

BRUNDALL SCHOOL

Minutes of the Full Governing Board Meeting

17th September 2018 @ 7pm

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

Apologies: Paul Gravelling

Minutes: Suzanne Burgess (SB)

Item		Action
1	Apologies Received from Paul Gravelling (PG) and accepted.	
2	Declarations of interest None – SB handed out the Declaration of Interest forms for governors to check/update and sign.	
3	Election of Chair and Vice Chair NF was nominated as Chair for another term in a unanimous vote. MG was nominated as Vice Chair for another term in a unanimous vote.	
4	Governor Matters 4.1 Resignations and Vacancies NT and CH have both now stepped down from their role as governors. There are currently 2 co-opted governor vacancies and 2 parent governor vacancies. NF has had 4 people contact her expressing an interest in the Parent Governor vacancies and she has met with 3 of them. 1 further parent has also expressed an interest and NF has emailed them but is yet to hear back. If all 5 candidates respond to the formal call for nominations the we will have to run a full election. 4.2 Governor Training The Finance training Directory was highlighted. NF reminded governors that the courses in this directory are not booked in the usual way via Governorhub but must be booked in accordance with the instructions in the directory. 4.2.1 Governor Finance Training Brochure NF handed out the Educator Solutions 2018-19 Training Course Directory to governors. 4.3 Governor Visits to Schools 4.3.1 MG conducted an SEN visit June 2018. The visit report was noted.	SB

	<p>MG asked SB to forward her the next year's meeting dates so that she can pass them onto Mrs Sutton (SENCo). MG advised that Mrs Sutton thought that subscribing to Willow Tree was a good investment.</p> <p>CP asked if anything has been heard about SEN funding? – RSS advised that he had put in bids but unfortunately received no additional funding – only 80 schools out of 430 that had applied received funding. The second round of bidding has not come into place so RSS has put another bid in and is waiting to see if they are successful.</p> <p>RSS is going to the Headteachers conference and Sarah Tough will be speaking about funding.</p> <p>RSS advised that appointing Mrs Culham as Pastoral Support has proved to be a very good thing; she brings a wealth of knowledge which is really valuable.</p> <p>NF thanked MG for her report.</p> <p>4.3.2 - CPs Literacy Spelling Focus – NF thanked CP for the report. MG asked if Spellodrome has stopped - RSS advised that yes it is coming to an end. CP advised that she is still waiting to review the data.</p> <p>4.4 BPS Governor Code of Conduct</p> <p>SB handed out the forms for governors to sign.</p> <p>4.5 Register of Interest</p> <p>This was signed by governors.</p> <p>4.6 Educator Solutions Governance & Leadership Service Desk Top Audit</p> <p>Governors reviewed the Educator Solutions Desktop Audit. NF has received an email from Educator Solutions with a lot of incorrect information regarding governor training and is in the process of compiling a reply to them. It was felt that while the information could potentially be helpful, the observations have been made on incomplete/incorrect information. It was noted that not all of the training undertaken is via Educator Solutions, however there are still some errors in their records. Governors were requested to check the training information noted for them and to advise NF/SB of any corrections, so that this can be noted in the response to Educator Solutions.</p>	ALL
5	<p>Minutes of Previous Meetings (July FGB, June Resources, June L&A)</p> <p>FGB Meeting 9th July 2018</p> <p>The minutes of the last meeting 9th July 2018 were signed and recorded as a true record.</p> <p>L&A Meeting 21st June 2018</p> <p>The minutes of the last meeting on 21st June 2018 were signed and recorded as a true record.</p> <p>Resources Meeting 12th June 2018</p> <p>The minutes of the last meeting on 12th June 2018, including the Confidential Minutes were signed and recorded as a true record.</p>	

<p>6</p>	<p>Matters Arising and Outstanding Actions FGB Meeting 9th July 2018 Item 1 – Wraparound Care Survey – carried forward to next FGB meeting. Item 2 – Complete Item 3 – Complete Item 4 – Complete Item 5 – Complete Item 6 – Complete / Appraisal Policy Item 7 – NF, HP and LT have outstanding Skills Audit Forms. SB to email forms to HP and LT for completion and return. Learning & Achievement Meeting 21st June 2018 Item 1 – Complete Item 2 – Complete Item 3 – Outstanding – RSS to forward a list of staff training to SB to load onto GVO. Resources Meeting 12th June 2018 Item 1 – Complete Item 2 – Complete</p>	<p>NF/HP/ LT</p> <p>RSS/ SB</p>
<p>7</p>	<p>Confirmation of Link Governors NF has compiled a list linking it to the various Ofsted pillars per the proposed new link structure in addition to the statutory links. RSS is compiling an updated development plan for the school. NF proposed that each element of the plan notes which Link area it relates to so that Governors can monitor accordingly. In order to help Governors with the new link structure, NF has read through each pillar of the Ofsted Framework and given governors specific page numbers relating to their Pillar Link to ensure they are familiar with it. Governors confirmed they were happy with their link governor roles as proposed. It was noted that, in addition to LAC link, HP is also Attendance link – list to be updated accordingly. HT Performance Management is booked for Friday 12th October 2018 – NF has provisionally booked this and will confirm with the External Advisor, Julie Westrop. CP agreed to take this on with NF.</p>	<p>SB</p> <p>NF</p>
<p>8</p>	<p>Headteachers Report NF thanked RSS for the report. LT was disappointed that the company previously employed to repair the climbing wall had not done a very good job at all, as the repairs had not lasted. RSS confirmed that subsequently Mr Holmes had now undertaken some repairs to the wall and done a good job. RSS gave some updates to his report. 43 pupils joined Reception in September. RSS advised that the joint training with St Williams Primary on inset day was very good and the Behaviour Policy will be revamped on the back of that.</p>	

