



Every child will be an independent, imaginative achiever, with excellent life skills

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Minutes of the Full Governing Body meeting held on Wednesday 13th November 2019 at 7.15pm at the School

- Present:** Samantha Brady (SB) – Parent Governor (Chair)
 Simon Simpkins (SS) – Parent Governor (Vice-Chair)
 Louise Warren (LW) (Headteacher)
 Tim Saunders (TS) – Community Governor
 Paul Margey (PM) – Parent Governor
 Georgiana Siedle (GS) – Staff Governor
 Jan Rossie (JR) – Staff Governor
 Lucy Gildersleeves (LG) – Foundation Governor
 Rev Talisker Tracey-Macleod (TTM) – Foundation Governor
 Liz Jepson (LJ) – Community Governor
 Mary Lines (ML) – Foundation Governor

Apologies: None received

In Attendance: Laura Purcell (Clerk)
 Stuart Warwick (SW) - Chair of Governors, Longworth Primary School

The meeting commenced at 7.25pm
 The meeting was quorate.

1	<p>Welcome</p> <p>SB opened the meeting, welcomed all Governors and SW. SB advised the LGB that SW is attending our meeting to ascertain whether they can take anything away for Best Practice.</p> <p>Apologies for absence</p> <p>None received.</p>	
2	<p>Prayer</p> <p>LW advised we will be taking part in stilling (a meditation exercise) from the contemplative tool kit. LW acknowledged some may be sceptical about this, it will take around 3/4 minutes. The staff have taken part in a stilling and all should approach it with an open mind. Children will also be using different tools from the tool kit to help develop their mindfulness, well-being and</p>	

Signed *S. Brady* Date *15/1/20* Page 1 | 8

	<p>spirituality. TTM explained the process will combine two things - the stilling and the five-finger exercise which helps us to consider what we have done in a day and is also an excellent tool for reflection.</p>	
3	<p>Confidentiality and Declaration of Conflicts of Interests</p> <p>There were no declarations of interests for this meeting.</p>	
4	<p>Agree Minutes of previous meeting, reflect on impact from previous meeting</p> <p>ML to write a summary of Godly play and her visits into school – action carried forward.</p> <p>SRE policy which needs creating is the focus at the next Quality of Education meeting.</p> <p>SS to carry out an audit on recruitment and SCR and if necessary, make recommendations – action carried forward.</p> <p>LP confirmed ML would be happy to continue as Chair for the Quality of Education committee. Terms of Reference completed and signed.</p> <p>Subject Link Governors - LG advised of a correction on the last minutes. LG is responsible for RE and SS Science. LJ now responsible for English and History.</p>	<p>ML</p> <p>SS</p>
5	<p>Any significant matters arising</p> <p>None</p>	
6	<p>Scheme of Delegation - adopt</p> <p>Governors adopted the Academy Scheme of Delegation – this document is a tool which details what the board, LGB and schools are responsible for and to enable what we cover to be synchronized.</p>	
7	<p>Head's report</p> <p>LW circulated the Head's report (previously circulated electronically). The report being in the new format to cover the four new Ofsted areas which are linked to the objectives from our RAP. This will enable an update on the progress of each objective to take place.</p> <p>LW invited questions from section 1 – Quality of Education.</p>	

<p>1.1</p> <p>1.2</p> <p>1.4</p>	<p>Governors questioned why we are purchasing tests for Year 6 whereas in previous years we used previous SAT's papers. LW advised learning from experience, we did not have enough practice papers left for the spring to adequately prepare the children. Year 6 children will now have 5 papers to enable them to experience the assessment timings and to see themselves improving.</p> <p>Governors asked how the reading for pleasure actions are going. JR advised the TA in Sycamore is an excellent resource at encouraging this and lots of the conversations with children about their books are taking place. It is not as applicable with Year 3 unless a very able reader as Year 3 children are generally choosing books from the scheme. LW said it is very positive with the Year 6 children. The Year 6 children's choice of books are in LW's office and when they want to change a book, they discuss with LW about the book they have read including the theme and characters. Governors asked if younger children get the encouragement to choose a book apart from books from the reading scheme. JR confirmed children are encouraged to and also take nonfiction books. JR advised baskets are available in the hall with different genre books and children are encouraged to choose a book from a different basket each time. The reading trees on display in the classes are working well as the children enjoy adding leaves to them and book rings are also used which collect the texts they have read as a record.</p> <p>LW advised the development of vocabulary is so important and supports being able to read fluently and decode text fluently. It is very important that parents talk to their children about their reading, even when the child is in Year 6. Lots of children can "read" but there also needs to be an understanding of what they have read. Governors feel this should be highlighted to parents. Our website does include a lot of information on English and tips for reading with your child. LW to include in newsletters. Governors felt a book report works well. JR felt it a good idea and will include in the next six-weekly homework.</p> <p>LW wanted to draw attention to the vast amount of work that subject leaders have done to include key knowledge into the long-term curriculum map to ensure it is well sequenced over the year groups. These maps are nearly all completed. LW advised Governors this is a prime time to make contact with their subject leaders to meet for an hour to talk about the long-term plan and how their subject is sequenced. Governors questioned whether children will expect to be able to talk about how their learning is sequenced and LW confirmed they should.</p>	<p>LW</p> <p>GVRS</p>
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Section 2 – Behaviour and attitudes

