

GAYTON JUNIOR SCHOOL

Minutes of Full Governing Board Meeting

held on Wednesday 7th December from 6.33pm-8.57pm

Present: A Cokayne (Chair) R Burnett (joined the meeting at 7.30pm)
J Chapman S Mahal
J Hill D Costema

Observers: L Hill J Lamie
M Bailey L Axten (Clerk to Governors)
R Gill

Action

FG3/1 Apologies for Absence and Consent

Apologies were received and accepted from C Warren, R Singh, and D Tomlinson.
R Burnett has sent apologies in advance that she may be late due to work commitments.

FG3/2 Declaration of Interest

There were no declarations of interest made.

FG3/3 Register of Governor Business Interests

All governors completed an RP2 document to inform the Governing Board of any relevant business interests that should be declared. The register was agreed and signed by the Chair.

FG3/4 Appointment of Vice Chair

The agenda item was moved forward to the next meeting.

FG3/5 Review of Membership – appointments/welcome of new governors /resignations/end of office/vacancies

AC asked all present to introduce themselves, by way of introducing the three interested parties who may be interested in becoming Governors. AC welcomed all to the meeting.

LA informed that the end of office date had been reached for R Burnett. AC stated that no decision regarding transferring RB's status as parent governor to a co-opted member of the Governing Board could be reached without her being present.

FG3/6 Minutes and matters arising from the last Meeting – 12th October 2016

- JH suggested the document that includes the Objectives for the Governing Board 2016/17 would be a good addition to the Governing Board pages on the website once complete. AC agreed. JH to upload document once complete.

JH

AC referred all to the minutes from the 12th of October 2016.

- FG2/6- LA gave an update on the uploading of Governor information to Edubase after raising the enquiry at the Clerks Briefing. LA informed that Jayne Hadfield from Derby City Council had instructed that the upload of the required information was mandatory for all Governors, and is a national requirement, adding that it is present in the Governor's Code of Conduct. LA stated that limited Governor information has been uploaded to Governorhub to meet this requirement, however all contact and personal information is pertaining to the school and not the individual Governors.
- FG2/7- JC and JH confirmed that the Head Teacher's Delegated Powers document had been amended as directed.
- FG2/9 JC circulated induction packs for Governors at the meeting to R Gill, J Lamie and M Bailey. A Cokayne asked for comments, and asked them to feed back on the induction

RG
JL
MB

materials to Jo after having time to read and digest the information. AC requested that JC provide a map of the school to accompany the induction pack. JC

- FG2/10- JC confirmed that the Safeguarding Report is appended to the Head Teacher's Report as requested.
- FG2/12- JC informed of a meeting held with local primary schools, infant schools and secondary schools regarding writing moderation, and elaborated on the meetings planned between herself and a local primary head teacher.

The minutes were agreed as an accurate record of the meeting.

AC referred all to the minutes of the Full Governors Meeting held on 14th September 2016:

- FG1/3 & 4- AC referred to the action for the appointment of Chair and Vice-Chair following his appointment as Chair during the meeting held on the 12th of October, adding that the position of Vice-Chair is still vacant. No governors nominated themselves and this action will be carried forward to the next full Governing Board meeting.
- FG1/5- AC agreed this action for the recruitment of new governors as ongoing, and thanked RG, JL and MB for their interest in joining the Governing Board.
- F1/8 & 10- LA confirmed that she had raised the questions regarding Edubase and the Safeguarding policy. AC confirmed that he had also seen the response sent from Carol Woods at Derby City Council regarding the timing of the release of model policies.
- FG1/11- LA confirmed that the Keeping Children Safe in Education document is available on Governorhub for all Governors to read. AC asked LA to create a document in time for the next full governors meeting for all Governors to sign to verify that they have read the document. JC stated that she will send a copy to RG, JL and MB. LA
JC to email all Governors with the document, with a read receipt contained in the email. JC
The Governors agreed to calendar an additional full Governors meeting on **Monday 13th March 2017 from 6.30-8.30pm** to follow the meeting with the Finance Officer. LA stated that the date would be added to Governorhub. LA
With the addition of this meeting, the Governors agreed that a decision would be taken at a later date regarding whether the May meeting will still go ahead.
- FG1/13- JC confirmed that the attendance figures are featured in the Head Teacher's report to Governors.
- FG1/15- JC confirmed she has prepared a presentation regarding Academisation.

