB needs to renew his application and the School Business Manager (SBM) agreed to double check whether HS needs to complete a new form for the school. All other checks are up to date.

Get Information About Schools (GIAS). The SBM confirmed that GIAS is up to date.

<p>Action: The SBM to check whether HS needs to complete a separate DBS form and to renew AB's check.</p>
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4. Minutes of the previous meeting held on 27 March 2019 and matters arising

The minutes of the meeting held on 27 March 2019 were **approved** as an accurate record of the meeting and **signed** by AB. The minutes were given to the SBM for filing at the school.

All actions have been completed and there are no matters arising.

5. Governing Board Constitution and Membership

AB explained that he is willing to stay for one more year as Chair of Governors. However, this will be his final year as he will have completed five years. LW is willing to help in a support and administrative role and is considering standing as Vice-Chair. The Chair pointed out that the Director's Report includes some very useful information about succession planning and urged governors to think about standing as either Chair, Vice-Chair or to consider the Co-Chairs model for the next academic year (2020/21).

At this point in the meeting, on behalf of all governors AB sincerely thanked Adam Kelly for all his hard work, commitment and dedication to the Board and the school both as a governor and Vice-Chair. AB also thanked NR for all her hard work, time and energy on the Board. The Chair welcomed both the new parent governors, Hannah Snashall and David Forbes. Everyone introduced themselves. As discussed at the spring term full governing board meeting, Alison Olmi has agreed to stand as a Co-opted governor for one year. Governors thanked AO for taking up this position. The Board is now complete.

TH suggested that he can meet AB and LW on 12 September to confirm the committee membership for the year. A governor commented that it might be practical to keep the current committee membership unless a governor wishes to change committee. AB asked the new parent governors to email him with their preferred committee based on their skills and areas of expertise.

Action: TH to meet AB and LW on 12 September to confirm committee membership and dates for the year.

Action: DF and HS to email AB with their preferred committee.

6. Governing Board Strategy

a) Agree strategy for 2019/20 – incl. vision and strategic goals

Governors had a lengthy discussion about the best way to proceed with forming the vision for the school. The following points were raised:

- A governor commented that the school and governors need to set a strong and common vision of where they want the school to be in three years. The School Improvement Plan can be drafted using the vision as a starting point;
- Resources need to form part of the discussion and governors also need to ensure that they are maximizing and managing all Resources as effectively as possible;
- Governors need to continuously assess how they are impacting the strategic direction of the school;
- The school might need to be quite flexible in setting its vision;
- Whilst recognizing the need to have a strong vision and strategy, it is difficult in a school with high achieving pupils, that is well led and managed, children and pupils are happy, there is a good ethos and the well-being of staff, children and the community is monitored and reviewed regularly;
- The vision should stretch the school and everyone involved can aspire to achieve the aims;
- Perhaps part of the vision could involve persuading families to stay and not to lose children to the independent sector. Governors discussed how they can help improve the numbers of children leaving to other schools. There have been some positive developments. Less children are moving to other state schools, the new HT has been in place for a few years and a new style of leadership is coming through. However, governors realise that the phenomenon is hard to stop completely. TH commented that the numbers of children leaving this year is the same as 2016 when the school was not so stable. Also, the attainment data is going to be up and down in the coming years. Y6 has three new starters in September 2019.
- The school can continue to build on current ongoing work to be as inclusive and equitable as possible.
- The HT suggested that the vision can be discussed further on 12 September. In the meantime he asked governors to send in any ideas or observations which could be included in the vision statement. Governors discussed asking an external facilitator to help with the session. The SBM

offered to contact Keith Revell Head of Governor’s Services to see if he is available, or if not, to provide the school with the names of other facilitators. *Post meeting note: The school vision statement to be discussed at future meetings and tabled at the 2019 autumn term Full Governing Board meeting. If still relevant governors can revisit the idea of using an external facilitator.*

Action: Governors to discuss the vision statement at future meetings and at the autumn term Full Governing Board meeting. Governors to revisit the idea of using an external facilitator if relevant.

b) Governor Training and Governor Visits

Governor Training

Name of Governor	Date of training	Focus
Matt Newman	June 2019	Strategic Planning for Governors

Governor Visits - Governors noted receipt of reports previous circulated.

Name of Governor	Date of visit	Focus
Anna Mulcahy	18 March 2019	Safeguarding visit
Alison Olmi	14 May 2019	Assessment Arrangements KS2 SATs visit
Rachel Amankwa	4 March 2019	Curriculum Monitoring

RC, JF, HS AND DF to complete a skills audit form as soon as is possible. A model form can be found on DropBox.

