



ROMSEY ABBEY C of E PRIMARY SCHOOL
Full Governing Body Meeting Minutes
6 October 2016 at 6pm

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

Present:

Alan Davies (AD)– Acting Chair
Tim Sledge (TS) (left at 7.20 pm)
Helen Normington (HN)
Ronnie Munday (RM)
Jo Hobbs (JH)
Carol Allen-Morley(CA-M)
Georgina Campbell (GC)
Julie-Anne Palfrey Headteacher(HT)
Robert Pears (RP)
Liz Wagner (LW)
David Marston (DM)

Apologies:

Attended:

Tom Langford – Deputy Head (DH)
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 everybody to the meeting. TS led the prayer. No apologies were received.	
2.	Requests for AOBs: <ul style="list-style-type: none">• INSET visit under item 18.• Staffing	

Signed.....

Date:

3.	<p>Chaired by the Clerk:</p> <p>1. Election for Chair and Vice Chair: Nomination was received for Liz Wagner to be appointed Chair of Governors for one year. This was unanimously agreed by FGB.</p> <p>Nomination was received for Alan Davies to continue as Vice- Chair for one year. This was unanimously agreed by FGB.</p> <p>AD agreed to continue to Chair this meeting.</p> <p>Liz Wagner and David Marston were welcomed to the FGB as new Foundation governors. Both were appointed on 20 September 2016.</p> <p>2. Review of Governors Terms of Office: CA-M's term of office comes to an end on 30 July 2017. She is a Foundation governor. C-AM to confirm to the clerk whether she wishes to continue as a Foundation Governor.</p> <p>Action: CA-M to confirm to the clerk whether she wishes to continue as a Foundation Governor.</p> <p>3. Review of Governor Contact Details: Please will all governors forward their contact details to the Clerk, using the form circulated with the FGB agenda.</p> <p>Action: FGB16A1 3.3 All governors to forward their contact details to the Clerk, using the form circulated with the FGB agenda.</p> <p>4. Pecuniary Interest Statements: Please will all governors complete the Pecuniary Interest form circulated with the FGB agenda.</p> <p>Action: FGB16A1 3.4 All governors to complete the Pecuniary Interest form and forward to the Clerk, using the form circulated with the FGB agenda.</p>	<p>C-AM</p> <p>All governors</p> <p>All governors</p>
4.	<p>Confirm membership and Chairs of Panels, Committees and Specific Responsibilities (continued by Acting Chair)</p> <p>Resources: Alan Davies (Chair) Robert Pears Georgina Campbell David Marston Julie- Anne Palfrey Michelle Bishop to attend in her role as Business Manager</p> <p>Curriculum and Standards: Helen Normington (Chair) Ronnie Munday Carole Allen-Morley Jo Hobbs Liz Wagner</p>	

	<p>HT Performance: Tim Sledge Ronnie Munday Carole Allen-Morley</p> <p>Pay Committee: Ronnie Munday (Chair) Georgina Campbell Helen Norton Robert Pears Liz Wagner (reserve)</p> <p>SENCO – Robert Pears</p> <p>Safeguarding – Liz Wagner</p> <p>Action: FGB16A1 4. Clerk to put LW in touch with SS for a handover re Safeguarding.</p> <p>Health and Safety – Georgina Campbell</p> <p>Training Liaison – Helen Normington</p> <p>Governor Forum – Liz Wagner</p> <p>Maths – Carole Allen-Morley</p> <p>English – David Marston</p> <p>Pupil Premium – Georgina Campbell</p> <p>Communication – Georgina Campbell</p> <p>Worship – Tim Sledge</p> <p>RE – Tim Sledge</p> <p>EYFS – Tim Sledge</p> <p>Safer Recruitment trained: Georgina Campbell Julie-Anne Palfrey Tim Sledge volunteered to receive training.</p>	Clerk
5.	<p>Review/Confirm Terms of Reference Documents</p> <p>1) Full Governing Board:</p> <p>Governors agreed that that the policies to be reviewed by FGB should be added as an appendix at the back of the document.</p> <p>Action FGB16A1 i. Policies reviewed by FGB to be added as an appendix.</p>	GC

