



Full Governing Body Meeting

Date	Monday 18 th July 2016
Present	Ray Allen (RA), Natalie Bellis (NB), Heidi Brydon (HB), Debbie Collis (DC – Associate Head Teacher), Jen Colwell (JC), Stuart Everard (SE), Marian Gerrett (MG), Michael Jennings (MJ – Chair), Kym Lyons (KL), Rachel Simmonds (RS – Head Teacher), Kath Martin (KM), Dave Tanner (DT), Philip Worsfold (PW)
In Attendance	Rachel Robertson (RR – Clerk)
Apologies	Leisha Krandoo
Absent	
Quorum (50% or more)	Yes
Meeting duration	17:00 – 19.00

#	Actions carried over from 16 May 2016	Responsible
1	DC to update governors with all events/ activities during governors’ week, and confirm year group contacts with FGB	DC - complete
2	RR to coordinate governor attendance at events during governors’ week	RR - complete
3	ALL governors to email their year group contact to ask if they can visit their groups during governors’ week	ALL - complete
4	CR to provide a projection of the budget reflecting the lower level savings	CR - complete
5	RS to speak to NB to discuss what role is most appropriate for her during the consultation	RS/NB - complete
6	Governors to contact the Chair if they are able to take part in interviews.	ALL - complete
#	Actions from 18th July 2016	Responsible

1	The Chair / portfolio holders will email the Scheme of Financial Delegation to the FGB who will reply with agreement or amendments for ratification in August so the document is ready for September's audit.	ALL
2	MG to take forward the ratification of the Health & Safety Policy in the September FGB meeting.	MG
3	Premises and Personnel portfolio to send termly H&S reports to FGB going forwards.	MG/
4	The Chair to write a formal letter of complaint to the senior manager for HR in the LA.	MJ
5	RS to identify FGB meeting dates to include achievement / attainment (before September)	RS

Item	Minutes	Outcome
1	Welcome & Completion of Attendance Register inc Apologies	
1a	Apologies accepted from Leisha Krando, Jackie Whitford	Recorded
2	Declaration of interests – any changes to be recorded	
2a	No declarations of interest made.	Recorded
3	Note of last meetings and matters arising	
3a	The Chair noted there are two sets of FGB meetings to agree, and two consultation panel meetings.	
3b	<p>Chair's note from FGB meeting on 25th April when Clerk was unable to attend. All agreed that the note of the meeting on 25 April 2016 is an accurate recording of decisions made in the meeting.</p> <p>A change in governors' year groups was pointed out – it was noted that this amendment has been made on GVO.</p> <p>Matters arising</p> <ul style="list-style-type: none"> <input type="checkbox"/> Governors' week (see item 6) <input type="checkbox"/> The Chair noted that the meeting with parents as per the FGB on 25th April did not go ahead due to the process being put on hold whilst queries are being put forward by the secondary school. <p>There will be a meeting next Tuesday which MG will attend, where W Blatch will present their project requirements to a range of bidders.</p> <p>Planning permission will now not be granted until autumn, and the project is currently running with a delay of around 9 months due to the ongoing discussions between the EFA and the secondary school's sponsors.</p>	Agreed/ Recorded

3c	<p>All agreed that the confidential minute of the extraordinary FGB meeting on 16 May 2016 is an accurate recording of the meeting.</p> <p>It was noted that no appeals have been made, so the Appeal Panel on scheduled for 21 July will not take place.</p>	Agreed/ Recorded
3d	<p>The Chair explained no members of the public attended the open session at the Outcome Panel on 7th July.</p> <p>The Chair told the FGB that panel members accepted the Consultation Outcome Paper which set out the consultation process.</p> <p><i>The Chair noted the panel asked the SLT members how much of their time the consultation process had required, and whether this had impacted on the children's education.</i></p> <p>The SLT reassured the panel members that the children's education has not suffered as a result of the consultation.</p> <p>The Panel then agreed that the interviews would go ahead as set out in the paper.</p> <p>All agreed that the minute of the Outcome Panel on 7th July is an accurate recording.</p>	Informed/ Agreed/ Recorded
3e	<p>The Chair explained that the Selection Outcome Panel took place on 13th July and no clerk was available to minute the meeting, so he has provided a note to be agreed today.</p> <p>The Chair explained that the purpose of this panel was to accept the Selection Outcome Paper which outlined the outcome of the process listing which staff had accepted which positions.</p> <p><i>The Chair told the FGB panel members sought clarification as to why it was agreed one LSA was could have their hours contractually changed to allow for a 12.30 finish.</i></p> <p>They were informed that this member of staff is a registered carer for their mother and needs to be home at midday for medication purposes.</p> <p><i>The governor panel members asked about the resulting redundancy costs due to three employees able to leave without working their full notice.</i></p> <p>They were informed this led to a cost of around £3000, and the total redundancy cost was £17,273, which is much lower than the anticipated figure.</p> <p>The FGB were informed that one staff member is outside of the new structure, who was offered a midday supervisory role and has accepted.</p> <p>The Chair noted there were no compulsory redundancies as a result of this reorganisation process, and all Panel members agreed to accept the recommendations of the report.</p> <p><i>Query from FGB. Has the team talent been retained?</i></p> <p>The Head Teacher said all talent has been retained except for one member of staff.</p> <p><i>The Chair asked if there are any outstanding issues.</i></p> <p>The Head Teacher noted there is still a vacancy, but they will wait until the other post is successfully embedded before advertising.</p>	

