



Fen Ditton C. P. School

Minutes of the Meeting of the Governing Body
Monday 14th May at 6.15pm
Version Final

Present;

Mark Askew	Headteacher
Stuart Wood	Co-opted Governor
Claire Hawkins	Clerk
Charlotte James	Deputy Head
James Pilgrim	Parent Governor and Chair
Jess Bryan	Staff Governor
Rob King	Co-opted Governor
Felicity Bennée	Co-opted Governor
Tom Barden	Co-opted Governor

Supporting Documentation:

- [1] Behaviour Policy
- [2] Yearly Planner for Governors
- [3] Head's Report
- [4] Pupil Premium Raising Outcomes Report
- [5] Resources Committee Report

1. Meeting Attendance

Apologies were received and accepted from Bryn Garrod. The Clerk noted that Ray Pallister has resigned from the Board of Governors. Felicity Bennée noted that she is the Community School Liaison for Fen Ditton Parish Council.

2. Register of Pecuniary Interests

There were no declarations for this meeting.

3. Minutes from meeting held on 19th March 2018

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

5. Matters arising

5.1 FB has arranged a computing/safety visit for next week.

5.2 The Admissions Policy has been finalised and sent to the Clerk for filing.

5.3 EYFS Moderation – EY Leads will attend moderation on 7th June, along with other schools. MA will share Spring Data in his Head's Report.

5.4 Policies on Freedom of Information and Data Protection – TB has offered to train school staff on GDPR, this is being arranged. Sarah Hinton is progressing well with a GDPR audit. There will be a MAT meeting to work through the action plan resulting from the audit.

5.5 Behaviour Policy [supporting document 1] – The SLT have spent two sessions rewording this policy, and teachers have provided further input. Feedback from Governors is also welcomed. This policy will be finalised for ratifying at the next meeting. **ACTION MA**

5.6 HTPM needs to happen in July, and Pay Review Committee should meet in September. Dates need to be arranged with the committee and Prue Raynor. **ACTION SW and PR**

5.7 Clerk has produced a yearly planner for Governors [supporting document 2], including a list of named governors for specific roles.

5.8 Teacher Protected Time – this is on the agenda for the next Resources meeting.

5.9 Parents Evening dates are not set yet – MA will circulate when they are. **ACTION MA**

Clerk offered to produce an information/advert flyer for new parents to explain the role of the Board, with examples of decisions and impact on the school. Parents can be offered the chance to observe a meeting before committing to joining. **ACTION CLERK**

5.10 CJ has spoken to individual staff regarding photocopying of copyrighted material. She will also add this to the next staff memo, to avoid illegal photocopying going into homework bags.

6. Head's Report [supporting document 3]

A governor asked what induction is offered to pupils joining the school mid-year?

MA facilitates a tour of the school with parent and child, the class teacher prepares a peg/seat and classroom buddy. Children are remarkably ready to accommodate the change in school, and generally settle in very well. MA noted that sometimes assessment data from the previous school needs chasing, which can be time consuming.

Governors discussed higher rates of absence through illness in PP children, and considered reasons for this trend. Governors asked if we could look at national data, or even data from within the trust to compare with.

TB noted that the LA should have statistics available on attendance, he will look into this. **ACTION TB**

Governors agreed to ask the Standards committee to look into this further, once LA or Trust data on attendance/illness across PP and non PP groups have been obtained. **ACTION MA, CLERK**

A governor asked if the Board could do anything further to support teaching staff, following the resignation of Miss Ingham?

MA and CJ considered that peer support in school is good, but ideally improving one-to-one support and reducing workload would help staff not feel the need to leave the profession. However, pressures on teachers have increased drastically in the last few years. This is beyond the control of governors.

MA shared the Pupil Premium report produced by Clare Worth from Fenstanton [supporting document 4]. This highlights the impact of interventions underway at present, and the further step of improving parental engagement and attitudes to learning in the home.

A governor asked why there are six children in Reception with very low reading assessments, what support is being offered?

MA replied that this is not specifically an English as a second language problem, but more speech and language cases are flagged up over time. Encouraging parental engagement in these cases is paramount, and the vision for the MAT is to have an AL Trust family worker for cases such as this.

7. Policies

Freedom of Information and Data Protection policies are ongoing, alongside GDPR work. Behaviour Policy will be ratified at the next meeting. Equalities Policy is being covered by Resources.

8. Governor Visits

No visit reports for this meeting.

9. Reports for Sub Committees

Resources Committee report [supporting document 5] was circulated.

Governors discussed governor recruitment. JP noted that he has had strong interest from two parents. After discussion, governors decided to **elect** Layla Skinns to the Board of Governors. However, three current governors are due to leave this term, and governors discussed reducing the number of governors and doing away with sub committees.

Governors decided to meet before the next LGB to formulate a proposal for the Board going forward, to include committees, responsibilities, and meeting dates for the next year. **ACTION JP**

11. Academisation

MA reported that at a recent Primary Heads meeting, GDPR and SEND were analysed across the Trust. Stapleford Primary are involving their local MP regarding SEND provision, and encouraged Fen Ditton to raise the issue with our MP, to highlight the reduction in funds for provision.

A MAT Pupil Conference on 18th July will brainstorm what the children would like to see provided by the MAT.

Reporting documents – the existing secondary model is being looked at, and feedback is being given on what would best suit the primaries in the Trust.

A governor asked if we could double up one or two of Prue Raynor's visits with a governor visit, in order to reduce the burden of time on staff taken up with visits?

MA felt that staff were not put out or stressed by Prue's visits – she does not conduct visits as an Inspector, but is 'on our team'.

MA reported that the Sawston Head John Culpin will replace Kate Evans as CEO of AL. Rebecca Walsh has now resigned from her post as COO.

12. Wellbeing

SW has had a brief chat with HI regarding her resignation. She will be invited to an exit interview later in the term.

SW has booked onto a mental health in schools conference with CJ.

13. Safeguarding

RK noted that there is nothing to report. He highlighted that the JLR after school staff are now very good at ensuring safeguarding when answering the door.

14. AOB

None

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

The next meeting of the Governing Body is

on Monday 25th June 2018