Governors wanted the change in the behaviour strategy explained. GS explained the children have been focusing on who is on red rather than the positive of who is on gold. If a child is displaying red behaviour their name would come off green and would be placed on the teacher’s desk. As soon as the child is displaying green behaviour their name will go back on to green. This system is more in line with our restorative approach and it is less of a ‘shame’ to go on red. LW confirmed the restorative approach is working well and children are taking the time to talk about their actions and self-regulating rather than just feeling bad about their actions. Lunchtimes are too noisy, and it is difficult for the Catering Manager to manage this as well as serve lunch. It is also difficult to staff as staff need their own break. This is an area of focus.

- 2.2 Beech class have been experiencing some low-level difficulties since the beginning of the year which has led to some parent unrest. The school have tried to be as transparent as possible while trying to show respect to individual children. Staff have been on specialized behaviour training and we also have a trained counsellor coming in for 10 sessions with her therapy dog to offer support. Things are improving. LW confirmed the cost comes out of additional funding.

Section 3 – Information

- 3.1 LW advised the Academy have been looking at character development road maps and are developing one for all age children. The road map will ensure the ‘golden thread’ of the Academy runs through all the schools and are really useful for charting opportunities that have taken place. LW showed Governors an example and will send out electronically. The document shows the journey from each year and shows what is on offer and how children can develop those skills.

LW

- 3.2 Governors questioned how the global issue that is discussed weekly in assembly is linked. LW confirmed it does not explicitly link, the issue of the week may link to the news on a global scale. The discussion could be a crisis that is happening now, but generally is a mix of both. This does not necessarily go back into classrooms unless the teachers choose to. This is linked to PSHE circle time which is now being planned by KH. KH will draw in different initiatives, trying to broaden the children and think outside of Buckland to be part of bigger communities.

TTM raised the question whether we could have a plastic free Lent, mentioning that children had asked her about it at Harvest time. TTM wondered if this is a national incentive and if there is the interest, she would follow it up. LW thought this was a good idea.

TTM

Governors thought it was an extremely good idea that the School Council are applying for an award. They will either follow up on Investors in Pupils or being a Rights Respecting School. School Council and S Bunting will choose. Cost is circa £600 so we need to choose wisely.

Section 4 – Leadership and Management

4.3 LW advised we have attended two sessions on the Contemplative Toolkit with the diocese. Initially, thinking this strategy could be dovetailed with calm time in school but on reflection will be more than that. It is an excellent strategy involving 5 mins a day and will make a major contribution to our children’s spirituality. LW advised this is a journey over the course of the year. Governors suggested we should pass this information onto parents. LW to action.

LW

4.5 LW advised we no longer receive £6,000 for her NLE role but £1,500 for each school supported. LW is currently working with Bridlewood school in Swindon and Farmor’s secondary. 3 will be the maximum number of schools LW will work with this year as she also has system leader work for OTSA. All additional funds go back into the school budget.

4.7 LW advised a family will be taking their children out of school due to the flu vaccine. Governors asked if we can change the day of the vaccination next year to a Thursday or Friday to reduce absence. Unfortunately, this is not really an option as schools are allocated a day, having hundreds of schools to schedule visits. GS will request if possible.

GS

4.8 Our HLTA has been on compassionate leave. LW is committed to providing enough PPA cover. Governors asked if a member of staff is off does that mean we lose their specialist knowledge. LW confirmed that unfortunately yes French has had to go on hold, you especially need to be a subject specialist to deliver this subject.

4.9. KH has begun her SENCO course which is more intensive than we thought in terms of work load and she will need support in completing it. We are providing an afternoon a week cover until Christmas to ensure reading time can take place. Mrs Eastburn remains our inclusion manager. KH will assume SENCO responsibility next year.

4.11 SB wanted to thank Sophie Sheard, former Chair of Governors for arranging the Southby Trust contribution of £2,000 contribution to pay for the repair works to the bell tower. Governors thought it was worth remembering the Trust exists for any future financial assistance that may be appropriate for us to ask for.

