



| MINUTES OF THE FULL GOVERNING BODY MEETING | | |
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| Date | 19th October 2017 at 6pm | |
| Venue | St James CE Primary School; extended room | |
| Present | Chris MacIntosh Gavin Shortall Jess Kippen Jo Gait Pete Baylis | Parent governor Headteacher Parent governor (Chair) Foundation governor Foundation governor |
| Apologies | Andy Gait Derrick Watson Jo Westhead Lynda Newton Steve Lomax Paula Robinson | DBE governor Foundation governor Staff governor Foundation governor Associate member Foundation governor |
| Absent | Hilary Jones | Foundation governor |
| In attendance | Laura Nicholson | Clerk |

For all sets of minutes and backing papers it is taken that all have been pre-read and coverage is therefore limited to: • accuracy • action points • challenge

The meeting met its quorum

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| AGENDA ITEM 1 | WELCOME & APOLOGIES FOR ABSENCE |
| Discussion | The Chair welcomed all to the meeting. The apologies of Andy Gait, Derrick Watson, Jo Westhead, Lynda Newton, Steve Lomax and Paula Robinson were received. |
| Decision | RESOLVED: that the apologies of the above-named governors be accepted. |

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| AGENDA ITEM 2 | DECLARATION OF INTERESTS |
| Discussion | There were no new declarations made. |

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| AGENDA ITEM 3 | DECLARATION OF ANY OTHER BUSINESS |
| Discussion | Contributions to the act of kindness: JK explained that any contributions should be given to Jess through the school. Governors should put any donations in an envelope. |

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| AGENDA ITEM 4 | PART ONE MINUTES OF THE LAST MEETING (20th September 2017) |
| Discussion | Governors reviewed the minutes which were circulated prior to the meeting. Amendment: Jo Gait to be included on the T&L committee membership and Lead governor for Pupil Premium with Lynda Newton. |
| Decision | RESOLVED: that the minutes be accepted as a true and accurate record. The Chair signed the minutes. |

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| AGENDA ITEM 5 | MATTERS ARISING |
| Discussion | Item 7: JK to send copy of Gov Annual planner to each Committee in order for the Committee |



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| | <p>members to plan regular Gov Link visits, in agreement with GS. This refers to the year planner. It was proposed to include a section on governor visits. GS/LN/JK to liaise on this.</p> <p>Item 8:</p> <ul style="list-style-type: none">• Jess Kippen to follow up with the Chair of governors at Mauldeth Road regarding the Collaboration terms of reference. Once agreed, FGB to formally approve the terms of reference. Mauldeth Road have agreed in principle subject to FGB approval.• LN to send ToR to committees to review at their next meetings. (Teaching & Learning to be reviewed in autumn term 2 meeting). LN is going to look at the Finance & Staffing terms of reference. The T&L ToR were agreed by the committee.• All terms of reference to be approved at the October FGB. Deferred to the next meeting. <p>Item 10: each committee to agree a schedule of governor monitoring for the term/year according to the work of the committee. This has been discussed.</p> <p>Item 16: Joanne, Andy and Chris to send to Jo Westhead their photos for the school website before the next meeting. Outstanding action.</p> |
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| AGENDA ITEM 6 | OFSTED FEEDBACK - CONFIDENTIAL |
| Discussion | Addressed in separate confidential minute. |

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| AGENDA ITEM 7 | GOVERNOR TRAINING REQUIRED/ATTENDED |
| Discussion | Jo Gait would like a place on One Education new governor training. |

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| AGENDA ITEM 8 | GOVERNOR MONITORING REPORTS SINCE LAST MEETING |
| Discussion | <p>PB undertook a PE visit and has written up a report. Governors thanked Pete for this.</p> <p>Governors discussed how it would be useful to have a central storage area for governor documents. The Clerk advised of some systems she was aware of.</p> <p>Action: GS to look at file sharing system e.g. Dropbox or Governor Hub etc.</p> <p>The Chair highlighted the need for governors to use the official proforma as per prior agreement.</p> |