Q- Governors asked for information on how the impact of the Kindles included in the Pupil Premium Pack is being evaluated.

JC confirmed that a survey had been sent out to parents via Survey Monkey, and that there are plans to send out the same survey at a future date to assess the levels of engagement in reading amongst the pupils that had received a kindle device.

JC added that a survey has also gone out to Pupil Premium children asking for feedback on the pack they have received. JH added that this will form part of the Pupil Premium Governor's role, which is currently vacant. JC

Q: Governors- How do we assess how many people are engaging with Survey Monkey?

JC agreed to provide data, however advised that the survey is intended as a starting point, so only engagement can be assessed rather than findings.

JH highlighted an error in wording in the minutes and requested a change to the following statement: "JH added that it had come to light within the school that there is no differentiation in reading for inference, and that the same text is used for each year group."

JH requested that the statement should read:

"JH added that it had come to light within the curriculum that there is no differentiation in reading for inference, and that the same objective is used for each year group."

LA agreed to amend the minutes and recirculate, at which point AC will sign the minutes as an accurate record.

J Hill asked for clarification on which minutes to upload to the website. AC agreed for both sets of Full Governing Board minutes should be uploaded to the website.

FG3/7 Minutes from Committee Meetings

Standards Committee

In the absence of Chris Warren, AC led the agenda item and referred all to the minutes of the meeting held on the 21st September which CW chaired:

- S1/5- LA informed that the committee members had requested that the bullet point below be removed from the remit of the committee, in the belief that this responsibility would fall under the Personnel and Pupils committee.

To receive monitoring reports on the attainment and welfare of vulnerable children and other groups of pupils with reference to local and national benchmark information.

LA added that the Personnel and Pupils committee had agreed to add the welfare of vulnerable children to the Terms of Reference for their committee, but held the belief that monitoring attainment of all pupils should remain with the Standards Committee, and therefore the Terms of Reference will be reviewed once again at the Standards Committee meeting scheduled for the 25th January 2017.

Standards
Committee

- LA confirmed that the updated Policy audit is available on Governorhub.
- The Governors agreed to carry the action of the RE audit forward, as this had not been actioned during Governor week.
- S1/6- LA confirmed that the action for the recirculation of the minutes from the meeting held on the 4th May 2016 is to be carried forward.
- S1/7- JC presented the Governors with a document containing unvalidated data for summer 2016. JC added that the SSIO had visited and given comparison data with Derby City and national results.

LA

Q- Governors-Can this data be tracked against previous years?

JC explained that assessment without levels makes the data incomparable, JH added that the school will only have a comparison regarding national expectations.

JH confirmed that all data has shown improvement, except for reading which has become a whole school focus as a result.

The Governors requested that JH provides the data for the last three years in the format it would be presented to Ofsted, in order that they can evidence their understanding of this data. The Governors suggested separating this data in two at the point that the assessment method changed, and asked for the rationale in the dip in reading results. The Governors requested an accompanying crib sheet to assist them in understanding the data.

JH

- S1/8- JH stated that the local secondary school had not been contacted regarding collaboration of Gifted and Talented provision, as the school has its own programme in place which is working well.
- S1/10- JH confirmed the appendix to the Gifted and Talented policy had been amended.
- JC referred to the document named 'The Gayton Way', which she had put together with a focus on what makes the school special, and what are the features of an outstanding lesson. JC talked the Governors through the document and highlighted

a flow chart, which informs the structure of each lesson reminding teachers to revise previous learning, make best use of TAs, check children's prior understanding, and use plenaries to round up learning. JC added that the document looks at how the school uses Assessment for Learning to move learners on at the right pace and at the right level, how teaching and learning is monitored and the role that Governors have.

Q- Governors- There is a strong focus on teaching. How do you evaluate? How can Governors track how the process works?

JC advised that she performs lesson observations and drop ins, and will report to Governors. JC invited Governors to perform school visits.

