

GREENVALE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING

Tuesday 6 October 2015, 7.00pm

MINUTES

Present:-

Dan Bowden (DB)	Head, Greenvale Primary School
Mike Fisher (MF)	Chair of Governors
Meena Dave (MD)	Parent Governor
Jonathan Bailey (JB)	?? Governor
Maddie Dunn (MDu)	?? Governor
Sarah Syradd (SS)	Co Opted Governor
Jo Sadler (JS)	Staff Governor
Louise MacAulay-Sutherland (LM)	Associate Member
Graham Jennings (GJ)	Associate Member
Tracey Whiting (TW)	Associate Member
Anna Jaye (AJ)	Clerk

ITEM	TITLE	DOCUMENTS	ACTIONS
1.	Apologies Apologies received and accepted from Alison Fisher.		
2.	Declaration of pecuniary interests None MF requested that Governors complete the Declaration forms - all were left with DB for summary upload onto school website.		DB to upload summary onto website.
3.	Election of the Chair DB nominated MF as Chair, seconded by SS. MF accepted the nomination, and was duly elected by		

	the GB.		
4.	<p>Election of the Vice Chair MF nominated MDu and AF as Vice Chairs, seconded by MD. MDu accepted the nomination. MF confirmed that AF would accept the nomination. Both were duly elected by the GB.</p>		
5.	<p>Minutes of previous meeting (2nd July 2015) Minutes from the meeting 2nd July 2015 had been circulated prior to the meeting, Governors highlighted amendments as follows :</p> <ul style="list-style-type: none"> - MDu requested that under Item 12 - Policy Review that each policy should be specifically named in the minutes. AJ / Clerk to prepare an appendix to add to the minutes to show the policy list. - GJ added some detail to his skillset which includes Compliance / Governance. <p>Otherwise, Governors agreed and approved the minutes from the meeting and MF agreed to sign on behalf of the group,</p>	Minutes from 2 nd July 2015	
6.	<p>Matters Arising from previous minutes Item 4 - Finance - DB to confirm the amount to Governors. JB clarified that the current Budget was based on accurate figures and will be unaffected by this.</p>		DB
7.	<p>Headteacher's Report DB referred Governors to the report that had been circulated prior to the meeting and highlighted key areas.</p> <p>Number on Roll - DB confirmed that the school was now at capacity with no further places to offer. He explained that Y6 would remain at 31 pupils and would not seek to fill the remaining space due to the needs of the cohort. He indicated that each place was</p>		