	<p>RSS advised that the issue with the leak in the practical area has now been repaired and re-piped above ground. The boiler has not been tested yet but does need to be before the cold weather sets in.</p> <p>RSS has an appointment re the Feasibility Study at 8.30am on Monday – NF advised she would like to attend this.</p> <p>8.1 2018 Key Data Results</p> <p>RSS advised that our results had improved since the provisional results in July due to some successful re-marks. Results were overall very good with 76% achieving the expected standard against the national result of 64% for reading, writing and maths combined. The individual results for reading, writing and maths were all in the 80% range for achieving expected which are all above national. The Greater Depth scores were more mixed but the reading result (40%) is the highest score we have ever had in a subject whereas maths was quite low (9%).</p> <p>Pupil Progress – This has been taken from every KS1 child in the country to see if they were above or below the average. Early indications are that reading and writing progress scores were positive, and maths was less so, but final figures are being confirmed.</p> <p>RSS advised that no results had been seen from other schools, so is unsure how our results compare locally. Governors congratulated staff and pupils for a good set of results. Although final results will be confirmed later in the term, it was felt that a focus on improving maths performance needs looking at and incorporating into the SIDP. Levels of maths support in Y6 were discussed.</p> <p>HP is happy that there is going to be a maths inset day this term.</p>	
<p>9</p>	<p>School Vision</p> <p>Governors confirmed they are happy with the school vision it just needs a few tweaks in respect of the final bullet point regarding sustainability. NF requested that each of the 3 elements is numbered and the SIDP includes a reference to how each item in the plan relates to an element of the vision.</p>	
<p>10</p>	<p>Safeguarding</p> <p>GD advised that the Keeping Children Safe in Education guidance came into force 3rd September 2018 and the County model policy is being updated and revised for Governors. She needs to go through it with RSS and it will hopefully be available for approval at the October meeting. There are a number of policies needing to be reviewed. NF advised that she is aware of this and will look at what needs to be progressed and by whom; noting that some policies have been reviewed but may not yet have been uploaded to GVO or the website. GD advised the Attendance Policy is out of date and she will meet with RSS and go through it.</p> <p>SB to check the information on the Health and Safety Policy with Kim.</p>	<p>GD/ RSS SB</p>

11	<p>Finance Matters</p> <p>11.1 BCR MG asked if we are due any money from the supply staff insurers. RSS advised no. SEN Budget £10,000 – 84% of the budget spent with 6 months to go. The pressures on SEN funding were discussed earlier. National Funding Formula – we are currently looking at a number of different methodologies prepared by the Local Authority and MG is attending a briefing on the 25th September 2018.</p> <p>11.2 PTA Accounts Audit Governors discussed this and there are no concerns to note. NF thanked the PTA for all their hard work.</p> <p>11.3 Teachers Pay Award Update It was noted that the STPCD for 2018 has not been issued yet. MG is monitoring and will advise when the policy is available.</p>	MG
12	<p>Identification of Confidential Items None.</p>	
13	<p>Any Other Business The parent surveys are in – 68 have been received and most of them are positive. The results need to be input to the templates created by NT, collated and a report produced, but this may take some time as it is a time consuming exercise. MG asked about the Staff Performance Management Reviews and RSS advised that he would be starting them tomorrow (18th September 2018). Governors expressed concern about the parking situation at the school. It was noted there is an increasing congestion on The Street around the junction with Highfield Avenue, at drop off/pick up time, to the extent that recently an ambulance could not get through. It was noted this is unlikely to improve as more housing is built NF will email Andrew Proctor (as local councilor and NCC leader) and the Chair of the Parish Council expressing our concerns.</p>	
14	<p>Date of Next Meeting 17th October 2018 (Wednesday)</p>	

ACTION LOG

Action Item	Agenda Item	Action	Action by	Date By
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1	4	Governors to check training information and advise NF/SB of any corrections.	ALL	
2	6	SB to forward her the next year's meeting dates to MG.	SB	
3	6	RSS to forward a list of staff training to SB to load onto GVO.	RSS/SB	
4	6	NF/HP and LT to complete outstanding Skills Audit Form.	NF/HP/LT	
5	7	NF to confirm with External Advisor Julie Westrop re the HT Performance Management provisionally booked for 12 th October 2018	NF	
6	10	GD and RSS to meet to look through the Attendance Policy.	RSS/GC	
7	10	SB to check the information on the Health and Safety Policy with Kim.	SB	
8	11	MG to advise when the STPCD 2018 has been issued.	MG	

Meeting Closed 9 pm

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

As a true record of the meeting held 17th September 2018

At the meeting dated.....