



ROMSEY ABBEY C of E PRIMARY SCHOOL
Full Governing Body Meeting Minutes
7 February 2017 at 6pm

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

Present:

Liz Wagner - Chair
Alan Davies (AD)
Tim Sledge (TS)
Helen Normington (HN)
Ronnie Munday (RM)
Carol Allen-Morley(CA-M)
Julie-Anne Palfrey Headteacher(HT)
David Marston (DM)
Susanne Parker (SP)
Robert Pears (RP)
Georgina Campbell (GC) – arrived at 6.08 pm
Jo Hobbs (JH)

Apologies:

Attended:

Gill Gardiner (Clerk)

A quorum was achieved and the meeting opened at 6.02 pm.

Item		Action
1.	Welcome, Prayer and Apologies: The Chair welcomed everyone to the meeting. TS led the opening prayer. No apologies were received.	
2.	Requests for AOBs: No requests had been received.	

3.	Declaration of Pecuniary Interests. None except those already recorded and listed on the website	
4.	Endorsement of Minutes from Last Meeting The minutes of the meeting of 6 December 2016 were endorsed as a correct record and signed by the Chair.	
5.	Matters Arising from the Minutes not covered elsewhere on the Agenda Actions from those minutes: Action FGB16A1 i. Policies reviewed by FGB GC to add as an appendix. Completed. Action: FGB16A1 5.1.ii Clerk to insert paragraph re membership and quorum at the beginning of the FGB Terms of Reference. Completed, to be sent to Chair and then circulated to governors. Completed. Action: FGB16A1 5.2i GC to transfer the SEN Report from the Resources appendix to the FGB appendix. Governors agreed that the SEN report should be reviewed at Resources Committee and then taken to FGB for approval (See item 10 on the agenda) Action: FGB16A1 5.2ii Clerk to amend Resources ToR to reflect the contribution MB has in advising the Committee on regulations. Completed, to be sent to Chair and then circulated to governors for comment. Completed. GC arrived at 6.08 pm Action: FGB16A1 12.iii Meeting to be arranged to discuss Governor Objectives. GC/LW/TS/J-AP/Clerk to attend. Meeting took place. Action Plan was written and has been added to Dropbox. Action: FGB17 Sp1 5.i Governors were requested to read the Action Plan and feedback to GC. Action: FGB16A1 12.iv HT to add commentary to School Predictions, identifying weaknesses and with an explanation. HT to discuss with the Chair at their next meeting. Completed. Action: FGB16A2 6.i Clerk to timetable the ‘Foundation of the school’ as an agenda item at FGB17A1. Completed. Action: FGB16A2 6.i) a Chair to circulate RM’s copy of the Trust Deed to all governors. The Trust Deed is now in Dropbox.	All Governors