	<p>DM suggested inserting a paragraph regarding membership and Quorum at the beginning of the document. Governors agreed.</p> <p>Action: FGB16A1 5.1.ii Clerk to insert paragraph re membership and quorum at the beginning of the FGB Terms of Reference.</p> <p>2) Resources:</p> <p>GC enquired whether the SEN Report presently on the appendix of policies should be transferred to the FGB document. After discussion it was agreed that it should be reported to FGB.</p> <p>Action: FGB16A1 5.2i GC to transfer the SEN Report from the Resources appendix to the FGB appendix.</p> <p>Q. DM, as a new governor would be interested to know how the Resources Committee ensures the proper spending of funds? A. This is done by budget monitoring and review at each Resources Committee meeting.</p> <p>Q. If the Committee is doing the tasks as described on the terms of reference how does it know, or keep up to date with, all regulations? A. MB, the Business Manager knows the required regulations and advises the Committee. She has regular meetings with HCC Finance department and keeps abreast of any changes/amendments.</p> <p>Q. Should the terms of reference reflect this? A. Yes, they will be amended to reflect this.</p> <p>Action: FGB16A1 5.2ii Clerk to amend Resources ToR to reflect the contribution MB has in advising the Committee on regulations.</p> <p>3) Curriculum and Standards: These were confirmed by the Board.</p> <p>4) Pay Committee: These were confirmed by the Board.</p>	<p>Clerk</p> <p>GC</p> <p>Clerk</p>
6.	<p>Review Communications Committee</p> <p>It was agreed, after some discussion that the Communications Committee would be disbanded.</p> <p>GC agreed to be governor with responsibility for Communication.</p> <p>Communication would be a standing agenda item on FGB.</p> <p>Action: FGB16A1 6. Clerk to make Communication a standing item on the FGB agenda.</p>	<p>Clerk</p>

	<p>HT reported that the school newsletter is now a rolling document on the website and includes governor activities ie governor visits etc.</p> <p>Q. How do we communicate questionnaires etc? A. GC will always be able to convene an ad hoc committee meeting if required.</p>	
7.	<p>Confirm Meeting Dates – 2016/2017</p> <p>FGB and Curriculum meeting dates were agreed by governors.</p> <p>After discussion it was agree that Resources Committee meetings would be held on Thursdays at the earlier time of 5.45 pm.</p> <p>Action: FGB16A1 7. Clerk to circulate amended meeting dates.</p>	Clerk
8.	<p>Adoption of HCC Manuals</p> <ul style="list-style-type: none"> • Manual of Financial Procedures and Practice Adopted unanimously by the FGB. • Manual of Personnel Practice Adopted unanimously by the Committee. GC reminded the meeting that the Pay Policy needed to be on the agenda for the next Resources Committee. <p>Action: FGB16A1 8. Clerk to ensure Pay Policy is agenda item on the next Resources Committee.</p>	Clerk
9.	<p>Endorsement of Minutes of the Last Meeting</p> <p>The minutes of the meeting of 12 July 2016 were endorsed as a correct record and signed by the Chair.</p>	
10.	<p>Review of Outstanding Action Items from Previous Minutes</p> <p>Action: FGB16Su1 5.iii – SS to produce and circulate a fact sheet on Safeguarding practice at RAPS.SS to circulate a crib sheet within 2 weeks of this meeting.</p> <p>To be carried forward, for the new Safeguarding governor (LW) to address when she has spoken to SS.</p> <p>Action: FGB16 Su2 6.i -GC to send ToR to Clerk for circulation to governors. Completed.</p> <p>Action: FGB16 Su2 6.ii – GC to contact SW to find out how to access the Maths papers. CA-M offered to look at one set of papers.</p>	LW

	<p>Completed.</p> <p>Action: FGB16 Su2 6.iii – HT to write to LR and advise her that the school will review the use of the Curriculum Trees once they are completed and with a publisher. J-AP has done this but received no reply and the time has passed for relevant publication because all schools have now introduced the new curriculum.</p> <p>Action: FGB16Su2 7. AD to e-mail copy of the budget to Mike Phillips (PCC) by Wednesday 13 July 2016. Completed.</p> <p>Action: FGB16Su2 8. Governance Protocol to be an agenda item at next Curriculum Committee. HT/LW/Clerk to meet and go through the document. Agenda item at next FGB.</p> <p>Action: FGB16Su2 10.1 – AD to check school balance with the Diocese. Completed.</p> <p>Action: FGB16Su2 12.i – Governors to e-mail nominations or self-nominations for office to the Clerk before the first FGB of the Autumn term (6 October 2016). Completed.</p> <p>Action: FGB16Su2 – Clerk to amend Resources dates and circulate to governors. Completed.</p> <p>Action: FGB16Su2 14.i – MB to make amendments to Best Value Statement and pass to Chair to sign as agreed with FGB. Completed and signed by Acting Chair at this meeting.</p> <p>Action: FGB16Su2 19.i – Clerk to meet with MB and explain what the DFE wish to be done with Edubase. Completed.</p>	HT/LW/Clerk
11.	<p>Correspondence Received:</p> <p>Governor Services Autumn Newsletter: To note:</p> <p>TS reported that the Keeping Children Safe in Education 2016 document that came into force on 5 September contains some important updates. Governors should make themselves aware of these changes. The document can be found on the RAPS website and also the Governor Services Intranet or follow the link below.</p> <p>..\a3cdd0_f550db9960cf436ba90fa527f6dabcc5.pdf</p> <p>Action: FGB16A1 11. – All governors to make themselves aware of changes to Keeping Children Safe in Education 2016 document.</p>	ALL

