



# COWES PRIMARY SCHOOL

## MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Wednesday 19<sup>th</sup> July 2017 at 3.00 p.m.

<b>Attendance</b>	
Malcolm Carter (MC) - Chair	Liz Jackson (LJ)
Alison Radcliffe (AR)	Lynne Westhorpe (LW)
Abigail Sollars (AS)	Rod Ainge (RA)
Stephanie Praetig (SP)	Steve Holland (SH)
Hilary Richardson (HR)	
<b>Also Present:</b> Kim Comer - Clerk (KC), Donna Robinson - Business Manager (DR)	

<b>1</b>	<p><b><u>Apologies</u></b> Apologies were received from Andy Brandham &amp; Rachael Groves due to work commitments.</p>	
<b>2</b>	<p><b><u>Pecuniary &amp; Personal Interest Declarations</u></b> None declared</p>	
<b>3</b>	<p><b><u>Minutes of Previous Meeting &amp; Matters Arising</u></b> The minutes of the meeting held on Monday 19<sup>th</sup> June 2017 had been distributed prior to the meeting and the minutes were agreed and signed.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• Induction Training Feedback. Following feedback from RA on the Local Authority training he attended in May it was agreed that MC would write and request a refund in view of this and the old material used on the course. MC confirmed he had written but not yet received a reply.</li> <li>• Governor Induction Training slides received from Carisbrooke High School have been reviewed by KC and updated with Cowes Primary Information.</li> <li>• Feedback on Induction Training Checklists, copies were given to RA, HR &amp; LJ after the last meeting but feedback is still outstanding and will be carried forward.</li> <li>• Governor vacancies - There have been two applications from prospective Governors, Amy Duncan whose child is moving up from the Pre School and was previously involved with Blackberry Lane Pre School. She could fill the vacancy for Parent Governor but would have to be co-opted in the first instance and then the election process would have to be followed. The other prospective Governor is Rose McNeill who is Sam Smith's Mother-in-Law. Both will be invited to a meeting in the next school year.</li> <li>• Governor Monitoring visits outstanding forms, KC had emailed another form to all Governors on 10<sup>th</sup> July and MC reminded all Governors that any outstanding forms needed to be submitted.</li> <li>• Submit Budget proposals to the Local Authority Finance Team – this was completed and sent on 20<sup>th</sup> June 2017.</li> <li>• Volunteers for Parents Survey – there have been sufficient volunteers for all the events for the survey and all completed answers will be left in KC's tray.</li> </ul>	<p>MC</p> <p>KC</p> <p>KC/ MC</p> <p>FGB</p> <p>KC</p>
<b>4</b>	<p><b><u>Business Managers Report &amp; Budget Update</u></b> DR's report had been circulated to Governors prior to the meeting. DR reported that she had been unable to produce the usual reconciliation. When closing down this year's financial information on the schools management system, an error was discovered affecting the creditor account by £100. This error has been traced back to February 2011. SIMS are investigating this, but a special modification programme initially sent to sort the problem out has altered the bank</p>	

	<p>balance on the database, meaning that the actual bank account balance differs to the financial management system by £100. Therefore bank reconciliations cannot be completed until this error is sorted out. It is currently with the programmers and being dealt with as a matter of urgency.</p> <p>DR explained that following the FGB on 19<sup>th</sup> June 2017, the 4 year revised budget plan was submitted with Governor recommendation to the Local Authority Finance Team and a reply was still outstanding.</p> <p>The report gave up to date monitoring statement figures and the bank balance at 31<sup>st</sup> May 2017. DR confirmed that the Health &amp; Safety Audit had a 100% result with no issues raised. The Hall and main entrance are being refurbished during the Summer holidays. DR asked if the Governors had any questions on the report so far, but everything was clear and MC thanked DR for all her efforts during a difficult year.</p> <p>DR did mention that there was a slight amendment needed to the restructure plan submitted to FGB at the meeting in June. It had been pointed out that a member of the Quest Staff was covering as LSA and so this needed to be adjusted accordingly. DR &amp; SP asked for the Governors approval and this was agreed.</p> <p>SP confirmed that she had sent a detailed letter to all staff concerning the additional restructure and giving a full explanation why a further restructure was needed. The procedure needs to commence on 5<sup>th</sup> September 2017.</p>	
5	<p><b><u>Head Teacher's Report</u></b></p> <p>Reports had been circulated to Governors prior to the meeting, which included the Head Teacher's termly report, population analysis dated 30<sup>th</sup> June 2017, Competitions &amp; Festivals 2016/17, Sports Clubs 2016/2017, the Head Teacher's EYFS report to Governors, School Achievement Report, and Training 2016/2017. SP had asked for questions from Governors prior to the meeting and these had been received and answers circulated. The Governors had raised questions asking if Mastery applied to Maths or the whole curriculum and an explanation had been supplied with an additional information sheet and It was confirmed it applies to the whole curriculum.</p> <p>The Governors also asked how the staff had coped with this change – training is ongoing and Maths leaders have undertaken greater in depth training. Further training is also planned for next year. Questions were also raised about funding for an armed forces child. All questions and answers are detailed in full in the attached reports.</p> <p>SP had received a recent update, on the expected population report dated 30/06/17, which confirmed there would be an extra 11 pupils starting in September, but this cannot be confirmed for definite until September arrives.</p> <p>SH had produced the End of Year Reports, which were all self -explanatory and the Governors were happy with the results attained and ongoing monitoring. Kirsty Thomas had put together the Training Report that detailed all training for the year, the provider and the cost.</p> <p>AS was pleased with the breakdown on the PE report that gave a clear indication of the spending on sports premium. SP said that she welcomes any feedback from Governors on any of the reports and how they might be improved in the future.</p> <p>SH explained that the Data Report's format had changed slightly following some items raised by LJ. SH explained the main points, in particular the school is very pleased with attendance. The Governors asked how absences are recorded if a child has an illness, such as heart disease, that is no fault of the child or the school. SH explained this is still recorded as absence but any special reasons are noted.</p>	

