



ROMSEY ABBEY C of E PRIMARY SCHOOL
Full Governing Body Meeting Minutes FGB17 A2
28 November 2017 at 6pm

"We are walking in the footsteps of Jesus with love, trust and forgiveness"

Present:

Liz Wagner – Chair
 Alan Davies (AD)
 Carole Allen-Morley (CA-M)
 Helen Normington (HN)
 Ronnie Munday (RM)
 Julie-Anne Palfrey Headteacher(HT)
 Jemma Jones (JJ)
 Jo Hobbs (JH)
 Roger Kitsell (RK)
 Robert Pears (RP)

Apologies:

David Marston (DM)

Absent:

David Potterton (DP)

Attended:

Tom Langford (DHT)
 Gill Gardiner (Clerk)

A quorum was achieved and the meeting opened at 6.05 pm.

Item		Action
1.	Welcome, Prayer and Apologies: The Chair welcomed everyone to meeting and led the opening prayer. Jemma Jones has been appointed as parent governor. Alan Davies has transferred from Foundation governor to parent governor as only one parent applied to stand as parent governor. Revd David Potterton has been appointed as the ex-officio Foundation governor. Apologies were received and accepted from David Marston.	
2.	Requests for AOB None.	

	<p>of the working party looking at the flatter structure of governance.</p> <p>The following governors have volunteered to be members of the Flatter governance working party: HN/RK/RM/Chair. RM is working on the Terms of Reference with RK. AD/HN/Chair are working on the annual timetable. Chair/HN/Clerk are meeting to further discuss the timetable. Chair reported that she does not anticipate change until September 2018.</p> <p>Action: FGB17 A1 14.i Governors to contact the Chair if they wish to be part of the Action Plan Working Party. An Action plan working party has now been set up, see Action: FGB17 Su2 13. ii.</p> <p>Action: FGB17 A1 14.ii Governors to report on their own action points at each committee meeting. The Action Plan will be reviewed following GC's departure. It is a standing item at all committee meetings.</p> <p>Action: FGB17 A2 18.i RM will review the Complaints policy and bring to FGB17A2 meeting. RM will report to FGB18 Sp1.</p> <p>Action: FGB17 A2 19. GC to send list of policies that need localising from MPP) to MB/Clerk). The Chair will check this has been sent to MB.</p> <p>Action: FGB17 A2 5.iii Chair to check if GC send MB list of MOPP policies that need localising.</p> <p>Action: FGB17 A1 22.i HN to write short training reports for the School Newsletter. Ongoing. Governors suggested that a box be added to the Training and Visit Report forms for governors to write a short summary for the Newsletter as appropriate.</p> <p>Action: FGB17 A2 5.iv Clerk add a box to the Training and Visit Report forms for governors to write a short summary for the Newsletter as appropriate.</p> <p>Action: FGB17 A1 22.ii All governors who complete an e-learning module to inform HN so that she can add it to the training record. Ongoing. None have been received. Governors please note.</p> <p>Action: FGB17 A1 23. All governors to add their monitoring visits to the Google calendar and to let teachers have the questions in advance of the meeting. Ongoing. Governors please note.</p> <p>Action: FGB17 A1 Chair to contact NGA regarding the magazine Governing Matters. Outstanding – not a high priority.</p>	<p>Chair</p> <p>Clerk</p>
6.	<p>Chairman's Report (Verbal)</p> <p>i. FGB Terms of Reference (in Dropbox): The FGB Terms of Reference were accepted by the Board and signed and dated by the Chair.</p> <p>ii. Action Plan: This was discussed at item 5.</p> <p>iii. Foundation Governor vacancy: The Chair informed the Board that David Marston had resigned as Foundation governor from the end of the Autumn term, this means that there are now two vacancies for Foundation governor, following AD's</p>	