Action: RC, JF, HS and DF to complete a skills audit form as soon as is possible.

c) AB agreed to draft his usual annual end of year letter to parents/carers. It is hoped that the letter can go out with the last bulletin for the year on 21 July.

Q – A governor asked what sort of issues will be covered in the bulletin?

A – AB answered that he hoped to include some of the following subjects: arrival of a new DHT and the stability of teachers and staff, Oracy, the school and governors are addressing and embedding any outstanding issues from the most recent Ofsted Inspection; the various extra curriculum clubs on offer including sport, the over-subscribed nursery, transfer to secondary school, excellent music provision, Place2Be and the 360 degree review of the leadership team.

Q- In answer to a governor’s question, the HT agreed that the school can send out the letter from the Chair in the childrens’ school bags.

7. Reports from Committees

7.1 Finance and Premises Committee (previous meeting 22 May 2019)

The minutes from the meeting on 22 May were circulated prior to the meeting. Due to his absence, the Committee Chair sent through the following points by email which summarise the main highlights from the meeting:

- the committee agreed that a formal risk register should be considered by the FGB, rather than just at a committee level;
- accounts remain in a strong surplus, therefore the committee agreed that the school might want to consider one-off projects that have the potential of bringing long-term benefits to the school
- the budget for FY19/20 is currently at a deficit (as it was last year) - this is due to a prudent budgeting approach and a number of one-off items;
- the FY19/20 budget was signed off by the committee.

In addition, the committee signed off the 2018/19 budget.

With regard to the risk register governors decided that each committee can identify two or three areas that relate to their area of work. The idea is not to have a too cumbersome or laborious document but to focus on the most important risks facing the school. MN offered to put some guidance together on the issues committees can focus on such as health and safety or maintaining good a good number on roll. Items can be ranked in importance using red, amber or green accordingly. As TH and JH attend all committee meetings they can ensure that the same methodology and criteria is used to identify the different risks. RC offered to extract the relevant information from the autumn term committee meeting minutes and put together a spreadsheet in time for the autumn FGB meeting

With regard to the deficit mentioned above, TH confirmed that this is an in-year deficit and that the school does have a carry forward. Governors were told the current carry forward figure.

Q – As part of the one-off projects, is it possible to change the fencing at the front of the school?

A – TH answered that he has spoken to the PTA and they might be able to contribute to changing the single and double gates.

TH added that finance is hard in the current climate. The budget is decreasing due to a drop in numbers on roll and pupil premium students. Staffing costs are possibly getting more expensive.

Action: Committees to review two to three risks related to their committee at their autumn term meetings. MN to put together some guidance for the committees. RC to extract the relevant information from the committee minutes in time for the autumn term FGB meeting.

7.2 Children, Families and Community Committee (previous meeting 11 June 2019)

The minutes having been previously circulated, the Chair highlighted the following for governors:

- a coffee morning for EID took place on 21 June and was well attended;
 - the committee looked at attendance and absences in detail. There is a small percentage of continuous persistent absence offenders (4-5% of all children). Most have good reasons for not being able to attend school and the school is aware of the reasons. Nevertheless, an Education Welfare Officer (EWO) is hoping to try and help improve attendance and lateness from September.
- 75% of in year admissions are pupil premium children. TH told governors that this could be a continuing trend. The HT assured governors that pupil premium funding is spent to maximise the potential of all pupil premium (PP) children. Some classes like the current Y6 class have a 40% pupil premium percentage whilst Reception has 5%. RA has completed a visit about pupil premium and written a governor visit report.

Safeguarding is covered later in the meeting (please see item 10)

Q – What is the evidence that pupil premium money is spent well?

A - TH answered that the money is spent on intervention, music and speech and language therapists as examples. Much of the budget is spent on staff. The school employs three members of staff to work with pupil premium children and one teaching assistant. Approximately £90,000 to £100,000 is spent on staff. RA carried out a governor visit on pupil premium. Also the pupil premium funding document highlights how all the money is spent.

Q -The Chair asked whether the school is meeting its targets towards pupil premium students as highlighted in the SIP report?

