



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 28th September 2017 at 16.00 p.m.

Attendance	
Malcolm Carter (MC) - Chair	Stephanie Praetig (SP)
Amy Duncan (AD)	Rachael Groves (RG)
Andrew Brandham (AB)	Nicky Coates (NC) - Associate
Hilary Richardson (HR)	
Also Present: Kim Comer - Clerk (KC), Donna Robinson - Business Manager (DR)	

1	<p><u>Apologies</u> Apologies were received from Rod Ainge (RA) due to illness, Liz Jackson (LJ), Alison Radcliffe (AR) and Abigail Sollars (AS) – Associate Governor. MC had been to visit RA who was not at all well and MC had advised him not to return until he was completely recovered. It was agreed to send a get-well card to RA on behalf of the Governors.</p>	
2	<p><u>Pecuniary & Personal Interest Declarations</u> - None declared</p>	
3	<p><u>Minutes of Previous Meeting & Matters Arising</u> The minutes of the meeting held on Thursday 14th September had been distributed prior to the meeting. AB pointed out there were some errors concerning the reporting of the Parent Survey (item 13) – there were not 275 surveys completed, 275 was the number of children in school at the time, there were 115 surveys completed. Also question 8 was concerning the Parents Consultation of the child’s progress, not just the child’s progress. KC confirmed these points would be corrected. Also action point relating to item 17 of the previous minutes should read Gill Gregory and not Jill Lewin.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Vice Chair – KC had checked the Governance Handbook and it confirmed that there must be a Vice Chair in situ and emailed MC on 27/09/17. SP confirmed that if the FGB could not decide on their own nomination, the LA could send their own nominee to act. MC said he would review this and report back at the next FGB meeting. • Rose McNeill – MC had not been able to contact Rose, but it had been confirmed by DR that Rose had decided not to apply for the position of Governor, preferring instead to volunteer to help with jobs in the school. The letter regarding the vacancy for Parent Governor had been sent to Parents with a deadline of Friday 6th October for the return of any applications. DR reported that there had been 3 requests for applications to date. • Email a copy of Pay Policy to Governors. This had been sent on 20/09/17. • Email a copy of the Restructure Timeline to Governors. This had been sent on 20/09/17 • Email a copy of the Data Summary. This had been sent on 20/09/17. The Governors raised the question of gaining more applications to raise the Pupil Premium, and it was felt that whilst numerous ideas for marketing this had been carried out, any new ideas would be welcomed and even previous ideas could be tried again. • Parent Survey Results to be issued to Parents – action date 23/11/17 – carried forward. • Governors Report to Parents (July 2017) – This has been completed by SP & DR and has been sent to Parents, with amendments due to the delay in sending at the end of term. • Email Gill Gregory for best days and time for Governors to help listen to children reading. MC had not yet contacted Gill Gregory and would aim to see her as soon as possible. 	MC