Q- Governors-Will there be an opportunity for Governors to evaluate the flow through?

JC informed the Governors of her teaching over time spreadsheet, stating that she is beginning to input data. JC explained that this spreadsheet is informed from lesson observations, book scrutinys and data.

Q- Governors- have we any Local Authority monitoring reports? How do we achieve an external viewpoint of evaluation and monitoring?

JC confirmed that she has a record of the last visit from the SSIO, and had also performed joint lesson observations with him, adding that these had been conducted during the summer term.

DC recounted to the Governors the monitoring process in place for TAs, and TLRs. DC explained that termly TLR SLT meetings have resumed and how her role fits into the process.

AC stated that C Warren would sign these minutes off at the next Standards meeting in January.

Personnel and Pupils Committee

AC referred to the minutes of the meeting held on the 17th October 2016, which he had chaired:

The Governors agreed that the actions which related to policies would be addressed in the next committee meeting, and LA confirmed that the Terms of Reference had been amended as requested.

AC stated that the minutes would be signed off at the next Personnel and Pupils committee meeting, scheduled for Monday 30th January 2017.

R Burnett joined the meeting at 7.30pm.

Premises, Health & Safety and Finance Committee

In the absence of R Singh, who had chaired the meeting, AC referred to the minutes of the meeting held on the 14th November 2016.

All actions were agreed as completed, AC added that R Singh would sign off these minutes at the next Premises, Health & Safety and Finance committee scheduled for Monday 27th February 2017.

FG3/8 Chair's Report

AC addressed the meeting, stating that he had visited school to do some benchmarking with L Hill on Wednesday 23rd November. AC confirmed that they had looked at income, breaking this down into income per pupil and had also looked at costings and graphs. AC confirmed that the benchmarking had gone well and the school is in a good position in comparison to others.

S Mahal confirmed that she had also visited and met with Rupinder, the reading lead, with a focus on how improvement is being implemented within the school. S Mahal stated that she has yet to do a written report, but termly meetings have been scheduled to monitor reading.

R Burnett confirmed that she had met with Becky Clarke, to look at the virtual school document, RB added that she had also discussed looked after children, and had a safeguarding meeting with JC. RB added that she had also had the opportunity to look at writing, spellings, and handwriting.

AC confirmed that he and Jo had met with the Chief Executive from Derby City council regarding the Equal Pay Review. AC confirmed that the situation remains unresolved. AC added that there is a hardship fund available from Unison, together with counselling and advice. L Hill confirmed TAs have not lost out financially at the school, but some have worked longer hours to ensure they have not lost out financially.

AC informed that he had been to a DDGP meeting on the 1st of December, which gave information on 'generative thinking'. AC stated that his interpretation of this concept was to provide an opportunity for discussion and debate in his role as chair.

AC requested that all Governors research the concept, in the belief that this will assist them to fulfil their roles as governors in future meetings rather than sticking to a rigid agenda.

RG agreed this is normal practice in industry.

All
Governors

FG3/9 Head Teacher's Report, including School Development Plan and SSIO Visit.

JC gave a presentation of her report to the Governing Board.

JC detailed the vision for the school, which is present on the front of all new documents.

JC informed the Governors of the following:

- All teachers have had observations, targets reviewed and new targets set in line with pupil achievement.
- There are 366 pupils on roll. An approach has been made for a child in year 6, who has been permanently excluded from another school. JC has provided a report stating that the school is at capacity, but can be forced to take a child who has been excluded from another school. JC informed that the maximum number is 369, which currently includes:
 - 71 pupils eligible for pupil premium
 - 58 SEND
 - 2 LAC
 - 3 EHCP and 3 pending
- JC informed of the attendance comparison for absence figures in comparison to DfE figures as detailed in the report.
- School development plan is now on Pindigo, copies were made available to Governors, JC added that she is working on the formatting with Pindigo.
- The staff meeting held a focus on moderation of writing with different key stages at other local schools.
- Points for development are detailed in the school development plan
- Strengths are arising from data and head's observations.
- £700.08 was raised for the NSPCC.
- 30 Pupil Premium children had attended a day at Toyota.
- Marcus Ellis, an Olympic bronze medallist in Badminton had visited school.
- JC added that the Safeguarding report is added as an appendix to the head's report.
- One looked after child is due to leave in February.

