



Minutes of Full Governing Body Meeting Monday, 16th July 2018 at 5pm at BMS



Present – Paul Burton (Chair) (PB), Lorna Button (LB), Hazel Morgan (HM), Greville Brain (GB), Anne Jones (AJ), Phil Jones (PJ), 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.

1	Declaration of Interests : None	
2	Apologies – Richard Herborn (RH)	
3	Confirmation of Minutes The minutes of 5 th March 2018, having been previously circulated were proposed by PB and seconded by HM as being an accurate record of the meeting with a correction to item 9 (OE to be removed) and were signed and dated by PB.	
4	Matters Arising from the Minutes - GB still has to complete the online safeguarding training - Some governors still to complete the GDPR training (HM, GB, PJ) - All other actions have been completed.	GB GB, HM, PJ
5	Headteacher's Report - The report had been previously circulated and is attached to these minutes. - RH had sent in a question by email – How do you judge that new teachers are settling in well and what is the plan for coaching and observations for the new teachers joining in Sept? LB explained that this would be in line with the normal classroom practice monitoring schedule as the teachers are not NQTs. - LB reported that she and AP had met with the contractors and the project team involved in the refurbishment today. Work will be starting next week and should all be complete by February half term 2019. The Science labs may not be completely finished in time for the open evening in October but we hope that the WCC communications team will be putting out press releases as work progresses and LB will be pushing for that. MA suggested that we plan Open Days or timed tours before the end of October. - PJ congratulated LB and the team for the SATs results and acknowledged the improving trend. Further details can be found in the minutes of the Performance Committee meeting on 11/7/18. - PJ asked if there is a reason why 80% of the after school detentions were for year 8s. LB explained that we had 3 children who had a big impact on that. All 3 are now out of school (one being home schooled and 2 have moved to TDMS, 1 on a managed move). In recent weeks year 8 have calmed down and year 7 have caused some problems. PJ asked if epraise will provide more positive data re. good behaviour and LB confirmed that sanctions are a small part of it and the aim is to highlight positives, use merits for special rewards or privileges and celebrate children who take additional responsibility by raising their profile to model good behaviour. As acting	

	Head of KS3 MA is working on ways to develop this. He feels that the new behaviour policy (previously circulated and attached to these minutes) will provide clarity on what constitutes good/bad behaviour. It also recognises positives and slims down consequences. The focus is on learning, children must not be removed from lessons. Restorative conversations should take place and detentions will be used to make up for lost learning. AL will be running a training session on this during the PDDs in Sept. AJ asked about the prefect system and MA said that he is thinking about how to develop those students with leadership skills but the prefect system is quite old fashioned. Students could be used to improve the quality of what goes on in school. • AJ raised a safeguarding concern about the child who is being home schooled. LB explained that it was parental choice. The school has to report it to the LA who are obliged to check up. Any safeguarding concerns will have been raised, the family has been assessed but social services have not taken it up. That particular child was not safe in school and LB confirmed that the school does take the responsibility very seriously. • PB asked about the comment regarding marking in BMS areas in need of development on page 3. LB said that the monitoring schedule this year has not been robust enough but the most recent check showed almost 100% compliance with the marking policy. Staff need to ensure that students do respond to the comments and act upon them. The focus next year will be to make sure that feedback counts and has an impact on what the children do in response. Now that English and Maths leaders are in place pupil progress meetings will take place after each data collection. PB asked how governors can help. LB said that she would be grateful for PJ's help to develop the newer middle leaders and other governors could monitor children's response in books during visits. • PB asked how LB plans to develop a love of reading beyond school at PFS. LB said that the newly appointed teacher has excellent experience of this and she will be leading literacy. She will be a great asset to the school. • LB explained that attendance at BMS is not good at all at 94.4%. One of the students on the managed move to TDMS had 55% attendance and another child is not allowed in school for his own safety. He has now moved to TDMS but that did affect the figures. Persistent absence is 15.6% which is about 22 children. Term time holidays is also an issue and we are now fining parents. Attendance for the majority of children is now improving. Children are aware of the rewards for good attendance and it is proving to be an incentive. • PB asked how close the actual SATs results were to our forecasted results. LB said they are a little bit lower and a few children are below their expected outcomes. 2 didn't pass Maths and 1 child was ill and not able to take the tests. LM is working on analysis of progress from the start to end of year 6, it is looking good and will be circulated when complete. Progress from KS1 to KS2 isn't as good as hoped. Our biggest feeder school's profile at KS1 has not converted. PB asked if governors will receive an analysis of how the school's result compare to other schools. LB will provide detail when she has it. PB thanked Lorna for her report.	PJ LM LB
6	<u>WCC Blackminster Project</u> As previously reported, the refurbishment project begins on 23/7/18. LB reported that it is unlikely phases 2 and 3 will be done.	
7	<u>Reports from Resources and Performance committees</u> • The minutes of the Performance committee meeting on 11/7/18 are in the dropbox.	

