



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 24th November 2017 at 18:30

Attendance	
Malcolm Carter (MC) - Chair	Liz Jackson (LJ)
Abigail Sollars (AS)	Lynne Westhorpe (LW)
Stephanie Praetig (SP)	Rachael Groves (RG)
Alison Radcliffe (AR)	John Barrie (JB)
Andy Brandham (AB)	Steve Holland (SH)
	Hilary Richardson (HR)
	Rod Ainge (RA)

In attendance: Andrea Sheridan (Outgoing Clerk - minutes) (ASh)
 Kim Comer (Newly appointed Clerk) (KC)
 Donna Robinson (Business Manager) (DR)

1	<p>The Chair welcomed everyone to the meeting and introduced Rod Ainge and Hilary Richardson, as prospective governors to the Governing Body (GB) at Cowes Primary School (CPS). All governors introduced themselves and explained their role on the GB.</p> <p>Apologies Apologies – None</p>	
2	<p>Welcome New Clerk to Governors Kim Comer was welcomed by the governors of CPS as their new Clerk to the GB following the resignation of the outgoing Clerk, Andrea Sheridan. KC took over the role as Clerk on 1st November 2016 and was observing the meeting whilst the outgoing Clerk took the minutes.</p>	
3	<p>Welcome New Staff Governor Following the resignation of Zoe Jones as Staff Governor, Rachael Groves was elected by the staff at CPS to represent them on the GB as their Staff Governor. Her term of office started end of October 2016.</p>	
4	<p>Pecuniary & Personal Interest Declarations None</p>	
5	<p>Minutes of Previous Meeting ASh informed the Governors that a section of the previous minutes has been moved to a confidential addendum and will not be included in the minutes uploaded to the website DR highlighted the following changes to be made to the minutes: Item 8 – Business Manager’s Report, second bullet point: <i>Should read</i> “DR stated that a couple of members of staff have been off sick for a couple of weeks. Insurance only covers teachers and not all members of staff” and not “Insurance only covers teachers and not members of staff.”</p> <p>Actions Points</p> <ul style="list-style-type: none"> • PE kit to be an agenda item for next FGB - <i>complete</i> • Upload Full Governing Body (FGB) minutes to the website from the beginning of this 	

	<p>academic year, checking backdated minutes for confidential items – <i>It was thought the minutes had been uploaded but that there may be some difficulty in opening the documents. Minutes are now on the website and can be opened – complete</i></p> <ul style="list-style-type: none"> • Check that L J is happy to take on role of Literacy governor - <i>complete</i> • Arrange Prevent training for MC – <i>It was acknowledged that along with MC, the new governors and Clerk would need Prevent Training. SP explained that this is related to Safeguarding children focussing on radicalisation and extremism. The training is computer based. SP also updated the governors that she has now completed the Home Office training</i> • Update Meeting calendar and circulate to governors - <i>complete</i> • Update SIF with governor targets and circulate to governors along with staff meeting calendar - <i>complete</i> • Collate and produce Parent Survey results and present to governors – <i>AB circulated the results from the Parent Survey. It was noted that there weren't so many responses this time, mainly because the survey was only available at the Horticultural Show. Main issues were concerning homework and communication. CPS now communicates electronically to parents and it will be interesting to see what comments are made next time. SH advised that he has imported the data into a report that will be sent to parents on Monday.</i> • Implement the nomination process for a staff governor - <i>complete</i> • Make a booking at Coast and invite past governors – <i>SP reminded Governors that this has been booked for Tuesday 13th December 2016 at 7.30pm</i> 	
6	<p><u>Head teacher's Report</u></p> <p>The Head teacher's Report, and associated papers had been circulated to governors prior to the meeting.</p> <p>The governors congratulated the school on their attendance figures and acknowledged that a lot of hard work had gone into achieving these. SP gave a big thank you to SH who works closely with the Office staff and the Educational Welfare Officer (EWO) on this. SH stated there was no further update with regards to Fixed Penalty Notices. The school are keeping records of absences and these are forward to the local authority who decide whether to issue fines. SP reported that at a recent Cluster meeting (which include Heads from the schools in Cowes and East Cowes), it had been discussed that families from other schools have recently received fines.</p> <p><i>The governors asked whether the criteria are still the same for issuing fines</i></p> <p style="padding-left: 40px;">SP stated that this is still the same but it wasn't obvious whether fines were being issued.</p> <p>SP stated that she has data relating to target setting within Early Years which she wanted to share with governors. As teachers are in the process of target setting all the children across the school it was considered pertinent to discuss all the year groups at the same time and therefore making that an agenda item for the next meeting.</p> <p><i>Post Meeting: -</i></p> <p>The governors asked the Head teacher questions by email in advance of the meeting with the regards her report and the answers were received and are detailed in the report attached.</p> <p>Pupil Premium:</p> <ol style="list-style-type: none"> 1. We have spent £18,000 on a variety of different interventions to accelerate the progress and achievement of children - Has this been successful? Was it money well spent? 2. KSA and MAC to deliver nurture group and ELSA across the school to close the gap - How has this implemented? Has the need for this type of resource increased? 3. EAL group - What are the challenges faced in school? <p>PE Sports Premium</p> <ol style="list-style-type: none"> 1. How has the premium being used to improve what we have? 2. How are we ensuring that the changes we had put in place are sustainable in the long term? 	KC
7	<u>Pay Committee</u>	