- The school is supporting four families through TAF meetings, which involves 6 children on roll.
- Staff have completed a quiz on the 'Keeping Children Safe in Education' document.

Q- Governors- What is unconditional positive regard?

JC responded that children must feel that staff care for them and believe in them.

JC

AC asked JC to amend the wording on page 3 'Principle Principal', and once this has been completed to upload the document to Governorhub.

FG3/10 Schools Financial Values Standard

AC confirmed that he had received the document, however had omitted to bring a signed copy to the meeting. LH explained this document is the financial audit of the school, which documents management processes for the school. LH added that the document goes to finance auditors where requested from a random sample of schools and must be signed by the Chair of Governors. AC to sign and return document. The Governors discussed and agreed the Schools Financial Value Standard document.

AC

FG3/11 Safeguarding

The Governors agreed that the agenda item had been covered in the head teacher's report agenda item.

FG3/12 Governor Visits for Monitoring and Evaluation

The Governors agreed that the agenda item had been covered in the Chair's report agenda item.

FG3/13 Governor Training and feedback from any Local Authority Meetings

The Governors agreed that the agenda item had been covered in the Chair's report agenda item.

FG3/14 Academisation- Presentation from Jo Chapman

Agenda item to be carried forward.

FG3/15 Correspondence

AC informed the Governors that a letter had been received from Ridgeway Infants School in relation to the publication of the Full Governing Board Minutes from the 11th of July 2016.

AC added that the letter had been warmly received and that we should encourage closer working between the two schools. Moving forward, the Governors agreed that it is the responsibility of all Governors to check the minutes, and this should be done in advance of the meeting in order to provide more time for 'generative thinking'.

In addition to this, no individual school will be mentioned by name in the minutes of meetings in future.

FG3/16 Determination of confidential items

The Governors agreed that no items need to be kept confidential.

FG3/17 Suggested items for a future agenda

Monday 13th March 2017

Academisation

Wednesday 3rd May OR Monday 10th July

SEND Report to Governors
(D Costema)

DC

AC asked JC to follow up with RG, JL and MB to find out if they are still interested in becoming Governors.

JC

AC asked LA to invite those that are still interested to the meeting in March, in order that a vote can be taken on whether to co-opt them into the Governing Board.

LA

JC to phone Mr Iqbal, and begin the process for a parent election.

JC

Items for Action

Item		By whom
FG3/6	JH to upload document containing Governing Board Objectives 2016/17 to the school website once available.	JH
	R Gill, J Lamie and M Bailey to provide feedback on induction materials. JC to provide a map to accompany the induction pack.	RG/JL/MB JC
	JC to circulate the 'Keeping Children Safe in Education' document to all Governors, with a 'read receipt' required when opening the email, including RG, JL and MB.	JC
	LA to create a document in which all Governors can sign to confirm they have read the document in time for the next Full Governor's meeting.	LA
	LA to calendar in a Full Governor's meeting on Monday 13 th March 2017 on Governorhub.	LA
	JC to provide Governors with requested data regarding Survey Monkey.	JC
	LA to amend the minutes of the Full Governors Board meeting held on the 14 th September 2016 as directed and recirculate.	LA
	JH to upload the minutes, together with the minutes from the 12 th October 2016 to the website.	JH
	AC to return signed copies of both sets of minutes to the school.	AC
FG3/7	Standards Committee to revise Terms of Reference at next meeting	Standards Committee
	LA to clarify amendment required to 4 th May Standards minutes with Andrea Brown and recirculate.	LA
	JH to provide Governors requested SATS data in the format suggested.	JH
FG3/8	All Governors to research 'Generative Thinking'.	All Governors
FG3/9	JC to amend Head Teacher's report and upload to Governorhub.	JC
FG3/10	AC to return a signed copy of the Schools Financial Value Standard to LH.	AC
FG3/17	DC to compile a SEND Report in readiness for the May or July meeting.	DC
	JC to follow up with all interested parties to find out if they still wish to become Governors.	JC
	LA to invite those interested to the March Full Governing Board meeting.	LA