

**GAYTON JUNIOR SCHOOL**  
**FULL GOVERNING BOARD MEETING**  
**MONDAY 14<sup>TH</sup> JANUARY 2019 AT 6.30PM**

**MINUTES**

**Present**

**Governors:** Michelle Bailey, Debbie Costema, Jane Hill, Sukhjinder Mahal (Chair)(*arrived where stated*), Rabinder Singh, Chris Warren

**Associate Members:** Dan O'Donnell, Jules Hardisty,

**Apologies**

Rachel Burnett, Andy Cokayne (Vice Chair), Debbie Tomlinson

**Absent**

**Clerk in Attendance:** Amanda Skidmore

**ACTION BY**

The meeting commenced at 6.35pm

*C Warren acted as Chair until S Mahal arrival, at the time stated.*

FG3/1

**Apologies for Absence**

Apologies for absence were received from Rachel Burnett, Andy Cokayne, Debbie Tomlinson.

**Apologies were accepted by Governors and the meeting was established as quorate**

FG3/2

**Declaration of Pecuniary or Business Interest**

Governors were asked if there were any business interests to declare. Nobody declared any business interests.

FG3/3

**Review of Membership**

Jane raised the issue of Governor membership. Terms of membership had expired for R Singh.

**RESOLVED: Governors present unanimously agreed to extend membership for R Singh.**

**ACTION:** Clerk to update Governor Membership on GovernorHub

**Clerk**

SEND, Pupil Premium and Sports Premium link Governors need to be agreed. R Gill recently resigned from her position as Governor, which leaves vacancy for PP and SP link. A decision on whether to amalgamate Standards and Personnel and Pupils Committee also needs to be made. It was suggested that a recruitment drive takes place for Governors. It was suggested that advertisement takes place on the website as a news item. A LA Governor is currently available.

**ACTION:** D Costema and S Mahal to pursue this with Year 3 parents. It was agreed that J Hill and S Mahal discuss the way forward for committees and possible amalgamation and that this item will be discussed further at the next FGB meeting.

**DC/SM**

**ACTION:** J Hill and S Mahal to discuss committee meeting amalgamation. **JH/SM**

**ACTION:** J Hill to advertise on website **JH**

A Cokayne to act as temporary SEND Governor link and C Warren to be PP and SP Governor Link

**ACTION:** J Hill to inform A Cokayne that he is temporary SEND Governor link **JH**

### **Minutes and Matters Arising from 12<sup>th</sup> December 2018**

FGB Minutes

FG3/4

**The minutes of the last Full Governing Board Meeting were ACCEPTED and RATIFIED by the Governing Board as a true and accurate record.**

P2 - An up-to-date policy review audit list was provided for the Governors at the meeting.

P2 - First Aid Policy has been reassigned to H&S Committee.

P2 - J Hill still looking into policy review. Item to be carried forward.

**ACTION:** J Hill to look into Policy Review and how to ensure these can be reviewed by Governing Board outside of FGB meetings. **JH**

P2- R Gill resigned as Governor so follow-up of Register of Pecuniary Interests no longer applies.

P2 - A Cokayne has submitted the benchmarking report, which will be reviewed at the relevant committee.

P3 - S Mahal has obtained an external candidate for HT Performance Management review.

P3 - Safer Recruitment Training obtained and relevant people been offered training.

Confidential Minutes

**The confidential minutes of the last Full Governing Board Meeting were accepted and ratified by the Governing Board as a true and accurate record.**

In light of L Hill's recent retirement, J Hardisty will look into the outstanding action from these minutes.

**ACTION:** see Confidential Minutes from 12<sup>th</sup> December 2018 **JHy**

### **Best Value Statement**

J Hill explained that minor amendments had been made to this document for accuracy.

FG3/5

**RATIFIED:** the Governors unanimously agreed the amendments to the Best Value Statement.

### **Inspection Data Summary Report**

J Hill reviewed the Primary Inspection Data Summary Report, which was provided for the Governors at the meeting. She explained that all of the quintiles either stayed the same or moved up one or two quintiles. Writing remains a strength for the school.

