



**Minutes of the Full Governing Body Meeting held on**

**Tuesday, 11<sup>th</sup> October 2016 at 6.30 pm at school**

**Present**

Janet Rayment (JR)	Foundation Governor, Chair
Susie Bagnall (SB)	Head Teacher
Andrew Godley (AG) <i>arr.7.15pm</i>	Foundation Governor
Simon Potter (SP)	Foundation Governor
Pete Wilkinson (PW) <i>arr.6.40 pm</i>	Foundation Governor
Hugh Starkey (HS)	LA Governor
Steve Hellyer (SH)	Foundation
Simon Bridson-Jones (SBJ)	Parent Governor
Step Gilroy-Lowe (SGL)	Staff Governor
Ben Haydon (BH)	Parent Governor

**In Attendance**

Jo Horn (JH)	Associate Member
Susanne Addis (SA)	Clerk

**Apologies**

Clare Whyles (CW)	Associate Member
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**Absent**

Zarina Thapar (ZT)	Associate Member
Joyce Francois (JF)	Foundation Governor

**Procedural Matters**

The meeting started at 6.30 pm.

The meeting was quorate.

All documents had been sent out prior to the meeting.

Agenda	Minute	Action
1.	<p><b>Welcome</b> SH opened the meeting with prayer. JR welcomed all governors present.</p> <p><b>Apologies</b> Apologies had been received from CW and were accepted by the governors.</p>	
2.	<p><b>Declaration of Business Interests</b> There were no declarations of business interests.</p>	
3.	<p><b>Notice of Any Other Urgent Business</b> There was no notice of any other urgent business.</p>	
4.	<p><b>Minutes of the FGB meeting of 22<sup>nd</sup> of September 2016</b> <b>Governors agreed</b> that the minutes were an accurate and correct record of the meeting. <b>Matters arising</b> <b>Governors agreed</b> to complete ‘Prevent Training’; certificates to the office at school. <b>Governors agreed</b> that the election of the Vice Chair was now an urgent matter and will consider options before the next FGB meeting. <i>PW arrives 6.40 pm</i></p>	Governors to complete ‘Prevent’ training
5	<p><b>Head Teacher evaluation of SIP 2015-2016</b> Governors discussed the new assessment criteria school used according to new government guidelines: children are now assessed to ‘secure fit’ (previously ‘best fit’). <b>Q:</b> Was there an option for teachers to choose either assessment to ‘secure fit’ or ‘best fit’? <b>A:</b> No. there was no option offered by the DfE. The exemplification materials state clearly that a pupil must demonstrate attainment of all the statements within that standard and all the statements in the preceding standards. SB explained that the teachers of St Ebbe’s followed the new guidelines meticulously. In addition to that St Ebbe’s had been moderated and the moderator had agreed with each teacher on every count of the ‘secure fit’ assessments. <b>Q:</b> Who marks the work referred to as ‘tested grammar’? <b>A:</b> The work is marked centrally via a computer, by the DfE. <b>Governors noted</b> that in the KS1 Reading test and the KS2 Maths, Reading and GPS tests, the percentage of children achieving the expected standard was higher than schools nationally. However, in subjects that were teacher assessed at school, including in EYFS, the percentage of children achieving the expected standard was</p>	