	<p>transfer from Foundation to Parent Governor.</p> <p>The Chair has advertised the role and had one response but has been disappointed by the lack of interest. It was agreed that the time of year may have had some effect and it would be worth advertising again in the new year.</p> <p>The Chair asked governors to consider if they knew anyone who may be interested. They do not need to be from the Abbey congregation but should have faith.</p> <p>RK suggested that the vacancy could be advertised in the Romsey & District magazine and asked the Chair to send him the advertisement.</p> <p>Action: FGB17 A2 6.iii Chair to re-advertise within the Abbey Congregation and then if necessary to send RK advertisement for inclusion in the Romsey & District magazine.</p> <p>The Chair to ask the Diocese if she and HT could interview the applicants prior to the Diocese interviews so that they can be sure that applicants have the required skill sets.</p> <p>Post meeting note: The Diocese has confirmed that the potential candidates should have an informal discussion with Chair, complete the skills audit, have a look round the school and informally meet the HT. Candidates should then complete the Diocesan Application form and copies circulated to Chair and the members of the PCC on selection panel before having a more formal conversation with the PCC selection panel. If all in agreement, then the PCC recommend the candidate to the Diocese.</p> <p>iv. SATs week volunteers:</p> <p>HT explained that it would be good practice to have an external person, ie a governor, in the room during the SATs tests.</p> <p>Practice SATs take place w/c 12 March 2017 with the actual tests happening w/c 12 May 2017. It would be from 9.00 am – 12 noon every day. For consistency she would like the same governors for the same sessions in both.</p> <p>Action: FGB17 A2 6. Iv Volunteers for SATS week to email the clerk who will set up a rota. Governors need to be able to sign up for the same day of the week, from 9.00 – 12.00, for both SATs sessions w/c 12 March and 12 May 2018.</p> <p>v. Staff Hamper</p> <p>HN volunteered to arrange for a staff hamper to be presented to the school in appreciation of the hard work they do during the year. Donations to HN as soon as possible please.</p> <p>Action: FGB17 A2 6.v Donations to HN for the staff hamper As soon as possible please.</p> <p>The Chair thanked HN for arranging the Data Workshop for the governors on 14 December 2017.</p>	<p>Chair/RK</p> <p>All governors.</p> <p>All governors.</p>
--	---	--

7.	<p>Headteacher's Report (in Dropbox)</p> <p>HT reported on the significant achievements of the last half term:</p> <ol style="list-style-type: none"> 1. All classes have made strong progress during the first half term. Children within each cohort who have not made the progress have been identified and an intervention put in place to ensure the gap in their learning is plugged. 2. Year 5's residential in Romsey Abbey was a success, all children asleep by 10pm. 3. Our Hillier's whole school curiosity day was enjoyed by all with fantastic exploring, discovering and questioning around science. 4. The first round of teaching and learning coaching has taken place and the new focus on guided reading been determined and communicated to all staff. <p>Q. Please can you confirm the meanings of the titles in the data tables on your Headteacher report?</p> <p>A. Phase 1 is the first Pupil Progress Meeting of the year - our first 'data drop'. There are 5 of these throughout the year. The number of children at ARE (Age related expectation). We will produce a key of definitions to make it easier to follow.</p> <p>Q. I assume sufficient progress indicates the percentage of children who, if they have made sufficient progress, should be at ARE at this point of time.</p> <p>A. Sufficient progress means, the percentage of children who have made sufficient progress in Phase 1 (ie children who have made 1 step or above progress)</p> <p>Q. I assume the Phase 1 column indicates the percentage of children who are working at ARE after the first round of pupil progress meetings. Is this correct?</p> <p>A. Yes.</p> <p>Q. Are the data (% ARE) based on Target Tracker data?</p> <p>A. Yes.</p> <p>Q. Can we have the actual numerical points? For example, Year 3, Term 1.1, the ARE band is 3b, 49 points.</p> <p>A. I think we should simply report the percentage of children that are at ARE to governors.</p> <p>Q. Is the percentage given in the tables the percentage of students at or above this point?</p> <p>A. Yes</p> <p>The Chair explained that HT had provided the data in a slightly different form following what governors had previously requested. This had meant more work for HT and DHT. If governors were not finding it useful then it needed to be looked at again.</p> <p>AD said that governors needed to be able to understand the data before they could ask questions.</p> <p>HT explained that Assessment is meant to be "life without levels", but it seemed that governors were trying to pin it back to levels. Governors should be looking at the last assessment and identifying the movement – looking at the plot on the grid and seeing</p>	
----	---	--