FG3/6

*S Mahal arrived at 6.56pm*

**Q:** Why, in the broadest terms, is Reading a highlighted area for improvement for the school?

**A:** 14 out of a possible 17 languages are spoken in the school. The Reading assessments seem to be more language heavy, and therefore if the children

Chair's Signature: ..... Date: .....

Gayton Junior School Full Governing Board Minutes held on 14/01/19.

don't understand the language, then it just isn't there. The school has got children to a certain point, but the next step is to focus on language, reading and interpretation.

**Q:** How are we to encourage this in the classroom?

**A:** We are trying to focus on pre-reading using small groups, looking at vocabulary; introducing reading more slowly. TAs are doing training for booster sessions and there is also the talk for learning initiative taking place.

*S Mahal took over as Chair for the rest of the Meeting.*

### **School Development Plan**

J Hill informed the Governors that this would now no longer be provided in hardcopy anymore.

FG2/6

J Hill reviewed the School Development Plan, which had also been provided for the Governors prior to the meeting.

**Q:** How will the impact on Essential Life Skills be done?

**A:** Nick has done work with Year 5 testing. We are currently waiting for results on this. Standards Committee will look at the impact of this in more depth.

P5-Reading. More funding has been placed into reading to help with focus and improvement.

P6-Maths. Homework packs have been provided to improve Maths which seem to have worked well and are building confidence with the children. Also investing in new multiplication tests and are currently looking into Athletics programme.

P7-Talk for Learning. Following the temporary TLR appointment, JO has led half a day's INSET training on this scheme. There has been a focus on a certain skill each month.

P11-Essential Life Skills. Grant money for this must be provided for out-of-school activities. It will be invested in basketball; graffiti club, steel drums.

P12-GDPR. This is an ongoing work in progress. All data within the school is secure. There have been no requests for FOI. DPO will help with further training in this area.

P13-Leadership and Management. TLRs will be informed of how to ensure they know what's happening in each classroom.

**Q:** How are drop-in activities monitored?

**A:** No formal procedure at the moment but J Hill will be keeping a note on the drop-ins that are made.

**Q:** Is the feedback from drop-ins provided as part of their performance review?

**A:** When performance review is done, this information is fed back to staff members.

**Q:** Do TLRs have a set list?

**A:** Yes, they use non-negotiables, for example, things in the work or planning that they look for.

The Governors commented that this was a comprehensive document and very clear. They obtained a good sense of what is being developed in the school.

### **Headteacher's Report**

J Hill referred Governors to the Headteacher's Report that had been provided prior to the meeting. She informed the Governors that D O'Donnell had done a walk around with each member of the teaching staff. They looked at each class individually to share good practice. As a result, every member of staff has changed something about the way they teach to

FG3/8

Chair's Signature: ..... Date: .....

Gayton Junior School Full Governing Board Minutes held on 14/01/19.

positive effect.

**Q:** Is that something we will introduce regularly?

**A:** J Hill suggested that it may not be done annually, but it would certainly be done periodically, however this was something that could be discussed further. D O'Donnell commented that it is something he would like to do annually.

J Hill reported that as a direct result of the positive effect this has had, the TAs are now doing something similar.

**Key Impacts**

These have been analysed further in the Headteacher's report, School Development Plan and Inspection Data Summary.

FG3/9

**Correspondence**

J Hill informed the Governors that the School's Financial Value Standards was ready for signing. This was signed during the meeting by S Mahal.

FG3/10

**Governor Training and Development**

J Hill informed the Governors that Safer Recruitment training was ready.

FG3/11

**Determination of Confidentiality**

It was determined that there were no items to be considered confidential as part of the evening's meeting.

FG3/12

**Date of Next Meeting**

The next Full Governing Board meeting will be held at 6.30pm on 25 March 2019.

FG2/13

J Hill will send out new dates/times of future meetings. She reminded the Standards Committee that the next meeting would be held on 23<sup>rd</sup> January 2019.

**ACTION:** J Hill to provide new dates and times of altered meetings

**JH**

The meeting closed at 8pm.