



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Wednesday 18th July 2018 at 6.30 pm

Attendance	
Malcolm Carter (MC) - Chair	Stephanie Praetig (SP)
Amy Duncan (AD)	Andy Brandham (AB)
Hilary Richardson (HR)	Paul Taylor (PT)
Gillian Phenix (GP)	Nicky Coates (NC) - Associate
Also Present: Kim Comer - Clerk (KC)	

1	<p><u>Apologies</u> Apologies were received from Alison Radcliffe (AR), Emma Lincoln (EL), Rachael Groves (RG), Liz Jackson (LJ) and Donna Robinson (DR). Rod Ainge was not present and it was agreed that a letter should be sent to find out if, due to ill health, he was able to continue as Governor.</p>	
2	<p><u>Pecuniary & Personal Interest Declarations</u> – None given.</p>	
3	<p><u>Minutes of Previous Meeting & Matters Arising</u> The minutes of the meeting held on Thursday 17th May 2018 and the Extraordinary meeting on Thursday 21st June 2018 had been distributed prior to the meeting and were both agreed and signed.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Re-launch Marketing – MC set up marketing committee for ideas (see item 11) • EYFS report emailed to Governors by SP on 25/05/18. • Governors Report – Completed (see item 10) • Parent Survey – Events attended by Governors as scheduled (see item 10) • Pupil Survey – This has been postponed until October 2018. • Staff Survey – Completed and results emailed to Governors on 05/07/18 • MC to FGB vacancies and link subjects – To be carried forward to September. • Coast Dinner – Was booked and unfortunately cancelled. • Prevent Training – Link for online training emailed to Governors on 22/05/18 and is ongoing. • Health & Safety Training – AB was unable to attend. • Induction Material – All emailed to PT & GP on 22/05/18. • Governor attendance sheet - This was placed in monitoring file, but not used, suggest place with signing in book at reception, KC to liaise with Karen Swaffer. 	KC
4	<p><u>Business Manager's Report</u> Copies of the following were available to Governors prior to the meeting – Business Managers Report July 2018 (App.1), Budget Monitoring Statement May 2018 (App.2), Budget v Actuals May 2018 (App.3), All Income by CFR May 2018 (App.4), All Expenditure by CFR May 2018 (App.5), Utility Expenses 2017-2018 (App.6).</p> <p>As DR was not present, MC asked if all Governors had read the Business Managers report and associated documents and asked for any questions. All Governors felt the report was clear and fully understood. The need for Governor training for GDPR was raised. Staff have completed this and MC will need to do this as the link Governor for GDPR. MC to contact DR for link to online training. MC has questions concerning the school's compliance with GDPR and will also speak to DR about this.</p>	MC

	<p>SP advised that an email had now been received to confirm the budget had been officially signed off and it was a requirement that DR provide copies of the monthly monitoring statement to LA Finance.</p>	
5	<p>School Fund A copy of the school fund was available to Governors prior to the meeting (App.7) SP confirmed that this has been audited and agreed and needed FGB approval. All Governors were happy with this and agreed unanimously.</p>	
6	<p>Pre School Licence A copy of the pre-school licence was available to Governors prior to the meeting (App.8) The annual review of the licence had been undertaken in line with the revised agreement last year and required FGB approval, which was given by all Governors present and signed.</p>	
7	<p>Gas & Electricity Renewal A copy of the proposed renewal from Zenergi was available to Governors prior to the meeting (App.19). This gave a market analysis and the schools current supplier; SSE remained the most competitive over both 12 and 24-month contracts. It was proposed to secure the 12-month contract for Gas, as a price drop is predicted long term and a 24-month contract for electricity. The Governors were happy with the research provided and agreed to proceed with the recommendation.</p>	
8	<p>Health & Safety Audit Feedback The audit took place on 6th July 2018 and there were no issues highlighted. The school maintained its 100% compliance status. SP thanked DR and Steve Groves, Site Manager, for their hard work in maintaining the high standards. The Governors were very pleased with the result and asked for their thanks to be passed on to all concerned.</p> <p>MC raised the issue of schools dealing with asbestos and this had been a problem for many schools. SP confirmed that an asbestos survey had taken place and this confirmed there was no asbestos at the school, something that we already knew. A new boiler system is being installed during August and as part of the installation further checks will be made in areas that had been forgotten by the survey company. As this is part of the works there is no cost to the school.</p>	
9	<p>Head Teachers Report & Data Review Copies of the following were available to Governors prior to the meeting – Head Teacher’s Report (App.10), Competitions & Festivals 2017/18 (App.11), Sports Clubs 2017/18 (App.12), Sports Premium 2017/18 (App.13), End of Year data 2017/18 (App.14), End of Year Progress & Attainment Year 2 (App.15), End of Year Progress & Attainment Year 6 (App.16), KS2 SATS Results July 2018 (App.17), Headlines CPS 2017/18 (App.18), KS1 SATS Results July 2018 (App.18a).</p> <p>SP asked if all Governors had read the documents prior to the meeting and they confirmed that they had. SP mentioned that in addition to the report she could confirm that during the school year there had been 21 leavers and 19 arrivals that meant that pupil numbers were fairly constant.</p> <p>SP also reported a safeguarding issue involving a child leaving the premises due to an error by a member of staff, details of which are confidential. SP confirmed that proper procedures had been adhered to and corrective action was in place.</p> <p>The Governors were happy with the explanatory reports and the results were discussed in detail. It was agreed that the KS2 SATS results were disappointing, especially Maths. SP has already taken steps to address this and it was felt that the impact of strategies and interventions needs more time in order to filter through. Also the schools involvement with the Hants CC maths</p>	