4	<p><u>Staff Pay Policy</u></p> <p>A copy of the Pay Policy had been distributed to Governors prior to the meeting (App.1). SP said that although the FGB had agreed this in principle at the last meeting, there had been an update from the LA HR department. An email had been received to say that the LA had proposed a pay policy for all Isle of Wight schools and had requested feedback from Head Teacher's on what they have agreed in their own schools. There is to be a presentation to Head Teacher's next week. SP confirmed that the policy could be subject to change following this meeting.</p> <p>It was agreed that all schools would have a different view and their pay policy was down to an agreed budget. SP confirmed that the school was following the directive from the DoE. DR asked if she could go ahead with the pay increase agreed at FGB on 14th September 2017 and SP agreed that this should be implemented and any changes agree at a later date would have to be included on the next pay run.</p> <p>The Governors asked if there was any update on the funding recently announced by the Government, but no further news had been received to date.</p>	
5	<p><u>Isle of Wight Pay Policy for Non Teaching Staff</u></p> <p>A copy of the Policy had been distributed to Governors prior to the meeting (App.2). DR advised that as this was an LA policy the FGB needed to adopt the policy and the Governors agreed this.</p>	
6	<p><u>Restructure</u></p> <p>The timeline had been distributed to Governors prior to the meeting (App.3). The Redundancy Panel, AR, AD & HR had met prior to this meeting and agreed the final proposals for the restructure and were happy for SP to summarise their decision.</p> <p>The Panel had agreed that there be 3 LSA's working 10 hours per week for Key Stage 1 and 2 LSA's working 15 hours per week for Key Stage 2. Due to a staff resignation there had been no requirement for loss of LSA staff.</p> <p>For MSA's, again there had been some changes due to resignation and another whose temporary maternity cover contract would not be renewed, so this had resulted in a net reduction of 2.75 hours overall and the Redundancy Panel will review this following the completion of the skills audit matrix. For the Quest Team, there was a need to reduce staff by 9, and whilst this was regrettable the Redundancy Panel had agreed this was the only viable option.</p> <p>SP had briefed all relevant staff on the completion of the Matrix and the Governors asked what the general reaction had been. SP said they all understood why this was needed. The Redundancy Panel had agreed that the Matrix needed to be considered by them anonymously and that it had been agreed for the staff members name to be redacted and a reference number system to be used. Line Managers have also given references and these will also need to be anonymous.</p> <p>The Governors were advised that the Redundancy Panel would meet at 9.00 on Friday 6th October to review and make their decision. MC thanked all concerned and appreciated that this was not a pleasant job.</p> <p>The Governors asked if there had been any reply from the LA concerning the budget proposals submitted, DR confirmed that nothing had been heard to date and that it was a very surreal position for the school whilst awaiting their decision.</p>	
7	<p><u>Pupil Survey</u></p> <p>SP distributed the results of the Pupil Survey and explained they had only just been received, so there had been no time to distribute the Governors prior to the meeting. Sam Smith had compiled the results of the survey and for the first time Year 1 had been included. SP felt that the results spoke for themselves and the school were very pleased overall. RG said that Sam had taken time to explain each question, as it was very hard for children to fully understand the</p>	

	<p>meaning of some questions. The Governors asked if the questions were set by OFSTED and SP confirmed that most were whilst some had been slightly amended.</p> <p>Question 3 asked “Do children behave well?” and it was found that the children have high expectations of each other and considered not putting their hand up or speaking when the Teacher was speaking was bad behaviour.</p> <p>Question 6 asked if the children were always given a challenge. SP wanted more clarification on the details of what children considered a challenge.</p> <p>Question 5 asked do you get help when you are stuck – RG explained that the children were encouraged to help themselves in the first instance and this might affect their response to this question.</p> <p>The Governors felt that the responses were very positive and were very pleased with the replies on Question 9, which asked the children if they were proud of their school. SP said the information is very useful and helps the school make improvements where needed. The Governors also said that the children also feel happy and safe in their environment.</p> <p>MC said that he would write to the School Council and to Sam Smith to thank them for their efforts in completing the survey. SP & NC suggested making a note on the staff thank you board situated in the staff room. This was a new idea in school where everyone was encouraged to write a post it note to thank anyone who had been of help to them. The notes were then counted up and the person with the most votes received a prize.</p>	MC
8	<p><u>Training Update</u></p> <p>MC had met with AD who had received the school’s induction pack. AD made some suggestions to improve the pack – by adding the suggested reading items to the tick list to ensure done and also to put all the Induction Training and Reference Material onto a folder on the Governors Secure website. This would save the documents being emailed each time and also be easy to access for reference. KC agreed that any suggestions were welcomed and she would make the changes suggested.</p>	KC
9	<p><u>Feedback from Monitoring Visits</u></p> <p>AB had visited on 27th September for an update on Safeguarding, he reported that there were very positive things happening in school, and they had also reviewed the safeguarding policy on the website and made sure all staff had been briefed. He has completed a monitoring form and asked NC to check it.</p> <p>AD had met with AS for her recent visit and AS had completed a form.</p>	
10	<p><u>Any Other Business</u></p> <p>Destination Statement – SP distributed a copy of the final version that had now been reviewed by the School Council to ensure it was child friendly. The final statement reads: - <i>“We will rise to all challenges and new experiences, growing into independent, valued learners in a fun, safe and welcoming environment.”</i></p> <p>The School Council had confirmed that they fully understood the statement and had all signed their names in approval. SP asked if the FGB is happy with the statement it will be published and when possible will be sign written on the wall in the main hall. RG said she would update the school’s Facebook page. The Governors were happy with the statement and happy to proceed.</p> <p>AD reported that she had received positive feedback from other Parents having seen SP in the playground and felt it was good to have a Head Teacher who was approachable and easy to talk to. SP will be sending a letter to Parents to ask if there are any special skills out there that could help the school, fundraising, painting etc. RG said there were 27 new Parents who had recently joined the Facebook page and RG felt it would be good to have Parents join the Friends of Cowes</p>	