	The Resources committee meeting took place immediately prior to this meeting so the minutes will be in the dropbox later in the week. The Pebworth School Fund accounts have been audited and the report was reviewed and signed by PB	
8 & 9	<u>Update of SEFs and Federation Development Plan</u> LB, PJ and PB are meeting on 23rd July at BMS to RAG rate the FDP and begin to draft a new plan. LB suggested that we have an over-arching Federation Development Plan with individual school plans feeding in to it.	LB/PJ/PB
10	<u>Annual Safeguarding Audit</u> Changes were made following circulation of the audits and the final versions have been sent to WCC. In future the audit should be led by the governing body. PB will arrange that. An action plan has been developed as a result of the audit and has been circulated.	PB
11	<u>Governor visits and monitoring</u> - The planned drop in day at BMS was cancelled as it coincided with the Ofsted visit at PFS and the one planned for PFS was also cancelled as it was the day after that visit. - PJ did visit BMS and has written a report. AP to circulate the template for monitoring visits. - LB will set dates for future drop in days and circulate.	AP LB
12	<u>Governor Training</u> - Safeguarding training due as mentioned in item 4 above - LB advised that there will be a new Keeping Children Safe in Education document to read in Sept and there will be updated online training for everyone as a result. PJ has seen the new document and said most of the changes are aimed at Academy Trusts.	
13	<u>Review and agree annual work plans</u> PB continues to monitor and is pleased that all has become regular practice	
14	<u>Succession Planning</u> - PB is happy to continue as Chair at the AGM but if there is anyone else who may wish to stand or be nominated he is open to that. PJ said there is a strong argument for continuity as Ofsted are due at BMS - GB's term of office as LA governor has been renewed. - AJ's term ends on 28/9/18 and she is happy to continue for at least another year. AP will arrange that. - There is still a vacancy for a parent governor. Parents of the new intake will be approached in September.	ALL AP LB
15	<u>Health & Safety and Safeguarding</u> - Safeguarding was covered under item 10 above. - Health & Safety was discussed at the Resources committee. See minutes. A question was raised about accident and near miss reporting. Both logs should be reviewed at the Resources committee. AP does keep a record but is not always advised of near misses. LB will cover this with staff in the H&S review at the PDD in Sept. AP will add as an agenda item for the committee. - MA asked for clarification on the notification of contagious diseases. AP will download the latest guidance and circulate to first aiders.	LB/AP AP
16	<u>Policies to be reviewed</u> Some policies were reviewed by Anne Jones recently and reported in the Performance Committee minutes. Others are due for review in Sept and will be circulated by AP	AP

17	<u>Any other business</u> - MA raised the issue of the lack of support for the Blackminster Fundraising Group. It is made of only himself and Jo Dayman so parental support is badly needed. We also need to look at ways to raise money in school for the school fund as it is used to run the minibus, fund rewards and library books. Perhaps Heads of House will be able to run fund raising events? This will be looked at in Sept. - HM asked about the breakfast club at PFS. There is some interest from parents and LB will look into setting it up.	LB/MA LB
18	<u>Date of next meetings</u> The AGM will be on Monday, 1st October at 5pm. Dates for committee meetings will be set at that meeting	

The meeting closed at 7pm

Anne Piercy
Clerk