



# Main Governing Body Minutes

Monday 23<sup>rd</sup> October 2017

Item	Agenda Item
1	<p><b>ATTENDANCE AND APOLOGIES FOR ABSENCE</b></p> <p>Present: G Smart (Chair), S Martin, A Varia, L Williams, U Patel &amp; R Kapadia            Apologies: A Snow &amp; Madlani            Did not attend: B Lad</p>
2	<p><b>MEMBERSHIP OF THE GOVERNING BODY</b></p> <p>G Smart has been re-elected by LCC to continue as our Local Authority Governor            GS welcomed Mr Pete Davidson (School Premises Officer) onto the Governing Body – Community Governor</p>
3	<p><b>DECLARATION OF INTERESTS 2017/2018</b></p> <p>All governors were given a copy of the Annual Review of Interests to complete and return to the clerk            All governors were given a copy of the Code of Conduct for Governors to complete and return to the clerk</p>
4	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The minutes of the Governing body meeting held on 23<sup>rd</sup> June 2017 were agreed as correct and signed by the Chair of Governors</p>
5	<p><b>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING NOT ALREADY INCLUDED ELSEWHERE ON THE AGENDA.</b></p> <p>UP</p> <ul style="list-style-type: none"> <li>• Mobile: Currently used as a classroom for morning groups. PD advised that there were no Health &amp; Safety issues.</li> <li>• London Visit: Postponed due to events. A meeting was held with parents regarding the trip taking place - it was agreed to give the parents the option of sending their child or not. 3 children did not go and 2 staff were replaced. Governors agreed further trips to the capital would have to be discussed.</li> </ul>
6	<p><b>REPORTS</b></p> <p>SK <u>Curriculum</u> - Miss Kaur (KS2) – Focus on Reading – (report attached)            Questions relating to the report</p> <p>GS: Do the children like the half-hour reading session? SK: Certain children will be asked to focus on a specific book.</p> <p>UP: Do our children love reading SK: We encourage them to read</p> <p>SM: Are children allowed to read their own choice of books in the half hour? SK: Yes</p> <p>AV: Has reading been in decline? UP: The school is falling down where children are being asked for an opinion of text etc.</p> <p>Progress: Negative to Positive (Dismantled way we teach reading) – skills, understanding text, reasoning and extract reading.</p> <p>AV: How does this work is it a problem children writing it down? UP: Grammar, punctuation &amp; spelling results were lower than last year but above National.</p> <p>Reading Priority – Higher Achievers</p> <p><u>Early Years &amp; KS1</u> - Mrs Aydin</p> <ul style="list-style-type: none"> <li>• 22% boys with SEN - Girls doing better than boys in development</li> <li>• 2017/18 - Good level of development expected. Last 3 yrs - just below National</li> <li>• If a child starts in Nursery or Reception the gap narrows dramatically up to year 6.</li> <li>• 'BIG MOVE' - an exercise routine to help children to strengthen their core muscles to enable them to be able to sit at a table, on a carpet etc. Reception teacher to attend training.</li> </ul>

SM AA	<p>SM: Is there a trend of more children being identified as SEN? AA: larger number of boys due to no interaction with parents. Workshops have been held to try to teach parents what their children need other than the TV or iPad.</p>
AV AA	<p>AV: how does National compare with Herrick in 'Development'? AA: Herrick School are below National but above the L.A.</p>
LW	<p><b>Pupil Premium (renamed Disadvantaged Pupils)– Miss Williams</b></p> <ul style="list-style-type: none"> <li>• Review carried out of 2016-2017, what worked and what needs improving</li> <li>• Currently 80 children on the register and the school receives roughly £900 per child.</li> <li>• Allocation spent on – Teaching staff - YARC (Reading scheme) which analyses beginning and end of year progress.</li> <li>• A profile has been created for every P/P child which includes visits, Clubs etc.</li> <li>• Allocation and spending report has been put on the school website.</li> </ul>
SM UP	<p>SM: How is 'Disadvantaged' made up? UP: FE6 (having been on the free meals list during the 6 years), Looked After Children, Armed Forces and Free School Meals.</p> <p>SM: Who puts them into Disadvantaged Pupils? UP: Children in KS2 who are on Pupil Premium, if sibling in KS1 then they should apply for an LCC Voucher.</p> <p>SM: What is the impact of interventions relating to learning? UP: The school have been following a new process over the last two years – showing that Disadvantaged Pupils have improved (Interventions working).</p> <p>Non-Disadvantaged also have improved this and previous years. The gap is widening. Our Disadvantaged pupils are doing better than National</p> <p><u>Action Plan for</u></p> <ul style="list-style-type: none"> <li>• Effective feedback on learning – teacher cover.</li> <li>• Early intervention – working daily with children</li> <li>• T.A. counselling to support self-esteem, attitudes to learning etc.</li> <li>• Behaviour Policy – Red Hats, Pupil Progress Meetings.</li> </ul>
AV UP	<p>AV: Do EAL children perform different to Non-EAL children? UP: EAL perform higher than Non EAL children</p> <p><u>Headteachers Report</u> Previously circulated to all Governors. Questions that arose have been answered in the other reports.</p> <p><u>Staffing 2017-2018</u></p> <p><b>Working Time Regulations:</b> The Chair advised the meeting that the school were working within the requirements of the Working Time Directive – 1265 hrs for Teachers &amp; various hours for support staff – max 40.75.</p> <p><u>Staffing update</u></p> <ul style="list-style-type: none"> <li>• TA level 2 - Temp contract to work 1:1 with autistic Y1 child</li> </ul>
SM UP	<p>SM: Do you get funding to cover costs until statement in place UP: No, but we need the cover as it is very disruptive for the other children.</p> <ul style="list-style-type: none"> <li>• Emma Grundy has begun her maternity leave.</li> <li>• 2 extra lunchtime staff employed.</li> <li>• Premises cleaner has left and has been replaced.</li> </ul>

