



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 18th January 2018 at 15.30 p.m.

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

1	<u>Apologies</u> Apologies were received from Rod Ainge (RA) due to illness, Alison Radcliffe (AR) and Andy Brandham (AB) both due to work commitments and also Abigail Sollars (AS) who was unable to attend.	
2	<u>Introduction To Emma Lincoln, New Parent Governor</u> – MC welcomed EL and introduced her to the Governors. EL had been successful in the Parent Governor election in December 2017 and this was her first meeting.	
3	<u>Pecuniary & Personal Interest Declarations</u> - None declared.	
4	<u>Minutes of Previous Meeting & Matters Arising</u> The minutes of the meeting held on Thursday 23 rd November 2017 had been distributed prior to the meeting and were agreed and signed. <u>Matters Arising</u> <ul style="list-style-type: none"> • MC confirmed that a letter of thanks had been sent to Sam Smith and the School Council for their help in completing the Pupil survey. • MC had met with EL the new Parent Governor in December 2017. • KC had arranged a meeting of the P&F and a special meeting of the FGB on 30th November 2017 in order to agree the Head Teachers Performance Review. • MC had booked Coast for the Governors Christmas Meal as agreed and this was well attended and a successful evening. 	
5	<u>Business Manager's Report</u> Copies of the following had been distributed to Governors prior to the meeting – Business Managers Report (App.6), Benchmarking Report Card (App.6a), Custom Benchmarking Report (App.6b), Summary Budget Report 30/11/17 (App.6c), Summary Budget Expenditure (App.6d), Summary Budget Income (App.6e), Budget v Actuals (App.6f). DR explained that the report figures were up to 30/11/17, as the latest bank statements had not been received in time to reconcile the December figures. With regard to the report there were some figures that might appear erratic, this is due to expenditure being included where income is still due to offset cost. The school had also received a substantial donation from a family member of a school pupil. It had been agreed that each subject leader would provide a wish list, which will be sent to the Donor to make a final decision on where the money should be spent. The Donor does not want any publicity but it had been suggested the school offer a tour of the school, by school council members with a lunch to follow. This news was welcomed by the Governors, who agreed it was good to have some positive news. They suggested a thank you be mentioned in the School letter and whilst no name can be mentioned it would be good to make all Parents aware.	

	<p>The Governors asked if there had been any indication of pupil numbers for the September intake and DR advised that the closing date for Parents first choice was 15/01/18 and second choice being April 2018. Current pupil numbers at 12/01/18 are 279.</p> <p>Following on from the news on the new national funding formula detailed at the last FGB meeting in November 2017 DR advised that schools had narrowly (52%/48%) agreed to a transfer of 0.5% from the schools block, which is due to significant pressures for high needs due to the increased numbers of children with Education, Health & Care Plans. Schools also broadly agreed with mirroring the national funding formula. The local formula is used to allocate funding in 2018/19 for pupils in years R to 11. The lump sum was considered too low and has instead been drafted at £115.500. MFG remains unchanged at 1.5% and this is good news, as the school will receive protection from a larger cut in our funding. Education functions agreed at £55 per child.</p> <p>DR advised that an update on the actual impact on figures had only been received after lunch today so had been too late to update the report. But the change actually meant an overall reduction to the schools budget. The Governors agreed that this was very disheartening in view of all the hard work and changes recently undertaken in order to get the budget back into credit within the agreed plan.</p> <p>The Governors wanted DR and SP to know how much they appreciate all that they do in an ongoing extremely difficult situation and also all the staff who also feel the impact of the ongoing difficulties. They felt it was important to pass this onto the staff and it was agreed to post this on the Thank You board.</p> <p>DR had recently attended a session on Affordable Schools Training and reported that she had nothing further to report except that 25% of Island schools either currently have a deficit or will be going into deficit this year.</p> <p>With regard to staffing, a KS2 teacher will be going on maternity leave in May and the position will be advertised after February half term. The school will only receive an insurance payment of £2,500 if the policy is renewed in April. DR is awaiting renewal costs and the budget for 2018/19 has not included a provision for this. A decision on the best-cost option for the school will need to be agreed. Further staff training was taking place in order to proceed with introducing the cashless payment system.</p> <p>DR went on to explain she had decided to undertake a Benchmarking exercise, as this had not been done recently. She explained that this gave her the ability to compare our costs against other schools in the area. DR had selected maintained schools with a similar status to Cowes Primary. She explained that the report could be redone if the Governors feel they would like to see different criteria and that she would like to look further at our other occupational costs. SP advised that catering was worth looking at, as we are the only school that provides its own kitchen and staff.</p> <p>The Governors asked if it was possible to look at Key Stage outcomes using this report. DR said this used to be possible but could not see this option this time. She will look again and report back. The Governors also asked if it was possible to see other schools with a deficit but this is not possible. DR asked Governors if they had any further questions but they were happy with the reports and thanked DR for her hard work.</p>	DR
6	<p><u>DBS Review</u></p> <p>DR explained that AB had recently undertaken a full and very useful review on Safeguarding systems and procedures and the issue of DBS reports having no expiry dates had been raised. As a result of this DR had looked at all staff whose DBS reports were older than 3 years. It would cost the school £2,500 to renew all of these which is not an option due to budget restrictions. AB had suggested renewing DR's in view of the HR and recruitment element of her role.</p>	DR/ SP/