<p>12.</p>	<p>Headteacher's Report (including School Development Plan)</p> <p>HT's written report was circulated with the agenda and governors were given the opportunity to pose questions to be answered at this meeting.</p> <p>Q. School Information - Number on roll: Year 2 – is 27 the statutory maximum?</p> <p>A. No. Maximum in Key Stage 1 is 30 and in Key Stage 2 is 34. However, this information is now out of date as the school has received 12 new children into school since September (which will mean an extra £30k in the budget next year). There are 201 children in the school as of the census – 6 October. This is the highest number for many years.</p> <p>Q. Progress table: I appreciate this is the table presented in your report to Summer 2 FGB, with progress measures added. Could you provide some clarity for me?</p> <p>A. Yes this is the data at May half-term for Pupil Progress Meeting. This table will be updated at October half-term for the next Pupil Progress Meeting and so will be seen by you at every other FGB.</p> <p>Q. 1. Progress scores – should the descriptors say e.g. “make <u>similar progress</u> at KS2 than those with similar prior attainment”? (rather than “do about as well as”?)</p> <p>2. Progress scores – is the description for negative score correct? I expected this to say “do <u>less well</u> in KS2 than those with similar prior attainment nationally” (rather than “do about as well as”).</p> <p>A. This is Ofsted wording so we are unable to change it.</p> <p>Q. Can we clarify for governors that the table at the top of page 2 is showing two measures</p> <p style="padding-left: 40px;">a. Attainment i.e. ARE</p> <p style="padding-left: 40px;">b. Progress</p> <p>A. The table now relates to Attainment. Progress has been removed.</p> <p>Q. The difference in Year 6 TA and Test (Test being lower than TA)– do we know if this was a similar issue across Hampshire/Nationally?</p> <p>A. HT has compared the results with HCC results:</p> <p>Reading: HCC 15%</p> <p style="padding-left: 40px;">RAPS 11%</p> <p>Maths: HCC 11%</p> <p style="padding-left: 40px;">RAPS 18%</p> <p>Combined: HCC 17%</p> <p style="padding-left: 40px;">RAPS 11%</p> <p>This shows that the school does well comparably.</p>	
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	<p>Q. Why is Year 6 TEST SPAG shaded? A. Because it doesn't show in the combined figures which are just Reading, Maths and combined. The writing wants to be improving but is not as relevant.</p> <p>Q. What's Guerrilla teaching? A. Guerrilla teaching is described as a skills based curriculum model that combines essential core skills and knowledge with the opportunity for children to think and learn creatively. Each term is themed, and contains topics that allow teachers the opportunity to design relevant, engaging and creative learning experiences for their children. It enables teachers to look at different learning styles. Braishfield School has been looking at the concept and Jonathan Lear, the creator of Guerrilla Education, is coming to them for the January INSET day. RAPS teachers and TAs are attending.</p> <p>Q. What are the specific objectives? A. RAPS teaching and learning team are looking at this at the moment. Governors may find the link below useful.</p> <p>Guerrilla Education - Educational Consultancy</p> <p>Q. All years except Year 2 (based on current combined) are below floor standard of 65%. A. These were May figures, now no year is below the floor standard.</p> <p>Q. How is the educational impact of a school visit assessed? A. All visits are risk assessed. The Trips and Visits lead evaluates the visit, usually about a week after the event. School visits are always an integral part of the curriculum. It was agreed to add visit evaluations on Evolve.</p> <p>Action: FGB16A1 12.i HT to enable visit evaluations to be added to Evolve.</p> <p>Q. Has the trip to France been evaluated? A. Yes, and the pupils are also reporting back to their parents and Year 5 children and parents at a meeting on Tuesday 15 November 2016 at 9.30 am. All governors are welcome to attend.</p> <p>Action: FGB16A1 12.ii All governors invited to attend French trip feedback meeting on Tuesday 15 November 2016 at 9.30 am.</p> <p>Q. Has the English Lead:</p> <ul style="list-style-type: none"> got a plan in place to address the spelling and grammar (rather than just being "aware of" the issues) got the resources needed to succeed? What are the potential barriers to her achieving a better outcome for pupils in spelling and grammar this year? have enough time to lead RE, PHSE, collective worship, English, prepare for SIAMS and a pilot for the Christianity 	<p>HT</p> <p>All governors</p>
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	<p>Programme? i.e. is her time appropriately focussed?</p> <p>A. The English lead is new to the school. HT has agreed, in her performance review, for the teacher to spend the first half term settling in before producing her action plan. She is a very experienced teacher and will be examining these issues.</p> <p>Q. School open evenings. Last year we did a large mail shot and governors deposited flyers at numerous venues. I presume that we are secure that numbers will be as high for next year's intake given we have not taken the same approach this year?</p> <p>A. We did the same this year and the new intake sessions went very well.</p> <p>TS and LW reported that they had been very impressed with the sessions, they were inspiring to watch and HT/JH had worked brilliantly together.</p> <p>School Development Plan: HT circulated an Overview of Terms used in the School Improvement Plan. She invited a number of governors into school to go through the Governor Objectives within the plan. GC/LW/TS and the Clerk will attend. GC has produced some ideas which J-AP will add to the plan.</p> <p>Action: FGB16A1 12.iii Meeting to be arranged to discuss Governor Objectives. GC/LW/TS/J-AP/Clerk to attend.</p> <p>Q. How closely does this relate to Headteacher's Performance Management?</p> <p>A. It will not relate this year but will next year. Staff have targets for each area within the plan and the HT will be the same.</p> <p>Q. Please explain the School Predictions.</p> <p>A. These are set around each Pupil Progress meeting, two weeks after each half term. The figures are carried forward from last year and they look at where progress is across the year. Target Tracker software is used. The present Year 4 has had three difficult years with teachers leaving part way through the year and supply teachers standing in. DH is now taking Year 4, he is a strong teacher and will be able to accelerate the learning over this year.</p> <p>TS left the meeting at 7.20 pm.</p> <p>HT explained that in a small cohort one child can distort the data significantly.</p> <p>Q. How many temporary and permanent teachers does the school employ?</p> <p>A. All teachers are permanent except Year 3 who have a Troops for Teaching teacher in her second year, supported by an experienced teacher two days a week.</p>	Chair
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	<p>LW suggested that, for the purpose of the meeting, there could be a commentary at the bottom of the page identifying weaknesses and with an explanation.</p> <p>Action: FGB16A1 12.iv HT to add commentary to School Predictions, identifying weaknesses and with an explanation.</p> <p>Q. The plan is quite a high level document, there do not appear to be clear and firm actions showing where the school has got to. What action is going to be taken to improve Maths, for example?</p> <p>A. The FGB does not need the operational detail, we need to make sure plans are in place.</p> <p>Q. Are the action plans complete?</p> <p>A. No, this is a working document and actions will be added to it over the year.</p> <p>Q. What actions have been completed?</p> <p>A. Actions have been identified within the document with dates for completion. HT will report completed actions in her Reports to FGB and the document will be updated at regular intervals. Three weeks into the term is too early to be able to report back.</p> <p>CA-M said that as Maths governor she would make a school visit and report back at the next FGB.</p> <p>Action: FGB16A1 12.v CA-M to arrange a school visit (after 17 October 2016) in her role as Maths governor.</p> <p>HT reported that there has been an overuse of the Abacus Maths scheme within in the school but this has now been addressed. The scheme is now used only as a tool to facilitate the teachers own overview of the curriculum.</p>	<p>HT</p> <p>CA-M</p>
13.	<p>Any Questions from Resources Minutes</p> <p>Error to be corrected on page 7, para 7. Should read: 17.5 hours for one child in Year 5 NOT Year 1.</p>	
14.	<p>Any Questions from Curriculum Minutes</p> <p>No questions from the minutes of 15 September 2016.</p>	
15.	<p>Safeguarding</p> <p>HN reported that she has met with MB and looked at the Single Central Register which is up to date.</p> <p>HT reported that Julie Symonds is doing Safeguarding Training this Friday (7 October) for volunteers and will be running another one for those who</p>	

