



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 20th September 2018 at 3.30 pm

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| Attendance | |
| Malcolm Carter (MC) - Chair | Stephanie Praetig (SP) |
| Amy Duncan (AD) | Andy Brandham (AB) |
| Hilary Richardson (HR) | Liz Jackson (LJ) |
| Rachael Groves (RG) | Nicky Coates (NC) - Associate |
| Also Present: Kim Comer - Clerk (KC) | |

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| 1 | <p><u>Apologies</u> Apologies were received from Alison Radcliffe (AR), Emma Lincoln (EL), Paul Taylor (PT) and Donna Robinson (DR). Rod Ainge (RA) was not present and KC confirmed that RA had written to MC to confirm he would stand down from his position as Governor for personal reasons. A letter will be sent to RA to thank him for his help and support during his time on the board.</p> | MC |
| 2 | <p><u>Election of Chair & Vice Chair</u> KC opened the meeting and advised that as this was a new school year the annual election of Chair and Vice chair was required. HR proposed that MC be re-elected as Chair and this was seconded by SP and accepted by MC. LJ proposed AD as Vice Chair and this was seconded by AB and accepted by AD. MC then chaired the rest of the meeting.</p> | |
| 3 | <p><u>Pecuniary & Personal Interest Declarations</u> – None given. Annual declarations will be completed at the next FGB in November and it was suggested that any interest in other educational institutions be added to the form.</p> | KC |
| 4 | <p><u>Minutes of Previous Meeting & Matters Arising</u> The minutes of the meeting held on Wednesday 18th July 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"> • Governor Attendance Sheet – The new Governor sign in book is now in place in reception and Governors should use this for all visits to school with a brief reason for their visit. • MC to contact DR re online GDPR training – All completed and the staff information sheet had been emailed to all Governors on 26/07/18 to read with a confirmation section to sign and return to DR. • Parent Survey – Results passed to AB on 27/07/18 and a summary had been emailed to Governors. To be discussed under item 12. | |
| 5 | <p><u>Business Manager’s Report</u> Copies of the following were available to Governors prior to the meeting – Business Managers Report September 2018 (App.4), Budget v Actuals July 2018 (App.5), Budget Monitoring Statement July 2018 (App.6), Summary Expenditure July 2018 (App.7), Summary Income July 2018 (App.8),</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 but raised the point regarding remaining with Strictly Education for their payroll</p> | |

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| | <p>services. The contract with Strictly Education Ltd is due to expire on 31/03/19 and DR had attended a presentation by the Local Authority (LA) who had offered a payroll service. SP and DR had looked at this in detail and recommended remaining with Strictly Education Ltd for one year. This could be reviewed again when more was known about the new service from LA. The Governors accepted that this was the best option and agreed the recommendation made.</p> <p>The Governors noted that there had been overspending in some areas but this was due to a cash flow issue number of items having to be paid at one time. It was agreed that this would be monitored going forward.</p> <p>It was noted by the Governors that the pupil intake for September 2018 was slightly lower than expected. SP explained that there are 7 places available in Early Years and there is a waiting list for other years. The Governors noted that numbers needed to reach 251 by census day in October otherwise this would affect the budget projections.</p> | |
| 6 | <p><u>Pay Policies (Teaching & Non Teaching Staff)</u></p> <p>SP advised that no proposals had yet been received from the LA and nothing can be done until then. SP attended a meeting of Head Teachers and they were awaiting feedback from the Pay Policy meeting with unions. SP hoped to have news by the next FGB in November.</p> | |
| 7 | <p><u>Head Teachers Update</u></p> <p>Copies of the following were available to Governors prior to the meeting – Updated SEF September 2018 (App.9), Feedback from LLP visit and future dates (App.10)</p> <p>SP advised that she had updated the Self Evaluation Framework and Ross Irving, the LLP, had reviewed this. The SEF had been honest and succinct and detailed all areas in detail. The Governors confirmed that they had all read the SEF and agreed that it was clear how this linked to the new SIF. They admitted that this had not been fully understood in the past and felt that the new format was a great improvement. SP explained that the Teachers would work through the SIF and update on a termly basis, as will the Governors with their visits and monitoring targets.</p> <p>The Governors asked what were the key priorities and SP gave an overview of the targets (as detailed in the SIF and SEF) she outlined that Maths would continue to be the main drive, continuing to work on fluency but with more reasoning. Having looked and drilled down on KS2 results, fluency and reasoning needed further action. Teachers will ensure that all resources available are used to help improve the current standard.</p> <p>The Governors asked about Year 6, and SP agreed there were some learning gaps, again down to reasoning. SP is currently working with a group of 12 “near to” pupils in an effort to raise their level of understanding. SP said that Year 6 had been through a turbulent time recently with changes in Teaching staff and Governors felt that it takes time to work through this and get back on track.</p> <p>SP advised that KS2 English writing results had improved for GDS. Reading had dropped slightly and RG is currently working on this and also handwriting and spelling to improve results in these areas. The Governors also felt that a lower cohort could have a greater effect on results as can be lowered by one child’s performance.</p> <p>SP went on to discuss the recent visit by Ross Irving LLP, this had been a good and positive session and Ross was giving the school a great deal of support. Ross had provided SP with the idea of using an inverted Venn diagram; this is a visual way of identifying areas requiring improvement. The Governors asked how this works and SP gave a demonstration and explanation. Children who are on track are on the outside of the diagram, if children are on the</p> | |