8	<p>Quality of Education judgements – Ofsted framework</p> <p>LW circulated a document entitled Quality of Education judgements adding that the school is trying to trickle feed the information under the new Ofsted framework to Governors to upskill them. LW advised several schools have moved from Outstanding to Good, as opposed to Good to Outstanding. The new framework is a very different ball game from previously. As a small school we are having to step up very quickly to upskill ourselves in several different ways, particularly in relation to the sequencing of learning in the foundation subjects. LW explained the document shows the first page is where the focus on the Quality of Education is explained. To be Outstanding securely we need to achieve all of the Good first. Our intent needs to show how we have implemented and that the impact is there.</p> <p>LW asked Governors to circle items on this front page and to think about the things that will be our biggest challenges.</p> <p>GVRS circled and discussed what they thought was a challenge. LW acknowledged that SEND is coming across very strong and is a real focus nationally, being a group that have not thrived in the past. LW advised the money is still not enough in this area, and schools must tweak and take from other areas to supplement this. We need to ensure that when children come out of class for additional / 1:1 learning they are not missing other learning opportunities and there is a real balance to get this right.</p> <p>LW advised that the grid will help Governors with talking to their Subject Leaders.</p>	
9	<p>Quality of Education meeting update</p> <p>ML advised during the meeting the Committee reviewed the subject plans. The current vision and how it fits with the Christian Distinctiveness will be discussed later on the agenda. The committee discussed teacher workloads and looked at the sports spending review and plan. ML has met with LE to discuss the SEND annual impact review and plan and this will be circulated out of committee. The Pupil Premium impact review and plan was approved.</p> <p>Minutes of this meeting having been previously circulated.</p> <p>ML wanted to reinforce what an asset LE is, being inspirational and hugely knowledgeable when talking about ELSA and SEND. ML has written a thank you card from the Governors.</p>	

<p>10</p>	<p>Vision</p> <p>LW advised lots of conversations with different advisers from the Diocese have taken place on how we express our vision. We need to articulate the vision that we do all have. Our current vision does not link to the Christian theology strongly enough. We need to put SIAMS alongside Ofsted with our vision. LW has spoken to staff and ‘small school big hearts’ does stick with both staff and children. Foundation governors have worked on a new vision statement - ‘We aim to develop outstanding learners who are wise, responsible and kind like the Good Samaritan. Small school big hearts. Growing in love together.</p> <p>Governors discussed the vision at length deliberating on whether ‘growing in love together’ is needed and whether we should use the word ‘love’. Developing outstanding learners who are wise, responsible and kind like the Good Samaritan. Small school big hearts. Growing in love each and every day was thought to be better. LW to circulate two to three versions for Governors to think about and agree on.</p>	<p>LW / GVRS</p>
<p>11</p>	<p>Reception admissions</p> <p>Our funding this year is on 101 children, 7 less than last year which will have a significant impact on our funding. LW asked the Governors how flexible do we want to be on our approach to accepting numbers. We have had an enquiry for three Year 4 places which would push this cohort to 18. Year 4 is sandwiched between 2 smaller year groups. LW advised if we do not take pupils it will impact on our staffing levels. GS to confirm with admissions if we must take up to our upper limit in a year group as this could affect our decision if we are forced to take a year 3 place after taking year 4 up to 18.</p> <p>Governors agreed we need to maximize numbers when possible.</p>	<p>GS</p>
<p>12</p>	<p>Long term strategic plan</p> <p>LW has updated this document. The green sections have been completed and are now off the radar. LW has left them on to show and enable us to track back. The items in red have dropped off and are not going to happen. Over time they have either become irrelevant. If an item is not coloured it is still on the radar and still moving forward. Yellow indicates it has been started and is ongoing.</p> <p>LW asked Governors to take away and digest the information. LW will send out electronically with the minutes and come back to at the next LGB.</p>	<p>LW GVRS</p>

13	<p>FAoS updates</p> <p>LW circulated the Academy Strategic Vision advising is it a very useful document to use to ensure we are working with and linking with the strategic vision of the Academy. Pages 4 and 5 detail the 18-month strategic priorities which are replicated in our own RAP.</p>	
14	<p>Resources meeting update</p> <p>LW advised the Pay Committee met prior to this meeting to agree pay increments. LGB have adopted the FAoS Pay Policy with no objections.</p> <p>SS advised the Resources Committee met and discussed the expansion to Acorns classroom and associated planning permission needed. Budget monitoring and looking ahead was reviewed, the Academy risk register was shared with governors, Policy reviews took place, the Health and Safety audit report was discussed. Minutes previously circulated.</p> <p>LP to send Resources and Quality of Education minutes with future agendas so that governors can come prepared with questions.</p>	LP

Meeting closed at 9.20pm

Future LGB meetings:

- 15th January
- 11th March
- 6th May
- 8th July