A – TH answered that the school is working very hard in this area and is meeting targets in terms of inclusivity, attendance and results. The school has a very personalized focus for each child and family. For example, the school encourages pupil premium children to attend school trips and after school clubs which are free to the children. With regard to parent evenings the school worked very hard to ensure as many parents attended as possible. Twenty two out of the sixty three parents did not attend. The school followed up with the non-attendees at least a couple of times and managed to see all but two families. JH added that he has met every pupil premium parent/carer in Y4. Only one out of nine did not attend. Parents are made welcome and the school encourages them to come and speak to staff. Every child from Y4 to Y6 is tutored by the school. Approximately £4,000 out of the total £102,000 is spent on tutoring. The one area the school is working on is the pupil premium data which is not as high as the school would like. This is possibly due to new families joining the school. For example, with the current Y6 cohort, the school does not have the previous data for some pupil premium children which makes the situation more complex (children arriving from abroad or with over-inflated KS1 data). The school did everything possible for two other children but they didn't quite make the required grade. Also some of the PP children have Special Educational Needs and Disability (SEND) or other issues. The school is aware that generally pupil premium children do not achieve as well as non-pupil premium children. However, there are also successes which need to be celebrated.

Q – A governor commented it might be useful to compare the school's data with other similar schools for pupil premium?

Q – The Chair asked if it is possible to have separate pupil premium data?

A – TH answered this is possible and JH added it is also about presenting and reviewing data to look at trends and patterns.

Q – A governor commented that it is about identifying barriers and how to overcome them.

A – TH answered that he agreed but it also about may be improving the outcomes on a wider scale.

The Chair commented that the school is doing some excellent work with pupil premium children.

Action: TH to provide pupil premium data for governors at FGB meetings.
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7.3 Curriculum Committee

The Chair had to send apologies just before the meeting due to illness. Most of the issues from the Curriculum meeting are covered in the HT Report including pupil progress and attainment.

7.4 Staffing Committee (previous meeting 6 June 2019)

The minutes from the recent meeting were circulated previously and there were no further comments.

8. Headteacher's Report to Governors (including school development plan)

The Headteacher's report had been circulated prior to the meeting and reviewed by Governors. TH also sent out the following documents as part of the HT report: Note of Visit Summer 2019, Allfarthing Data Sept 2019, Allfarthing National Sept 2019, Progress Breakdown Report Y1 to Y5, and Steps Attainment Summary Report Cumulative Y1 to Y5 and Copy of Course Tracker 2019.

As the initial SATs were made available on 9 July TH highlighted in detail for governors all the results.

Early Years Foundation Stage Good Level of Development (GLD) – 78% (2018 National 72%). TH pointed out that GLD has been fairly consistent in the last few years.

Phonics Y1 – 90% (2018 National 83%). This year has seen the highest score. All previous recent years have been above national apart from 2017.

Phonics Y2 – 50%. Six pupils passed. Pupils who did not pass are SEND pupils.

KS1	Expected	Greater Depth
Reading	80% (2018 National 75%)	30% (2018 National 26%)
Writing	80% (2018 National 70%)	20% (2018 National 16%)
Maths	82% (2018 National 76%)	27% (2018 National 22%)

KS1 results are slightly lower than last year or the same but above national average.

R, W and M – 75% Greater Depth 20% (2018 National 12%).

Governors had a short discussion about how the results can be reported back to parents/carers. Some governors feel that the results should be shared and celebrated with parents/carers. Governors are also mindful that the school does not wish to boast about the results either. More importantly, the school wants to be sensitive and cautious towards the children. Several options were explored such as the bi-monthly school bulletin, a letter from the HT or Chair of Governors. Governors agreed that the timing is important. Governors decided that the HT should write to parents/carers now and refresh the message at a later date. A governor suggested presenting the data to include past results going back to possibly 2016. This would illustrate that the school is moving in the right direction and this would hopefully help build further engagement and loyalty to the school. The message is that the school does its best for every child. *Post meeting note: Since the meeting it has been decided that the validated data can be sent out to parents/carers in the autumn term with letter drops, placed on notice boards and shared at open mornings for prospective parents.*

KS2	Expected	Greater Depth
Reading	83% (2018 National 77%)	35% (2018 National 30%)
Writing	87% (2018 National 78%)	34% (2018 National 20%)
Maths	87% (2018 National 79%)	48% (2018 National 23%)

Governors noted the excellent attainment figures for greater depth at KS2.

Reading, Writing and Maths 80% (2018 National 65%) Greater Depth 20% (2018 National 10%)

Spelling, Punctuation and Grammar

Expected 89% (2018 National 76%) Greater Depth 57% (2018 National 33%)

Governors congratulated the SLT and staff on the excellent results. TH explained that he is very pleased with this year's results. However, as things stand, in two years the Y6 results might not be as positive due to the cohort.

Q – In answer to a governor's question, TH told governors that the PTA organize a BBQ for staff and governors. This year it will be held on 19 July and all governors are invited. The Chair offered to write a letter to congratulate the staff on their hard work and success.

Having discussed the initial data results in detail, TH highlighted the following issues from his report for governors and invited any questions.