	<p>lower than schools nationally. This suggests that the school may have been assessing much more rigorously than other schools nationally.</p> <p>However, in KS2 writing this year, teachers will be focusing on ensuring children apply the rules of grammar, punctuation and spelling in their independent writing, although not at the cost of the quality of their composition.</p> <p><b>Governors noted</b> that the PP champion has not yet reported on the impact of provision for vulnerable children.</p> <p>SB explained that a formal review, using the Teaching Schools Council review materials, is being carried out by a colleague from another school as part of her NPQH qualification. The outcome of this review will inform our annual PP report and the provision map for this year. Ms Ahilan is coordinating this review in her role as PP coordinator.</p> <p><b>Governors were informed</b> by SB that the school's senior leadership continued to develop as a strong and effective team. All staff had had a very encouraging start into the new term, although seven weeks on people were noticeably tiring.</p> <p><b>Governors noted</b> that the changes to assessment last year, both in-school and introduced by the DfE to report statutory Year 2 and Year 6 data, had been challenging and would take some time to get used to.</p> <p><b>Governors agreed</b> that staff were always committed to improving St Ebbe's standards and working strategically to improve outcomes for vulnerable groups.</p> <p><b>Governors agreed</b> small amendments to some wording to be made to the head teacher report.</p> <p><b>Governors thanked</b> SB for her very detailed and informative report.</p>	
6.	<p><b>Draft School Improvement Plan 2016-2017</b></p> <p><b>Governors discussed</b> the draft SIP.</p> <p><b>Q:</b> What does 'on the boil' refer to as part of mathematics teaching?</p> <p><b>A:</b> SB explained that it referred to the development of cognitive agility through the lesson starter. This was used to improve fluency and the ability to move between topics.</p> <p><b>Q:</b> What actions are in place to continue with the inspiring teaching staff at St Ebbe's perform and at the same time improve the data?</p> <p><b>A:</b> SB reiterated that the Key Stage 2 GPS results showed children were taught grammar, punctuation and spelling well, but they had not consistently applied what they had learned in their independent writing. Although the external moderator had commended the children on the quality of their composition and effect, use of rich vocabulary and ability to write for an audience.</p>	

	<p><b>Q:</b> What does ‘Singapore Maths’ refer to?  <b>A:</b> The HT reported that CW and Ms Ahilan had attended a 3-day training course covering Singapore Maths which fits closely to the curriculum developed by CW and Mr Little last year. The plan is for staff to use Singapore Maths resources to complement and enrich our existing curriculum.</p> <p><b>Q:</b> What is the Erasmus Budget?  <b>A: Ms Ahilan has secured an</b> Erasmus grant to develop the Over the Bridge Project from last year. SB told governors that the grant would enable children, including some of our most vulnerable children, and adults go on exchange visits with a Romanian school with a view to building cultural capital and exchanging ideas. In particular the project involved rolling out the Story Telling Model to our colleagues in Romania. This is all about scaffolding writing through visual and kinaesthetic learning, and we have had considerable input from a storyteller called Richard Neville (who helped write the application to Erasmus). The Erasmus grant has also been used to fund the Singapore Maths training, which is essentially the maths equivalent of the Story Telling model in writing i.e. promoting use of visual models and images and kinaesthetic learning in maths.</p> <p>This is a whole school project that will give teachers the opportunity to experience a cultural exchange, plus targeted children and their parents. The addition of the Singapore Maths training should also have a positive whole school impact, especially for vulnerable learners who, research shows, benefit from powerful use of models and images.</p> <p><b>Q:</b> What is the ‘Positive Playtime Plan’?  <b>A:</b> The HT told governors that children at school had three rules which had been developed in consultation with the children themselves and members of staff. In short, these were:</p> <ul style="list-style-type: none"> <li>- Play fair</li> <li>- Play safe</li> <li>- Respect others</li> </ul> <p>The adults’ responsibilities were:</p> <ul style="list-style-type: none"> <li>- to help children to be safe</li> <li>- to be role models to the children and help children to be role models</li> <li>- to share new games and help children who are lonely</li> </ul> <p>SB explained that this resulted in a clear message to the children. CW had also produced guidance to staff on appropriate sanctions and language to help improve consistency of behaviour management.</p> <p>Governors were very supportive of this initiative.</p>	<p>SB to make amendments to</p>
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	<p>SB informed governors that the conversion of the conservatory into a bricked room would commence on 31<sup>st</sup> of October 2016.</p> <p><b>Q:</b> How do we governors monitor the school improvement plan?  <b>A:</b> SB offered that she would report to governors with monitoring reports, data on assessment and her HT report.</p> <p><b>Governors agreed</b> on a few small changes within the wording of the SIP 2016-2017</p> <p><b>Governors thanked</b> SB for her very detailed and informative SIP.  <i>AG arrives 7.15 pm</i></p>	<p>wording in SIP 2016/17 and send to governors for approval.</p> <p>The SIP to be an agenda item for committee meetings</p>
7.	<p><b>Governor curriculum links</b></p> <p><b>Governors discussed</b> their links with subject teachers and SB noted that developing these links were part of teachers' performance management.</p> <p><b>Q:</b> What is the objective of governors linking with subject coordinators? Do these visits further the SIP?  <b>A:</b>, This would enable governors to experience the school in action and work together with staff to deliver a broad and balanced curriculum.</p> <p><b>Governors discussed</b> the practicalities of their visits to school and <b>agreed</b> that their conversations with teachers and children and observations of teaching in action would be of great benefit to the school as a whole because there would be valuable feedback to all parties concerned.</p>	<p>Governors to give 2 weeks notice to staff</p> <p>Governors to produce written report for FGB following outline from prompt questions</p>
8.	<p><b>School Vision</b></p> <p><b>Governors discussed</b> how they could best support St Ebbe's in their role of governors in supporting the school's aims [mission statement].</p> <p><b>Governors agreed</b> that increasing their presence at school would be beneficial to the school and for them as governors. Suggestions were made re. how governors could support the school's aims.</p> <p><b>Governors agreed</b> on the importance of the relationship of the diocese with school in their support of St Ebbe's.</p>	<p>JR to update governors' 'aims and mission' . To re-circulate with FGB minutes.</p>
9.	<p><b>Annual Pupil Premium Report</b></p> <p><b>Governors discussed</b> the observation that schools across the county seem to have a widening gap between children with PP funding and those without and how this gap could be narrowed.</p> <p><b>Governors were informed</b> that a full review of the impact of Pupil Premium funding would be undertaken by an experienced teacher from a local school, preparing for NPQH [National Professional Qualification for Headship].</p> <p><b>Q:</b> What does this audit involve?  <b>A:</b> SB explained that the National College for Teaching and Leadership 'Effective Pupil Premium Review' document would be fol-</p>	