<p>Q ?</p>	<p>equivalent to c £3k funding pa. Governors accepted this position.</p> <p>MDu asked how the new pupils were settling ? DB confirmed all settling well, adding that there has been good handover from previous school with one safeguarding concern. He advised he would monitor the situation and work closely with parents.</p> <p>H & S - Fire drill did not take place on 5th October due to inclement weather and will be rescheduled.</p> <p>Music Teacher - DB confirmed this had been a really positive addition and was going well.</p> <p>Caretaking - DB confirmed that following advertisement in school newsletter, two applicants had come forward.</p> <p>ASC - DB confirmed going well.</p> <p>Soundstart - DB confirmed that though early days with this programme it was going well with plans to showcase pupil learning at future events / concerts.</p> <p>T & L - DB referred Governors to the report by Ann Longfield (Link Advisor) that had been circulated prior to the meeting. Governors discussed content and agreed on focus areas going forward.</p> <p>WW2 Week - DB confirmed that all feedback on this event had been really positive, adding that the SLT are now considering what other themed weeks would work well for next year.</p> <p>PGL Y6 Trip 2016 - DB explained the rationale behind the options for the trip, whether it should run in September or in May after the SATs week. He asked for Governor's views.</p> <p>Key considerations</p> <ul style="list-style-type: none"> - Summer term is already very busy with SATs and school production. Better to have the 		
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	<p>journey during a less busy term.</p> <ul style="list-style-type: none"> - September is significantly cheaper than May and will ensure that no one would miss out due to cost. - May trip allows for outdoor evening activities where Sept does not. However, feedback can be made to PGL to arrange indoor activities instead. - September trip means possible clash with Secondary Entrance exams for a small number of pupils. - May trip means pupils can be distracted during SATs in anticipation of trip. <p>Governors discussed the merits of each option, with cost, impact on the pupil/class relationships and impact on learning being the key drivers. Though parental feedback had been considered, it was emphasised that the school must do what is best for the pupils/school overall.</p> <p>Governors agreed after some deliberation that the best option was for the trip to take place during the first full week back in September 2016 and DB will communicate this to parents.</p> <p>Ofsted / SEF / SDP - DB explained the revised framework stating that expectations on GB now very high. He suggested that the Meeting structure be aligned with new Ofsted focus.</p> <p>SS added that it's vital that all GB work and meetings are evidenced based with clear actions for impact.</p> <p>SEN - TW presented the SEN report for Governors.</p> <p>Premises / Toilet Refurb - DB confirmed this work now complete, with KS2 facilities the next project.</p> <p>EYFS - TW confirmed baselining now nearly complete. She stated that the process had given staff more time to get to know the children and to listen and observe them. She stated that she will attend a</p>		<p>DB</p>
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	<p>course to ensure correct interpretation of the data.</p> <p>Progress Data</p> <p>SS referred Governors to the report which had been circulated prior to the meeting and highlighted the key messages.</p> <ul style="list-style-type: none">- KS2 - L4 attainment improved across all subjects / Combined L4 outcome has improved at 87% / L5/L6 attainment declined / Better than expected progress has decreased.- KS1 - L2 attainment improved / Strong Phonics / Writing results declined.- EYFS - improved GLD attainment.- Value Added not looking too good, particularly in Maths although this has not been the case during the previous two years. <p>SS explained the assessment system without levels going forward, stating that the key descriptors are only just in. She added that the expectations are now much higher. SS stated that the current Y6 cohort are an able group attaining a lot of L3 at KS1 so it will be a challenge to evidence that they remain at 'better than expected' for KS2.</p> <p>MF commented that all schools in the same position. SS explained the options regarding data tracking adding that this was discussed with the cluster group to ensure the school chooses the best option.</p> <p>SS explained the data split in the column for KS1 Expected Progress data and asked for questions from Governors.</p> <p>SS commented that a lot of work had gone well and focus groups had good impact, adding that the Maths specialist now in Y6 which will work well.</p> <p>DB added that there will be more emphasis on Progress going forward. He summarised the set up for Maths Booster Groups, and additional work on Reading papers to teach pupils the skills to get their thoughts into answers.</p> <p>SS added that the marking on the Reading papers particularly had been very pedantic.</p> <p>JS stated that perhaps in class preparation they had</p>		
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	<p>been too lenient in the Reading assessments. SS again asked for any questions on Data.</p> <p>Website - DB confirmed that the new website will go live at half term and that it is looking good. He asked for some parent and governor feedback to ensure it is user friendly. He confirmed that the statutory (PE Funding etc) information would be uploaded. He added that regarding PE, the school use Chris to train / support/ upskill staff on teaching PE.</p> <p>Q ? GJ asked if Minutes would be made available on the website ?</p> <p>DB stated there would be a separate Governor area for information sharing that would be password protected.</p> <p>Governors discussed the current Fronter arrangements, with DB confirmed that Fronter will be no longer in use from the latter part of 2016.</p> <p>Q ? MDu asked about pupil use on the new website, emphasising the need for safety / safeguarding. DB agreed this would be the case.</p> <p>Safeguarding 'Prevent' Training - DB explained that this policy focuses on radicalisation and will be kept as a separate policy. He suggested it would be useful for Governors to undertake online training and agreed to forward the link.</p> <p>Friends of Greenvale - DB ran through the plan. MDu commented that the increase in Counsellor time was very positive as one hour was not sufficient.</p> <p>Q ? MDu asked was there enough in the budget for all the renovation work ?</p> <p>DB confirmed yes, all was within budget, and quotes would be sought for the ICT renovations.</p> <p>MF asked if any further questions ? None raised. MF thanked DB for the report.</p>		DB
8.	<p>Performance Management DB confirmed the position regarding staff appraisals</p>		

	<p>and stated that he was working through the files. Appraisals to be completed by 31/10/15. He commented that focus is on Teaching as a whole rather than grading individual lessons.</p> <p>MF requested Governor volunteers for the Pay Committee, Appeals Committee & HT Appraisal. Arrangements were agreed as follows</p> <p><i>Pay Committee - MF, AF & MD</i></p> <p><i>Appeals Committee - JB, MDu & GJ</i></p> <p><i>HT Appraisal - JB & AF</i></p> <p>DB confirmed that once he had concluded staff appraisals he would meet with Pay Committee to make recommendations. He requested that the HT Review take place soon.</p> <p>AF & JB to set date for HT Review Meeting</p>		AF & JB
9.	<p>Pupil Premium</p> <p>Governors agreed that this had be covered as part of the HT report.</p> <p>DB confirmed that the school currently has 7 pupils (with an additional 2 from the 'Ever 6' category). He added that he will circulate the report on use of Pupil Premium Funding and put it on website. DB commented that decisions were being made now on how best to use the funding, with specific reference to Catch Up Literacy Support.</p> <p>MF asked if any further questions ? None raised.</p> <p>SEN</p> <p>Governors agreed this had been covered under the HT report.</p>		
10.	<p>Finance and Resource Committee Report</p> <p>JB confirmed that the Committee had met on 16th July 2015 when they signed off the Budget and reviewed Q1 Figures. He commented that Q1 was looking quite positive, with a greater income sufficient to cover costs and with a likely Carry Forward of £65k. He circulated the Q1 Figures in hard copy for Governors to review.</p> <p>DB confirmed that there were no Caretaking costs /</p>		

