

**FGB MINUTES
BRUNDALL SCHOOL**

11th JULY 2016 at 7.00pm

Present:

Rick Stuart-Sheppard Head Teacher	RSS	Nicola Finch Chair	NF	Sarah Knights	SK
Gerlinde Diehl	GD	Clare Perkins	CP	Lisa Taylor	LT
Ben Mancini	BM	Nicky Talbot	NT	Mel Garrett	MG
Harriet Power	HP	Helen Hancy	HH	Chris Harrison (arrived at 7.40pm)	CH

Apologies:

None

In Attendance

Paul Graveling	PG		Fiona Johnston Clerk	FJ
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No.	Detail	Action
1.0	Welcome / Apologies for absence	
1.1	The chair welcomed Paul Graveling as an observer, Fiona Johnston as clerk and Ben Mancini to his first meeting as a new parent governor. Introductions followed.	
1.2	There were no apologies.	
2.0	Declaration of Interest	
2.1	LT and CP declared an interest in agenda item 10.	
2.2	There were no other declarations.	
3.0	Minutes of the last meeting on 25th April 2016	
3.1	The minutes of the last meeting (including the confidential minute) were agreed to be a true record and signed by the chair.	
4.0	Matters arising and Action Updates	
4.1	There were no matters arising.	
4.2	Action Updates – <ol style="list-style-type: none"> 1. NF has sent an email. Action complete. 2. Action remains outstanding. 3. Action remains outstanding. 4. All DBS checks have been done. Action complete. GD queried with NF if the school would need to see the certificate. NF explained the school only needed the number and date of issue.	
5.0	Governor Matters	
5.1	Resignations and Governor Vacancies - NF reported this to be SK's last meeting as a governor. NF acknowledged her input; which had been greatly valued and thanked SK on behalf of the governing body. NF extended an invitation for SK to continue to attend school events when	

	able.	
5.1.1	HH will be retained as an Associate governor.	
5.1.2	NF confirmed 7 Co-opted governor vacancies.	
5.1.3	PG was invited to give governors a brief biography and his reasons for wanting to become a Co-opted governor at the school.	
5.2	<p>Governor Visits to school – link visit reports are available in the monitoring folder.) HH – Staffing NT – Stakeholder review NF – Assemblies x 3, Year 6 visit to UTC, the Y6 leavers production, New parent Intake meeting and Budget review meeting. CP – Assembly (Gorillas), Link governor visit for Literacy.</p> <p>It was noted HP and CP have tried to arrange visits however these have been deferred until the new term. NF reminded governors of the protocol for arranging a visit with the teachers.</p>	SUPPORT
5.2.1	NF reported the new style monitoring forms had been well received.	
5.3	<p>Governor Training – GD – Governance Now, Child Protection and Safeguarding. LT – Governance Now. NF / MG – Academies briefing. (NF/MG reported this to be an interesting meeting and promised to forward information received on to governors).</p> <p>NF recommended governors who were interested in going to the Annual Governors conference (12 Nov 16) to book a place as places are limited.</p>	
6.0	Head Teachers report	
6.01	<p>NF invited questions from governors regarding the report -</p> <p>HH to RSS – Is there anything we can use from the briefing you attended for the Target Tracker demo? RR – There are a lot of school improvement type products on the market and most are costly. I did not believe we needed this particular product at this time; we have enough with Target Tracker although it is a lot of work for teachers.</p> <p>NF reported she had spoken to the new family who had recently joined the school and received good feedback.</p>	
6.02	<p>Updates since the report –</p> <ul style="list-style-type: none"> • RSS advised governors of small buildings works currently underway to the gate / bollard and pavement. • ‘Spring Clean’ have been engaged to carry out the Caretaking and Cleaning functions from September 2016. <p>NF – Will this impact on the locking up of the school after governor meetings? RSS – This has still to be negotiated.</p> <ul style="list-style-type: none"> • The Caretaker’s property will become available. <p>MG – Could NPS apply for planning permission to convert its use? RSS – There may be a covenant that it has to be used for educational</p>	