	<p>lowed.</p> <p><b>Governors discussed</b> the issue of data protection when using an external auditor.</p> <p><b>Governors agreed</b> that, as they had invited the reviewer to help school all necessary steps would be taken to protect the data and identity of individual children and staff at school. Ms Ahilan would lead in her role as PP coordinator to ensure the audit would be produced to help understand the context of PP funding and all measures taken by school so far to close the gap.</p> <p><b>Governors agreed</b> that it would be helpful to have this review in order for the impact on children of the funding to be clarified. The Pupil Premium Report would be amended in the light of the audit.</p>	<p>Mrs Ahilan to add details on spending and direct impact in report.</p> <p>PP report to be added to school website by 5 January 2017</p>
10.	<p><b>Annual Report on use of PE and Sport Premium</b></p> <p><b>Governors approved</b> the PE and Sport Premium report. Thanks to Robin Stowe.</p>	<p>PE/Sport Premium report to be added to school website</p>
11.	<p><b>Health and Safety</b></p> <p>SB informed governors that on 1<sup>st</sup> November 2016 the annual Health and Safety Audit would be held.</p> <p>Mr Godby and BH would go on a Health and Safety walk around the school premises, prior to the inspection</p>	
12.	<p><b>EIG Training</b></p> <p><b>Governors discussed</b> the different training courses on offer and agreed which courses they would attend in 2016/17.</p> <p><b>Governors agreed</b> to book themselves onto relevant courses.</p> <p><b>Governors agreed</b> that training was an important part of their work and very helpful in their role at school.</p>	<p>Governors to register for their courses and participate.</p> <p>Chair to circulate training template</p>
13.	<p><b>Date of next FGB meeting</b></p> <p>January 5<sup>th</sup> 2016 at 6.30 pm at school.</p>	
14.	<p><b>AOUB</b></p> <p><b>There was one item of AOUB.</b></p>	
	<p>The meeting ended at 8.20 with prayer led by PW.</p>	

Susanne Addis, 16.10.2016