



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Tuesday 14th March 2017

Attendance	
Malcolm Carter (MC) - Chair	Liz Jackson (L J)
Hilary Richardson (HR)	Andy Brandham (AB)
Stephanie Praetig (SP)	Rachael Groves (RG)
Steve Holland (SH)	Abigail Sollars (AS)
Also Present: Kim Comer - Clerk (KC), Donna Robinson - Business Manager (DR)	

1.	<p><u>Apologies</u> Apologies were received from Alison Radcliffe & Lynne Westhorpe due to work commitments. Also from Rod Ainge who is recovering from an operation.</p>	
2.	<p><u>Pecuniary & Personal Interest Declarations</u> None declared</p>	
3.	<p><u>Early Years Presentation – Louise Stanton (Early Years Foundation Stage Leader)</u> MC explained that the agenda had been changed slightly for this meeting due to the presentation from Louise. The 2016/17-cohort report for all children in Early Years was distributed to the Governors at the meeting, which gave details of the total points over the 17 areas scored. This is then consolidated into 7 areas, then 2 Prime/Specific areas leading to an overall score. Louise reported that the national average points progress for the year is 4 points and the average mid-year score for all early years pupils the school was 3.3 points.</p> <p>The children had made more progress in the Specific areas that totalled 3.5 points progress compared with the Prime areas with a score of 3.2 points, with the most progress being made in Expressive Arts and Design. Areas for action had been identified at the beginning of the year and positive steps were being taken to encourage the children to develop their skills and abilities. Louise explained the graphs within the circulated report that gave comparisons between: -</p> <ul style="list-style-type: none"> • All children • Boys and Girls • Duck & Puffin classes. • Pupil Premium children (Louise pointed out that currently there is only one Pupil premium child in the 2016 cohort) <p>Also comparisons for EAL and children receiving speech and language support.</p> <p>So overall the progress for mid-year is good against the average and constant monitoring is taking place. The Governors asked what is involved with the monitoring; Louise explained that for example there was a slower progress made in physical development, so healthy eating options were being monitored with the children being asked to identify healthy items that they eat i.e. apples.</p> <p>Governors felt that the animated and verbal method of teaching always worked best for early years children and SP agreed and explained that whilst this was more restricted with the older children, the school aims to maintain this where possible. MC thanked Louise for her presentation and for her ongoing support during the recent difficult times. Louise left the meeting at the end of her presentation.</p>	