	<p>SP said that there will be further data compiled at the start of next year and the points that LJ raised about mixed classes had been very useful. Moderation with pupil age in mixed classes needs to be considered as harder on the younger age children. SP confirmed that staff are getting used to the new system but constant monitoring and continual CPD will drive changes forward and this is seen as a positive way forward. LJ said it is important for Governors to complete monitoring forms and cover all points covering their special subjects to that any action to be taken can be considered by the school.</p> <p>LJ will forward recent monitoring forms to KC. RA said he would like help with the monitoring process and would like a mentor. AS said she had postponed a monitoring meeting and this had been rearranged for September, so she would contact RA to let him know the new date and he could then observe.</p> <p>AS also said that under a revised SIP the Governors needed to look at all the areas and needed to reallocate specialised subjects accordingly. MC agreed this needed to take place and will be reviewed in September. MC asked for help from AS with regard to reviewing the SIF and it was suggested that Governors have a separate meeting in order to go through this. SP will email next year's planner for information.</p>	AS/ RA  FGB
6	<p><b><u>Parent, Staff &amp; Pupil Surveys</u></b> MC thanked all Governors who had attended events to obtain answers from Parents for the survey; Mr Smith had encouraged Parents to join in at the sports day by giving them an incentive to take part. All the results sheets are to be placed in Kim's tray in the office and KC will check with AB that he is still able to collate and publish the results. SP confirmed that the pupil survey was still with the school council and results would be available in September.</p>	
7	<p><b><u>Governors Report to Parents</u></b> SH had collated the Governors report to Parents and a copy was passed out at the meeting. MC thanked SH for his help and everyone who had contributed.</p>	
8	<p><b><u>Governors Secure Website Access</u></b> KC explained that instead of school email addresses for Governors, a secure part of the school website had been set up for them to access documents. KC will put on a test document and sent instructions to Governors on how to access this part of the site. The access password can be changed if Governors leave. It is important for data protection that all confidential documents are safe and not stored on any computer that can be accessed by third parties.</p>	KC/ FGB
9	<p><b><u>Policies to Ratify</u></b></p> <ul style="list-style-type: none"> <li>i) Flexible Working Policy – This is a Local Authority Policy and no changes have been made.</li> <li>ii) Physical Restraint – SP confirmed that she had updated this but had found that this was for guidance only and did not need to be treated as a policy. SP had found information from the DFE about reasonable use of force and made reference to this in the updated version. The front sheet has been updated. AS asked how often it had been used in school and SP confirmed there were no occurrences in the last 7 years. FGB approved the revised version.</li> <li>iii) Governor Allowances Policy – MC had reviewed this and the only change needed was a change to the act involved and the year. This was agreed by FGB. MC asked who could update this. KC will follow up.</li> </ul>	MC /KC
10	<p><b><u>Training Update</u></b> SP said that any training needs identified for Governors could be reviewed and it may be possible to join up with other schools to provide the training jointly with them. SH mentioned that the NAT offered training for Governors for dealing with complaints that could be useful and worth</p>	