	<p>purposes and this will need to be determined.</p> <ul style="list-style-type: none"> • RSS shared details of a letter sent to all schools by Michael Rosen in the wake of the Brexit vote. • RSS and GD met to discuss safeguarding matters further to new materials recently published. 	
6.1	<p>RSS circulated the early headline results for all key stages. Provisional Y6 SATS results – NF suggested that ‘we should be reasonably pleased’ given the feedback both locally and nationally (illustrated in letters to Head teachers and governors from the NAHT and NGA.) Governors were told it was impossible to compare the results to anything from before; the bar had been raised and for KS2 to be in line / above expected National was a good result.</p>	
6.1.1	<p>RSS reported that the data is unvalidated at this time; raw scores would be converted to scale scores and over the summer converted to Average Point Scores. Progress information will be shared next term.</p>	
6.1.2	<p>RSS explained he would be data crunching with local schools on 14.07.16 and would be interested to see how those schools which had been moderated had performed as the writing score had never before been higher than the reading score and this was curious.</p>	
6.1.3	<p>Governors suggested this could have been because of a lower threshold or more of an emphasis on other subject areas?</p>	
6.1.4	<p>LT – Has there been any thought about how the results will be delivered to parents? RSS – There will be an explanation on report slips.</p>	
6.2	<p>2017-18 Term Dates – Governors were presented with the county model. <u>Governors unanimously agreed to adopt the 2017-18 term dates.</u></p>	
6.3	<p>2018-19 Term Dates - Governors discussed the dates highlighted for Inset and queried the worth of an Inset on 19th December as everyone would be too tired and wanting to finish for Christmas. HP – There are 5 days set aside in the first part of the year and none thereafter; this does not allow for any things that crop up at the beginning of the year! Governors agreed December was not a productive time for Inset. NF recommended for RSS to discuss the matter with the SLT and report back to governors. Action</p>	RSS
7.0	<p>Annual Safeguarding Report to Governors</p>	
7.1	<p>RSS and GD met to review the report (June 2015 – June 2016) and shared the findings with governors.</p>	
7.2	<p>Governors were asked to note that the self review tool for safeguarding and child protection would be completed in September 2016 pending legislative changes. <u>Governors suggested the cycle for review be altered to the Autumn term to capture any changes and this was agreed.</u> Action</p>	RSS / GD
7.3	<p>Safer Recruitment is currently up to date - NF advised she would be booking onto Safer Recruitment training in the next year.</p>	
7.4	<p>GD explained the Safeguarding Policy was currently under review. <u>NF proposed the current policy be rolled over as an interim policy until September 2016 – Governors agreed.</u></p>	
7.5	<p><u>Governors agreed to remove Drugs and Substance Misuse from the related Policies and Procedures as it was not considered a statutory policy.</u></p>	

