THE EDWARD BETHAM CE PRIMARY SCHOOL

MINUTES OF THE FULL GOVERNING BODY MEETING
Held on Monday 24th April 2017 at 7.00pm

PRESENT: Caroline Chamberlain (CC Head Teacher), Peter Hounsell (PH Chair),
David Murray (DM Co Vice Chair), Rachael Bernadine (RB Co Vice Chair),
Sanj Juj (SJ), Tracey Cameron (TC), Chyril Husbands (CH), Silva Hilburn (SH),
Revd John Seymour (JS), Barry Fitzmaurice (BF)

In Attendance Carol Bradley (Clerk)

APOLOGIES: Father Graham Miller (GM), Tony Hudson (TH), Michelle Sam-Kubam (MSK),
Daniel Smith (DS),

Item

(The following minutes should be read in conjunction with the reports listed in the Related Documents section below.)

The meeting began with a Prayer.

APOLOGIES FOR ABSENCE

The Clerk confirmed that apologies had been received from GM who is away, TH & DS who are working and MSK who has had a family bereavement.

The meeting was quorate (10/14). (The quorum for any governing body meeting and vote must be one half (rounded up to a whole number) of the complete membership of the governing body, excluding vacancies).

AUTHORISED/UNAUTHORISED ABSENCE

Apologies received from GM, TH, DS & MSK were duly authorised.
(Governors were reminded that apologies and reason for absence should be given to the Clerk prior to meetings).

16/22 DECLARATION OF INTEREST AND ANY OTHER BUSINESS

There were no declarations of interest noted at the beginning of the meeting or items of AOB. (However it may be necessary to make declarations during the meeting depending on the content of some agenda items).

16/23 MINUTES OF THE PREVIOUS MEETINGS AND ACTIONS/MATTERS ARISING

Minutes of the meetings held on the 12th December 2016 & Extraordinary meeting on the 10th March 2017 were both agreed as a true record and duly signed by the Chair.

Actions from previous meeting (12.12.16) PH

- To draft the annual statement and distribute it for approval at the next FGB meeting – PH confirmed this has been completed and
Governors were asked to let PH know if they had any comments on the report.

**COMMITTEE MINUTES & RECOMMENDATIONS TO THE FGB**

**Finance, Personnel & Premises**
Minutes of the Finance, Personnel & Premises Committee meeting held on the 8th March 2017 were duly noted.

Recommendations to the FGB included the 2017/18 Budget plan approval and SFVS report both of which are covered under agenda item 16/25.

Updates since the meeting:
- TC confirmed the school had renegotiated the contract with Fit for Sport which will provide the school with an income of £1300+ per term. Additional sports grant funds being made available this year will also be used to support the cost of this provision.

The proposed refurbishment of the Junior servery has been delayed to the summer break.

**Pupil, Parents & Community**
Minutes of the Pupil, Parents & Community Committee meeting held on the 8th March 2017 were duly noted.

Recommendations for the FGB were policy approvals which are covered in agenda item 16/28.

**Curriculum & Standards**
Minutes of the Curriculum & Standards Committee meeting held on the 16th March 2017 were duly noted. The meeting looked at governor monitoring visit reports looking at writing across the school and Spring Term (1) pupil data.

Recommendations for the FGB were policy approvals which are covered in agenda item 16/28.

**Admissions Report**
PH gave a verbal interim report on the latest round of Admissions. A written report will follow. PH, DM & MSK had looked at Reception & Nursery applications.

Nursery – the school will be offering the increased 30 hour provision from September 2017. Initially parents were asked to apply for a place in AM or PM sessions then parents were contacted about full day provision.
After looking at parental feedback and uptake it was decided to increase nursery numbers to 30 children per session and 18 full time places and 12 part time places were offered. The deadline for acceptance is 26.4.17. There are also a number of other factors that need to be considered including lunchtime cover, meals and the differentiation of the curriculum. There will be an additional lunch charge of £5 for supervision and the day will run from 8.30 -3.30 with an hour for lunch.