Exclusions Please see Confidential Minutes

Staffing

Please see the HT Report for a full break down of starters and leavers and other matters associated with staff.

Maintenance and Health and Safety

Please see the HT Report for further details

Q – How is the MUGA?

A – TH answered that it is not in good condition. It was not laid properly three years ago.

Employee Absences

One teaching member of staff had four days absence and three support staff had nine days. One member of staff had eight days off.

Q – Have staff absences improved?

A – TH confirmed this to be the case. Lower absences could be due to well being days. The Chair added that it could also be due to the flexible approach to staffing. Four teachers who have left the school have returned. Also the staff survey illustrates that staff are happy.

The school has appointed a new SENCO for four days a week as opposed to three due to increased funding. The current SENCO is relocating out of London. Only one teacher has resigned and this can be covered by staff returning from maternity leave (four members of staff covering two jobs). A former member of staff Stephen Broad is returning to cover two days pupil premium teaching.

School Development Plan (SDP) Priorities – The HT report includes an update against each priority in his report. The SDP priorities for 2018-19 are the following:

1. Consistency within teaching and learning is clear and visible across the school, demonstrated throughout the curriculum.
2. To improve outcomes in writing across the curriculum.
3. Children have access to and use a rich range of vocabulary.

Q – Does vocabulary feed into other subjects?

A- TH answered that is certainly the expectation and the school feels it has made some good strides in this area. Please see governor visit report from RA.

4. All pupils are moved on to more challenging work as appropriate.

TH commented that this year's data in terms of pupils achieving expected and especially greater depth as discussed above is an example that hopefully all pupils are moved on to more challenging work as appropriate.

5. Pupil premium children make the required progress. Please see above for a discussion about this item (item 7.2).

MN is hoping to attend a Senior Leadership Team (SLT) meeting where the priorities will be reviewed in more detail.

Finance

Finance has already been covered under item 7.

TH pointed out that the school has invested some money in Iris Connect where the teachers video themselves teaching so that positive and negative aspects can be shared amongst staff.

Q – How do teachers feel about being filmed?

A – TH answered that they feel very positive. The experience is built in and linked to other issues. Often it is a matter of getting into the habit and making it part of everyday practice.

There is some GDPR guidance which the school has adhered to and which has already been shared with governors.

Q – Could governors see 15 minutes of a good session?

A – TH agreed to set this up.

Monitoring

Please see the HT report for more detail and the School Link Inspector (SLI) Note of Visit.

Safeguarding

Please see item 10.

AB, LW and JC agreed to attend the HT appraisal panel with the SIP in the autumn term 2019.

TH completed his report by informing governors about other notable events.

The school has recently received the Primary Quality Science Quality Mark;

The residential trips took place with great success;

Maths Oracy is working very well;

JH added that the work on the well-being award is progressing in a positive direction and the school is hoping it will become part of the culture in the school. Feedback so far from children, parents and staff is encouraging. JH is completing an action plan, reviewing mental health needs, insurance, promoting well-being generally, mindfulness and Place2Be is more visible.

Action: AB, LW and JF to attend the HT appraisal panel with the SIP in the autumn term 2019.

9. Chair's Report

The Chair took this opportunity to raise a few issues from the Director's Report:

He urged governors to read the whole report and in particular item 3.2.1 on Relationships Education, Relationships and Sex Education and Health Education.

TH explained that the school is hoping to pre-empt any misgivings or concerns about the new guidance by offering the parents/carers the opportunity to come into school and discuss the new guidance using the new resources.

10. Safeguarding and Health and Safety

The safeguarding governor visit report having been previously circulated, AM summarized the salient points from the report for governors (Please see safeguarding governor visit report on DropBox). The report covers all current cases to include referrals, concerns, information requests and operation tea rose cases. The visit covered areas to develop, the link between Relationships Education, Relationships and Sex Education and Health Education and Physical, Social and Health Education (PSHE) and Safeguarding.

11. Director's Report

Please see item 9

12. Any Other Business

Q – A governor asked if it possible to name all acronyms and abbreviations in meetings and minutes

A - Governors agreed this is a good idea.

Clerk to try and find a glossary of terms and post onto DropBox.

Action: Clerk to try and find a glossary of terms and post onto DropBox

13. Date of the next meeting

TBC

Part A closed at 20.30pm

Documents for filing with the minutes:

Committee Terms of Reference (All Committees)

Minutes from the meeting 27 March 2019 (Part 1 and Part 2)

Headteacher's report and associated documents

School Link Inspector's Report

Reports from Committees

Governor Visit Reports

Directors Report

Governor Training List

LA Training List