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| AGENDA ITEM 9 | GOVERNOR SELF EVALUATION & ACTION PLANNING 2017-18 |
| Discussion | <p>At the last meeting, governors agreed to consider their specific priorities for this academic year at the October meeting. Governors were asked to contact Jess Kippen if they would like to make any amendments to the governor action plan which was circulated with the papers.</p> <ol style="list-style-type: none">a) The Chair advised that this item is about considering governors' work over the coming year and how it could link to the School Development Plan. For example, encouraging reading for pleasure.b) Mr Shortall added that the other key areas of focus in the SDP include higher attaining children, and embedding a culture of more governor visits, sharpening up the focus of what is operational and what is strategic. Governors are not responsible to meet with teachers and get involved in operational matters. PB highlighted that this is about getting to know the teachers and what they do so that governors can learn about the school, not to pass judgement. It is also about teachers being supported and them knowing who the governors are and what they do.c) Teachers can feed to governors any areas they need support in e.g. resources.d) Also discussed was the development of the outside space through the bid submission of Steve Lomax. |



- e) Mr Shortall reported that Ofsted had commented that governors showed a good level of challenge and support to the School. In future governors will look at focusing in more on visits with a specific aim.
 - f) PB offered to complete a piece of research relating to healthy eating in the school linked to his studies. Governors and the Headteacher supported this.
 - g) As a way of engaging positively with staff, governors suggested holding an open day for teachers and governors in a more informal setting. It was noted that the act of kindness gestures from governors to staff had a positive impact on staff through showing appreciation. Governors need to be well known to the school whilst keeping the professional boundaries. Also, Governors need to seek out information from other sources in addition to that supplied by the Headteacher. It is healthy for staff to be able to feedback information to governors without straying into operational matters. It's about communicating this to staff.
 - h) The following priorities were agreed for this academic year:
 1. Governor open day for staff and governors;
 2. Reading for pleasure – awards given to children in assemblies by governors (highlighted especially for non-parent governors every half term). Publicising a governors' reading scheme was suggested;
 3. Development of the outside space;
 4. Continue to embed governor visits and subject links
- Action: GS to send out assembly dates and times for governors to sign up to.**

| AGENDA ITEM 10 | SUMMARY HEADTEACHER'S REPORT |
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| Discussion | <p>The vision & ambition question, <u>How is the vision and ambition for the school being communicated to staff, parents and pupils?</u>, was answered as follows:</p> <p>Key information:</p> <ul style="list-style-type: none"> • When the vision was formulated the staff were involved. Inset time was used to discuss what the vision meant, who it applied to and what it would look like. <i>Please see 9.4 – St James C of E Primary School – Vision – 24 Sep 2015</i> • The subsequent vision statement is published on our website. <i>Please see 9.5 – Vision Statement – Dec 2015</i> • The approach the school adopts for continuing to communicate that vision to staff, parents and pupils follows the following three principles: <ul style="list-style-type: none"> ○ Make sure the vision is more than a framed document hanging on the wall. Leaders at St. James' strive to ensure that they "walk the walk". Every opportunity to explore how to improve and strive for excellence is taken and communicated to staff. The school has been pushing for a long time for an Outstanding judgement from Ofsted and this push remains. The School Development Plan is a key part of school improvement and forms the basis of Inset training and CPD at the school, emphasising the SLT's desire for the school to continually improve and strive for excellence. The school uses Performance Management systems as a way of driving improvement and staff are involved in parts of the target setting process, asking them to identify ways that they can improve. ○ Place a high value on two-way communication. Open communication is valued throughout the school. Leaders are available to parents at the start and end of the day and teaching staff communicate with parents when children are collected at 3.30pm. Leaders take care to "take the temperature" of the staff and adapt practice during times of high stress. Staff feel that they can share ideas with leaders and communication always follows as to whether these ideas will be acted on or not, with rationales explained. This contributes to the shared ownership of the vision and tries to ensure that all stakeholders are invested in attempts to realise the vision. ○ Over-communicate during periods of rapid change. Linked to the previous bullet point, leaders are acutely aware that priorities may change quickly in a school |



environment. Budget pressures, inspection, social issues experienced by families may all combine to cause large changes in the challenges that the school faces. When this occurs leaders work hard to remain open and over-communicate in order to maintain the shared ownership of the vision.