	<p>Action: FGB16A2 6.ii) a The Clerk to check whether the Diocese has a similar document that we could look at. The Diocese works with the National Code of Conduct.</p> <p>Action: FGB16A2 6.ii) b Clerk to replace the sample visit form with the Collective Worship visit report written by RM. Completed.</p> <p>Action: FGB16A2 6.ii) c Chair and Clerk to amend the Code of Conduct and circulate to all governors for comment. Item on next FGB agenda. Completed.</p> <p>Action: FGB16A2 8.ii Clerk to ensure Health and Safety is a standing agenda item on Resources Committee. Completed.</p> <p>Action: FGB16A2 9.i Governors please email any questions re the minutes to HN and copy to Chair of governors. Completed.</p> <p>Action: FGB16A2 9.ii Clerk to ensure that Safeguarding is a separate standing agenda item on FGB agenda. Completed.</p> <p>Action: FGB16A2 10. Chair to discuss a Local Authority Governor with Mark Cooper, the school's County Councillor. In progress.</p> <p>Action: FGB16A2 11. HT to ask MB to ensure the 2018 Admissions Policy is published on the school website before the end of December 2016. Completed.</p> <p>Action: FGB16A2 12. HT/Chair to arrange the taking of governor's photographs for Reception. In progress.</p> <p>Action: FGB16A2 13. All governors to write a short report on any training they attend and circulate. Ongoing.</p> <p>Action: FGB16A2 14.i Chair to write a report re the Finance training with MB. No longer relevant.</p> <p>Action: FGB16A2 14.ii TS to write reports on the RE and Collective Worship visits he made about 6 weeks ago. To follow.</p> <p>Action: FGB16A2 14.iii Chair to give everyone access to Dropbox in January. Clerk to transfer documents across and make up files to enable easy access for governors. This has worked well and, generally, governors are very happy with it.</p> <p>DM commented that he was concerned that documents were being amended and</p>	
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	<p>governors were not being informed. Governors are notified when changes are made but the changes are not apparent within the documents.</p> <p>Governors agreed that, once they had been informed that documents were available for committee meetings, any changes made will be notified to them by the Clerk.</p> <p>Action: FGB17 Sp1 5.ii Any changes to documents after meeting papers have been made available will be notified to governors by email from the Clerk.</p>	Clerk
6.	<p>Chair of Governor's Report</p> <p>i. Governor's Code of Conduct: There had been no comments from governors about the latest version of the Code of Conduct.</p> <p>The Chair suggested that one amendment was made to the Governor Visits form, adding a box about the Christian Ethos of the school after the Brief Notes box. Governors agreed with the amendment.</p> <p>Action: FGB17 Sp1 6.i a. Clerk to add a box: Distinctive Christian Ethos: please give brief details of evidence seen during visit.</p> <p>The clerk was asked to re-do the Master Governor Visits form as it was not formatted correctly.</p> <p>Action: FGB17 Sp1 6.i b. Clerk to re-do the Master Governor Visits form.</p> <p>The Chair asked the clerk to ensure that documents, filed in Dropbox in the file FGB/FGB17 Sp1, should be saved in the appropriate files (eg Governor Visits, Policies etc) if appropriate.</p> <p>Action: FGB17 Sp1 6.1 c. Clerk to ensure documents are filed in relevant files in Dropbox, as appropriate.</p> <p>ii. Exclusions: HT attended Exclusions training. She explained that it was about appeals against exclusions and it had made the process very clear. She has written an Exclusions Policy following the training.</p> <p>Q. Are exclusions rare in primary schools? A. They are rare but RAPS did have 5 last year.</p> <p>The Chair explained that though they were rare sometimes exclusion was the only way forward.</p> <p>HT reported that she would take the Exclusion Policy to Curriculum and Standards and would then circulate it to all governors.</p> <p>Action: FGB17 Sp1 6.ii Clerk to put Exclusion Policy on the next Curriculum and Standards Committee agenda.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p>Head teacher's Report</p> <p>HT had received no questions following circulation of her report. AD explained that he had a question and apologised for not notifying HT prior to the meeting.</p> <p>Before HT summarised her report the Chair said that, on behalf of the governors, she would like to congratulate the school on its SIAMS inspection which had gone well. The school was graded overall good with outstanding for collective worship.</p>	