<p>4.</p>	<p>Mid Year Data Report – Steve Holland (Deputy Head)</p> <p>The data report for the end of the Autumn Term was distributed to Governors at the meeting. This report summarised the results for all years through from Year 1 to Year 6 taking into account the number of children and the targets for reading, writing, maths and also a combined target. SH explained that the areas shaded in red were areas that needed most attention and areas shaded yellow being areas also being monitored as the figure needs to be higher.</p> <p>Governors asked why there was a combined target as well as the three separate targets – SP said that Staff need to be aware that they need to look at the overall target and not just separate subjects.</p> <p>Governors questioned the percentage on Year 1 Boys School on Track Combined as the figure was incorrect, SH confirmed this was an error and the report would be amended and re-issued with a correct figure.</p> <p>SH went on to explain the Groups ‘On Track’ analysis and the areas of focus and the actions identified going forward. For example Writing is receiving additional inset for training staff and close monitoring enables bespoke training for staff where necessary.</p> <p>SP said there were going to be changes to the reporting required for SEN, PP and Disadvantaged children in the future.</p> <p>The Governors asked if the mixed class groups helped, RH said they had received good feedback from Parents and felt that it had helped the children making progress. SP felt that the new curriculum for years 5/6 provided more fluidity. SH said there were some problems but overall it was working well.</p> <p>SH pointed out the graphs on the report that gives a clearer at a glance indication of the pattern/trend emerging through developing into secure through the first half of the year. SH reported that attendance was 96% in 2015/16 and is currently 96.2% for 2016/17 – the school target is 96.6 but there has been a bout of children off with chicken pox.</p> <p>SH asked if there were any further questions and if any queries arose after the meeting once the figures were digested he was happy to answer by email.</p>	
<p>5.</p>	<p>Head Teachers Report & Restructure Update</p> <p>SP explained that she was giving a verbal report and asked that Governors send her any questions that they may have.</p> <p><u>Restructuring</u></p> <p>SP confirmed that end of the timeline for restructuring had been reached and the process had now been completed. As a result of the Governors final recommendation the role of Office Manager was now redundant and there would be no Apprentice taken on at the current time.</p> <p>With regard to the SLT, it had been confirmed that SH would be retiring at the end of the school year and Nicky Coates had been appointed as the new Deputy Head with effect from September 2017. No one else had applied for posts available and those currently in position will remain.</p> <p>This now leaves a potential vacancy as depending on the intake numbers released in April the school could be 1 Teacher short.</p> <p>SP had considered various options, for example an NQT would be more cost effective but there was a previous staff member who had shown an interest in returning to the school but as a fully qualified Teacher this would be more expensive. SP was looking to advertise a permanent position but this cannot be done until the numbers are known on 17th April 2017. Currently the school has a predicted entry number of 29 but SP felt this would increase especially in view of 150 missing replies to LA outstanding from Parents at the current time.</p> <p>The Governors discussed the benefits of a qualified Teacher against an NQT and they felt it was better to have an experienced Teacher given the turbulence that has been experienced in year 3 and 4 . The Governors agreed with SP’s proposal to wait until 17th April and advertise after the Easter Holiday.</p> <p><u>Other Matters</u></p> <p>SP confirmed that performance reviews were all proceeding.</p> <p>At the current time there was one case of Child Protection under review.</p> <p>There had been some movement in numbers at the school with 2 children moving to Lanes End. SP felt that the LA was allowing school changes to happen too easily and this was not in the best interest of the children concerned and she was going to raise this at the next Cluster meeting on</p>	

	<p>the 15th March. Governors felt amazed that pupils were able to change school on a whim. SP had recently met with PC Justin Pringle and is working with him to provide workshops to a different class each month to familiarise the children with the Police and what they do. This is starting with Year 6 who are already preparing questions to put forward. PC Pringle is also setting up “Beat” Surgeries, the first being on 24th March 2017 at 2.30pm to encourage Parents for a confidential chat on any issues they may have.</p> <p>SP advised that a directive had been received from the LA suggesting that expenditure on devolved capital this year should be spent on the school hall facilities and not on ICT. It was felt that an upgrade to the school hall would improve the overall image of the school – SP & DR are to visit Barton Primary to see the renovation to their school hall and formulate ideas. The Governors were happy with the LA recommendation and agreed that SP/DR go ahead with obtaining quotes that could be reviewed by the FGB at a later date.</p>	
6.	<p><u>Business Managers Report</u></p> <p>DR confirmed that reports with figures to January 2017 had been circulated prior to the meeting for Governors to review and asked if there were any questions from Governors resulting from these. The Governors felt that the reports were all clear and self-explanatory and it was agreed that any further discussion could wait until the full budget review in April.</p> <p>MC thanked DR and SP for all their hard work during a difficult few months and SP thanked DR as she had been particularly affected.</p>	
7.	<p><u>Schools High Needs Funding Formula Consultation</u></p> <p>The initial report had been circulated to all Governors prior to the meeting. This had been followed by another copy that gave the response drafted by the IW Council. The Governors discussed if a separate reply specifically from the school was required and would help the case, and if so a reply was needed by 21st March for submission to Government by 22nd March 2017. SP said that Peter Shaw had drafted a letter to the DFE, local MP and the PM to put forward the case from all the Head Teachers on the Island. Also the Unions had sent their own response, this proposal was a National issue that had been met with a huge response around the country with representation to the Government by several counties.</p> <p>SP/MC and DR had attended a seminar, and were told that it was unlikely the Government would change their stance but it had been agreed that the proposed formula just would not work on the Island and it was vital to put forward a valid case to explain this.</p> <p>The Governors felt that the LA reply covered all areas of concern and put forward the case for the Island and there was nothing to be added by submitting a separate response.</p>	
8.	<p><u>Minutes of Previous Meeting</u></p> <p>The minutes of the previous meeting had been distributed prior to the meeting, AB confirmed that under item 6 the new Safeguarding procedures had been published and that Staff were aware. The minutes were agreed and signed by MC (Chair).</p> <p><u>Actions Points</u></p> <ul style="list-style-type: none"> • Arrange ‘Prevent’ training for new Governors – This had been delayed due to SP waiting for relevant training materials. SP confirmed these had now been received. Whilst this can be done online SP and HR agreed to arrange a date for training. RA would need training as well and this needs to be arranged when he has received from his operation. • Scheme of Delegation – MC had circulated the most recent copy of the scheme that had been reviewed and updated. He asked Governors if they were happy to accept this. There were no amendments and the Governors gave their approval. • Maths Monitoring Form – SH & JB said this was still outstanding but would be finalised in the next few days. • Publication of Parents Survey – AB confirmed this had been circulated by email on 12th January 2017, but the Governors said they hadn’t received a copy. AB confirmed he would 	<p>SP/ HR/ RA</p> <p>SH/ JB</p> <p>AB</p>