RB asked how the school had decided on the split of 18 full time & 12 part time places. CC advised that this was based on applications made with the usual ranking for the original 25 am/pm places and then data from parental responses on full time provision. It was then agreed to offered 30 places to allow for drop out. This number could vary year on year depending on parental preferences. The school will need to look at reception applications for 18/19 as this could potentially have an impact on the numbers applying.

SH asked about staff ratio – CC confirmed the school could look to increase hours for EY staff depending on the up take of places.

Reception - The process is not yet complete as Local Authority offers only went out last week. The panel had looked at over 100 applications with 80 who had opted for EBPS as their first choice. Cut off is once again at Category 6 of the Admissions Criteria ‘other’ highlighting the diminishing number of applications across the Borough as a whole.

FINANCE

2017/18 Budget Approval

Please refer to FP&P Committee Minutes for full details on the discussions around budget planning. A copy of the final budget plan and forecast budget allocations had been distributed in advance of the meeting for information.

TC gave Governors a verbal report on the restrictions on the budget. PPG funding has been reduced (-£18,500). Costs have increased specifically staffing which is just under 90% of the budget which is not sustainable and moving forward some difficult decisions are likely to be needed. £50,000 of the previous surplus has had to be used to produce a balanced budget for 2017/18. FP&P will continue to robustly monitor the budget going forward.

There were discussions on a potential increase in voluntary contributions and other ways to increase income by parental contributions (sponsored learns, PTA events).

Governors formally approved the 2017/18 Budget Plan as presented.

SFVS Report

A copy of the annual SFVS Report and updated financial skills audits completed by relevant staff and governors had been distributed for information and was duly noted by the FGB.
PH confirmed he will now sign the final report for submission.

### HEADTEACHER’S REPORT TO GOVERNORS (Spring Term 2017)

CC had provided governors with a report in advance of the meeting covering the Spring Term (please refer to the relevant document for full details).

1. **Statutory information including:**
   - **Staffing & NQT update**
     CC confirmed that the Deputy Head advert has resulted in 11 applications from which 4 have been shortlisted (3 of which are internal candidates) for interview on the 3.5.17.

2. **Number of pupil on the School roll (updated as at 24.04.17) – 470 (+3)**

3. **Attendance 95.39%** (this had gone down from the previous term due to an increase in the level of sickness for both pupils and staff)
   - 2 pupil exclusions
   - No racist incidents reported

4. **Safeguarding Report:**
   - there are 31 Vulnerable pupils
   - 1 Looked After Child (LAC)
   - 2 Post LAC

   There have been 3 safeguarding incidents, 2 of which involved pupils. Following the other incident the school is looking into providing staff with walkie talkies to provide a means of contact with the school office.

5. **CSR – all staff who work in EYFS and SLT have completed the declaration form in relation to the application of the Childcare (Disqualification) Regulations 2009 and Childcare Act 2006 in Schools.**

6. **Special Educational Needs (SEN):**
   - there are currently
   - 41 Pupils with SEN Support (9.4%)
   - 2 Pupils with EHCP (0.43%) +1 more which has been agreed but not yet in place (supported with a minimal top up of funding from the LA).

7. **Pupil Premium Grant (PPG):**
   - 42 pupils are currently in receipt of PPG funding (8.9%) - school is actively encouraging eligible families to apply as there has been a significant drop in funding available to the school due to a decrease in number of families claiming.

8. **Free School Meals (FSM)**
   - 28 pupils are in receipt of FSM (6.73%)

9. **Languages Spoken:**
   - First Language English 215 pupils (45.9%)
   - Polish 89 pupils (19.2%)
   - Assyrian/Aramaic 25 pupils (5.3%)
Arabic 17 pupils (3.6%)

(4) School Progress against SDP priorities – summaries of SDP strands linked to each committee broken down into sections giving the target, lead person(s) & progress made. This has been covered in detail at relevant committees.

Pupil data for Spring (2) has also been included and will inform ongoing pupil progress meetings.

The current target of 80% of pupils reaching GLD in Early Years now looks to be a slightly ambitious with the outcome likely to be closer to 75% which will put the school line with the LA.

Governor monitoring visits are planned for the Summer Term (w/c 15.5.17).