Principles drawn from “3 Keys to Clearly Communicating the Organizational Vision to Employees” Peter Barron Stark Companies – 21 Feb 2011

Q: What is restorative practice? A: This is about building relationships. When a conflict occurs, staff use positive relationships to find the solution in a fair way by helping children to speak to each other in a constructive way. Staff are also being trained in this too. LOs are being supported in managing children’s behaviour in this way and using strategies to deal with behaviour at lunch times especially.

SDP: Mr Shortall picked out the three key areas to monitor going forward, following the review of the School Development plan 2016-17:

Key information:

- Objective 1b – moving from an assessment system based on levels to one based on children achieving age related expectations at the end of each year has created a number of challenges in tracking progress within the school year. The school has been developing an assessment system to address this over the last two years and will be looking to build on that work this year. This will be a key objective to achieve as it will support the school in effective self-evaluation and identifying where support is needed throughout each year group.
- Objective 2c – a key school priority is to increase the percentage of children who are achieving above age related expectations. There are many barriers to this. Our children often come into school with low baselines and limited language. Many of them do not have the access to culturally rich experiences that children in wealthier areas enjoy. Our school has experienced, and will continue to experience, budgetary pressures. Recognising these barriers will support us in overcoming these barriers, through effective teaching, identifying higher achievers early on and pushing able children to achieve at a quicker rate.
- Objective 4a – the school continues to self-evaluate and this objective is of key importance in ensuring that we know where the strengths of our teaching lie and where the areas for development are. The school has recognised the difficulties in monitoring teaching effectively and aims to develop its systems over the year to be able to present a strong understanding of our strengths in this area.

The staff absence report was noted:

The figures were divided into full time and part time support staff. The main issue this identifies is the LOs and their attendance. There is greater difficulty in recruiting for this due to the hours required.

Q: Regarding pupils on roll, if there is a disparity in relation to one gender over another, how does this affect the curriculum? Does it change? If so, what does the school do to accommodate this? Does it alter its use of resources etc?

A: GS will look into this and feedback.

Mr Shortall was also asked to report back on how the school stretches the top end performers following the Ofsted inspection. **Action: Gavin Shortall.**

| AGENDA ITEM 11 | COMMITTEE REPORTS |
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| Discussion | <ul style="list-style-type: none"> • Teaching & Learning committee: the minutes were noted. |



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| | <ul style="list-style-type: none">• Finance & Premises committee: the LCVAP bid has been submitted.• Pay committee (verbal update only): the committee met and made a number of decisions regarding teacher pay. |
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| AGENDA ITEM 12 | PROCEDURES / POLICIES FOR REVIEW/APPROVAL |
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| Discussion | <ul style="list-style-type: none">• St James C of E Safeguarding Policy Oct 2017 – this was discussed at the recent Ofsted inspection and been updated since then.• Admissions policy – school: Mr Shortall reported that he has spoken to the Diocesan governor support about the admissions policy consultation. The School must complete a consultation every 7 years and is due to do this. The consultation is with stakeholders plus other local nursery groups. Governors are required to act reasonably in their decisions. Action: if anyone on the governing board believes that someone has an interest in the policy that that person must submit their information about this. The School will start the 6-week consultation period after half term. It was suggested that the School invites the PCC to comment on this. Joanna Gait was invited to communicate this to the PCC.• Admissions policy – nursery – as per above discussion. It was noted that just because children attend the School nursery, they do not have an automatic right to be admitted to the school. |
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| Decision | RESOLVED: that the aforementioned policies be formally approved. |
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| AGENDA ITEM 13 | ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING |
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| Discussion | There was no AOB to discuss. |
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| AGENDA ITEM 14 | DATE OF NEXT MEETINGS (attached) |
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| Discussion: | <ul style="list-style-type: none">• 14th December 2017 at 6pm |
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There being no further business the meeting closed at 7:55pm