7	<p><b>SCHOOL BUDGET</b></p> <ul style="list-style-type: none"> <li>• Predicted carry forward £27,993</li> <li>• Governors agreed for the Outturn Statement provided be sent to LCC</li> <li>• Spaces available in Nursery and Reception</li> <li>• Awaiting National Formula for 18/19</li> <li>• Repairs &amp; Maintenance Buy-Back – PD advised that LCC had revised the set-up of the Buy-back into offering a Bronze, Silver &amp; Gold package, cost according to the requirements.</li> <li>• Governors discussed whether to continue with LCC or ‘go alone’. ST &amp; PD to look into the costs of individual contracts.</li> </ul>
8	<p><b>GOVERNOR RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Governor School Improvement Teams were reviewed and amended.</li> <li>• Governor visits to be arranged for after the half-term break</li> </ul>
9	<p><b>GOVERNOR MATTERS</b></p> <ul style="list-style-type: none"> <li>• No training requirements identified.</li> <li>• No matters arising from the Briefing Papers – Autumn Term 2017</li> <li>• It was agreed that Mrs Kapadia would take on the role of Training Governor</li> </ul> <p>GS attending Health &amp; Safety – Friday 27 October 2017 SM completed Safer Recruitment Training - 24 October 2017</p>
10	<p><b>UPDATES ON PROJECTS</b></p> <p><u>Clever Classrooms</u></p> <ul style="list-style-type: none"> <li>• Working well in Year 1. The idea of the project is that the children go from Year 1-6 in the same environment.</li> <li>• Displays are now minimal</li> <li>• Decorations are to in a natural colour.</li> </ul> <p><u>Fundraising -</u></p> <ul style="list-style-type: none"> <li>• School Council would like to raise money for the school possibly for new curtains/blinds, outdoor equipment etc.</li> <li>• Planned to date – Contributions for plant pots on railings of car park, Disco, Concert, selling toys.</li> <li>• The school will be organising a Winter Fayre on Friday 15 December 3.30-5.00pm</li> </ul>
11	<p><b>HEALTH &amp; SAFETY</b></p> <p><u>H&amp;S Inspection</u></p> <ul style="list-style-type: none"> <li>• GS completed the Governor Inspection Health &amp; Safety Report</li> <li>• The school obtained the highest award for the Health &amp; Safety Audit which took place October 24<sup>th</sup> – ‘Compliant – Outstanding Effort’ The Governors thanked Mrs Tuckwood and Mr Davidson for all their work towards achieving this grading.</li> </ul> <p><u>Swimming</u></p> <ul style="list-style-type: none"> <li>• GS will be attending Year 4 swimming in November, as part of the new Swimming Procedures by LCC.</li> </ul> <p><u>Website</u></p> <ul style="list-style-type: none"> <li>• School website meets all requirements by Ofsted and the DfEe.</li> </ul>
12	<p><b>SCHOOL POLICIES</b> - The following Policies were ratified by the Governors</p> <p>Acceptable Use - Health &amp; Safety – Swimming Policy &amp; Procedures – Trip Emergency – Absence Management (LCC) – Emergency Procedures (Disaster Plan) LCC  - Charging &amp; Remissions – Race Equality – Spiritual, Moral, Social &amp; Cultural – Risk Assessment – Rarely Cover – Organisational Review Policy &amp; Procedure (LCC) – Capability Procedure (LCC) – Best Value Statement 17-18 – Pay Policy 2018 – Maths &amp; Calculation Policy – Intimate Care Policy – Early Years Admissions – Anti-Racist Policy – Attendance Policy</p>
13	<p><b>SAFEGUARDING</b></p> <p>On-line training to be completed by the end of the Autumn Term</p>

14	<p><b>ANY OTHER BUSINESS / CORRESPONDENCE</b></p> <p>Mrs G Smart has been re-elected for a further 4 year term by the LA as their representative on the school Governing Body.</p> <p>DBS renewals – Governors discussed when Governors DBS information should be renewed.</p>
15	<p><b>DATE OF NEXT MEETING(s)</b></p> <p><i>Full Governors:</i> Spring Term: 22 February 2018 5.00pm      Summer Term: 14 June 2018 5.00pm  <i>Finance &amp; Staffing:</i> Dates as above, starting at 4.00pm</p>