



Minutes of Full Governing Body Meeting (AGM) Monday, 1st October 2018 at 5pm at BMS



Present – Paul Burton (Chair) (PB), Lorna Button (LB), Hazel Morgan (HM), Anne Jones (AJ), Richard Herborn (RH), Matt Anderson (MA)

In attendance - Anne Piercy (AP) (Clerk)

N.B. All items discussed at any Governors Meeting are confidential.

All Confidential items under the terms of the Education Regulation will be minuted in Red in the confidential minutes attached.

Prior to the meeting governors had a tour of the refurbishment work and were very impressed.

1	Declaration of Interests : None. PB asked AP to circulate the Declaration of Interests form to all governors for signature.	AP
2	Apologies – Phil Jones and Greville Brain	
3	Election of Chair PB handed over to AP. Nominations for Chair were requested and RH proposed that PB continues. AJ seconded this. PB agreed to continue and this was unanimously approved.	
4	Election of Officers - PB asked for nominations for 2 Vice Chairs. AJ nominated RH and PB seconded. RH agreed to continue with the caveat that his time may be limited due to a new job. RH nominated AJ and PB seconded. AJ agreed. These proposals were unanimously agreed. - RH will continue as Chair of the Resources Committee and AJ will continue as Chair of the Performance Committee. - Committee members are:- - Resources – RH, AJ, GB, LB, PB - Performance – AJ, PJ, HM, MA, LB, PB	
5	Confirmation of Minutes The minutes of 16 th July 2018, having been previously circulated were proposed by LB and seconded by PB as being an accurate record of the meeting and were signed and dated by PB.	
6	Matters Arising from the Minutes - GB still has to complete the online safeguarding training - PJ has delivered some training and has also set up a coaching programme. - LB reported that she is unable to share the SATS results from other schools but she can say that Blackminster was second out of the four middle schools in the town. - The federation development plan was RAG rated by governors and LB has received feedback from the SIA but still has to update the plan with that. The new FDP is much slimmer and the schools are separated as suggested by the Ofsted inspector when at Pebworth. - The annual safeguarding audit has been done and the DSL from TDMS is in school tomorrow to carry out a free audit. - LB and LM have approached four parents about becoming a parent governor and one is considering it.	GB

	- The breakfast club at Pebworth is going well. LB reported that she has been approached by Sunflowers Nursery to ask if they can re-open at Pebworth because the Mickleton Nursery is closing down. If they do re-open it will be for more hours to include wraparound care. This is excellent news for the school. LB will be meeting with Sue Henson this week. - HM said that parents at PFS are very happy and positive at the moment but the Right Move website is still showing the previous Ofsted judgement. LB said that the school has already been in touch with Right Move but she will chase it up. - All other actions have been completed.	LB
7	<u>Headteacher's Report</u> - The report had been previously circulated and is attached to these minutes. - There is nothing further to report on performance since the last report as we are only four weeks into the year. - AJ commented that the raw SATs results look good except for Maths and LB agreed but stated that they are still an improvement on last year and better than the national improvement. Maths is still a key priority and now has more curriculum time in year 6. There is a new temporary leader of Maths and he is getting lots of support from Babcock and has attending a PiXL conference this term. KS is teaching the majority of Maths and improvement is already being seen in years 7 and 8. LB and SB are teaching the remainder. RH asked how much extra time is being given to Maths and LB said that KS2 get an extra hour per week during their time with tutors. This has been taken from English. - AJ asked about the new cohort and LB said that base line tests were done using PiXL materials and gaps have been identified. The new TA/Intervention teacher is heavily involved in English. Another test will be taken in w.c. 15/10 and LB hopes to see significant gains/improvements. PB asked about any difference between children from each of the feeder schools. LB said it is not as obvious this year but one school is still weaker. - LB stated that behaviour at BMS is much better this term and believes this is due to a number of things: epraise, a stronger tutor team, Accelerated Reader is no longer done during tutor time so tutors concentrate on 'tutoring', the new behaviour policy is being adhered to so fewer children are removed from lessons, staff are calmer and the relationship with children is better. There are a few challenging children but overall there is a good feeling. PB thanked Matt Anderson for taking on the Head of KS3 role. - Attendance - AJ asked about children leaving school without another school to go to. LB said that this was because they have moved out of the area and had to stay on roll until registered at another school. They are now off roll and attendance at end of last week was over 95% - RH asked how LB was assessing quality of teaching and how the new teachers are settling in. LB said the usual monitoring is taking place. Children's books are showing a very positive picture and this is particularly strong in science and good in maths. Learning walks and drop ins are also taking place. KS is definitely back up to speed and SB is very good at differentiation. RH said that governors should look at books when next in school. LB said that this year is easier and she and LM have more time to look at books and monitor teaching. - RH asked if LB is confident that standards in English can be maintained and LB said yes, with the caveat that one member of the English team is off on long term sick. The supply teacher, although not an English specialist, is very good and is being	

