

BRUNDALL SCHOOL

Minutes of the Full Governing Board Meeting

9 July 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), Paul Gravelling (PG)

Apologies: Nicky Talbot (NT)

Minutes: Suzanne Burgess (SB)

Item		Action
1	Apologies Received from NT and accepted.	
2	Declarations of interest None	
3	Minutes of Last Meeting The minutes and Confidential minutes of the last meeting 23 rd April 2018 were signed and agreed as a true record.	
4	Matters Arising and Actions Update Item 1 – complete Item 2 – complete Item 3 – complete. NF thanked LT and SH for joining herself and RSS when County visited the school last Friday to discuss the school site capacity/bungalow. They did a complete walk round of the school and are looking at it now as they recognise that the new school for Blofield will take time to come to fruition. County will complete a feasibility study to look at potential ways to adapt the school to meet its needs as the school roll rises which will take around 8-12 weeks. RSS felt that the meeting was very useful, and County will return in September to start the process. Item 4 – still ongoing and will be carried forward to next term.	
5.	Governor Matters 5.1 Governor Resignations and Governor Vacancies NT and CH are both standing down at the end of term. NF thanked them both for being part of the team and how much she valued their support and hard work. There are no more resignations. There are now two parent vacancies and two co-opted vacancies. NF attended the new parent intake evening where she spoke about the role of governors and invited anyone interested in becoming a governor to contact her for a chat to find out more about the role and the Parent Governor process.	

<p>5</p>	<p>Four people have expressed an interest and NF had met with one of them this morning and is waiting to hear from the others to confirm dates for a chat.</p> <p>5.2 Governor Visits to School</p> <p>MG has attended two budget meetings and also met with RSS about staff appraisal and to review the themed audit results in respect of payment cards.</p> <p>NF has attended a few assemblies, the new parent intake evening, an HR Link Visit, the Year 6 UTC day (she noted that UTC staff were extremely complimentary about the children and their behavior) and Rock The Boat which was one of the best she had been to. NF to write a thank you letter to FOBS for all their hard work throughout the year. Action NF</p> <p>5.2.1 NSPCC Assembly and Workshops (GD Report)</p> <p>NF thanked GD for a very good report. RSS said that there was going to be a non uniform day on the last Monday of term and they are asking for a voluntary donation of £1.00 which will go to the NSPCC. RSS advised governors of the correspondence from a parent regarding the event. As a result he has taken advice regarding when parents are entitled to withdraw their children from activities and this occasion would not fall within the criteria.</p> <p><i>Governors supported RSS with his approach.</i></p> <p>5.3 Governor Training</p> <p>GD confirmed she had completed the appeals training, but felt it was not as beneficial as it might have been and as such, wasn't sure she would feel confident sitting on an appeals/complaints panel if the situation ever arose.</p>	<p>NF</p>
<p>6</p>	<p>Headteacher's Report</p> <p><i>NF asked RSS does he know the current persistence absence figure?</i> RSS will find out for the next FGB meeting.</p> <p>It was noted that the new methodology for distribution of SEN funding is underway, whereby the funds are no longer devolved to clusters to manage but schools have to make individual bids for each child. There have been substantially more bids than there is funding so there are likely to be substantial pressures on funding for SEN provision. NF asked about if we know the outcome of our funding bids yet? RSS advised nothing has been heard yet.</p> <p>RSS advised there is a child coming into the school in September with very complex needs and substantial support will be required. He also advised that there is another child in the school whose</p>	<p>RSS</p>

needs have escalated and strategies to support them are being implemented and monitored.

RSS noted the voluntary contribution from people to the school (e.g. parent volunteers, governors, FOBS) is 1,000's of hours which add great value to the school and felt this was phenomenal. RSS advised that the NAHT is organising a march on Downing Street on 28th September 2018 to highlight their concerns around school funding.

Adopted children – RSS advised that we had a visit from Annie Oakley of Arden Grove school who is very experienced in this area. It was a very good visit and she gave a lot of good advice. She has offered to return to school in September.

It was noted that a number of parents have advised they are very pleased so far with PATHS. *LT asked how will this continue?*

RSS advised that Mrs Wickes is leading on this and since the meeting she has an action plan and it will continue inhouse.

6.1 Target Tracker and Data

The Target Tracker data was noted and will be looked at in detail early next term.

Year 3, 4 and 5 did NFER Tests – we'll see how the September scores match up on the Target Tracker. Y5 (next year's Y6) need careful monitoring. 8 out of 32 children are very behind and another 8 children are on track for expected but need watching closely. CP to meet with RSS to go through the Target Tracker.

6.1.1 EYFS Assessment Results

The results were noted. Our GLD figure is 74%.

6.1.2 KS1 Assessment Results

CP asked if the 2.6% referred to one child and RSS confirmed this. It was noted that we were moderated this year. The results had been discussed at L&A and were noted as generally encouraging, with Maths and Science looking strong at 81.6% each. However the Writing figure of 63% was significantly lower than the Reading and Maths figures and this appeared to have impacted the combined RWM figure of 58%. This will be looked at to try and address any particular issues.

6.1.3 Provisional Year 6 SATS Results

The SATS results are a week later this year and they will be available online from 7.30am tomorrow morning.

6.1.4 Year 6 Teacher Assessment

The Teacher Assessments are in the high 80% for each subject. The figure for writing (88%) is confirmed as what will be published in the school performance data.