	<p>HT then summarised the main points of her report:</p> <ul style="list-style-type: none"> • The School Improvement Plan has been completed in a more useful format and teachers are finding it easier to follow. Governors can find it in Dropbox. The Chair suggested that governors read those bits that relate to monitoring as the document is an operational not a strategic document. • Number on roll is continuing to increase and is now 208. A second child has been taken into year 2 'under exceptional circumstance'. HT has spoken to Admissions at HCC who have guaranteed that, should numbers increase to 33, they will provide funding for a full-time TA. The limit to numbers under 'exceptional circumstance' in KS2 is 35. <p>Year R for 2017 is now more than the report specifies (30). There were 55 applications in total and 32 of those were first choice.</p> <ul style="list-style-type: none"> • Attendance is at 97% as against the national statistic of 95.6% - very positive. The analysis showed that only 2 children had attendance below the national average. These children had Education, Health and Care Plans and had difficult circumstances. <p>Q. The information shows that Looked After Children come from Southampton. Why are they coming to school in Romsey?</p> <p>A. Those children are being looked after in Romsey.</p> <ul style="list-style-type: none"> • There is no change to the internal data, this will be updated at the next FGB. The Chair explained that HT would put the figures in the present report in brackets next time so that comparisons can be made. <p>Q. The HT report includes data on pupil premium children and others, showing gaps in KS1 and KS2. The report commented that the KS2 gap was closing, but did not comment on KS1, is this gap closing?</p> <p>A. The data in the report was SATS results (i.e. only two classes), so it is not possible to comment on the KS1 gap because the data was not comparable.</p> <p>CA-M said that it was important that the report should include the reporting/tracking of Pupil Premium progress. HT explained that this would be reported after the Pupil Premium meeting. CA-M is attending that meeting with HT/Chair.</p> <p>The Chair agreed with CA-M and said they would consider the best way to present the data. HT said that they would simplify it.</p> <ul style="list-style-type: none"> • The external data has not changed. • SIP - Leadership Objectives: The Chair asked for clarification of the Impact for Achievement of all pupils, where it stated: 'The majority of classes (2 exceptions)'. HT explained that she was referring to Years 3 and 6. The Chair asked that, in future, she cross reference with the report to make the detail clearer. • Staffing Update: <p>Q. Who was covering in the subject area that was affected by long term sick in Year 1.</p>	
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	<p>A. HT explained that it was RE and she was covering with the help of TS.</p> <ul style="list-style-type: none"> Troops to teaching teacher is on an accelerated support programme and the HT and Chair has met with the teacher and the university. 	
8.	<p>Any Questions from Resources Committee Minutes</p> <p>Written off debt: AD (Chair of Resources) reported that the Resources Committee had agreed to write off the debt of: £1334.29 (One thousand three hundred and thirty-four pounds and twenty-nine pence), the result of an additional increment being paid, in error, to the previous HT who was already at the top of her grade. This happened because the Pay Policy was incorrect. The HT had been contacted but there had been no response. The Pay Policy has been re-written.</p> <p>Health and Safety: The Action Plan produced by GC for the Resources Committee was available in Dropbox for governors to read plus the Health and Safety Update Report for this FGB.</p> <ul style="list-style-type: none"> Updates on the Action Plan will be reported at the first Summer meeting of Resources and at regular intervals thereafter. <p>Action: FGB17 Sp1 8.i Clerk to put Action Plan Update as an agenda item on R17 Su1</p> <ul style="list-style-type: none"> The Health and Safety Policy is being reviewed and will be presented at the next Resources Committee (Sp2) and be an item on the agenda for FGB (Sp2). <p>Action: FGB17 8.ii Clerk to put Health and Safety Policy as agenda item on R17(Sp2) and FGB17(Sp2).</p> <ul style="list-style-type: none"> The school risk assessments are all being reviewed and will be completed by 30 April 2017. <p>The Chair(LW) said that good progress was being made and there will be half termly monitoring when GC will visit and walk the site with the caretaker.</p> <p>DM asked for clarification about the annual audit of the first aid kit. GC explained that this was a governor's action only as the school audit the first aid kits once a month.</p>	<p>Clerk</p> <p>Clerk</p>
9.	<p>Any Questions from Curriculum Minutes</p> <p>The minutes of the meeting were taken by a cover clerk in GG's absence. The Chair welcomed GG back and asked it to be recorded that they were glad to see her.</p> <p>The Chair (LW) congratulated JH for the moderation visit and the positive outcomes that came from it.</p> <p>Safeguarding: Q. Do we know yet whether all governors must do the Safeguarding training? A. It is not a legal requirement but it is good practice. Governors at RAPS will do it as they are regular visitors to school.</p>	