	heavily supported by the Head of English who is an excellent leader. LB is unsure what will happen about the teacher who is sick. • AJ said it is really promising and heartening to see posters around school inviting students to audition for a Christmas Show and LB said that the new Music teacher is really making a difference. There is a positive vibe amongst staff. • AJ asked how the NQT is settling at Pebworth and LB said very well, she is only 2 days per week but is in for another afternoon to plan with her job share colleague. The original appointment to the post changed her mind over the summer so it was fortunate that the NQT, who was a close second choice, had not accepted another job in the meantime. • RH commented that attendance at BMS seems to be going down. LB said that attendance is a key focus in the FDP and we are doing all we can, including visiting parents and fining for term time holidays. The EWO says that we can't do anymore. RH asked about term time holidays and LB said that the fine is £60 per parent but can only be made if the holiday is 6 days or more and is not enforceable. Epraise may help attendance as children work towards rewards and are enthusiastic about it and know that they will not receive points if they are absent, although MA said that there is no evidence to prove that yet. LB said that attendance will be a key line of enquiry for Ofsted and we have proof that we are doing as much as we can. Some children should come off the persistent absence list in the next 2 weeks. • RH asked LB if she is comfortable with the number of detentions and LB said no, that is why changes have been made this year. There haven't been any after school detentions or exclusions so far, so the year is starting much better. Last year we had some repeat offenders and 2 managed moves. One of these students is now back here and is a different young man who is really buying into epraise. PB thanked Lorna for her report.	
8 & 9	<u>Update of SEFs and Federation Development Plan</u> • LB will make the minor changes suggested by the SIA and circulate updated versions on the dropbox.	LB
10	<u>Governor visits and monitoring</u> • There will be a drop in day at BMS on 19th October. RH, PB and HM will visit from 9.15 – 11am and will look at books focussing on response to marking (in green pen) and the quality of it. They will also speak with children about epraise. PB asked if they can also sit in some Maths lessons and LB will check with the teacher. LB invited governors to drop in at any time. • Governors will move on to Pebworth during the afternoon of 19th Oct and meet parents at the end of the day.	ALL LB
11	<u>Governor Training</u> • Safeguarding training due as mentioned in item 6 above • The Babcock governor training programme has been circulated. • PB has a copy of the NGA Guide to Governance if anyone wishes to read it. • Other training courses are available on the SSS online programme if governors wish to participate, including Safer Recruitment	GB ALL
12	<u>Review and agree annual work plans</u> • PB continues to monitor and is pleased that all has become regular practice	
13	<u>Succession Planning</u> • PB is really pleased to have PJ on board, he is making a significant contribution. 4 members of staff have volunteered to be part of his coaching programme and he is also planning training for Middle Leaders.	

