



MINUTES OF THE FULL GOVERNING BODY MEETING		
Date	24th May 2018 at 6pm	
Venue	St James CE Primary School; extended schools room	
Present	Andy Gait Gavin Shortall Hilary Jones (left 6:25pm) Jessica Kippen Jo Gait Jo Westhead Paula Robinson (Rev.) Pete Baylis	DBE governor Headteacher Foundation governor Parent governor (Chair) Foundation governor (ex officio) Staff governor Foundation governor Foundation governor
Apologies	Chris MacIntosh Steve Lomax Lynda Newton	Parent governor Associate member Foundation governor
Absent	None	
In attendance	Laura Nicholson (arr. 6:30pm)	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

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	The Chair welcomed all to the meeting. The Clerk, Laura Nicholson was stuck in heavy traffic in Manchester and would arrive as soon as possible. The apologies of Chris MacIntosh, Steve Lomax and Lynda Newton were received.
Decision:	RESOLVED: that the apologies of the above-named governors be accepted.

AGENDA ITEM 2	DECLARATION OF INTERESTS
Discussion	There were no declarations of interest on the agenda.

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS
Discussion	There were no declarations of AOB.

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (21st March 2018)
Discussion	Governors reviewed the minutes which were circulated prior to the meeting.
Decision	RESOLVED: that the minutes be accepted as a true and accurate record. The Chair signed the minutes.

AGENDA ITEM 5	MATTERS ARISING
Discussion	Item 5: Item 9: GS to follow up with pupil voice action re approach to fix-it and development. To address on the Summer term agenda. GS confirmed that a pro-forma has gone live on the website. Item 6: <ul style="list-style-type: none"> • Laura Nicholson will contact governor services at MCC and advise them of the



	governors' decision and request to appoint Steve Lomax as LA governor to replace Imran Naseem. LN has contacted governor services and is awaiting response. <ul style="list-style-type: none"> Jess Kippen to look into NGA governors training. JK to explore options and report back to the next FGB.
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AGENDA ITEM 6	GOVERNING BOARD BUSINESS
Discussion	<ul style="list-style-type: none"> Membership: 1 x LA governor. Imran Naseem has stepped down as LA governor. Steve Lomax has begun the process of completing the paperwork required by the LA to become an LA governor. Governor training attended and its impact: none reported. Governor training required: none reported.

AGENDA ITEM 7	GOVERNOR MONITORING VISIT REPORTS SINCE LAST MEETING
Discussion	JK has conducted 2 governor visits: 1 for restorative practice and 1 for SATs. Reports will be presented for the next FGB. GS reported that the morning assembly is planned to formally launch restorative practice across the school and that early pilot activity has proved very positive. An external specialist has visited to help set the scheme up.

AGENDA ITEM 8	REVIEW OF GOVERNOR SELF EVALUATION & ACTION PLANNING 2017-18
Discussion	<p>The following governor priorities were agreed for this academic year:</p> <ol style="list-style-type: none"> Governor open day for staff and governors; it was suggested that a governor open day could coincide with the planned summer fete on 14th July. Reading for pleasure; awards given to children in assemblies by governors (highlighted especially for non-parent governors every half term). Volunteers were sought for handing out book awards in assembly on 13th July. HJ and PB volunteered. Development of the outside space; forest school classroom at the back of the school. JK has ordered some toys some time ago. JW reported that the order is being chased. Continue to embed system of governor visits and subject links: Visits have been booked as per the agenda. A Leaver's eucharist was proposed for 16th July. <ol style="list-style-type: none"> Andy Gait – Maths visit (summer 1 2018) Hilary Jones – Foreign Languages (spring 2 and summer 2 2018)

AGENDA ITEM 9	CHAIR'S ACTION TAKEN SINCE THE LAST MEETING
Discussion	No Chair's actions were reported.

AGENDA ITEM 10	HEADTEACHER'S REPORT, including School Development Planning Monitoring
Discussion	<p>10.1 – HT Update May 2018; includes question for summer term 1 FGB meeting:</p> <ul style="list-style-type: none"> <i>Pupil voice update</i> <p>LN arrived during this item. The report was circulated prior to the meeting.</p> <p>Mr Shortall highlighted the improvement in attendance figures. A pupil voice survey was undertaken after Easter. The focus was on the people around them that they can talk to and how they feel when they receive feedback. It was noted that %s aren't useful as the survey generalises each year group rather than breaks down specific groups of children, although the comments were useful. About 37 children were surveyed in KS2.</p> <ul style="list-style-type: none"> 97% said there was someone in school who would listen to them if they had



something to say.

- 78% of children find Fixit time helpful.
- 56% of children preferred it when a teacher wrote feedback in their book, while 44% preferred it when their teacher gave them feedback by speaking to them.
- Some comments were highlighted: 'I feel thankful but disappointed as I did my best' and 'If its good I feel happy and if it is not positive I know that I need to work on that thing', 'I feel amazing because when my teacher comes round it helps me when I'm struggling'. General feedback will be given to staff.

10.2 – St James SDP 2017-18 Progress Report to Governors – May 2018

- The SDP has been RAG rated in relation to where the School is on track to achieve.
- Phonics outcomes are looking promising.
- The year has been challenging in relation to achieving the SDP points due to difficulties arising out of the school's control e.g. illness.

Headteacher's report:

Mr Shortall explained that the School is hopeful they will achieve 96% attendance by the end of the summer term. In the context of the challenges the school has faced this year, this was an achievement.

Mr Shortall highlighted the exclusions report. There have not been any exclusions in the last 7 years. In Manchester, exclusions are a huge focus and are increasing across the City and the Country. Governors discussed this and concluded that restorative practice is a strength in this school which was felt to be a strong force in preventing exclusions. The difference for children between two environments (e.g. transition to high school) can be an issue but an environment which is nurturing and responsive to the child, which is found in this School, is seen to be effective.

There are some extremely challenging children across the city who are on a part time timetable. There have been some behaviourally challenging children in this School over the years. However, this School has a strong and established ethos starting at nursery. It was noted that a lot of money that had been available for outreach support through the Authority isn't available now which makes the job of managing behaviour much more challenging in Schools.

Q: What is the benchmark for exclusions locally? A: The answer wasn't known.

Q: Is there a difference between faith schools and non-faith schools in relation to exclusions? A: the answer wasn't known.

PR commented that another factor in behaviour management is pupils monitoring each other. Critical mass is significant and has an effect.

Governors noted and thanked GS and the staff for their consistent hard work with all the children, but particularly those who present additional challenges, and that the fact there have never been exclusions at St James (whilst GS has been HT) was a credit to the Leadership team.

Mr Shortall stated that no homophobic bullying has been reported but commented that further work will be done to research this as it was felt that over a long period of time, the reality of playground chat etc could be different to the statistics. Governors suggested an audit of playground language could provide useful insight. There haven't been any concerns raised by parents or other children at this point which could reflect that there hasn't been any such bullying. Mr Shortall stated that a piece of work will take place about this in autumn.



It was highlighted that there isn't a culture in this school where pupils from disadvantaged backgrounds are singled out by other children. All children are seen the same most of the time.

Question for summer term 2 FGB meeting:

- Potential impact of the changes to universal credit and the impact on this school.

Questions for autumn term FGB meeting:

- Headteacher wellbeing: Mr Shortall explained that this is a point of discussion in the City and nationally at the moment, and also a national focus. It relates to quality assurance.

It was suggested that in the spirit of ensuring staff wellbeing and discussions around teacher workload, an external survey should be completed. It was suggested that a working group work is set up and meets in the summer term to look at the outcomes of the survey, and feedback into the second autumn term meeting. Mr Shortall stated that it would be more appropriate for him not to be involved.

Action: LN and PB to source staff wellbeing surveys for governors to consider using.

It was also suggested that a training day on wellbeing is organised. Another suggestion, common in other authorities, is to include an appraisal target for the Headteacher which is fed down to the staff. There is a need to formalise some of the structures to promote health and wellbeing. The Chair noted that from her conversations with other governors, this school has a very good reputation for staff enjoying working at the school. The following actions were agreed:

Action:

- **To consider a wellbeing day and recognising the work of staff and how to better value them.**
- **To formalise the health and wellbeing process which can be presented as a set of recommendations and feedback. This should also show the successes as well as development of health and wellbeing.**
- **Outcomes of this project will inform the wellbeing target.**

Mr Shortall concluded this item stating that he enjoys working with the governors and felt there is a good level of challenge met with an appropriate level of support.

AGENDA ITEM 11	COMMITTEE REPORTS
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Discussion	<ul style="list-style-type: none"> • Teaching & Learning and Staffing committee (23rd April 2018) It was confirmed that those wanting FFT access were Andy Gait, Peter Baylis, Jess Kippen, Jo Gait and Paula Robinson. Governors noted the minutes. • Finance & Premises committee (9th May 2018) Governors noted the minutes.
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AGENDA ITEM 12	PROCEDURES / POLICIES FOR REVIEW/APPROVAL
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Discussion	There were no policies or procedures for review.
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AGENDA ITEM 13	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
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Discussion	It was confirmed that Hilary Jones and Lynda Newton would attend the Headteacher's performance management panel in the autumn term. Hilary Jones replaces Imran Naseem
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	who has left the board.
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AGENDA ITEM 14	DATE OF NEXT MEETINGS
Discussion:	<ul style="list-style-type: none">• 12TH July 2018 at 6pm

AGENDA ITEM 15	CONFIDENTIAL MATTERS
Discussion	There were no confidential matters for discussion.

The meeting closed at 7:30pm