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| | <p>cross over sections this needs to be looked at and addressed.</p> <p>SP advised that the new Ofsted programme is heavily based on a balanced curriculum. SP felt that this was already well planned but would work on all subjects to ensure the school were in line with requirements. SP invited Governors to attend the visit on 17/12/18 to set up a project to support curriculum, review, monitoring and impact.</p> <p>SP agreed to email the school calendar to KC for distribution to all Governors and it was agreed that KC would also add this to the secure website. SP explained that the calendar was constantly changing and this would need to be a regular action.</p> <p>SP reminded Governors about the parent strategy meetings on Monday 24th September at 2.15 pm and 6.00 pm and asked for attendance and support. Martin Goff is attending. The governors asked if there had been any response to the letter sent to parents regarding the change to one form entry. SP said that nothing had been received so far.</p> | SP |
| 8 | <p><u>School Improvement Framework 2018/2019</u></p> <p>A separate meeting had been held by Governors on 4th September to review the SIF and add their monitoring targets and dates. It was agreed that this had been a very useful exercise and should be continued each year.</p> <p>It had been agreed at this meeting that a presentation be arranged with Kirsty Thomas at an FGB meeting to give an update from the development day. SP to see what KT's availability would be for the next FGB on 22/11/18. SP will also provide Governors with a list of future training days that they were welcome to attend.</p> | SP |
| 9 | <p><u>View from the Chair</u></p> <p>MC had received feedback from the Launch Day on 19/09/18 and it was all extremely positive. The children were all very excited and MC felt this was a fantastic event and would greatly help the school's profile in the community. The Governors needed to help the school maintain momentum going forward. MC gave a big thank you to all the staff for their hard work that made it such a successful day and added a note on the thank you notice board.</p> <p>Unfortunately there was an issue as the bulk of the work fell to staff that were already under pressure. It was felt that in future meetings of the marketing committee, a timeline be put in place with allocated jobs at the start. Many Governors present said they would have helped so it was agreed that better organisation and communication was needed in future.</p> <p>The event had resulted in an offer from the Boat Museum to hold an FGB meeting there. Also SP had met with CECAMM with a view to arranging a visit for Year 6 pupils. There had also been offers from other organisations to visit school assemblies. MC asked if photos were available from the County Press, these are not ready at the moment. GP had also arranged for a photographer who had taken extra photos and he was linking up with the County Press and the Observer.</p> <p>MC reminded the Governors about the Macmillan Coffee Morning on Friday 28th September, 10.00 am to 11.15 am. He asked Governors to attend to serve tea and coffee.</p> | FGB |
| 10 | <p><u>Governor Link Roles</u></p> <p>MC confirmed that this had been discussed on the development day on 04/09/18 and some adjustments had been made. GP had not been present and an allocation had been made for her that needed to be confirmed. It was agreed that KC would email the current list to Governors.</p> <p>LJ and AB are allocated for the Head Teachers performance. LJ is booked on a training course on 16/10/18, as at least one Governor must have attended the training. LJ might not be able to</p> | MC /GP |

