

BRUNDALL SCHOOL

Minutes of the Full Governing Board Meeting

23rd April 2018 @ 7pm

Present: Nicola Finch (NF) (Chair), Mel Garrett (MG), Rick Stuart-Sheppard (RSS) (Headteacher), Gerlinde Diehl (GD), Clare Perkins (CP), Harriet Power (HP), Chris Harrison (CH) Lisa Taylor (LT)

Apologies: Nicky Talbot (NT), Paul Gravelling (PG)

Minutes: Suzanne Burgess (SB)

Item		Action
1	Apologies Received from NT and PG – all accepted.	
2	Declarations of interest LT advised that her husband no longer works for Bertrams book wholesalers.	
3	Minutes of Last Meeting The minutes and Confidential minutes of the last meeting 5 th February 2018 were signed and recorded as a true record. 3.1 Matters Arising Action 1 – This needs to be added to the website. 3.2 Actions Update This will be discussed under Item 7 on the agenda.	
4	Governor Matters 4.1 Governor Resignations and Governor Vacancies There are no more resignations. There is one parent vacancy and one coopted vacancy. There was no response to the call for nominations for the parent governor vacancy. It was asked if a parent who is a FOBS committee member can become a governor. NF confirmed that FOBS committee membership does not preclude a parent from becoming a Parent Governor. 4.1.1 LA Governor Re-appointment NF's term comes to an end in May 2018 and she is happy to stand again. All governors voted unanimously for NF to be recommended for reappointment as Local Authority Governor. SB to notify Educator Solutions and forward the relevant and completed form. 4.2 Governor Visits MG completed an SEN Visit last term. NF has attended a couple of assemblies. GD attended the NSPCC assembly and thought it was very good.	SB

	<p>CP, NF and GD attended the school of sanctuary assembly and all thought it was very good.</p> <p>4.3 Governor Training</p> <p>NF thanked all governors that attended the Appeals Panel training on 26th March 2018. GD advised she will complete training with Educator Solutions at the session they are running in May.</p> <p>4.4 Communication for Parish Council – Committee for Development of Recreation Opportunities</p> <p>It was agreed that while it would be a good to develop links with the Parish Council, Governors do not have the capacity to take on membership of the CDROB Committee in addition to their existing governor workload. However, it was agreed that we would be happy to provide feedback to the committee as required or attend the meetings on an adhoc basis if a governor happens to be available. NF will write to the PC Chair accordingly.</p>	<p>NF</p>
<p>5</p>	<p>Headteachers Report</p> <p>Questions on the Report:</p> <p>CP asked about the Yare Church’s Trust Reading Volunteers – will they have a C of E focus to the reading material or broader range. RSS thought the focus was on supporting reading generally rather than there being a religious focus on the reading material.</p> <p>NF asked when the Moderation Training was taking place? KS2 is tomorrow, EYFS in the next couple of weeks and KS1 was last week.</p> <p><i>CP noted the PATHS scheme and asked how it is going as it seems the Subject Leader has done a lot to drive this.</i> RSS advised it is going well and he has received a parent email praising PATHS and the effect it has had on her child.</p> <p>RSS gave an update to his report.</p> <p>Attendance – RSS noted that since the high profile case reported nationally in the media there has been a slight increase in holiday requests.</p> <p>RSS reported that the Spelling Initiative – is going well. HP noted the timing was helpful given the lead up to SATS and SPAG is the first SAT this year.</p> <p><i>The question was asked about how any additional support is catered for in SATS.</i> It was noted there is quite a strict criteria and extra time, etc. has to be applied for in advance. There was discussion about who is responsible for making ‘reasonable adjustments: exam boards or school eg. coloured exam papers for dyslexic children. RSS to check.</p> <p>5.1 SIDP Progress Update</p> <p>Target 4 – Preparing pupils for life in modern - a number of things have taken place/are planned:</p> <ul style="list-style-type: none"> - Special week is dedicated to this in May. Teachers are being given a free rein on how they interpret and deliver the activities during the week. - Library gang bought have brought appropriate books. - The school is taking part in the City of Sanctuary initiative. 	<p>RSS</p>