	<p>The Chair noted that this has been a difficult and stressful process for staff, and that some staff have been off sick and others resigned as a result. However, W Blatch has succeeded in having a balanced budget for next year which is a very positive result.</p> <p>The Chair noted that in terms of following process, the SLT has done as well as possible, and thanked all the SLT team and asked for his thanks to be passed to all concerned.</p>	
4	Scheme of Financial Delegation (MJ)	
4a	<p>The Chair noted there will be a routine financial audit in September, and noted we need to check the paperwork trail of the finance portfolio.</p> <p>The Chair also noted the need for the FGB to ratify the scheme of financial delegation.</p> <p>It was noted the Scheme of Financial Delegation only requires amendments to organisational names/ details to reflect the changes of names and committees due to restructure.</p>	Discussed / Agreed
4b	ACTION: The Chair / portfolio holders will email the Scheme of Financial Delegation to the FGB who will reply with agreement or amendments for ratification in August so the document is ready for September's audit.	
5	SATs and KS1 assessments (RS) – deal with in HT's report (see item 8)	
6	Review of Governors' Week (DC/ RS)	
6a	<p>It was noted that the idea of Governors' Week is to raise the profile and visibility of governors, as well as giving the governors an opportunity to "test out" what they hear and discuss in meetings.</p> <p>The Associate Head Teacher said that governors made various visits during governors' week and the following week, with governor presence at the teddy bear's picnic, sports day, and other events. Most year groups had a governor visit, although this was not true for all year groups.</p> <p>The Chair noted that due to the welcome diversity of our FGB, governors' availability to make school visits will be limited due to professional and personal commitments.</p>	Informed
6b	<p>It was noted that Governors are free to, and encouraged to visit at any time, and not only during governors' week.</p> <p>It was noted that there is a governor visit form that should be completed and submitted to GVO after each visit, to provide a record for inspectors that visits have been made. It was also noted teaching staff may need reassurance as to the purpose of this report.</p>	Informed

6c	<p>FGB discussed the purpose of governors' week, and whether focussing effort on one week is the best way to encourage all governors to visit the school in order to see the reality of day to day school life.</p> <p>RS noted that other schools use other forms to encourage governor involvement, such as governors' surgeries, cheese and wine events for parents and governors, or parents' forums and noted we could choose to move away from a set week.</p> <p>FGB noted the need for parent/ governor interaction, as some parents have been confused as to the difference between the FGB and the PTA.</p>	Discussed
6d	<p>The FGB agreed to stick with the governors' week format for another year, with more publicity and including a parent/governors event which should be given a high profile, and advertised in the newsletter.</p>	Agreed
7	Policy review	
7a	<p>Complaints Policy</p> <p>To be reviewed and ratified in the September FGB meeting due to current lack of capacity.</p>	Agreed
7b	<p>Health & Safety Policy</p> <p>The Portfolio Holders have reviewed the policy and noted only a limited update is required.</p> <p>MG noted the need to look into the recording of incidents more closely, and the need to track how well the policy is being implemented.</p> <p>ACTION: MG to take forward the ratification of the Health & Safety Policy in the September FGB meeting.</p>	Discussed/ agreed
7c	<p>Discussion around the level of Risk Assessment (RA) monitoring during an event, and the need for RAs to be written by the person who will be implementing it, who should be engaged in the process before the activity.</p>	Discussed
7d	<p>FGB noted the policy stipulates that FGB should receive termly H&S reports, and the Chair noted the FGB have not been made aware of all H&S incidents.</p> <p>ACTION: Premises and Personnel portfolio to send termly H&S reports to FGB going forwards.</p> <p>It was noted the LA audit needs to be sent out before September.</p>	Discussed/ agreed
8	HT's Report including Single Plan Review (RS/ DC)	
8a	<p>The Head Teacher presented a summary of her report and explained the SATs results to the FGB.</p>	Informed
8b	<p>The school's GLD (Good Level of Development) outcome was 55% which was, as expected, below the national average of 69%. It was noted this figure masks the good progress made by our pupils, as many pupils have a lower starting point for a variety of reasons, and this result is in keeping with other schools in areas of high deprivation.</p> <p>Results in Year 1 Phonics has recovered to 75% as it was two years ago. Year 6 results for Reading have been incredibly low with a 42% pass mark. Wblatch</p>	Informed