	<p>are unable to attend.</p> <p>Discussion took place about whether all governors should attend Safeguarding training.</p> <p>Action: FGB16A1 15. HN to check whether all governors should attend Safeguarding training.</p>	HN
16.	<p>Health and Safety</p> <ul style="list-style-type: none"> HT reported that HCC have informed RAPS that the school can buy into the Health and Safety SLA until April 2017. The cost will be £675 and they will come in and do a full audit and training. <p>The Board unanimously agreed that this was essential and the money would have to be found from within the budget.</p> <p>Action: FGB16A1 16. HT to ask MB to action the purchase of the Health and Safety SLA until April 2017.</p> <ul style="list-style-type: none"> The fence between the field and the car park is not stable and will need to be secured once the fence that the contractors have in place in front of it is removed. After discussion it was agreed that the Sculpture head which has broken from its plinth will not be replaced because of budget restraints. 	HT
17.	<p>Review of Governor Training:</p> <p>RP attended a Performance Related Pay course on 21 September and fed back to RM who was unable to attend.</p> <p>HN had been unable to log into the Governor Intranet to access the training record, she will report back to the next FGB.</p>	
18.	<p>Governor Visits:</p> <p>Governors had received the reports for three visits:</p> <ul style="list-style-type: none"> INSET Day (RM) Collective Worship (RM) Behaviour Visit (GC) <p>There were no questions but, in response to RM's comment that only one governor attended the INSET day, governors wanted to make it clear that they had been unavailable and therefore unable to attend.</p>	
19.	<p>Any Other Business</p> <p>1. French Visit :</p> <p>HT had received two letters regarding the Year 6 trip to France. One expressing concerns about terrorist threats and the other also talking about the wider issue of the cost of school trips.</p>	