	<p>project would also help improve standards. The Maths Governor added that the initiatives introduced by Kirsty Thomas were excellent and will also help things improve.</p> <p>New equipment that has been introduced in class will be a step forward. Governors asked if there were any other possible reasons for the results and SP replied that there was an impact with less LSA time in class and also mixed years in 5&6. There will be new data available in September with question-by-question analysis and this will give a more detailed breakdown and aid the school in identifying particular problem areas. SEN does have to be taken into consideration but the Governors pointed out that the results without SEN for maths were still 62%. SP agreed that there is work to be done and on a positive note pointed out that the school has 1 pupil in the top 2% for reading in the country, 3 pupils in the top 3% for GPS, 4 pupils achieved GPS in all subjects, compared to none last year with 12 pupils achieving greater depth in reading and 13 in writing. Whilst there is an issue with Maths, there are excellent results as well.</p> <p>The Governors asked if the school would be celebrating the high performers, and SP advised that there would be awards given to the children concerned.</p> <p>SP was confident in her team and that the projects and initiatives in place together with the remedial action taken would improve results going forward. The Governors also felt that the school had an excellent team and were aware of how much effort and hard work was going into achieving the standards and results.</p>	
10	<p><u>View from the Chair</u></p> <ul style="list-style-type: none"> i) Governors Annual Report – MC thanked AB, HR & LJ who had provided a contribution to the report, which had now been published and issued to parents. ii) Parent Survey – Governors had attended events in the past few weeks and MC will attend the last one, which is the Horticultural Show on the 19th July. Results are to be placed in the Clerks tray in the office. AB agreed to compile the results but will require assistance in publishing them. iii) Vacancies, Link Subjects and Skills Audit – This will be carried forward to September when. SP said that with fewer Teachers the linked subjects are currently under review and she will give the Governors an update on this in September. SP asked AB if he was happy to continue to look at attendance and attend a meeting on 17th October 2018 at 8.30 am and on 12th December 2018. AB advised he would check his availability. <p>It was agreed that it would be beneficial for Governors to get together after the training on Tuesday 4th September to discuss the linked subjects.</p> <p>MC thanked the Governors for their help during the year and felt that it was a good time to be part of the team as the school was moving forward and looking to a positive start to the new school year. SP added that there was a good feel around the school and there was a strong team moving forward.</p>	AB
11	<p><u>Marketing Update – Gillian Phenix</u></p> <p>GP explained that EL was originally the lead on this item but due to the change of meeting date and an impending important operation EL was unable to attend.</p> <p>The marketing committee had met on two occasions and EL had drawn up an action plan that had been emailed to Governors on 10/07/18. They were concentrating on promoting the re-launch day and the maritime excellence theme in keeping with the local area and inviting representatives from local dignitaries, companies and organisations. GP, EL, MC and DR had all made contact with various people and it was hoped that the event would be well attended and hopefully numbers would be known by mid August.</p>	