6.1.5 SIDP Progress Update

RSS has put together a summary of progress with the plan. CP noted, re the 8 week spelling focus, that Mr Gayford (Joint Literacy Lead) hasn't got all the data together yet so she will do a link visit to look through it with him. Miss Glover (Joint Literacy Leader) is also going through the data. CP thought it important that, although this particular initiative is complete, the focus should be maintained. There is a suggestion that in the future maybe there

	<p>could be a vocabulary focus. CP advised that Mr Gayford is keen to have a special week on poetry.</p> <p>In terms of the 4 key priorities – there was a discussion on whether these remain a priority? Going forward for next year we need to look at what is going to make these still a priority. RSS will look at the 4 priorities and see how we go forward with it. NF asked if we are now going for a Gold award for LOTC and Sports as we have achieved Silver. RSS was unsure at present will discuss the relevant subject leads.</p> <p><i>LT asked if the leak had been fixed in the boiler?</i> RSS advised that one part of the school is fine but they do need to come back and go under the floorboards of the practical area, as soon as this is completed both boilers will be up and running.</p> <p>NF thanked RSS for a good informative report.</p>	
7	<p>Annual Safeguarding Report to Governors</p> <p>NF thanked RSS and GD for their work on the report. It was noted there is a new document for safeguarding coming into force in September. RSS is going on a course next week for this and there will be governor training for it in the Autumn which GD will try and attend.</p> <p>GD advised that some policies have been reviewed but they are not on GVO or the website yet, she also feels that the website is outdated as some of the policies on there are out of date or not used anymore. NF is aware of this and it is going to be looked at.</p>	
8	<p>Quantum Planning Application – Land East of the Memorial Hall</p> <p>RSS has had an email from the Parish Council regarding our views. NF suggested doing an updated status report on our capacity to the Planning Committee. NF also suggested forwarding the Parish council a copy of this and our previous comments on the application. Agreed. Action RSS</p>	RSS
9	<p>Committee Reports</p> <p>9.1 Steering Committee – draft minutes previously circulated were noted. There were no comments or questions.</p> <p>9.1.1 Governance Structure and Meeting Schedule</p> <p>NF asked if all governors had read her proposal for next year going forward. A discussion ensued regarding the pros and cons of the proposed changes, particularly in respect of scrapping the L&A and Resources committees and moving instead to a more regular evening FGB meeting. A governor queried if evening meetings would be a barrier to someone becoming a governor if they were a single parent in terms of potentially needing to incur child care costs? NF noted that this wouldn't be an issue as there is a policy in place which allows governor expenses to be reimbursed for this type of situation, thus removing the barrier.</p> <p>Another governor felt NF's idea is a very good one. CP noted she finds the Steering Committee very helpful but suggested a different evening for the FGB meetings rather than just a Monday, possibly try a Monday or Wednesday – it was agreed to alternate the</p>	

	<p>meetings between Mondays and Wednesdays to try and accommodate all governors. Governors agreed to trial NF's proposal for the new academic year and see how it goes – the next FGB meeting is 17th September 2018.</p> <p>9.1.2 Annual Governance Statement This will be uploaded to GVO before the end of term for governors to confirm they are happy with it prior to it being uploaded to the website.</p> <p>9.2 Learning & Achievement Committee The draft minutes are still with CP for checking prior to being issued but will be uploaded to FGB pack as soon as they are available.</p> <p>9.2.1 SEN Policy – recommended for approval MG advised that the SENDCo has updated the policy. It was noted that the word 'partnership' needs to be removed from the 'who can I contact' section. RSS will do this and then forward to SB to upload to GVO. This was unanimously approved by governors.</p> <p>9.3 Resources Committee – draft minutes previously circulated were noted with no questions.</p> <p>9.3.1 Budget R1 – Approval MG advised that she is still waiting for Chris Jefferson's notes. Some PPA has been allocated against the sports premium. NF advised that for next year's budget she is giving some thought to potential alternatives for governor information, advice and training resources to see if there are comparable services which offer better value for money but which also ensures governors can access high quality training which is accessible to fit in with their busy schedules.</p> <p>9.4 TSA Education Partnership – NF advised that the partnership is not continuing in its current format but the Headteachers will still meet regularly. The governors will also meet separately on an informal basis to share best practice and discuss wider issues around governance which they are dealing with.</p>	RSS/ SB
10	<p>Policies for Renewal</p> <p>10.1 Concerns and Complaints Policy – This was agreed by governors with no changes to be made.</p> <p>10.2 Appraisal Policy – some changes are needed. SB to finalise highlighted changes, date/review date</p> <p>10.3 GDPR Policy – this is on the website in draft and was approved by governors.</p>	SB
11	<p>Any Other Business</p> <p>11.1 Governing Board Skills Audit NF handed out forms for governors to complete and bring to the next meeting.</p>	
12	<p>Date of Next Meeting FGB 17th September 2018</p>	

ACTION LOG

Action Item	Agenda Item	Action	Action by	Date By
1	4	c/f from previous meeting: devise parent survey to assess demand for wraparound care	CP/LT	
2	5	Write to FOBS to thank them for their efforts this year	NF	End of term
3	6	RSS to find out the persistence absence figure.	RSS	17 Sept 18
4	8	Forward update on our current capacity to BDC Planning committee and cc Parish Council	RSS	End of Term
5	9.2.1	The wording needs to be changed on the policy. RSS to do this and then forward to SB for upload to GVO.	RSS/SB	
6	10.2	Finalise highlighted changes, date/review date on the Appraisal Policy	SB	
7	11	Complete Governor Skills Audit form and bring to September FGB	All	17 Sept 18

Meeting Closed 21.20 pm

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

As a true record of the meeting held 9th July 2018

At the meeting dated.....