	<p>The Governors asked about using the DBS automatic annual check system which asks for any changes to be reported, but this needs to be implemented with new applications and there is a cost implication. SP felt that the school could look at the annual completion of a staff suitability form to declare any changes. Governors also asked if the previous CRB check had an expiry date, it was agreed this also needed to be checked.</p>	
7	<p><u>Head Teachers Report</u> Copies of the updated SIF 2017/18 (App.1), LLPR Planning Visit Report (App.1a), GDS Predictions Jan 2018 (App.1b) had all been circulated to Governors prior to the meeting and SP had invited Governors to email her with questions.</p> <p>SP thanked the Governors for the questions received and a reply and emailed to Governors. However the school is currently looking at producing more detailed reports that provide more accurate data, but this involves a great deal of time to compile. However this data will target pupils that need help.</p> <p>RG had compiled a report on the progress made on the phonics work being undertaken in year 1. RG had looked at the curriculum and how it could be changed to improve time for phonics work. With effect from September 2017 every child now has a guided reading or phonic related task every morning, related to any weak area they may have. There are also sessions in the afternoon and results have shown that there has been a good impact with children recognising sounds and the next step is using them. Other steps taken are to involve parents more and improve their awareness of phonics, the reintroduction of spelling homework and more support material. Overall the feedback and improvements made were good and very pleasing. The Governors were very interested in this and thanked RG for her feedback.</p> <p>SP explained that the LLPR report had been prepared in readiness for the forthcoming visit of Ross Irving, the new LLP. His role was similar to an Inspector but a more supportive role. His impression on his first visit had been positive and he had asked for the data on this report to be completed and SP thought it would be good for the Governors to see.</p> <p>SP ran through the data on the report and explained that maths had been an area needing development, one of the reasons for this was the high level of teacher changes in Year 5 and this was being given attention. SP explained that it was important to prove the progress and detailed data helped to highlight this. The GDS predictions were also discussed and the Governors asked why the reading result was lower than national average. SP explained that this was mainly due to one child and action was in place to correct this. LJ will be attending the review on 1st February at 1.30pm on behalf of the Governors and any other Governors who are free would be most welcome.</p> <p>The SIF had also been updated for all actions up until the end of December 2017. This included the actual monitoring undertaken by the Governors against the expected actions. SP asked Governors to make sure they complete the impact section of their monitoring forms, as this is the information needed to update the SIF. It is important that Governors undertake their regular monitoring visits for their link subjects and liaise with the relevant Teacher to prepare feedback for the SIF.</p>	
8	<p><u>IOW Primary Schools Academic Year 2019/20 Admissions Consultation</u> This was an LA consultation and the link had been emailed to Governors prior to meeting. SP invited Governors to send any thoughts they may have to the LA by the deadline of 22/01/18.</p>	
9	<p><u>Proposal for Statutory Governance Collaboration Agreement</u> The agreement (App.2) had been circulated to Governors prior to the meeting and KC explained this was a document that the Chair needed to agree and sign. This is an agreement to help other schools in the event that back up for the Governing Body be provided to other schools should the need arise. KC will complete document ready for MC to sign.</p>	KC/ MC