	<p>Later in the year it is hoped to organise a careers fair for years 5&6 pupils along with their parents and involve local maritime industries. It was felt it would be beneficial to hold a further marketing meeting towards the end of August. It is hoped that EL will have recovered from her operation. AD will be meeting with EL and the Governors asked her to pass on their best wishes.</p> <p>MC gave an update on the contact with Red Funnel, who are happy to help with most items requested, except the new chef whites, which would have to wait until the new financial year. Unfortunately the school will have to purchase these before then. SP asked about the travel vouchers for the Horticultural Show but nothing had been received. There is also the competition with the winners taken to the hangar to view the building of Red Kestrel and visit to the launch of Red Jet 7. The Governors felt the children would love this opportunity.</p> <p>SP felt that the ideas being put forward by the marketing committee were all very positive and a big help to the school.</p> <p>The Governors were concerned about the term “re-launch” as they felt it was not deemed positive. As “launch” is related to the new branding on the nautical theme, it was felt that perhaps dropping the “re” might be appropriate. SP asked if Governors had any other ideas to email her. This needs to be decided soon as the launch is on 19th September 2018. Governor question about the possibility of changing the school name slightly, for example to include the word “community”. SP advised that she would have to contact the LA if it was a suggestion agreed by all in the future.</p>	
8	<p><u>Policies to Ratify</u></p> <p>The policies were available to Governors prior to the meeting.</p> <ul style="list-style-type: none"> i) <u>Single Equalities Policy (App.9)</u> – Agreed and adopted by Governors. ii) <u>Data Protection Policy, LA Policy (App.20)</u> Adopted by Governors. <p>Governor Question – Do we need a GDPR Officer? SP advised that the LA Authority has provided a service level agreement that included an Officer to cover all schools taking part and it had been felt beneficial to join the scheme.</p>	
9	<p><u>Training Update</u></p> <p>Prevent Training – This is ongoing and all Governors must ensure they complete the online training and test every year. GP & PT need to undertake this and KC will email the link to them. They will also need to undertake Safeguarding Training and SP advised that this would form part of the training on the Tuesday 4th September 2018.</p> <p>SP would like all Governors to attend on the 4th September, as it is important for them to have their input on the strategic direction of the school. This will start at 9.15 am and will be followed by an American Lunch with everyone bringing a donation of food to share.</p> <p>The subject of Induction Training for new Governors was raised by KC; previously we had opted out of the LA training course, as the feedback on the training had not been positive. The school is not part of the Governor Training SLA due to the large annual cost. But recent feedback on the training, now provided by Hants CC, was good and new Governors could not learn everything from the Induction pack provided by the school and the NGA booklet. It was agreed to book AD, GP & PT onto the course on 15th November 2018, and KC will confirm the cost. EL was not present so this will be reviewed at a later date.</p> <p>AD had attended the SEN course and had found this very useful and informative.</p>	FGB
10	<p><u>Feedback from Monitoring Visits</u></p> <p>Monitoring forms had been received and filed and the summary updated by KC. SP distributed a revised School Improvement Framework that had been forwarded by Ross Irving, the LLP. SP & NC had spent time reviewing this and felt it was much more user friendly than the previous one.</p>	

	<p>SP explained the differences between the old and new forms and asked the Governors to meet and complete the section for their monitoring. Specific actions and target dates are required and will need to be added to the SIF. SP asked if the Governors were happy with the new format and all agreed to proceed. Once the Governor section is completed KC will update it following the Governor visits.</p> <p>It was agreed that a good time to meet would be in the afternoon of the Tuesday 4th September, after lunch as this would be a natural follow on and most Governors would already be in school.</p>	
11	<p>Any Other Business</p> <p>NC reported that a new Pupil Premium Strategy would be introduced. This had been recommended by Ross Irving LLP, and details will be going onto the website. NC will provide more information on this in September. It was suggested to reintroduce specialist subject presentations by the Teachers, and this could be the first one. SP agreed but Teachers did need notice in order to prepare.</p> <p>MC thanked the Governors and the Staff for all the hard done in what had been another difficult year but was confident of a positive start in September. He also gave a reminder of key dates in September that Governors need to attend:</p> <ul style="list-style-type: none"> • Tuesday 4th September, 9.15 a.m. – Governors to attend the staff training day with an American lunch (bring food to share), to discuss and plan the strategic direction of the school. To be followed by a Governor session to agree and finalise the Governor Section of the new School Improvement Framework. • Wednesday 19th September, 2.00 p.m. Launch day with new nautical theme, Governors, Parents and Dignitaries and local businesses to attend. • Thursday 20th September 3.30 p.m. - FGB Meeting • Monday 24th September, Strategic Direction Event for Parents – one session at 2.15 p.m. the other at 6.00 p.m. As many Governors to attend for support. Martin Goff will be present. <p>SP gave her thanks to the Governors for their help and support during the year.</p>	

Action Points

3	Governor Attendance Sheet – KC to liaise with KS	KC	12/09/18
4	MC to contact DR re online GDPR training	MC	12/09/18
10	Parents Survey results to be collated	AB	New Term

Appendix Items to Minutes

The following reports had been added to the Governor Secure Website for access to Governors prior to the meeting:

App.1	Item 4	BM Report July 2018
App.2	Item 4	Monitoring Statement May 2018
App.3	Item 4	Budget v Actuals May 2018
App.4	Item 4	Income by CFR May 2018
App.5	Item 4	Expenditure by CFR May 2018
App.6	Item 4	Utility Expenses 2017-18
App.7	Item 5	School Fund 2017-18
App.8	Item 6	Pre-School Licence 2018-19
App.9	Item 12	Single Equalities Policy
App.10	Item 9	Head Teachers Report July 2018
App.11	Item 9	Competitions & Festivals 2017-18
App.12	Item 9	Sports Clubs 2017-18
App.13	Item 9	Sports Premium 09/17 to 07/18
App.14	Item 9	EYFS End of Year Data 2017-18
App.15	Item 9	End of Year Progress & Attainment Year 2
App.16	Item 9	End of Year Progress & Attainment Year 6
App.17	Item 9	KS2 SATS Results July 2018
App.18	Item 9	Headlines CPD 2018
App.18a	Item 9	KS1 SATS Results July 2018
App.19	Item 7	Gas & Electricity Renewal
App.20	Item 12	Data Protection Policy

Signature_____ Position_____

Name_____ Date_____