Date: Thursday 5 October 2017	**Time: 19:00**

Present: T Jones (Chair), J Lawrence, L Pritchard, S Pritchard (Head), M Rogers, D Rudwick (Clerk), L Simmonds, I Whitlam

Apologies Accepted: There were none
Apologies not given: G Young

The meeting was quorate

	When	By whom
1. Election of Co-opted Governor: M Rogers proposed that Mrs Sian Pritchard is co-opted onto the governing body with immediate effect, T Jones seconded, all agreed.		
2. Election of Chair and Vice Chair to Full Governing Body (FGB): (a) The clerk had not received any nominations for either Chair or Vice-Chair prior to the meeting. She asked for nominations and Tim Jones was nominated as Chair and Mike Rogers as Vice Chair. (b) Tim Jones was elected unanimously as Chair of the Full Governing Body. (c) Mike Rogers was elected unanimously as Vice Chair of the Full Governing Body.		
3. Any Other Business: There was none.		
4. Declaration of Interests: Mrs Sian Pritchard declared her employment with the Active Learning Trust (ALT).		
5. Minutes of meetings (a) Full Governing Body held on 10.07.17: All agreed that the minutes were a correct and true record. (b) Resources held on 26.06.17: All present agreed that the minutes were a correct and true record.		
6. Matters Arising: (a) The Health and Safety Policy had been reviewed and is on the agenda for adoption. The names need to be changed in the policy.	Autumn	Clerk
(b) The appendices to the Critical Incident Plan are nearly all updated. This will be reviewed again in January.	Autumn /Spring	Clerk/Head of School
(c) The Prevent training is on the agenda		
(d) The Year 6 pupils will interview the Chair of FGB this term. This will be published in the school newsletter.	Autumn	J Lawrence
(e) It was agreed not to hold a parent/governor election this term as the structure of the governing body will change once the school has joined ALT.		
(f) The Governor Action Plan is on the agenda for discussion.		
(g) It was agreed that the exact time for each item on the agenda should be included for the next meeting.	Autumn	Clerk
(h) The governing body is already trialling one meeting per half term of just the FGB with no committees. Further review of the structure will wait until the school has joined ALT.		
(i) Governor skills and training is on the agenda for discussion.		
(j) The Governing Body Self-Evaluation Tool is on the agenda for discussion.		
7. Update on Academisation: (a) S Pritchard reported to the governors that the target date for Earith to join the ALT is 1 January 2018. 1 January 2018. There is a lot of work on the conversion going on behind the scenes at the moment. (b) The Financial Director of the Trust visited Earith last week to start Due Diligence. He will also be liaising with the local authority. (c) HR from the Trust will be visiting on 18 October to carry out the Personnel Due Diligence. (d) A TUPE meeting has been arranged with the staff on 8 November after school.		

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This will be attended by staff, Education Personnel Management and Trade Unions. (e) The local authority did a site visit to look at the grounds and boundaries. They did not seem to think there would be any problems with either the Pre-school building or caretaker's house. ALT will also visit the site. (f) ALT has funded additional time for Angela Thompson, School Adviser, to support the Head of School in her new role. (g) The Trust will keep us up-to-date with the next steps, but they are being very supportive. **GQ –** S Pritchard was asked if she felt the process was now unstoppable. She felt that as our finances are straightforward there should be no delays. (h) **GQ –** S Pritchard was asked if she felt that the parents should be given an update of the process. S Pritchard will check with the Trust to see if there is anything required of the governing body. The governors will write to the parents before half term to update them.	Autumn	S Pritchard/ Chair
8. Raising Standards: (a) <u>Head`s Report</u>: A copy of the Head Teacher's Report had been circulated to the governors and is attached to these minutes. (i) **GQA –** S Pritchard was asked if she could explain what the 13.95% refers to under persistent absenteeism in the attendance table. She explained that this is the percentage of pupils out of the total number of pupils on roll. (ii) **GQA –** The Head of School was asked if she was able to say more about the racist incident that was logged and what was being done to address this. She explained that it had been a pupil calling another pupil a racist name. The pupils (victim and perpetrator) were spoken to by staff and consequences given. The parents were informed and there was follow up in PSHE lessons. **GQ –** the governors asked if the type of incident could be noted in future reports, i.e. 'verbal' etc. S Pritchard agreed that this could be done. (b) <u>Data</u>: Data for July 2017, Trajectory of Closing the Gap 2017-2018 and Progress Data Groups to July 2017 had been circulated to the governors and are attached to these minutes. (i) **GQA –** The good progress in reading, writing and maths for EYFS was noted, but that it was lower, especially maths, without Special Educational Needs and Disabilities (SEND) pupils included. S Pritchard was asked if this was cause for concern. She informed the governors that she was not concerned. The SEND pupils in EYFS had very low starting points, but they have made greater progress. (ii) **GQA –** the head was asked how the two pupils in Year 1 who had been Good Level of Development (GLD) in maths in EYFS had now slipped. S Pritchard confirmed that these pupils had a good understanding of the EYFS curriculum but were not as secure in the Year 1 curriculum. There is a big jump from EYFS to Year 1 and some pupils can lose confidence. Pupils who had reached GLD had left which has also had an impact. **GQ –** S Pritchard was asked if the target set was ambitious. She felt that it was not as there was the capacity to achieve the target. (iii) **GQA –** The head was asked if the trajectory table was based on targets for 2016 and 2017 or actual data and if it is for the same cohort and not the same year. She confirmed that the new trajectory is actual data for 2016 and 2017 and targets for 2017-2018. (iv) **GQA –** The head was challenged about why the progress for writing and maths was particularly low for Year 1. She informed the governors that Target Tracker does not show accurate starting points. After a lot of work on this the data this year should be more accurate. (v) **GQA –** The head was challenged about the drop in numbers of pupils working at End of Year Expectation (EYE) from the KS1 results in Year 4 in maths and writing. She was asked if there was a particular difficulty with this cohort. She confirmed that the KS1 data was not secure/inflated. The number of pupils in the cohort has also changed with two new pupils joining the school who were below EYE. (vi) **GQA –** the head was asked to explain the comment '5 GRT pupils also SEND support; 5 SEND support pupils; 3 non-SEND support'. She explained that is meant out of the 8 FSM pupils, 6 of them are GRT and out of those 6, 5 are on SEND support. The GRT are working well below across the board.	Autumn	S Pritchard/ HofS