	<p>email a copy to Governors.</p> <ul style="list-style-type: none"> • Road Crossing Patrol – There is a separate agenda item for this. • Governor Induction Training – KC had booked RA onto the course on 8th May 2017. But training needs to be booked for HR and LJ – KC to find out dates and confirm. • 	KC/ HR/ LJ
9	<p><u>Schools Financial Value Standards (SFVS) Ratification</u></p> <p>This had been circulated to Governors prior to the meeting, DR confirmed there had been some very minor amendments. The governors were happy with the document and this was accepted and ratified.</p>	
10.	<p><u>Questions on Local Authority Visit Report</u></p> <p>This had been circulated to Governors prior to the meeting – SP confirmed that it had been a useful visit and the Governors felt it was a good and comprehensive report. Governors asked about the quality of teaching and SP confirmed that joint lesson observations were in place. Teachers had noted any areas raised and training put in place. This involved Greater Depth concept, giving children who are quick to grasp subjects being given the opportunity to look at a subject more deeply. The previous concept of mastery was directed at talented children but SP said it is the right of every child to work at their own level and teaching practice is addressed to encourage this. From basics through to deeper leaning and problem solving. The aim is to achieve consistency with all Teachers. The Governors asked if Peer observation took place to help this and SP confirmed it was.</p> <p>Governors asked if the action points would be carried forward to next year and SP confirmed that they will continue to be reviewed and monitored to ensure improvement takes place.</p>	
11.	<p><u>Food for Life Action Plan Agreement</u></p> <p>The plan had been circulated to Governors prior to the meeting and RG explained that the school had spent the last year renewing the Bronze level criteria, with 27 points being achieved. They were now only 4 points away from achieving silver and RG asked for the Governors approval to proceed with the proposed action plan to work towards this.</p> <p>RG explained they are investigating the food policy and looking at sourcing local organic ingredients. Governors confirmed that the school was one of the first to introduce an independent kitchen contractor supplying healthy food options for the children.</p> <p>RG said that the Gold standard was hard to achieve and the school needed to offer 12 hours of cooking time but this needed to be funded by the school and facilities were limited. SP suggested that the IW College facilities could be used as a possibility.</p> <p>The Governors were very pleased that the school was actively working to achieve the Silver standard and were happy to agree the proposed action plan and thanked RH for all her efforts in working towards this.</p>	RG
12.	<p><u>Road Crossing Update</u></p> <p>MC confirmed that Year 6 had been involved in data collection at the crossing point as previously agreed and had recorded the amount and type of traffic passing the crossing.</p> <p>The school has been in touch with local media including press and radio and Sandra was working on the Crowd Funding Page and hoped to launch this next week.</p> <p>The Cowes Town Council had turned down the application for help with funding – they had asked for a 3-year funding plan to be put forward but the review is actually done on an annual basis. There are new elections due in May and future contact with the council will be possible. They have suggested looking at matched funding and this involves the school raising £6750 themselves.</p> <p>There are still various fund raising ideas being looked at. It was also felt that contact with Cowes Enterprise College for help with fund raising was another option to look at.</p> <p>DR reported that Parents have offered to raise a petition to support evidence to the LA and RH said that Year 6 pupils are writing letters. MC said he would write to the pupils personally to thank them for the support.</p>	