	<p>looking into.</p> <p>SP has been working with Hants CC with a group of other Head Teacher's to see if Hants CC is providing the services that the island needs. There is an opportunity to send two members of staff for briefings and it may be possible to send Governors instead. SP to email KC with details of the course bundles.</p> <p>AS had agreed to help with new Governor Induction training and KC will email copies of the training slides that have now been updated to reflect Cowes Primary information that can be used as hand-outs. RA confirmed that the method of training new Governors is much better than the LA training.</p>	<p>SP</p> <p>KC</p>
<b>11</b>	<p><b><u>Feedback from Monitoring Visits</u></b></p> <p>AS confirmed that her latest monitoring review had been postponed until September so that she could attend today's meeting. MC had attended the International Day and sat down with Louise Stanton. He felt this was a powerful and successful event.</p> <p>LJ had attended a data meeting with SH and Kirsty Thomas and had also met with MC and Gill Gregory on the development plan. There had been a suggestion that Governors could help with the children's reading, which would be a way of getting Governors into school and meet the children. It was also suggested that RA could sit in the back of class to observe. SP added that Gill does provide training on how to assist with children's reading.</p>	
<b>12</b>	<p><b><u>Any Other Business</u></b></p> <p>SP has just received an email to advise that the school had a new Learner Leader Partner called Ross Irving. He had been in touch with SP and agreed to pop into to the school to introduce himself on Wednesday 6<sup>th</sup> September at 10.00 am.</p> <p>SP advised the Governors that it had been necessary to exclude a Year 6 boy due to bad behaviour. His behaviour had declined over the last two weeks and he had not being doing as he was told and being disrespectful to staff. SP also confirmed there was an extra child on Child Protection.</p> <p>LJ asked about development days in September – SP confirmed Day 1 would be Monday 4<sup>th</sup> September, and would be mainly in the morning and Governors were welcome to attend. Day 2 would be Tuesday 5<sup>th</sup> September (9.00 am until 3.00 pm) and the Destination Statement would be reviewed and Governors needed to be involved. An American Supper would follow. SP will send the agenda for further information.</p> <p>MC closed the meeting by thanking everyone for their input, help and support throughout the year and gave a special thanks to AS who was stepping down as Governor but had agreed to help with occasional training and support. SP also thanked LW who was stepping down as Governor to concentrate on her new SEN role in school.</p>	
<b>13</b>	<p><b><u>Date of Next Meeting</u></b></p> <p><b>The date of the next meeting is Thursday 21<sup>st</sup> September at 6.30 pm.</b></p> <p>It was agreed to vary the meeting times as whilst a 3.30 start does help the Teachers and Staff attending, it does restrict some Governors due to work commitments.</p>	

## Action Points

3	Reply from LA regarding MC's letter about RA's Induction Training Course	MC	21/09/17
3	Feedback on new Governors Induction Checklist given to RA/LJ & HR	KC/RA/LJ/RA	21/09/17
3	New Governors to attend future meeting and process application accordingly if agreed	MC/KC	21.09/17
3	All monitoring forms submitted and up to date	FGB	21/09/17
5	AS to arrange to advise date for RA to observe monitoring meeting in September	AS/RA	ASAP
5	SIP Review and reallocate specialised subjects	MC/FGB	21/09/17
6	Check AB happy to collate Parent survey results	KC	ASAP
8	Secure Website Access	KC/FGB	ASAP
9	Governor Allowances Policy – Changes advised by MC and agreed by FGB to be amended on actual document.	MC/KC	21/09/17
10	SP to email KC with course bundle details	SP	21/09/17
12	SP to email agenda for Development Days	SP	ASAP

Signature \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

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Held on Monday 19<sup>th</sup> July 2017

## Appendix Items to Minutes

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

- App 1 - Business Managers Report for FGB – 13<sup>th</sup> July 2017
- App 2 - Head Teacher's Termly Report to Governors
- App 3 - Population Analysis 20<sup>th</sup> June 2017
- App 4 - Governors Questions & Answers (1) for FGB 13<sup>th</sup> July 2017
- App 5 - Mastery Information Sheet
- App 6 - Governors Questions & Answers (2) for FGB 13<sup>th</sup> July 2017
- App 7 – Competitions & Festivals 2016/2017
- App 8 – Sports Clubs 2016/2017
- App 9 – PE Report to Governors 2016/2017
- App 10 – EYFS Head Teacher's Report To Governors 2016/2017
- App 11 – School Achievement Report to Governors 2016/2017
- App 12 – Training Report 2016/2017
- App 13 – Flexible Working Policy
- App 14 – Physical Restraint Policy
- App 15 – Governors Allowances Policy

At meeting – Governors End of Year report to Parents