	<p>where things are on the trajectory. Visual aid leads to better questions.</p> <p>CA-M asked governors to re-look at her report in Dropbox that was about her visit to school on 16/6/2017. It can be found in the Governor Visits/Data folder.</p> <p>The Chair asked for the colour matrix for each year group, but was aware this may be a lot of paperwork. HT said this could be achieved after each data drop. The Chair expressed concern that this may disrupt DHT's teaching and learning and she wanted to ensure that this did not happen.</p> <p>It was agreed that the colour matrix was very good and clear.</p> <p>Q. I note that you have a number of children on the waitlist in Foundation Stage and Year 1. Why not admit a few more to boost our NOR? More children = more income. A. The maximum number of children in each KS1 class is set by the government at 30.</p> <p>Q. What actions have been taken to understand the reasons for, and try to rectify, the slight drop in attendance by the PP children? We know now how strong a correlation there is between PP attainment and attendance. A. We are continuing to follow our PP strategy on this. It only really concerns a couple of families all of whom are being supported by our Child and Family Support worker and by additional support through external agencies, ie the school nurse, Early Help or Child Protection.</p> <p>Q. Can we do more to get the EYFS predictions to an even higher level? Hopefully, a strong start in this cohort will carry through to later years. A. Yes that is why in our School Improvement Plan (SIP) we have an area of focus around challenge for the more able. This is interesting as it is also the focus for Hampshire and was discussed at my recent briefing for Early Years. I have talked to the EYFS teacher about looking beyond Hampshire for good practice in this area.</p> <p>JH reported that she is writing an attainment plan. It was noted that if the children reach the predicted 80% level, they will have to achieve it all the way through the school. The first HCC moderation visit report was very positive. Report in Dropbox The Chair congratulated JH on her work.</p> <p>Q. Could you give us an update at the meeting on the outlook for 2018-19 admissions? A. This was covered at Curriculum Committee. We have had a few families that are not known to us looking around, there are 24 children from Pre-school or siblings who we are thinking will come but the application process doesn't close until end of January.</p> <p>Q. Why are the RWM combined metrics for all year groups so much lower than the individual subject metrics? What is the hidden component? A. This is normal. Children who are at ARE in one subject aren't necessarily at ARE in another. For information – the IDSR only focusses on the combined now.</p> <p>Q. Is it true that a one form entry school expects a larger variation in the combined metrics? A. Yes, that is the case.</p> <p>The Chair drew governors' attention to the reports added to Dropbox:</p>	
--	--	--

	<ul style="list-style-type: none">• The School Support visit on 30/10/2017• LLPR Review – 1/11/2017 <p>HT reported on the change in the school environment over the last few months. HN commented that during her teaching and learning visits children were calm and engaged throughout the school. She recognised everything that was in the Teaching and Learning policy and was happy that rapid progress was being made.</p> <p>The Chair thanked HT/DHT/JH and appreciated all the time and effort that they had put in to achieve such a positive outcome.</p>																																																	
8.	<p>Any Questions from Resources Committee (in Dropbox)</p> <p>No questions received.</p> <p>Approval of Revised budget and 3-year plan:</p> <table><tr><td></td><td>2017-18</td><td>2018-19</td><td>2019-20</td><td>2020-21</td><td>2021-22</td></tr><tr><td>Subtotal Staffing</td><td>700,806</td><td>719.609</td><td>725.048</td><td>731.648</td><td>740,856</td></tr><tr><td>Subtotal Non-Staffing Expenditure</td><td>309,537</td><td>261,850</td><td>256,581</td><td>259,544</td><td>262,724</td></tr><tr><td>Total Expenditure</td><td>1,010,343</td><td>981,459</td><td>981,629</td><td>991,193</td><td>1,003,580</td></tr><tr><td>Total Income</td><td>982,755</td><td>953,313</td><td>935,723</td><td>959,149</td><td>970,726</td></tr><tr><td>In Year Surplus/(Deficit)</td><td>(27,588)</td><td>(28,146)</td><td>(45,906)</td><td>(32,043)</td><td>(32,854)</td></tr><tr><td>Surplus/(Deficit) Brought Forward</td><td>74,394.46</td><td>46,806</td><td>18,660</td><td>(27,246)</td><td>(59,290)</td></tr><tr><td>Cumulative Surplus/(Deficit) C/Fwd</td><td>46,806</td><td>18,660</td><td>(27,246)</td><td>(59,290)</td><td>(92,143)</td></tr></table> <p>The revised budget was approved by FGB.</p> <p>National Funding Formula: The National Funding Formula was discussed in full at Resources committee meeting. AD informed the meeting that NFF consultation was now complete, but the HCC Consultation is still to report. It will be available at the end of January.</p> <p>SLAs (report from working group):</p>		2017-18	2018-19	2019-20	2020-21	2021-22	Subtotal Staffing	700,806	719.609	725.048	731.648	740,856	Subtotal Non-Staffing Expenditure	309,537	261,850	256,581	259,544	262,724	Total Expenditure	1,010,343	981,459	981,629	991,193	1,003,580	Total Income	982,755	953,313	935,723	959,149	970,726	In Year Surplus/(Deficit)	(27,588)	(28,146)	(45,906)	(32,043)	(32,854)	Surplus/(Deficit) Brought Forward	74,394.46	46,806	18,660	(27,246)	(59,290)	Cumulative Surplus/(Deficit) C/Fwd	46,806	18,660	(27,246)	(59,290)	(92,143)	
	2017-18	2018-19	2019-20	2020-21	2021-22																																													
Subtotal Staffing	700,806	719.609	725.048	731.648	740,856																																													
Subtotal Non-Staffing Expenditure	309,537	261,850	256,581	259,544	262,724																																													
Total Expenditure	1,010,343	981,459	981,629	991,193	1,003,580																																													
Total Income	982,755	953,313	935,723	959,149	970,726																																													
In Year Surplus/(Deficit)	(27,588)	(28,146)	(45,906)	(32,043)	(32,854)																																													
Surplus/(Deficit) Brought Forward	74,394.46	46,806	18,660	(27,246)	(59,290)																																													
Cumulative Surplus/(Deficit) C/Fwd	46,806	18,660	(27,246)	(59,290)	(92,143)																																													