	<p>It was noted that since the last FGB meeting, the Pay Committee have met and agreed that teachers move up one point on the pay scale, if they are not already at the top and if they have met their performance management targets. It was acknowledged that the government has awarded all teachers a 1% pay rise. The Pay Policy was ratified to that effect.</p> <p><i>The governors asked if the pay rises have been factored in to the budget</i></p> <p>The Business Manager stated that yes; they had, as she was already aware of it.</p> <p>Following the decision to dissolve the sub committees it was agreed that a Pay & Finance committee would be formed to discuss finance and pay related matters. Recently the Pay Committee has consisted of all governors who weren't staff. The Chair stated that once the Scheme of Delegation has been ratified, the GB would need to decide who would be a member of the new committee.</p>	
8	<p><u>Review Scheme of Delegation</u></p> <p>AS stated that the Scheme of Delegation has now been updated to reflect the changes to the structure of the GB, which meant removing the Achievement & Standards and Leadership & Management committees and including Pay and Finance.</p> <p>The updated Scheme of Delegation is now ready to be circulated to all governors to be ratified at the next FGB meeting and be included as an agenda item.</p> <p>Following government guidelines, more policies have been delegated back to the Head teacher, and as such, these are ratified by herself and the Business Manager. So that governors can monitor that the policies are being ratified, SP will include it in her report.</p>	KC
9	<p><u>PE Kit</u></p> <p>SP showed the governors the new PE kit which parents are starting to buy. Feedback from parents has been positive.</p>	
10	<p><u>Parent Governor Vacancy</u></p> <p>The Parent Governor Vacancy was recently advertised to parents which resulted in a nil response. The instrument states there should be two parent governors and currently AB is the only parent governor. The governors discussed how another parent governor could be recruited or whether it was possible for an existing co-opted governor to be transferred to parent governor, as no candidate had come forward.</p> <p>It was agreed not to carry out another election and in the meantime, research the possibility of moving governors from one category to another.</p> <p>The governors commented that the governor profiles on the website are out of date. The new Clerk confirmed this as one of her first jobs to do.</p>	KC KC
11	<p><u>Policy Review</u></p> <p>i. <u>SEND Policy</u> – DR confirmed that all the amendments to the policy were highlighted in yellow.</p> <p><i>The governors asked if the Pupil Centred Plan (PCP) was the new word for the Individual Education Plan</i></p> <p>SP confirmed that it was.</p> <p>ii. <u>Safeguarding Policy</u></p> <p>iii. <u>Club Cool Policy</u></p> <p>The governors agreed to ratify the above policies and MC as Chair signed off the front covers.</p>	
12	<p><u>Training Update</u></p> <p>Prevent training needs to be organised for new governors.</p> <p>MC stated he would like to go on a course for Chair and aspiring Chair.</p> <p>SP updated the governors that she has a new role "Chair of the Strategic Steering Group for training for the Isle of Wight. Due to the cost of the training provided by Hampshire, a lot of schools on the Island haven't been able to buy into the Continued Professional Development, including governing bodies. The group has met with those responsible for training within</p>	