	<p>pupils found this test particularly challenging, in part due to a higher than average number of pupils with EAL.</p> <p>A scaled score for schools has been set nationally, with an expected standard of 100. W Blatch is currently at +0.6 above the standard, despite a high rate of year 6 children with EHCPs.</p> <p>SPAG (spelling and grammar) results were just 3% under the national average, leaving W Blatch at 2.7 above the 100 standard.</p> <p>KS2 maths results were broadly in line with the national average, and KS1 were slightly above. This demonstrates the success of the targeted teaching maths strategy in place, with better than expected progress being made, leaving W Blatch at +3.2 above the 100 standard.</p> <p>The Head Teacher told the FGB that the area for development going forwards is for pupils with complex SEN who tend to be boys with multiple vulnerabilities.</p> <p>The FGB stressed this was a very impressive performance by the children under the circumstances having achieved some results in line with internal expectations which proves the high level of credibility of the SLT.</p> <p>FGB discussed how difficult it is to record and circulate the children's scores due to the amount of data and acronyms, and agreed Dave Tanner will be the Data Governor again next year.</p>	
8c	<p>The Head Teacher took the FGB through the outcomes of the other year groups' learning this term.</p> <p>The percentage of pupils at Age Related Expectations (ARE) in Reading in Years 1, 2 and 3 and increased due to the accelerated progress of girls, and some Pupil Premium (PP) and/ or EAL children. It was noted Year 5 has seen the greatest decrease in ARE attainment in Reading, which the FGB noted will present a challenge Year 6 teachers next year.</p> <p>Writing ARE has increased in all year groups except Y5, with PP pupils achieving higher than non PP in years 1, 3 and 6.</p> <p>56% and 59% of children in Years 2 and 6 respectively are making better than expected progress, and EAL progress in writing is higher than non EAL in years 3, 5 and 6</p> <p>All year groups (except Year 5) have maintained or increased the ARE in maths, and nearly half the children in Years 2 and 6 are making accelerated progress.</p>	Informed
8d	<p>FGB discussed what is preventing W Blatch from attaining an outstanding Ofsted rating.</p> <p>It was agreed teaching of, and understanding of the learning needs of complex SEN pupils needs to be strong enough to close this gap, which will require increased dialogue and focus next year.</p>	Discussed/ Agreed
8e	<p>The Head Teacher noted that the attendance target has been reached with a figure of 95.2% (national target 95%). It was stressed this is despite many families travelling to their countries of origin for a variety of legitimate reasons, and some ongoing pupil non-attendance that increase the overall absence rate.</p>	Informed

10	Review of Portfolio System (MJ)	
10a	<p>The Chair explained the portfolio system was introduced last year to reduce committee meetings and the work of the SLT, and to try to involve individual governors in data and curriculum issues, in order to be more involved in the day to day activities of the school.</p> <p>However, he noted that issues around whether there is always a clear record of meetings and decisions, and suggested returning to a committee system going forwards (possibly reduced to just a Finance, and a General Purposes & Personnel committee), should this not be possible to achieve going forwards.</p> <p>It was noted no decision should be made in this meeting, but this should be agreed when the new structure is decided in the autumn.</p>	Informed
10b	<p>The Chair asked for the FGB's response to questions circulated in his report.</p> <p>The FGB discussed the relative merits of the portfolio v committee systems.</p> <p>FGB noted that time has not been saved for Portfolio Holders, and overall the FGB feel less sighted on issues than when the committee system was in place, and do not have a full understanding of the portfolio system structure. Some governors said lines of communication with staff have not been clear, making it hard to gather information.</p> <p>It was agreed that the FGB has the expertise to make the portfolio system work, and that to be successful, the portfolio system requires: transparent information sharing; individual commitment; clearer Terms of Reference regarding expectations and the information required for reporting from each portfolio; a clearer annual work schedule for each portfolio; a template for FGB reports, and a commitment to producing timely reports for FGB meetings.</p> <p>The Head Teacher stressed there is a limited window of time to make the portfolio system a success, and these issues need to be addressed before the spring term.</p>	Discussed
11	Any Other Business (notified in advance)	
11a	<p>FGB meeting dates for 2016/17 were agreed.</p> <p>ACTION: RS to identify FGB meeting dates to include achievement / attainment (before September)</p> <p>FGB agreed the first FGB meeting of 2016/17 will be on 19th September 2016.</p>	Informed Agreed
11b	<p>The Head Teacher joined the FGB in wishing The Associate Head Teacher, DC, all the very best for her new position elsewhere as a head teacher, and noted how she has driven the improvement of school during her time at WBlatch, and how very much she will be missed.</p>	Agreed
11c	<p>The Head Teacher noted this is the current Chair's last FGB meeting, and thanked him for his unwavering commitment, leadership expertise experience, care and wisdom, which has paid a key role in improving the school for which she is very grateful.</p> <p>It was noted MJ will remain as Chair of Governors until 18th September 2016.</p>	Agreed Informed

11d	Next FGB: - Monday 19 September 2016 at 17:00	Informed
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Chair: Michael Jennings

Signature:

Date: