



Fen Ditton C. P. School

Minutes of the Meeting of the Governing Body
Monday 4th December 2017 at 6.15pm
Version Final

Present;

Jess Hemmingham	Staff Governor
Stuart Wood	Co-opted Governor
Claire Hawkins	Clerk
Mark Askew	Headteacher
James Pilgrim	Parent Governor and Chair
Vicky Barden	Parent Governor
Bryn Garrod	Co-opted Governor
Ray Pallister	Parent Governor
Clare Rosscornes	Parent Governor
Rob King	Co-opted Governor
Charlotte James	Deputy Head

Supporting Documentation:

- [1] Governor Visits Schedule
- [2] SEND Information Report 2017-18
- [3] Head's Report
- [4] FFT Data Dashboard KS1 and KS2
- [5] Art Governor Visit
- [6] Report from Resources Committee
- [7] Report from Standards Committee

1. Meeting Attendance

Apologies were received and accepted from Tom Barden.

2. Register of Pecuniary Interests

There were no declarations for this meeting.

3. Minutes from meeting held on 16th October 2017

The minutes were accepted as a true record of the meeting, and signed by the chair (JP).

4. Matters arising

4.1 VB has started a website niggle list. Clerk will create a 'school website' folder on the g drive and put the list there so other governors can add to it. **ACTION CLERK, ALL GOVS**

4.2 Pupil Premium (PP) tracking – Andy Richardson's spreadsheet was seen at Standards, and VB looked at PP tracking in depth during her PP governor visit. CJ is looking into a package which would allow tracking for SEN/medical/assessment all alongside each other, but there is a cost implication. Governors agreed to discuss this at the next Standards meeting. **ACTION CLERK**

4.3 Governor Activity Report – this is now on the school website.

4.4 SW has completed a new DBS check.

4.5 Clerk is continuing to add the SDP Priorities page to every meeting folder.

4.6 The governor visits schedule has been updated [supporting document 1] and is on display in the staffroom.

4.7 MA has circulated a copy of the online safeguarding report, and it has been discussed at Standards.

4.8 CJ has circulated a SEND Information Report for this year [supporting document 2]. Governors were happy with the report, and the Clerk will send this to Sarah Hinton for inclusion on the school website. **ACTION CLERK**

The SEND Policy has also been updated, with just minor changes to dates and names. Governors were happy to ratify the policy, and MA will arrange for the updated version to replace the current copy on the website. **ACTION MA**

4.9 Parent Governor Election – there were no applications, despite some interest from one parent. CR decided to remain on the Board of Governors for the time being.

5. Business Management Proposal for TA/MDA Restructure

This item is covered in a confidential minute.

6. Head's Report and SDP Update [supporting document 3]

MA reported that attendance is currently looking good, only two children have attendance of below 85%, but these are not persistent absences.

A governor asked if fixed term exclusions count towards absence?

MA was unsure, but will check for the next meeting.

ACTION MA

The school is receiving less PP funding this year, but is spending more than the allocated funding on PP expenses. Governors discussed how frequently non PP children benefit from PP funded activities (ie Forest School).

MA has circulated the KS1 data dashboard [supporting document 4] which was recently released.

A governor asked for more information on the new EYFS email system?

MA explained that the school now has one Early Years email address, and parents are encouraged to email evidence of achievements at home. This goes to both EYFS teachers, and helps improve the wider picture of the children's development. Teachers can also email out from the account.

A governor asked if the Maths Mastery approach was being used in Early Years, and if the EYFS teachers required training in the approach?

MA reported that Jen Rogan has completed training on Maths Mastery in Early Years, and there was some discussion on the different approach to mastery at this age. 'White Rose' are now developing mastery materials specifically for Early Years. RP is completing an Early Years governor visit in the next week, and he will discuss this issue during his visit. **ACTION RP**

Governors discussed the lower response rate to parent questionnaires at parents' evenings this term, and considered giving parents the Ofsted Parentview form as they enter the school for parents evening next term.

7. Policies

MA reported that Anglian Learning (AL) have stated that school policies should be updated in line with AL's policies as and when they come up for renewal from next year.

There were no other policies for this meeting. The clerk noted that the Admissions Policy (Nov 2016) is due for updating. MA will look at this, and bring to the next meeting. **ACTION MA**

8. Governor Visits

CR has completed an Art governor visit [supporting document 5].

A governor asked how teachers who are less 'arty' cope with delivery of the curriculum?

JH reported that the recent Inset day at Wysing arts was very helpful, and allowed staff to really gain confidence in their delivery. The Chris Quigley 'milestones' framework for art provides a step by step approach which is easy to follow for less experienced teachers, and new partnerships with Kettles Yard and Wysing Arts provide great backup for teachers too.

A governor asked about the impact on learning behaviours from the trial of 'Project Friday' afternoons this term?

JH commented that it's a little early to tell after one term, and she is still looking at ways of developing and improving the project. Governors asked for more details on this project during the summer term.

ACTION CLERK

VB has completed a PP governor visit, but the report is not ready yet. She will circulate it for the next meeting.

ACTION VB

All other visits for this term are booked in.

9. Reports for Sub Committees

The Chairs of both sub committees circulated brief reports [supporting documents 6 and 7].

10. Governor Recruitment

This was discussed under matters arising.

11. Academisation

MA reported that he has attended his first Primary Trust Heads meeting at Bottisham Primary. The academisation date is now 1st February, with some land issues outstanding with one of the other primary schools. Governors decided to inform parents of the pushed back date in the newsletter from the Chair of Governors during the last week of term.

ACTION JP

SW informed governors that Abbey Meadows primary may be forced to become an academy, and they have approached Parkside Federation and Anglian Learning. A small number of our parents were strongly opposed to being in a MAT with Abbey Meadows school, and this is an issue which we should watch for developments.

12. Wellbeing

SW met with Teaching Assistants recently, and has set a date in March for another meeting. He will also be in school before Christmas to see any staff.

A governor asked what the general feeling amongst staff was?

SW replied generally positive, but tired.

13. Safeguarding

RK reported that all safeguarding documents are up to date. He has a Single Central Record visit planned for next week.

14. AOB

14.1 MA reported that our Bronze Modeshift Stars award has been collected from an awards ceremony which he attended with RK and two Y6 pupils by bike – a journey of 8 miles!

14.2 RK reported that the date for road improvements outside the school is now February 2017.

14.3 JP reported that data analysis shared training in being offered by Bottisham Primary. Governors were keen to take part, and asked JP to investigate possible dates. **ACTION JP**

There being no other business, the meeting closed at 8pm.

The next meeting of the Governing Body is

on Monday 29th January 2018