	<p>Hampshire and the Isle of Wight that proved very successful. Hampshire are now putting together a training package for governors which will include access to NGA website, Hampshire Governor Website, a phone line for support and training. Once Hampshire has come up with a pricing strategy, SP will be able to bring to governors.</p> <p>SH also confirmed that the National Association for Head teachers are also looking at some bespoke training for governors</p>	
<p>13</p>	<p><u>Feedback from Monitoring Visits</u></p> <p><u>Health & Safety</u> - AB has attended a Health and Safety visit – nothing identified at the time</p> <p><u>Literacy</u> - LJ gave a detailed report of her meeting with Jill Gregory. LJ confirmed that a monitoring form had been completed which covered all the areas that were discussed.</p> <p><u>Maths</u> - JB will carry out a monitoring visit to monitor maths</p> <p><u>Teaching</u> - AR will be meeting with SP in the new year to look at Quality of Teaching</p> <p><u>G&T</u> - AS has been covering action points 4 & 5 on the School Improvement Plan.</p> <p><u>Governors</u> - MC has been visiting the school on numerous occasions in his role as Chair.</p> <p><u>Foundation</u> - MC has also met with the Foundation leader and discussed the relationships between pre school/Early Years & Foundation Stage. MC also attended the Harvest Festival assembly</p> <p>SP reported that she is discussing with Early Years way that they can engage with the school earlier in the year so that when parents make their choice of first school in January they have already built up a relationship with the school.</p> <ul style="list-style-type: none"> • Preschool children and their parents have been invited in for lunch at a time when the school is quiet. They will also have an opportunity to meet Early Years children and staff. • Preschool children and Parents are also being invited to have a tour of the school followed by coffee and a mince pie • Year 6 are running a coffee morning on 13th December for Preschool parents • Unfortunately, nobody attended the two Open Days but a lot of families have visited the school either side of the dates <p>SP invited governors to attend the Christingle at the St Marys Church tomorrow at 10am</p>	
<p>14</p>	<p><u>Business Manager's Report</u></p> <p>The Business Manager's report had previously been circulated and the salient points discussed:</p> <ul style="list-style-type: none"> • DR apologised that some of the figures on the Monitoring Statement Reconciliation had not been updated from the previous report. • DR explained that the income and expenditure is reported in 12ths over the year, with the financial year beginning in April. <p><i>With regards to Development & Training, the governors asked whether there would be any more unexpected invoices from IOW Council?</i></p> <p>DR explained that the Budgets had been set for April and the invoices were received in May dating back to May 2015.</p> <ul style="list-style-type: none"> • DR highlighted that as at 30th September 2016, the Income Budget Summary is at 56.3% and the Expenditure Budget Summary is at 53.9% • DR explained that the census plays a crucial part in determining the budget for next year. The calculation is based on the number of children on the school role on a certain day. The net result of not having as many children as first thought is that income will be reduced by £44,175 for the following year. • Two SEN LSA's have been employed following EHCP (Education Health & Care Plan) agreement <p><i>The governors asked if the school receives funding for these posts</i></p> <p>DR explained that the school pays the first £6500 of costs associated with a pupil on the register. IW Council pays them on an hourly rate that is based on the lowest possible scale. Because the SEN LSA's are highly trained and paid the same as other LSA's, CPS has to pay the difference</p> <ul style="list-style-type: none"> • Pupil premium pupils are lower than first anticipated resulting in a net reduction of £44000 	

	<p>less than budgeted. As previously discussed, the school has tried numerous ways to incentivise families to apply for free school meals. SP stated that she is now going to write to every family enclosing a photograph showing how £1300 can be translated into school resources along with an application form.</p> <ul style="list-style-type: none"> • A Sustrans grant application has been submitted to IW Council to improve the scooter/bicycle shed • IW Scouting has started to clear the overgrown area opposite Blackberry Lane. • Road Crossing patrol is funded by IW Council till July 2016. <p><i>The governors asked whether the Road crossing patrol would continue</i> DR stated that this is funded until July 2016. MC has been speaking with the local councillor, Cllr Paul Fuller to improve Blackberry Lane path and the crossing. SP would like to organise a meeting with him and the Head of Cowes Enterprise College to devise a way forward. HR agreed to assist with this.</p> <p><i>The governors asked what the annual cost of providing a road crossing patrol person is</i> DR stated it was approx. £4500 - £5000. RA offered to speak with the local Business Association to see if they would meet with the school and provide support.</p>	RA
15	<p><u>Mid Term budget</u></p> <p>The Mid Term budget discussion paper was circulated to governors prior to the meeting. DR read through the report and explained the impact of the main items of income and expenditure. DR has made the budgets balance with a surplus of £33.00. DR explained that there is approx. £6000 in the School Fund which can be used in an emergency.</p> <p><i>The governors asked if the School Fund has to be used for certain items of expenditure</i> DR explained that this fund has accumulated through fundraising and has no restrictions on how it can be used.</p> <p><i>The governors asked if other schools were in the same situation</i> DR confirmed that a lot of schools on the Island are in a similar situation SP officially thanked DR for her hard work in getting the budgets to balance. SP will be emailing all staff telling them that there will be a ban on overtime and no resources can be bought.</p> <p>The governors accepted the Business Manager's Mid Term budget and the budgets were ratified accordingly.</p>	
16	<p><u>Any other Business</u></p> <ul style="list-style-type: none"> • Rod Ainge and Hilary Richardson were unanimously voted in as governors • The governors thanked Ash for her contribution and hard work as Clerk over the last 2 ½ years and wished her well for the future. 	
17	<p><u>Date and Time of Next Meeting</u> Tuesday 10th January 2017 at 1830</p>	

Source	Details	Assigned Person	Due Date
5	Arrange Prevent training for new governors	AR	10 January 2017
6	Agenda Item for next FGB - Review Target Setting for all years	SH	14 March 2017
8	Circulate Scheme of Delegation before next FGB meeting	KC	14 March 2017
8	Agenda Item for next FGB – Scheme of Delegation	KC	14 March 2017
10	Research possibility of moving co-opted governors to Parent Governors	KC	14 March 2017
10	Update governor profiles on website	KC	15 January 2017
14	Contact Cowes Business Association with a view to their Chair meeting with SP to discuss Road Crossing Patrol	RA	10 January 2017

Signature _____ Position _____

Name _____ Date _____