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| | attend for personal reasons but will confirm. Another Governor may need to attend. | |
| 11 | <p>School Collaboration Agreement</p> <p>A copy of the agreement (App.1) had been distributed prior to the meeting. This is an agreement between schools on the Island for Governors to support other schools if needed. This was agreed and signed.</p> | |
| 12 | <p>Parent Survey Results</p> <p>AB had collated the results of the survey and emailed them to Governors, a copy was also included as App.2.</p> <p>AB felt that there were no surprises and the results were positive with the exception of question 5 about the role of the school in the local community. Results had dropped on this question from previous years. The governors also raised the drop in results on question 7 about communication with parents and this contradicted the high result in question 3 with a good response about the availability to talk to Teachers.</p> <p>It was felt that the drop in the results from communication might be due to the change to electronic contact and a technical problem with issuing the newsletter. The Governors also felt that some questions were a little ambiguous and needed to be more specific in future. AB and AD will meet and collate the results to issue to parents.</p> | AB/ AD |
| 13 | <p>Policies to Ratify</p> <p>The policies were available to Governors prior to the meeting.</p> <p>i) <u>Admission Policy including Fair Access Protocol (App.3 & 3b)</u> – LA policy adopted by Governors.</p> | |
| 14 | <p>Training Update</p> <p>KC confirmed that AD/PT & GP were booked onto the LA Governor Induction Course on 15/11/18 and EL could attend at a later date.</p> | |
| 15 | <p>Feedback from Monitoring Visits</p> <p>HR had done a hand over session with PT on Maths and PT had the monitoring form to submit. LJ & AD had booked to see Louise Stanton on 15/10/18</p> | |
| 16 | <p>Any Other Business</p> <p>NC advised that the Governor section of the website required updating, KC is currently working on this and will send to NC to check.</p> <p>AD raised the issue of children bringing in sweets for their class on birthdays. She felt that this did not sit well with the schools campaign for healthy eating. She understood why this was done but sometimes this happened too often and it made it difficult for parents not to allow their child to have the sweets. SP agreed to raise this in the school newsletter.</p> <p>AD also mentioned the subject of adhering to the school uniform as she felt that some standards had dropped. SP had raised this with parents and will also add this to the newsletter. Governors felt that the children should wear proper uniform, as it is good preparation when they move to Cowes Enterprise College who have a strict uniform policy.</p> <p>As AR and RA have now resigned as Governors, LJ asked what steps were being made to recruit replacements. KC advised that an application had been received from Sam Pickard and MC needed to contact him to arrange a meeting. MC was also going to contact some other parents that had been recommended as they have particular financial expertise. AB will not continue at the end of term so this would involve a parent election.</p> | |
| 17 | Date of next FGB meeting - Thursday 22nd November at 6.30 pm. | |

Action Points

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| 1 | Letter of thanks to RA | MC | ASAP |
| 3 | New Business Interest Forms Completed | KC/FGB | 22/11/18 |
| 7 | School Calendar emailed to KC to forward to FGB | SP | ASAP |
| 8 | Presentation by Kirsty Thomas at next FGB depending on availability | SP | 22/11/18 |
| 9 | Governors to attend Macmillan Coffee Morning | FGB | 28/09/18 |
| 10 | Confirm link roles for GP | MC/GP | ASAP |
| 10 | LJ to confirm if able to attend Head Teacher Performance Review Training on 16/10/18 | LJ | ASAP |
| 12 | Parent Survey Results to Parents | AB/AD | ASAP |

Appendix Items to Minutes

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

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| App.1 | Item 11 | School Collaboration Agreement |
| App.2 | Item 12 | Parent Survey Results |
| App.3 | Item 13 | Admission Policy & Fair Access Protocol |
| App.4 | Item 5 | Business Manager's Report September 2018 |
| App.5 | Item 5 | Budget v Actuals July 2018 |
| App.6 | Item 5 | Monitoring Statement July 2018 |
| App.7 | Item 5 | Summary Expenditure July 2018 |
| App.8 | Item 5 | Summary Income July 2018 |
| App.9 | Item 7 | Self Assessment Framework September 2018 |
| App.10 | Item 7 | Feedback on LLP Visit and future dates |

Signature _____ Position _____

Name _____ Date _____