(5) Continuing Professional Development
Courses attended by Teaching, Teaching Assistants & Early Years Practitioners. CC suggested C&S could look at CPD, particularly for support staff, at a future meeting.

The Clerk reminded Governors about their CPD and pointed them to the item in the Directors’ report on current training opportunities including online training. It was also highlighted that there is currently no Development Governor to co-ordinate governor training.

Governors also discussed the need for preparation for a future Ofsted Inspection.

Action: It was agreed that a governor effectiveness review meeting should be arranged before the end of the Summer term. (PH/DM/RB/TH)

(6) Events and educational visits.
Policies

The following policies have been reviewed at the relevant committees (please see committee minutes for full details) and were recommended to the FGB.

- Data Protection
- Freedom of Information (FoI)
- SEND
- SEND Information Report
- NQT Induction
- E-Safety
- Behaviours for Learning*
- EYFS
- Positive Handling

*CC wished to make two slight amendments to the Behaviours for Learning Policy for Section on Sanctions (P7) to include the following additional wording:-

At the start of the academic year, the class teacher will discuss the Code of Conduct with the pupils and create a set of agreed class rules. Class rules must be clearly displayed and referred to when sanctions are applied to ensure the pupil is clear as to why the sanction is being applied. Additional sanctions may be implemented when particular issues arise, for example a playtime and lunchtime exclusion following poor behaviour in P.E. On these occasions, parents/carers are notified by a telephone call/letter (and all written correspondence with parents/carers is attached to the pupil’s SIMS profile.). Where the issue is foreseeable, pupils will be informed about these sanctions in advance so they are able to make informed, positive choices. These sanctions will apply to all pupils.

For serious breaches of discipline (extreme disruption, defiance, defacing of property, deliberate injury of another, acts of racist abuse), a written record of the incident will be completed by the supervising adult and parents/carers informed by telephone call/letter (records of correspondence with parents are attached to the pupil’s SIMS profile.). In the case of an act of racist abuse, a Racist Abuse Incident Form will be completed in addition to the Behaviour Incident Form. Racist Abuse incidents are reported to the Governing Board on a termly basis (these forms are kept by the Deputy Headteacher).

The above amendments were agreed and in addition it was suggested reference to ‘the Golden Rules’ should be included to replace ‘the Code of Conduct’.

Noting the above amendments all polices listed above were duly adopted and ratified by the FGB.

Safeguarding

Please refer to the Headteacher’s Report (agenda items 16/26).
CC advised that Safeguarding Training will be available to all staff and governors on the first training day on the 4th September 2017. Any governors unable to attend can complete online safeguarding training.

Action: Governors to confirm availability for Safeguarding Training (Sept 17).

16/30

ANY OTHER BUSINESS/CORRESPONDENCE

There were no items of AOB noted.

The Clerk confirmed that she had received no correspondence other than Local Authority emails which had been forwarded to governors.

Governors were reminded of the code of practice and that contents of draft minutes are confidential until agreed and signed at the next meeting of the FGB and that contents of all Part 2 minutes remain confidential.

The meeting closed at 8.55pm.

Chair of Governors ............................................................... Date........................................

Related Documents provided:
FGB Minutes
12.12.16 & 10.3.17
Committee Minutes
FP&P/PP&C 8.3.17
C&S 16.3.17
Headteacher’s Report to Governors Spring Term 2017
Directors’ Report Spring 2017
2017/18 Budget Plan & Forecasting
SFVS
Policies
Data Protection/FOI
SEND & Info Report
NQT
E-safety
Behaviours for Learning
EYFS
Positive Handling
**Actions from meeting:-**

- a governor effectiveness review meeting should be arranged before the end of the Summer term. (PH/DM/RB/TH)
- Governors to confirm availability for Safeguarding Training (Sept 17).

**Dates for future meetings:-**

**FGB**
**Meeting 4** – Monday 17th July 2017 (HT Report EYFS & KS1/2 Data Review)

**Committees**

**Summer Term 2017**
C&S – Thursday 15th June 2017 *(Please note change of date)*
FP&P & PP&C – Wednesday 28th June 2017