	<p>There are a further two opportunities to attend training in March: Wednesday 1 March 2017 - 1.30 pm – 3.30 pm Tuesday 7th March 2017 - 5.30 pm – 7.00 pm</p> <p>Those governors who attend training as part of their full-time work do not have to attend but must send in their attendance certificates to MB to show that they have completed it.</p> <p>Action: FGB17 Sp1 9 Governors who attend safeguarding training as part of their full-time work, to send their attendance certificates to MB on completion of course.</p>	Governors
10.	<p>Policy Reviews</p> <p>Delegation of Statutory Policies: GC reported that she had taken this paper to the Resources and Curriculum and Standards Committee and, following comments, had added outcomes from Committees on page 1, para 5,6 and 7.</p> <p>FGB were asked about two policies: Recruitment and Selection – should this sit under Resources or Curriculum and Standards? Governors agreed that this policy should reviewed at Resources Committee.</p> <p>SEN and Inclusion Policy – should this sit under Curriculum and standards? The Clerk pointed out that this was an item under Actions:</p> <p><i>Action: FGB16A1 5.2i GC to transfer the SEN Report from the Resources appendix to the FGB appendix.</i></p> <p>After discussion governors agreed that the policy should be reviewed at Resources Committee and approved at FGB.</p> <p>TS commented that the RE policy was listed as non-statutory but as RAPS is a church school it would be a statutory policy. This would be amended in the document.</p> <p>Action: FGB17 Sp1 10.i GC to amend the document tables to reflect the decisions taken and the information in the report to be dovetailed with MB's Policy Schedule.</p>	GC
11.	<p>Safeguarding</p> <p>The Chair reported that she had been in to school and checked the Central Single Register. She was pleased to report that the register was up to date and she had made a few minor recommendations. The Chair had also sampled paper records linked with the CSR and was pleased to report that the level of record keeping was very good.</p>	
12.	<p>Communication</p> <p>TS commented that it was time the school was featured in the local press again, it was important to have a steady trickle of good news. HT reported that she had sent in copy about the SIAMS inspection but it had not been used.</p> <p>GC said there would be opportunities with the new build – the handing over of the keys on 27 February and the opening later in the year would be good photo opportunities.</p>	

	<p>GC requested items for the weekly newsletter from governors, particularly summaries of their visits.</p> <p>Action: FGB17 Sp1 12. Governors to send summaries of school visits to the office for publication in the weekly Newsletter.</p>	All governors
13.	<p>Review of Governor Training</p> <p>i. Raise online training: The Chair and RM had attended Raise online training. RM reported that they felt it would be beneficial for the FGB to receive this training as Ofsted use the Dashboard when they do a one day inspection.</p> <p>RM/ Chair would circulate a Doodle poll with possible dates to governors so that this can be arranged.</p> <p>Action: FGB17 Sp1 13.i RM/Chair to circulate Doodle poll to governors with possible dates for Raise online training.</p> <p>HT commented that staff may like to attend but she would wait until a date had been arranged before taking a decision.</p> <p>ii. Finance Training, this should have read as Data training: DM and Chair attended training with Tom Langford re use of Tracker and other data within school DM to write report of this visit.</p> <p>iii. HN reported that she has summarised the governor training under separate committee training headings and will send the document to the Clerk to file in Dropbox. Action: FGB17 Sp1 13. ii a.HN to send the Clerk summary of training for filing in Dropbox.</p> <p>The Chair requested that governors, who attend non-HCC training, send HN details of the courses they have attended for her records. Action: FGB17 Sp1 13.ii b. All governors to send HN details of any non-HCC training that they attend.</p> <p>The Chair recommended the Diocesan training to all governors and said that governors should go on as much training as they required to equip them for their role as governor.</p> <p>iv. Whole Governor training: Action: FGB17 SP1 13.iii Clerk to put Whole Governor Training as an item on the agenda for FGB Sp2.</p>	<p>RM/Chair</p> <p>HN/Clerk</p> <p>All governors</p> <p>Clerk</p>
14.	<p>Governor Visits</p> <p>i. Year R Moderation Visit (Chair): The report was available in Dropbox. There were no questions from governors. The Chair asked two questions following the visit:</p> <ul style="list-style-type: none"> • How are Year R children at RAPS prepared for moving into Year 1? • How does this preparation ensure progress is made in line with national expectations once pupils start Year 1? <p>HT responded to both questions and actions were identified in the report.</p>	

