



Fen Ditton C. P. School

Minutes of the Meeting of the Governing Body
Monday 25th June 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
Layla Skinns	Co-opted Governor
Felicity Bennée	Co-opted Governor
Tom Barden	Co-opted Governor
Selma Begic	Guest

Supporting Documentation:

- [1] Behaviour Policy
- [2] Head's Report
- [3] 2018/19 Budget

1. Meeting Attendance

Apologies were received and accepted from Bryn Garrod and Rob King. Governors welcomed Layla Skinns to her first LGB meeting. Selma Begic is interested in becoming a parent governor, and was welcomed to observe this meeting.

2. Register of Pecuniary Interests

There were no declarations for this meeting.

3. Minutes from meeting held on 14th May 2018

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

4. Matters arising

4.1 Updated Positive Behaviour Policy [supporting document 1] – MA explained that the new policy has no prescribed list of rewards/consequences and focusses more on individual basis decisions. The school values have been added to the policy, and an emphasis on students taking ownership and managing their own behaviour.

A governor asked about the references to the Home/School agreement in the policy?

MA explained that this is a separate document which also needs updating to reflect current practice. It is an agreement on expectations signed by the child, parent and teacher at the beginning of each year. Governors asked that the Home/School Agreement be updated and brought to the next meeting. **ACTION MA**

In response to a question on how governors are informed of behaviour in school, MA explained that his Head's Report includes updates for Governors on the state of behaviour in school, therefore extreme cases are reported and can be supported by Governors.

A governor asked if the policy should refer to 'all' rather than just children?

MA explained that behaviour of adults, parents and volunteers is dealt with in a separate code of conduct policy, and is also referred to in the Home/School agreement.

Governors discussed the differing approach to behaviour for children with complex needs who have separate behaviour interventions and external agencies involved in their care. Governors agreed to add a new point 4.11 to the policy to clarify this procedure.

A governor asked how the restorative approach mentioned at the end of the policy was working alongside the other behaviour strategies, as research has shown that it doesn't work well as an 'extra' level of intervention?

MA replied that the restorative approach is utilised on a daily basis, through assemblies, circle time, referring to the school values, and consistently modelling those values. Governors discussed moving point 9 on the policy referring to the restorative approach to a more prominent position on the policy in order to reflect its importance in the school's approach to behaviour management. With this change, governors were happy to ratify this policy.

4.2 SW reported that the HTPM meeting is scheduled for 9th July at 2pm. SW and FB will be present, along with Prue.

4.3 MA informed governors that the new parents evening is 4th July, and parent consultations are on 18th July. RK offered to attend the new parents evening to encourage parents to consider becoming a governor.

4.4 TB to bring attendance data from the LA. Carry forward. **ACTION TB**

MA described the Assessing School Performance website as a more sophisticated version of the government site, and FB asked for access to this site to compare attendance data. MA will arrange access to the site for her. **ACTION MA**

4.5 Governors had met informally before this meeting to discuss priorities and make-up of the LGB in the next year. **Governors agreed that a Board of 10 governors** going forward, with perhaps fewer committee meetings, would be sufficient.

5. Head's Report [supporting document 2]

MA highlighted that 22 Y6 children are leaving the school and 29 Reception children are due to start in September. Attendance is just above national average, with a significant improvement in PP attendance. There is less persistent absence, and building relationships with parents through assemblies/coffee mornings has seen really good outcomes.

A governor asked about the exclusion of 2 pupils, and if the use of exclusion builds towards a beneficial longer term outcome?

MA replied that the effect on staff and other children must be considered, and the line must be drawn at some point. The school's policies are always followed.

A governor asked if these exclusion figures are comparable to previous years?

That data is available. MA explained that exclusions are always part of a bigger picture of intervention and support, including input from external agencies. **ACTION CLERK find exclusion figures from previous end of year heads reports.**

Andy Richardson is analysing PP outcome data in preparation for a Teaching and Learning day on Friday 6th July with Prue.

Governors decided to reschedule the next Standards meeting in order that the SAT's results will be available to review at the meeting.

MA reported that all subject leaders have written action statements for their subjects, and these would be a good starting point for next years' governor visits.

A governor asked if the new Wing school due to open in 2020 could have a detrimental impact on FD school?

FB suggested that AL are encouraged to write into their deed of trust that FD school should not be undermined by the new school.

A governor asked if the gap left by two KS1 staff leaving was being addressed?

MA replied that yes, there would be some staff shuffling for the next year, and plans were just being finalised.

6. Policies

None

7. Governor Visits

FB's computing visit is complete, but not written up. She raised concerns that both computing leads HI and SP are leaving the school – in order to have some continuity, could they please get some kind of computing/safety policy down on paper before they depart? **ACTION MA**

9. Reports for Sub Committees

Resources Committee - SW has seen the finer detail of the budget [supporting document 3] with SH, and is happy with the detail.

A governor noted that this budget is very lean, and also that MA remarks in his Head's Report that we are now at the staffing levels required to run effectively, and cannot reduce staffing any more. With this in mind, are we confident that we have allocated resources effectively for next year?

MA replied that since this budget was drawn up, some flexibility in curriculum spending has become available, and while it is lean, all parties are happy with it. Rebecca Walsh was very complimentary about SH's work on producing the budget. Governors agreed a gift and card for SH would be appropriate.

Governors **agreed** this budget for 2018/19.

Standards committee – no meeting yet.

10. Governor Recruitment

JP informed governors that parent Steve Dawson had been interviewed for a position on the Board. Governors **elected** him unanimously to the Board. He must complete a DBS by the end of term.

The Board in September stands as JP, MA, JB, SW, FB, TB, Layla Skinns and Steve Dawson plus 2 vacancies.

11. Wellbeing

Exit interviews need to be offered to Kelly Boyd, Gill Topley, Sally Prosser and Helen Ingham. SW will try to arrange these. **ACTION SW**

12. Safeguarding

Nothing to report. The Board requires a named governor for Safeguarding, to check the Single Central Record and Child Protection records on a termly basis. This role takes about one hour each half term, plus an annual audit of safeguarding and outcomes. Clerk will email Layla with a list of governor roles and named positions. **ACTION CLERK**

13. AOB

13.1 MA reported that he is gathering quotes for some capital spending on the outdoor area/trim trail.

Selma asked if it would be appropriate to ask for community involvement in a 'work day' on the outdoor area.

13.2 Governors suggested a trip to the Perse school to say thanks for their support with language and trips this year. **ACTION MA**

13.3 MA reported that House Captains are reporting to a pupil conference in Stapleford next week. Governors would like to hear any outcomes from this conference at the next meeting, and would like to appoint a Pupil Voice governor. Carry forward. **ACTION MA**

13.4 MA thanked governors for all their work and support during this year of change and academisation.

There being no other business, the meeting closed at 8.25pm.

The Governing Body is in the Autumn Term 2018