<p>Q ?</p>	<p>salary being used. MDu asked how the ASC was going ? DB confirmed that the club was being well used with around 15 pupils attending, adding that Jeanette and Teresa were doing a good job and providing some good activities for pupils. JB confirmed the Finance Committee to meet after half term once Q2 figures in. JB confirmed he would email Q1 Figures to Governors and asked for questions. GB agreed and approved the Q1 Figures.</p> <p>Refer Part B Minutes for Confidential Items.</p>		<p>JB</p>
<p>11.</p> <p>Q ?</p>	<p>Premises Committee Report MDu confirmed that a school walk round is due and will be arranged for Tuesday 13th October. She raised concern over the trees on the school site and asked that DB instruct contractors to assess potential dangers. DB agreed to this action, and will keep Governors updated. MF confirmed that there was a PTA Grounds Day on Sunday 18th October so it was important to identify jobs / tasks in advance. MF confirmed that the school is to switch energy suppliers (Zynergy). MDu asked for clarity on the 'Bonfire' themed PTA event ? LM confirmed there was no actual bonfire, it was simply a theme with glow sticks / disco for the children. MDu confirmed that the school had re appointed PRS Boiler Maintenance as a chosen supplier. DB confirmed that the Committee had reviewed all three options. He expressed initial concerns over PRS, but had met with the supplier to address concerns and will monitor the service and review after 3 months. Governors approved the decision.</p>		<p>DB</p>

12.	<p>Education Committee Report Committee had not met since last FGB so nothing to report.</p>		
13.	<p>Policy Review Group Report MDu referred Governors to the following policies :</p> <ul style="list-style-type: none"> - Preventing Radicalisation Policy (to be kept separate to the main Safeguarding policy and be a Standalone policy, to reflect it's key priority within the Ofsted Framework. - SEN - Standard Croydon Policy, Alison Fisher Link Governor - Pay Policy - Standard Croydon Policy with updated pay scales. <p>All policies agreed and approved by FGB.</p>		
14.	<p>Catering Refer Part B Minutes for Confidential Items.</p>		
15.	<p>AOB Structure of GB Meetings DB confirmed the meeting on 15th October at Orchard Way with Chair of Governors at Ridgeway School. He added that the purpose was to talk about best practice and learn from the Ridgeway GB (an O/S School). He confirmed that the meeting would be in two parts - the first a talk from the Ridgeway Chair, the second part for Greenvale Governors to plan / discuss their GB structure. DB suggested options for consideration</p> <ol style="list-style-type: none"> 1) Continue as is with FGB every term together with the separate Committee meetings. 2) Run monthly meetings for all, with an FGB every term but the other two meetings with more specific focus. 3) Restructure Meetings / Committees in line with new Ofsted Framework to generate more robust evidence of decisions. <p>Governors discussed the options, with Governors particularly liking the monthly meetings to avoid repetition / duplication from Committee to FGB. It was suggested that some meetings should be done as a</p>		

	<p>Learning Walk during school day, not always in evening. They also discussed the idea of small working groups if necessary, and draw in additional skills from Associate Member when needed.</p> <p>SS emphasised how important it was to evidence the impact of the FGB, not just to have meetings.</p> <p>DB commented that if the school was to push from Good to O/S it must have clear evidence of Governance and Leadership.</p> <p>JS asked about Kathleen Maddox ?</p> <p>DM confirmed she had resigned, but had offered to stay on as an Associate Member for Finance matters. He added that he had been contacted by a parent with Legal Skills who had offered to support the GB if needed.</p> <p>Governors agreed to make the decision on GB structure at the Ridgeway meeting on 15/10/15.</p>		
	<p>Date of Next FGB Meeting FGB - Orchard Way, Thursday 15th October 2015 Finance - Thursday 5th November 2015 FGB - Wednesday 18th November 2015</p>		

Meeting ended 9.25pm

Minutes drafted by A Jaye 8/10/15