	<p>Target 2 – Develop Subject Leadership – a wide variety of training has been undertaken and more is scheduled. The recent Target Tracker Teacher Training day was very good.</p> <p>Target 1 – Raise standards of Achievement</p> <ul style="list-style-type: none"> - overall progress data was reviewed at L&A meeting. - We have also been using NFER Tests which is proving useful. - RSS noted government plans to change testing in the future. There will be a new NFER baseline test in Reception but no KS1 test so progress will be measured R-Year 6. This is likely to come in for academic year 2020/21. <p>5.2 2018/2019 Intake Numbers</p> <p>Reception intake for next academic year is currently 39 – our maximum in take capacity is 45. Speaking to other schools they are slightly down on their intakes. RSS envisages the same number of classes at the moment.</p> <p>Pearson Teaching Awards – Mrs Brown has been shortlisted in the Primary Teacher category. A judging panel is visiting the school in May and the outcome will be announced on 22nd June.</p>	
<p>6.</p>	<p>Bungalow</p> <p>NF noted that County came into school in December 2017 to advise that, following our original discussions in July, they have undertaken some analysis on the viability of potential sites to build a new school and feel there is a more viable site in Blofield than Brundall. We stressed to them the need to redevelop the bungalow regardless of the outcome of their new build review and they said they would look at this and raise it at a meeting in January with a view to trying to garner some support to move this forward, however due to other project priorities, even if support was forthcoming it would not be something which could happen quickly. However, we have not heard anything more from them since, so NF thinks that we need to push them again. HP said that she thinks the bungalow is not as bad as she first thought, it was used for Rock Steady which worked well. NF noted that although there may be occasions when it could be used on an adhoc basis it was not suitable for long term use in it's current form and that we need to chase County again. There was general agreement to be more proactive at keeping this on County's horizon otherwise it is unlikely to be progressed. There was concern that by not being proactive we could be missing out on funding which other schools seem to get access to. The possibility of a mobile classroom was discussed and if this was acceptable then a change of access would be a good idea. It was suggested that County come to the school at drop off or pick up time and see the problems that are encountered. In light of the above issues it was suggested that a complete re-think of the school access locations needs consideration, given the current difficulties which are not going to improve, particularly given the fact that more housing is going to be built. With the traffic situation as it is it may be a good idea to get the Parish Council involved.</p>	<p>NF</p>

7	<p>Wraparound Care Research Data</p> <p>CP and LT presented the findings of their initial research. LT advised she has gone through the DofE form and highlighted what we need. It was noted that anything offered after school is classed as Wraparound Care, ie. the after school clubs are already offered. Very few schools finish at 6pm, the majority they looked at finished earlier than that. It is also a mixed picture locally in terms of before school provision. The research process needs to be formalised and looked at in depth to ascertain actual demand and viability. CP advised that according to the documentation reviewed we do not have a suitable space to provide any care provision over and above the current after school activities at the moment. NF, LT, CP and RSS met with a new external provider who had approached the school for after school provision but all were unanimous that he was not suitable. In order to ascertain actual demand for standalone wraparound care we need to send out a defined questionnaire to parents and also further research is required on the costs for an external provider to run something should sufficient capacity become available. Given the information researched to date, we do not currently have the capacity to establish standalone provision. We have got all the basic information/understanding of factors to consider and are still committed to looking at ways this can be accommodated in the future but this is not a straightforward issue and will need a lot of planning. It was noted that developing the bungalow could potentially provide a solution to having a suitable space to accommodate additional wraparound care. LT/CP agreed to continue looking at this and come up with a questionnaire.</p>	LT/CP
8	<p>GDPR Employee Data Policy – recommended for approval</p> <p>This was unanimously approved by governors.</p>	
9	<p>Committee Reports</p> <p>9.1 Steering Committee – draft minutes previously circulated were noted. There were no comments or questions.</p> <p>9.2 Resources Committee – draft minutes previously circulated were noted. NF advised she has received notification from County that the SFVS we submitted was within the time frame and shows that we are a compliant school; as such the RAG rating is green. NF thanked everybody involved.</p> <p>9.2.1 Budget 2018/19 – recommended for approval</p> <p>This was unanimously approved by governors. GD asked about the figures for supply staff insurance as she felt this was rather high. MG advised that the SEN funding for next year will be £8,443 instead of £10,000</p> <p>9.3 Learning and Achievement Committee – draft minutes previously circulated were noted. There were no questions or comments.</p> <p>9.4 TSA Education Partnership – no questions. RSS had a HT meeting and confirmed that we would not be putting any more money into the Partnership pot. The way forward for working</p>	

	together will be discussed at the partnership Governors meeting in June so hopefully there will be something definitive to report at the July FGB.	
10	Whistleblowing Policy – recommended for approval This was unanimously approved by governors..	
11	Identification of Confidential Items None	
12	Any Other Business None	
13	Date of next meeting FGB 9 th July 2018	

ACTION LOG

Action Item	Agenda Item	Action	Action by	Date By
1	4	LA Governor Re-appointment - notify Educator Solutions and forward the relevant and completed form.	SB	
2	4	To find who is responsible for making 'reasonable adjustments: exam boards or school eg. exam papers for dyslexic children.	RSS	
3	6	Be more proactive at keeping the bungalow on County's horizon.	NF	
4	7	LT/CP to come up with a questionnaire for parents re the Wraparound Care.	CP/LT	

Meeting Closed 21.15 pm

Signed by..... Position.....

As a true record of the meeting held 23rd April 2018

At the meeting dated.....