	AP has informed PB that she wishes to step down as clerk as soon as a replacement can be appointed. AP will send the Babcock list of local clerks to PB so that he may contact any who may be interested in taking on a another school and AP will also send a draft advertisement for PB's consideration.	PB
14	<u>Health & Safety and Safeguarding</u> - AJ asked about outstanding issues from the H&S audit in May. AP has worked through them just a few risk assessments still to be produced. These should be done by half term. - The re-decoration of the kitchen as reported on AIP's EHO report is still to be done but on AJ's advice it will be patch repairs and re-painting. AP is awaiting quotes and it is hoped that the work will be done at half term. - LB reported that the security gate will be installed at half term and in the meantime cones must be out at the top of the drive. - PB will meet with LB on 19th Oct to review safeguarding and sign the new policy. LB will share the outcome of tomorrow's review. He will also look at the SCR. - PB asked if there are any safeguarding issues with the contractors and LB reported that on a couple of occasions sub contractors had walked through school but this has been reported to the Site Manager and has not happened since. All staff employed by the main contractor and most of the sub-contractors have DBS. Any that don't are accompanied at all times. Staff are being vigilant.	AP PB/LB
15	<u>Policies to be reviewed</u> - A number of policies have been sent to AJ and RH for review. - LB will circulate the updated pay policy for review as soon as she receives an updated model policy from WCC	AJ/ RH LB
16	<u>Any other business</u> - LB reported that all staff have completed a Staff Engagement Survey and LM has circulated the results today. Governors would like to see the results and AP will circulate them. Governors would also like to see the raw questionnaires so AP will ask LM to have them available on 19th Oct. - LB informed governors that we have received quotes for visitor sign in and door access systems that will improve security and address safeguarding concerns that the SIA has. The total cost will be between £11 – 12k (we are still waiting for a quote for electricity to be taken to all doors) and LB would like to fund this from Devolved Capital (DFC). We currently have £12,861 so the majority will be used up. Governor approval is required for this expenditure. RH asked if there is anything else we should use the DFC for and LB said that she had considered purchasing some SMART TV screens for classrooms but security is a priority. HM proposed and PB seconded the purchase and governors unanimously approved. - HM asked for an update on plans for de-federation. PB said that we haven't moved forward with the DOWMAT discussions and LB said that the deficit budget that Pebworth now has is a stumbling block. As the rationale was because BMS may have closed and that is not now happening there is no need to consider de-federation. LB would like to pursue the idea of a 'through school' and market the fact that Pebworth does have year 6 that is on another site and is therefore a primary school. Governors are interested in this idea and a working party is needed. HM is very keen to be part of that party. - HM asked about the policy re. staff smoking outside school at Pebworth. LB said it is not allowed and she will speak with staff concerned. - RH asked if someone will look at the photographs on the website and update or remove those that show the yard before it was resurfaced.	AP/LM ALL LB/AP

	MA left the meeting at 7pm. 6. LB informed governors that the Teachers Pay Award has been agreed and asked for governor approval to implement it from 1st September. The increase agreed is: • 3.5% to the main pay range • 2% to the upper pay scale • 1.5% to the Headteacher and Deputy Headteacher pay ranges • 2% to TLR payments We only budgeted for 1% increase across the board but the DfE have set up a pay grant to compensate schools for the additional cost. This will be paid based on student numbers. Anne has not yet had opportunity to calculate the additional cost to our schools but we fear that the grant may not cover it and the deficits will therefore increase. PB proposed and HM seconded that the increase is paid. LB will inform staff that the increase will be paid in October salary backdated to September.	LB
17	<u>Date of next meetings</u> • FGB- 3rd December at 5pm • Resources committee – Thursday, 7th November at 8am • Performance Committee – Monday, 17th December at 4.15pm at Pebworth	

The meeting closed at 7.20pm

Anne Piercy
Clerk

SUMMARY OF ACTIONS

Action	By whom
Circulate Declaration of Interests forms	AP
Complete safeguarding training	GB
Pursue re-opening of nursery at Pebworth	LB
Update SEF and FDP and circulate	LB
Governor Drop in day – 19 th October	ALL
Check if governors may observe Maths lessons	LB
Advertise / source and appoint new clerk	PB
Arrange painting of kitchen	AP
Safeguarding review	LB/PB
Review policies	RH/AJ
Circulate pay policy	LB
Provide copies of staff engagement survey	LM
Set up working party re Pebworth becoming a 'through school'	ALL
Update photographs on website	LB/AP
Implement Teacher's pay award and advise staff	LB