	<p>Primary. AD can help promote this and felt there would definitely be some interest. AD also thanked NC for listening to Parents concerns and giving a fast response that gives Parents trust that things will get done.</p> <p>SP said that the school had recently has a visit from a NHS Nurse who had said that on entering the school she always gets a happy vibe and that the Admin Team were happy and welcoming. The Governors felt this should be fed back to the Admin Team – a note could also be put up on the Thank You Board.</p> <p>AD raised a query concerning the School Website regarding the link to the Club Cool Section, which goes the wrong page i.e. the ‘about me’ page and the Club Cool page. AD agreed to show SP and DR after the meeting. DR will ask IT as they had been recently working on this as photos and activities needed to be added.</p> <p>HR reported that she had some feedback on the Rugby Tots franchise that could possibly take place in the school hall for one hour every Saturday morning. She had been in touch with her son in Hampshire who had met the guy who runs the group there. HR had also been in touch with someone who may be interested in running the franchise on the Island.</p> <p>MC had met Teresa from the Crèche recently and had been surprised at the number of young babies. There was also a strong link to Blackberry Lane and it would be good to establish a natural progression from Crèche, Blackberry Lane, Cowes primary & Cowes Enterprise College. But Blackberry lane is independent so cannot be seen to favour one particular school. SP confirmed that personal invitations to the Stay & Play sessions had been given to the Parents at Blackberry Lane. She also felt it would be good to have a Governor present at the next session on Tuesday 3rd October (3.30pm to 4.15 pm). SP had also visited Love Lane to help promote the school.</p> <p>It was suggested that a Christmas meal for Governors be held at the Coast in Cowes – SP & DR will look at the school calendar and pick a suitable date that will be confirmed later.</p> <p>A query was raised concerning the times for FGB meetings, currently being alternated to help suit both staff and those Governors who work and cannot attend during the day. It was suggested that the times be agreed in advance for all meetings to help with childcare planning etc.</p>	SP/ DR
11	<p><u>Date of Next Meeting</u> The date of the next meeting is Thursday 23rd November at 6.30 pm.</p>	

Appendix Items to Minutes

The following reports had been circulated to Governors prior to the meeting:

- App 1 – Staff Pay Policy
- App 2 – Isle of Wight Pay Policy for Non Teaching Staff
- App 3 – Restructure Timeline
- App 4 – Pupil Survey Results
- App 5 – School Council Destination Statement Approval

Action Points

3	Parent Survey results to be issued to Parents – Carried Forward	AB/AR	23/11/17
3	MC to contact Gill Gregory concerning Governors helping with Children’s reading – <i>Note – MC saw Gill after the meeting and advised him that Governors just need to ring her the day before they can attend.</i>	MC	Completed
7	MC to write a letter of thanks to the School Council and to Sam Smith for their help in completing the Pupil Survey. Also a note to be put on the new school thank you board.	MC	ASAP
8	Induction Pack to include reading material subjects on tick list and all Induction training and reading reference material to be put on section on Governors website	KC	ASAP
10	SP & DR to check calendar for most suitable date for Governors Christmas Meal at Coast.	SP/DR	ASAP

Signature _____ Position _____

Name _____ Date _____