7.6	The date for the next review of the First Aid Policy should read 7/17. Action	GD
7.7	Referrals and Multi Agency – Governors noted there had been minor changes since the report was compiled and RSS and GD agreed to liaise and update the report before sending NF a final copy. Action	RSS / GD
7.8	Governors noted the change in terminology from ‘e-safety’ to ‘online safety’ and the need for staff ‘to read and understand’ the ‘Keeping Children Safe guidance.	
8.0	Committee Reports	
8.1	Learning & Achievement Committee – meeting held on 23.06.16 and minutes circulated to governors. There were no further questions.	
8.1.1	RSS advised governors the application had been submitted on the Learning Outside the Classroom Silver award	
8.2	Resources Committee – meeting held on 16.06.16 and minutes circulated to governors. There were no further questions.	
8.2.1	NF reported that while the budget 2016/17 looked healthy, there had been some glitches identified in the software and the budget would need to be re-checked. Therefore CJ is currently checking this for us.	
8.2.2	FOBS Accounts Audit – The committee recommended the approval of the audited accounts following confirmation of the actions taken to address earlier findings. <u>The governors unanimously agreed to accept the FOBS Accounts for the period 2014-15.</u>	
8.2.3	Appraisal Policy – The committee recommended the FGB adopt the Appraisal Policy (Standard Norfolk model) and this was unanimously agreed. NT – Does the policy meet the requirements of the teachers themselves? RSS – We are now in the second year of the new format. Teaching staff had their initial objectives reviewed and new ones put in place for 2016-17. As previously discussed, leadership time is being addressed, there has been no need to address poor performance and there have been no appeals. Governors also received feedback from staff. There was slight resentment regarding the teachers pay being frozen, however, that is beyond our control. HH – Agreed the general tone of feedback had not been negative.	
8.3	Steering Committee – meeting held on 06.06.16 and minutes circulated to governors. There were no further questions.	
8.3.1	<u>The meeting schedule for 2016-17 was circulated and agreed.</u> PG asked NF to furnish him with a copy. Action	NF
8.3.2	LA GB Profile – previously circulated to governors for comment. <u>Governors unanimously agreed for the profile to be submitted.</u>	
8.3.3	GB Annual Statement – previously circulated to governors. NF reported she had noted the comments of governors and would make the proposed amendments before publishing the statement on the website. Action	NF
8.4	TSA Education Partnership Committee – NF attended meetings on 25.04.16 and 13.06.16 (governors noted the minutes for the latter were in draft). MG – Was a decision made about the SEN funding? NF – The Head teachers got together and worked several options. Brundall would lose out slightly but would be protected as there would be a capped	

	<p>rate of £20k</p> <p>NF reported that she had pushed for a governors meeting without the head teachers being present to investigate possible ways of working together.</p> <p>RSS added that they had wanted St Williams Primary School to remain as part of the partnership and they were looking at ways of doing this. It was felt there had been 2-3 years of working well together as a partnership and this was now unknown.</p>	
9.0	Policies for renewal	
9.1	<p>Safeguarding & Child Protection Policy – It was agreed to defer this until the next meeting pending new updates. Action</p> <p>CP – Could the changes be highlighted when we know what they are?</p> <p>GD - Yes</p>	NF / GD
9.2	<p>Concerns & Complaints Policy – The standard model has been used.</p> <p>NF reported she had added some general guidance to provide context and included the table (Page 2) to show exceptions to the policy as good practice.</p>	
9.2.1	<p>NF – Do you think the policy works?</p> <p>RSS – Yes, it's incremental and shows a desire to resolve things as soon as possible.</p> <p>NF advised governors to direct parents, if approached with a complaint to the policy and to the Head teacher. If the complaint was about the Head teacher, parents should be directed to the Chair of Governors.</p> <p><u>Governors agreed unanimously to adopt the Concerns and Complaints Policy</u></p>	
9.3	<p>Single Equality Scheme and Policy – NF thanked MG and HH for their input into the policy which governors agreed met the statutory requirements.</p> <p><u>Governors unanimously agreed to adopt the policy.</u></p> <p>GD – Why is the review cycle for this policy 3 years?</p> <p>NF – From a statutory point of view.</p>	
10.0	Confidential Item	
10.1	1 item was discussed. PG left the meeting at this point (8.30pm)	
11.0	Any Other Business	
11.1	<p>RSS advised the school had stayed open for the strike action (05.07.16) but closed 4 classes.</p> <p>CH expressed his disappointment that he had found out about the strike before a formal notification from the school.</p>	
11.2	NF advised governors that from September 2016 the DfE has requested governor details be uploaded to Edubase. Data will be collected and made publicly available.	
11.3	<p>NF urged governors to complete their skills audits if not already done so.</p> <p>NF reported she intended to analyse the results over the summer holiday.</p> <p>Governors were reminded to include any in-house training and Academies briefings in their audit as they would count as CPD. Action</p>	All
11.4	NF thanked all governors for their support of her as Chair this year and looked forward to working with everyone again in the next year.	

The meeting finished at 9.05pm.