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(vii) **GQA –** the head was asked if targets are created for those pupils on page 7. She confirmed that targets are set for Pupil Premium (PP) and non-PP pupils. SEND pupils have targets and 80% of SEND pupils are expected to meet their targets. This is the same for the more able pupils – aiming to achieve 100%. (viii) **GQA –** the head was asked if there is a need to focus on writing for SEND and PP pupils as there seems to be a significant number of them working well below EYE. She confirmed that there is a need to focus on this and it is included in the Audit Trail. It is a target on teachers' performance management. (ix) **GQA –** It had been noted that in Year 1 the top table says 11 pupils, the middle ones says 12 and the numbers vary in the tables for Year 4. The head explained this is pupils leaving and joining the school. The trajectory and targets are not revised each time this happens. (c) <u>Audit Trail (School Development Plan)</u>: The Audit Trail is the Trust's model for the School Development Plan. S Pritchard is unhappy with the format and Angela Thompson will be reviewing this with the Trust to make it more user-friendly. There needs to be more detail with somewhere to show the impact. (d) <u>Governor monitoring visits</u>: The following two Governor Visit Reports had been circulated to the governors and are attached to these minutes: Keeping in Touch – T Jones – 22.9.17 Health and Safety – T Jones – 29.9.17 It was agreed that T Jones would do the Pupil Progress visit at the end of December. I Whitlam will attend if possible. (e) <u>Governor Action Plan</u>: The Governor Action Plan had been circulated to the governors and is attached to these minutes. There were no questions. (f) <u>Governor Self Evaluation Tool and Skills Audit</u>: M Rogers had reviewed the Governor Self Evaluation Tool and circulated it to the governors. It was agreed to leave it as amended and to revisit it again in the new year. It was agreed that the Chair would circulate some suggested training courses to the governors and that governors could select the course they could attend. Any training courses attended will be recorded by the clerk. (g) <u>Standing Orders</u>: These had been completed prior to the meeting and circulated to the governors. It was agreed to adopt these for this year with no changes.		
9. Resources to Support Learning: (a) <u>Budgetary Control Report (BCR) and finance update</u>: The BCR for September 2017 had been circulated to the governors. S Pritchard informed the governors that the Financial Adviser had recently visited school. The staffing budget had been adjusted to give a more up-to-date financial position by taking out the additional Teaching Assistant support. The carry forward is approximately £20,000. (b) <u>Personnel update including new structure</u>: The school is still only five weeks into the new staffing structure and needs a bit more time to embed. The Trust is considering the structure once Earith Primary had joined ALT. (c) <u>Premises</u>: (i) The sump pump had had to be replaced at a cost of £900. (ii) The Trust is arranging a health and safety audit. (iii) The boundary trees and shrubs are still causing concern. The caretaker had undertaken quite a bit of the work required but there is still a considerable amount to do. Quotes are being sought for this work. (d) <u>Pay decisions</u>: This is the subject of a confidential addendum.		
10. Training: (a) <u>Review Prevent Duty</u>: S Pritchard delivered the required training on the Prevent Strategy to the governors. It was agreed that a brief report on Prevent and Safeguarding would be included in the head's report to governors. (b) <u>Internet Safety</u>: L Moore informed the governors that internet safety had been discussed on the teachers' training day. It had been agreed that internet safety is planned into the curriculum for each half term including an assembly. Staff are reminded to be mindful of pupils online and any cyber-bullying. Any incidents are logged as a concern and discussed with parents. There is follow-up on internet safety	Autumn	S Pritchard

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in both PSHE and ICT lessons. It was suggested that an item is included in the newsletter about good websites for parents to check for advice.		

11. Policies:
(a) <u>Questions on policies sent out</u>: There were none.
(b) <u>Policies</u>: The following policies were reviewed and adopted, with amendments where indicated, for another year:
   • Lone Worker Procedures
   • Health and Safety (with names amended)
   • Safeguarding and Child Protection
   • Behaviour
   • Persistent Complaints and Harassment
   • Code of Conduct for Staff, Governors and Volunteers
   • Admissions
   • Governor Induction
   • Whole School Pay
   • Homework (removing 'and racial' from the role of class teachers section)
   • Approach to Assessment
   • Intimate Care		

12. Impact Summary:
   • Reviewed data
   • Looked at School Development Plan
   • Reviewed Governor Action Plan
   • Performed self-evaluation
   • Monitored BCR
   • Updated on staff structure
   • Approved pay
   • Did Prevent training
   • Approved policies		

The meeting closed at 21:35		

Date of Next Meeting: Thursday 30 November 2017 at 7.00 pm

Signed by Chair of Governors: …………………………………….   Date: ……………………