10	<p><u>Co-opted Governor Vacancies</u> KC reported that there were currently 2 vacancies for co-opted Governors and that it was also necessary to find out if RA was going to be able to return as a Governor in view of his ongoing illness. It was agreed that MC would visit RA to see how he was. Steve Holland the previous Deputy Head had indicated he might return as a Governor in the New Year and it was agreed that MC would contact him to enquire if he was still interested.</p> <p>It was also agreed that KC would advertise for Governors, via newsfeeds in local press and magazines. Also it could be included on the school website and newsletter. Wight bay was suggested and also any personal referrals from current Governors.</p>	MC KC
11	<p><u>Governor Link Subjects</u> It was necessary to allocate the Personal Development Education link subject and AD had looked into this and confirmed it was linked to one of her subjects PHSE.</p> <p>There is also the need to find a Governor to cover the new General Data Protection Requirements (GDPR), which is being introduced in May 2018. DR explained that she is attending training on this and it will be a requirement for every school to have their own GDP Officer who will be ultimately responsible to ensure the schools compliance with the new regulations. The Officer must not have any conflict of interest, which makes it difficult for most staff members to fill this position. It could be filled by a Governor but this is a role with a full job description and the officer would have to be in school on a regular basis.</p> <p>DR will liaise with outside organisations to ensure compliant and IT would be an important area to be monitored. The school brings outside data in and in turn uses this to give out.</p> <p>The Governors felt that a good option would be for the LA to employ a number of Officers on the Island to oversee a group of schools and the school could contribute to the cost. But it is important to keep this under review to ensure something is put in place.</p>	SP/ DR/ MC
12	<p><u>Policies to Ratify</u> The policies below had been circulated to Governors prior to the meeting (Apps.3, 4, 4a, 4b, 4c & 5). SP explained that the Social Networking Policy was still being reviewed and it was agreed this would be carried forward to the March meeting.</p> <ul style="list-style-type: none"> i) <u>Redundancy Policy</u> – LA Policy adopted by the Governors. ii) <u>Staff Discipline, Conduct & Grievance Policy</u> – LA Policy adopted by the Governors. iii) <u>Attendance Management Policy</u> – LA Policy adopted by the Governors. 	
13	<p><u>Training Update</u> – MC advised that EL had received the Induction Pack and he would be meeting up with EL shortly to help with any queries. NC will also contact EL about Safeguarding training.</p> <p>Prevent training needs to be reviewed to ensure up to date and DR has a spread-sheet that can be checked. Anyone who needs to take the online test can then be notified by KC.</p> <p>SP reminded Governors that she does have access to cluster training with other schools and MC asked Governors to consider if there were any areas they felt they needed help with.</p>	MC /NC KC/ DR
14	<p><u>Feedback from Monitoring Visits</u> HR had visited the school for meeting with Kirsty Thomas and was working with Kirsty to complete the monitoring form.</p> <p>MC had been trying to find out the best time to visit Louise Stanton for his subject – Overseeing Foundation Subjects. NC advised any Wednesday around 1.15pm would be a good time. MC to complete his visit.</p>	HR MC
15	<p><u>Any Other Business</u> HR raised concerns about some Parents abusive behaviour at the school gates and felt that a</p>	SP/

	<p>system of drop and drive be considered which would avoid the need for Parents to enter the school. This would involve a member of staff with help from senior pupils meeting the car on the driveway and escorting the pupil from the car into school. SP understood this was an issue but expressed concerns about the driveway access often being blocked by delivery vans and double-parking due to insufficient spaces for staff. SP explained this had been looked at on many occasions and whilst she agreed with the idea in theory she felt it would not work in practice. Governors suggested an agreement with the CEC to use their drop off area and walk the children down to school as the college pupils start time is earlier. SP agreed to look at this again with HR to see if any solution could be reached.</p>	HR
16	<p><u>Date of Next Meeting</u> The date of the next meeting is Thursday 15th March 2018 at 18.30 pm</p>	

Appendix Items to Minutes

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

- App.1 School Improvement Framework 2017/2018
- App.1a LLPR Planning Report Jan 2018
- App.1b GDS Predictions Jan 2018
- App.2 Collaboration Agreement
- App.3 Redundancy Policy
- App.4 Employee Code of Conduct
- App.4a Grievance Policy March 2014
- App.4b Disciplinary Additional Guidance
- App.4c Disciplinary Procedure
- App.5 Attendance Management Policy
- App.6 Business Manager's Report
- App.6a Benchmarking Report Card
- App.6b Custom Benchmarking Report
- App.6c Summary Budget Report 30/11/17
- App.6d Summary Budget Expenditure
- App.6e Summary Budget Income
- App.6f Budget v Actuals

Action Points

5	Benchmarking - Find out if report includes the ability to compare outcomes.	DR	15/03/18
6	DBS Review – Establish system for checking annual update, i.e. staff suitability form and if CRB check has expiry date	DR/SP	15/03/18
9	Collaboration Agreement to be signed by MC and KC to advise Governor Services	MC/KC	ASAP
9	Co-opted Governor Vacancies – Contact RA to see if he is able to resume Governor duties	MC	15/03/18
9	Co-opted Governor Vacancies – Contact Steve Holland to see if he would like to join the Governing Body.	MC	ASAP
9	Co-opted Vacancies – look at advertising vacancies in local press	KC	ASAP
11	Governor Link Subjects GDPR – Review Governor to oversee this subject and also position of GDP Officer for the school	SP/DR/MC	15/03/18
13	Training – Ongoing Induction Training and support for EL	MC	ASAP
13	Training – Safeguarding Training for EL	NC	ASAP
13	Training – Check Prevent Training for Governors and advise of update required	KC/DR	15/03/18
14	Monitoring Visits – HR to complete monitoring form with Kirsty Thomas	HR	ASAP
14	Monitoring Visit – MC to complete Overseeing Foundation Subjects visit with Louise Stanton	MC	ASAP
15	AOB – Review ideas for pupil drop off at school	HR/SP	15/03/18

Signature _____ Position _____

Name _____ Date _____