	<p>The working party met on Friday 24 November 2017 to go through the SLA (HCC Service Level Agreement). The majority of the SLAs are in place and the working party recommended that they should continue. There were a couple of minor queries that the Chair was following up with MB.</p> <p>The Board were happy to agree to the recommendation that the SLAs stay in place, subject to the minor changes.</p> <p>Health and Safety: JJ has already completed an H&S walk around with the Site Manager and completed a monitoring visit. Both reports are in Dropbox.</p> <p>A Maintenance Plan has also been drawn up.</p> <p>Pay committee: RM had reported that the Pay Committee had met on 18 October and received a report from HT on recommendations for staff pay. The Committee had agreed the recommendations.</p>	
9.	<p>Any Questions from Curriculum Committee Minutes (in Dropbox)</p> <p>No questions received prior to the meeting,</p> <p>Safeguarding: The Chair(LW) had reported that she had completed her half termly visit to the school (as Safeguarding governor) and had emailed her report to the Clerk for filing. She had checked the Single Central Register; CPOMS and the Staff records. No anomalies were found.</p> <p>Her Protecting Children training report has been updated with answers to the questions and can be found in Dropbox/Governor Services Training/Protecting Children GS105B 17_10_17 LW.</p> <p>The Chair (LW) attended Safer Recruitment training on 13 November 2017 (initial report in Dropbox/Governor Services Training/Safer Recruitment 13 11 17 LW) and was able to reaffirm the good practice that happens in the school. The school needs to ensure that application forms are countersigned by candidates when they come for interview, if they applied on-line. LW has spoken to MB about this to ensure referees are verified (ie check they are not related to candidate).</p> <p>The survey at the parent's evening (15/16 January 2018, 4.00 – 7.00 pm) would be a governor survey and would ask parents whether they felt their child/children felt safe in the school.</p> <p>HN reported that she will draw up a governor rota for attendance at parent's evenings as there has been a problem with governors not being aware of the dates and not being able to attend when they are reminded.</p>	
10.	<p>Skills Audit (HN)</p> <p>There was a discussion about the timing of the skills audit and whether it should be</p>	

