

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
HEYGREEN PRIMARY SCHOOL – JULY 16TH 2018

PRESENT: N Rutter (Headteacher), A Toole (Chair), D Bimpson, J Taylor, V Martinez-Starnes, L Harriman and H Owens Clerk to Governing Body.

WELCOME AND INTRODUCTIONS: AT welcomed all to meeting and sought advice from Clerk concerning the quorum. Meeting was deemed inquorate so Clerk advised meeting could continue but no decisions could be taken.

APOLOGIES: NR informed Governors that G. White and T. McQuarrie had sent in resignations which had been accepted. Apologies received from S. Travis and J. Nicholls. Absent without apologies D Cadwallader and E. Cowley.

18/25 DECLARATION OF INTERESTS – None.

18/26 MINUTES OF LAST MEETING AND MATTERS ARISING

Minutes agreed as accurate record of meeting with matters arising as follows:

- Pg2 – NR has purchased SLA from LA to support school with GDPR. Website and Privacy notices have been updated.
- Parent Support Group still needs to be set up. ***NR and VS to arrange meeting.** NR
- NR and JT met to look at Safeguarding Policy. New legislation due out in September the new policy will need to be approved in light of this.
- Skills Audit –Governors need to complete and return to Chair.
- Pg3 – 34% of PA children confirmed as having EHAT in place.
- An additional 3 hours of EWO time has been purchased for school.
- Health and Safety Walkaround needs to be arranged. ***Governors to walk around school after this meeting.**
- JT has reviewed Young Carers Policy and made some amends. ***NR to finalise this.** NR

GOVERNOR CHALLENGE:

- ***Is 3 hours of EWO enough for school?*** NR – *yes this will be enough to cover additional paperwork but moving forward Full time Attendance Officer is an option.*
- ***Do we need to do anything else for Health and Safety walkabout?*** – *Look at paperwork, risk assessments and planned*

*maintenance. *NR to contact company to go through paperwork for Governors.*

18/27 ANY OTHER BUSINESS – items as follows:

- i. **Website** – request to upload newsletter onto website from VMS as some parents having difficulties with finding out things.NR advised Governors that newsletter does go on website but agreed to do separate heading for easier access. **NR**
- ii. **Pupil of The Week** - **NR to put this back on website as needs updating.* **NR**
- iii. **Letters** – VMS informed Governors that letters go missing and requested better communication. NR advised VMS to access the school blog on the website. Also requested that copies of Newsletter are put up on outside windows for parents to see. **NR to do this.* **NR**
- iv. **Spanish Lessons** – NR confirmed these do take place on regular basis.
- v. **Wording of Letter** – VMS requested wording of “our church” be changed as it is not inclusive. **NR to raise this with staff.* **NR**
- vi. **Governor resignations** – these have been accepted. Governors thanked both for their hard work and for the significant contribution made to the school. School needs to appoint two Governors.NR also concerned as Parent Governor E Cowley has not attended many meetings. **NR to contact EC and JT to speak with her contact to see if interested in becoming Governor.* **NR**
- vii. **Audit of Skills Update** – to be deferred to next meeting.

18/28 SIP – NR gave feedback on the SIP with main points as follows:

- i. **Outcomes** –
 - Reception GLD was 60% last year. Target was 70%
 - Phonics last year was 79% this year 76%. Y2 86% passed.
 - Non Pupil Premium children still doing better than Pupil Premium children.
 - KS1 – This class did not do as well due to significant needs. Achieved 59% this looks poor but progress has been good.
 - Writing maintained at 62% Maths at 66% Reading down to 59%. Non EAL are the SEN in this year.

- KS2 SATS – Reading has dropped by 18% with a dip in SPAG also. Boys consistently underachieving but many have SEN diagnosis.

GOVERNOR CHALLENGE:

Do EAL pupils do better than non EAL pupils? NR yes EAL parents are very engaged in school life more so than non EAL parents.

Do we have a back story to KS1 data for OFSTED? NR – yes. We can obtain case studies to show progress.

What % of pupils should be achieving greater depth? NR – Government have not released targets yet but last year's targets were - Reading 25%, Writing 28% and Maths 23%.

What are we doing about greater depth? NR – need to look at the SDP in September and make new priorities. Starting point at present is not good. We should review this at each Governor meeting.

How do we measure greater depth? NR – pupils do a test but the teacher assesses them also.

What do we do to engage boys? NR – we change the curriculum to focus on their needs and interests. If they like a subject they engage in it.

As an Academy can we have more inset days? NR to look into this. **NR**

18/29 CPD – Ongoing CPD log for staff. NR applied for a £15k bid and succeeded. Starting to implement this in school.

18/30 ATTENDANCE - 18.1% persistent absentees. Overall attendance is 97% which is much improved. PA families are brought in with a four week challenge implemented. Attendance Officer brought proposal to NR to allow families to book holidays in Inset Day weeks. This is being looked at.

Governors pleased with work undertaken around attendance and passed their thanks onto the Attendance Manager.

18/31 SAFEGUARDING – NR gave update as follows:

- Actions which came out of the 175 audit have been implemented.
- Working with Resistant Families 2 x day course running. JT to check up on this. Lottie will also need to go on it.
- Safeguarding Pack has been given to volunteers.
- NR and JT to meet regarding CPOMs.
- Governors requested the checklist for Health and Safety to become an agenda item on Governor meetings.

- vi. NR to check on Graded Care Training **NR**
- vii. NR to go back onto 175 Audit and a lot of actions will go green.

18/32 BRITISH VALUES - NR informed Governors that pupils do not know enough about British Values. Therefore during the summer term, many activities assemblies and events focusing on British Values have taken place. This has led to an increased understanding of British Values throughout school.

18/34 POLICIES - NR asked for Governors to review the following policies online:

- Medical Needs Policy
- Clear Desk and Screen Policy

In September Governors can look at Safeguarding policy and also Critical Incident Policy. NR has a list of policies which need to be reviewed.

18/35 AOB – Recruitment of more Governors to be looked into further. Health and Safety Walk around the building to take place after this meeting.

18/36 DATE AND TIME OF NEXT MEETING – Monday 1st October at 4pm for FGB. Governor day also to be booked into diary.