	MC thanked DR and Sandra for their help with this.	
13.	<p><u>Governor Email Addresses</u></p> <p>It had been suggested previously that for security reasons it would be an option to provide all Governors with their own school email addresses – for example john.smith@cowespri.iow.sch.uk and IT had already set these up prior to Governor discussion.</p> <p>Whilst the Governors understood the need for security they felt that having a separate email address would not be practical and would not be checked regularly. SP suggested looking at some extra password protection on existing email as an alternative. IT will need to be contacted to see what options might be available.</p>	DR/ KC
14.	<p><u>Election of Governors</u></p> <p>KC advised that AR’s term had ended. AR had agreed to carry on for the time being but could not commit to another full 4 years. SP asked the Governors to support AR’s re-election and this was agreed unanimously.</p> <p>It was also confirmed that JB is moving to Spain in April so will be resigning as a Governor and AS confirmed she will be leaving at the end of the current school year.</p> <p>KC suggested that as we still have a vacancy for Parent Governor that a personal letter be sent to the Parents of the Reception Class and also a mention in the school newsletter would be an option.</p>	KC/ MC
15.	<p><u>Policies to Ratify</u></p> <p>The following policies needed to be ratified by the Governors and where relevant:</p> <ul style="list-style-type: none"> • Alcohol & Substance Misuse – Agreed as LA policy for adoption only • Staff Discipline, Conduct & Grievance – Agreed as LA policy for adoption only <p>The following policies were circulated to Governors prior to the meeting:-</p> <ul style="list-style-type: none"> • Governors Allowance Policy – there was a query raised about there being two columns for “pence” but this did not affect the policy wording so Governors ratified this policy. • Governor Visits Policy – Governors agreed and ratified this policy. • Exclusion of Pupils Policy – Governors agreed and ratified this policy. 	
16.	<p><u>Training Update</u></p> <p>MC had sent an email to Governors asking for a volunteer to replace AR as Development Governor. MC explained that the Development Governor identifies and co-ordinates training for all Governors – none of the Governors present volunteered for the role so it was decided that KC would check if the role was compulsory and report back at the next meeting.</p>	KC
17.	<p><u>Feedback from Monitoring Visits</u></p> <p>No monitoring visits had been made since the last meeting. MC confirmed the need for regular Governor visits going forward.</p>	
18.	<p><u>Any other Business</u></p> <p>DR asked Governors if anyone would be prepared to be the Judge for the Easter Hat Competition on Friday 7th April – HR said she would be happy to help out.</p> <p>As it will be the last meeting for JB, MC thanked him for his help and support during his time as a member of the FGB and everyone wished him well for the future.</p>	
19.	<p><u>Date and Time of Next Meeting</u></p> <p>The next meeting has been changed to Tuesday 23rd May at 3.30 pm</p>	

Action Points

8	Finalise date for Prevent training for new governors to be given by SP	SP/HR/RA	23 May 2017
8	Maths Monitoring Visit Form to be completed and filed in register	JB/SH	23 May 2017
8	KC to find out dates for next Governor Induction Training for HR and LJ	KC/HR/LJ	ASAP
8	Parents Survey to be circulated to Governors by email	AB	ASAP
13	Contact IT re alternative security for existing Governor personal email addresses	DR/KC	ASAP
14	Draft letter re Parent Governor Vacancy for distribution to Parents of the Reception Class. Liaise with Karen in the office about this and also mention in Newsletter	KC/MC	23 May 2017
16	KC to confirm if Development Governor is compulsory position.	KC	23 May 2017

Signature _____ Position _____

Name _____ Date _____