	<p>completed in the new year to include new governors. It was decided that the skills audit would be completed before the end of term. HN will circulate it for governors to complete.</p> <p>Action: FGB17 A2 10. HN to circulate the Skills Audit form to governors. This to be completed before 21 December 2017.</p> <p>LW reminded governors that it is important to attend training to help with succession planning.</p>	HN/All governors
11.	<p>Policy Reviews</p> <p>The Admissions Policy is out for consultation, there have been no questions to date. There was a discussion about the map at Curriculum Committee and MB has approached HCC and asked them to move the school to the VA part of the website, which is where it should be. The Chair was blind copied into the email and has asked MB to let her know the response so that she can support her if necessary.</p> <p>The Chair and HT asked governors to note that an Ofsted question is to identify how policies are reducing staff workload when they are reviewed. Making policy should not be a burden to staff but a support.</p> <p>The Chair and HT have identified that Safeguarding/Child Protection has been made quicker and easier to process with CPOMS. It is also helping staff to be more informed.</p> <p>HT reported that SLT has agreed to purchase a similar system for SEN children/interventions because of its success.</p> <p>Q. Will it replace the spreadsheets? A. We're not sure at this stage but it does pull over information from SIMS and Target Tracker.</p> <p>The Teaching and Learning Policy has enabled staff to recognise that full lesson plans are not required.</p>	
12.	<p>Policies for Review FGB18 Sp1</p> <ul style="list-style-type: none"> Complaints Policy (RM) 	
13.	<p>Communication (LW)</p> <p>Media:</p> <p>The chair reported that RAPS good news stories have been published in the Romsey Advertiser every week to date since the week before half term. The school is keeping the articles in a scrapbook which can be found in Reception.</p> <p>School Newsletter:</p> <p>Governors need to have a high profile in the Newsletter.</p> <p>The training input was discussed at item 5 and HN also to write a paragraph about the Curriculum Committee. The Chair will do the same following this FGB meeting</p>	

14.	<p>Review of Governor Training (HN)</p> <p>Governors have attended the following training since the last FGB meeting:</p> <ul style="list-style-type: none"> • Protecting Children (LW) • Safer Recruitment (LW) • HT Performance Management (CA-M) • Data Protection Compliance Training (LW/MB) • Development for Chairs (HN) <p>Reports may be found in Dropbox/Governor Services Training folder.</p>	
15.	<p>Governor Visits</p> <p>The following visits have taken place since the last FGB meeting:</p> <ol style="list-style-type: none"> Priority 3.3: To firmly establish routines and expectations for pupil conduct – “How effective is the new behaviour policy” (RM) Priority 3.1: To develop a consistent whole school approach to Learning to Learn “To observe the schools approach to the teaching of Habits of Mind (L2L) -Curiosity, and how the children responded to it”. (RK) Priority 3.1 To develop a consistent whole school approach to Learning to Learn “To observe the teaching of the second of the Habits of Mind (L2L) - Empathy.” (RK) Priority 4.1 Define clearly the impact of additional Pupil Premium funding, Sports funding, and SEND. Attendance at the first Pupil Premium Strategy meeting of the Autumn term. Priority 4.2: “What is the impact of interventions [to improve the provision of SEND across the school] for SEND children?” (RP) Priority 2.1 To ensure teachers have an accurate understanding of pupils’ previous achievements and set work of a suitable challenge for all. “What support is in place for staff through coaching and what is the impact of this support?” (RM) <p>Reports may be found in Dropbox/Governor Visits/Visits Autumn Term 2017. The Chair reminded governors of the importance of reading all reports to improve their overall knowledge of the continuing development of the school.</p> <p>Action: FGB17 A2 15. The Chair reminded governors of the importance of reading all reports to improve their overall knowledge of the continuing development of the school.</p> <p>RM had asked two questions in her visit Priority 2.1:</p> <p>Q. Given the time pressures on MH and JAP, I wonder whether the school has considered extending the coaching arrangements so that other more experienced teachers could work with and mentor other members of staff including TAs?</p> <p>A. This would have budget implications for the school that it could not afford.</p>	All governors

	<p>Q. Has the school considered introducing a coaching and mentoring policy?</p> <p>A. No, this has not been considered but it could be included as part of the Teaching and Learning policy as the school develops. The job description could inform policy.</p>	
16.	<p>Any Other Notified Business</p> <p>None.</p>	
17.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Because of a greater understanding of data, governors now know what they need to see and what it needs to look like. • A new governor has been effectively recruited with the necessary skills to help close the skills gap in the FGB. • There has been a greater impact in the press with the regular publication of good news stories. 	
	<p>The meeting closed at 7.46 pm.</p> <p>Date of Next FGB meeting: Tuesday 30 January 2018</p>	

Full Governing Board

Tuesdays – 6.00 pm start:

Meeting	Agenda in Dropbox	Draft agenda to Chair/HT
30 January 2018	23 January 2018	16 January 2018
27 March 2018	20 March 2018	13 March 2018
22 May 2018	15 May 2018	8 May 2018
17 July 2018	10 July 2018	3 July 2018