	<p>ii. Visits Programme – Spring term: The Chair has produced a programme (available in Dropbox) that introduces a new approach to governor visits at RAPS.</p> <p>Following the writing of the Action Plan she had added:</p> <ul style="list-style-type: none"> • Financial Accountability • Safeguarding • Ethos/Values/RE teaching (progress of actions from SIAMS Inspection report) • Health and Safety <p>The Chair explained that she had tried to be as comprehensive as possible and asked governors for any comments.</p> <p>Minor corrections were identified: The school has Collective Worship not Assemblies. JH's PPA day is Tuesday pm.</p> <p>Q. Was PPA time to be avoided or used? A. HT replied that it could be used for visits if teachers wanted to but they may prefer to use time after school. This would need to be confirmed with each individual teacher. She cannot direct PPA time.</p> <p>TS said that he found the programme useful and that it focused governors on why they are visiting the school.</p> <p>The Chair explained that each visit helps governors to hold the school to account.</p> <p>Governors need to respond to the Chair. It is important that they read, understand and own the document to make it work. Please let her know which meetings/visits you can attend/take part in. If governors do not volunteer she will have to allocate visits.</p> <p>Action: FGB17 Sp1 14. Governors to inform Chair of visits/meetings they can take part in, as soon as possible.</p> <p>The Chair would like to encourage governors to attend as many events as possible during the school year. A register will need to be set up to record attendance. She and HT will discuss the best way to achieve this.</p>	All governors
15.	<p>Clerking Service Requirements</p> <p>The Clerk reported that Governor Services required FGB to agree the hours of her contract for the next 12 months. MB has already renewed the SLA but the Clerk has received an e-mail asking for the correct hours to be sent to them.</p> <p>Contracted hours for 2016/2017 are 123.</p> <p>2017/2018, HCC have increased the contract to 5 hours for each FGB plus 30 hours per annum for admin, performance management and membership records. Total 60 hours.</p> <p>The Clerk is also contracted to cover Resources x 6; Curriculum x 6; Pay Committee x</p>	

	<p>1. At 5 hours per meeting the total is 65 hours.</p> <p>Overall this is 125 hours for 2017/18.</p> <p>Governors agreed that the Chair and Clerk should agree the hours and the Clerk should email the completed return to Governor Services by the deadline of 17 February 2017.</p> <p>Action: FGB17 Sp1 15. Chair/Clerk to agree contract hours for 2017/2018 and the Clerk should email the completed return to Governor Services by the deadline of 17 February 2017.</p>	Chair/Clerk
16.	<p>Any Other Notified Business</p> <p>None.</p> <p>RM asked if governors were going to get the opportunity to discuss the Funding emails that had been received from Governor Services.</p> <p>The Chair/J-AP.AD are attending the training arranged by HCC on Thursday 16 February and will report back to FGB at the next meeting.</p> <p>AD explained that the change to funding will come in to effect for the 2018/2019 budget. He understands that on a like to like basis the RAPS will not be too badly affected, but until they have been to the training he is unable to say much more.</p> <p>TS commented that it appeared to be unfair and unbalanced and would hit the small rural schools and deprived areas very hard.</p>	
17.	<p>Impact Statement</p> <ul style="list-style-type: none"> • Securing the framework of governance by producing a programmed and documented series of monitoring visits, against the school improvement priorities ensuring more focused visits. • Good progress on health and safety, through agreeing a governor's action plan which will be monitored through the Resources Committee. • Development of our training programme to ensure governors are effective in their roles. • Production of Governor's Action Plan from SIP priorities, available in Dropbox for governors to read and comment on to Chair. 	
	<p>TS closed the meeting with a prayer at 7.43 pm.</p> <p>Date of Next FGB meeting: Tuesday 21 March 2017</p>	