	<p>The letters and the HCC advice had been circulated with the agenda.</p> <p>HT explained that the school completed risk assessments that were checked by HCC. The school let parents know that the trip would continue following the HCC guidelines. All parents had the information and all went ahead. HT checked with HCC website on the morning of departure. Off-site all teachers had copies of the emergency procedures which they kept on their person for the duration of the visit.</p> <p>DM said that he did not think it was terrorism that was the major concern but why the school was doing these trips and what they cost. The school had to be able to justify the cost, bearing in mind the genuine educational value.</p> <p>Q. How does it fit in to the curricular activity for ten year olds? A. The children learn French from Year 1. The new curriculum ties in French speaking and comparing areas of Europe to areas of the UK in Geography. The children also visit a cemetery where three local soldiers are buried and when they return to school they look at this as part of Remembrance Service. The children speak French when they are there and deal with currency in the market.</p> <p>Q. Do parents have the option for their children not to go? A. Yes, two did not go this year.</p> <p>LW commented that there was a huge advantage visiting the country when teaching a foreign language and the visit was done as an integral part of the curriculum. As discussed previously it has been evaluated and the evaluations will come to FGB to assess the impact.</p> <p>HT reported that Year 6 have also written a survey to survey themselves and also parents and teachers.</p> <p>HT it also means that every pupil that leaves RAPS is top in French which gives them a huge confidence boost.</p> <p>The visit is discussed at the start of Year 5 as the payments are spread over the year.</p> <p>It was agreed that HT/LW would compose a response to both correspondents with the reassurance that, if the advice changes it will be assessed on a daily basis.</p> <p>DM suggested that the issue of cost should be addressed in the response. HT explained that the cost was comparable to a residential visit in the UK and the school may be taking over the complete organisation in the future which would make it cheaper than at present.</p> <p>LW suggested that they also look at the scheme of work that feeds into the visit, both before and after.</p> <p>Action: FGB16A1 19.1 HT/LW to write a response to both sets of parents</p>	
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	<p>with regard to the issues raised about the French visit.</p> <p>2. Staffing: The Site Manager has given his resignation. He is retiring in the summer and the school was pleased that he has given a long period of notice to enable them to recruit in time for the next academic year. This will be an agenda item at the next Resources meeting. Action: FGB16A1 19.2 Clerk to make Site Manager Vacancy an agenda item on the next Resources Committee.</p>	<p>HT/LW</p> <p>Clerk</p>
20.	<p>Impact Statement</p> <p>Due to time constraints this was deferred to next meeting.</p>	
	<p>Date of Next FGB meeting: Tuesday 6 December 2016 The meeting closed at 8.35 pm.</p>	