

**Minutes of the Full Governing Body Meeting
held on Tuesday 1st October 2019 5.00 p.m. at the School**

Present:

Janet Rayment (JR) Foundation Governor - Chair
 Tina Farr (TF) - Headteacher
 Pete Wilkinson (PW) - Foundation Governor
 Katie Doorley (KD) - Parent Governor
 Steve Whitla (SW) - Foundation Governor
 Joyce Francois (JF) - Foundation Governor
 Hugh Starkey (HS) - LA Governor
 Lauren Smallman (LS) - Staff Governor
 Jenni Williams (JW) – Foundation Governor
 Malcolm Cubitt (MC) - Parent Governor -

In Attendance

Alana J Jackman (AJJ) - Clerk

Apologies

Clare Whyles (CW) – Associate Member
 Tony Lee (TL) - Foundation Governor
 Jo Horn (JH) - Associate Member
 Martin Thompson (MT) – Foundation Governor

Actions Highlighted

MINUTES	ACTION
<p>1. Welcome, Apologies and Prayer</p> <p>JR welcomed everyone to the meeting, specifically the new Clerk and two new governors, Jenni Williams and Lauren Smallman. KD advised that MC would be delayed. The meeting started at 5pm and was opened with prayer by PW.</p> <p>Apologies were received and accepted from Clare Whyles (CW); Tony Lee (TL), Martin Thompson (MT) and Jo Horn (JH).</p> <p>Quorum The meeting was quorate.</p>	
<p>2. Introductions</p>	

<p>TF outlined in detail the Primary School Results Summary Tool on the 3-4-year trends of the National Data to show clear quantitative evidence on how the school is developing its teaching approach in the subject areas of RWM. TF explained that the school was showing an overall solid national average with the exception of Year 1 Phonics which is below average. LS is attending a LA training programme for schools whose phonic results have fluctuated. TF said that she was confident that the impact of delivering a consistent phonics scheme (Read, Write, Inc.) would be seen next year.</p> <p>KD asked the question: Does the grade boundary move every year for KS2 tests. TF replied that it does. TF explained that what drives the school was for each child to do the best that they can, rather than be focused on test driven results. Governors were pleased to note the significant improvement against the national average, and the increase in progress and attainment in RWM externally evidenced by the Primary School Summary Results.</p> <p>HS summarised the BERA project, which was seeking £2,000 of government funding to support evaluation of the new curriculum. Regardless of the success of the bid, The Board recognised and appreciated the hard work HS had put into constructing it. A decision is due in early October.</p>	
<p>10. School Improvement Plan</p> <p>TF outlined the six areas of the SILP (School Improvement and Learning Plan) and emphasised that this should always be a work in progress as the year develops.</p> <p>1. Foundations for learning: behaviour, learning attitudes & attendance for all The Chair and TF discussed an overview of the Learning Powered Approach and Meta-Cognition. TF felt that it was important to help the children to understand metacognition. TF introduced the concept of “Learnish” and how the school were developing the teaching approach to Learnish.</p> <p>2. Foundation subjects: knowledge, pedagogy and assessment TF outlined the need for a ‘Knowledge Spine’ (clarity over what knowledge children will leave St. Ebbe’s with) alongside project specific knowledge. This will be a sizeable and ongoing piece of work, mainly delivered by subject leaders, overseen by TF and CW. The PTA had raised funds for a bespoke History Timeline for the school fence, to support understanding of chronology.</p> <p>3. Core subjects: agreed instructional approach is consistent across the school</p> <p>4. Lesson planning: St. Ebbe’s toolkit for effective planning and feedback for all subjects</p> <p>5. Roles and responsibilities: roles are clear and carried out effectively</p>	<p style="text-align: right;">TF/CW</p>

<p>6: Community feedback: systems are in place for feedback from our community to inform improvement. SW emphasised that communication should be a focus under section 6, with feedback to parents and community as well as feedback from them.</p>	
<p>11. School Vision and Strategy</p> <p>SW summarised the feedback received to the last draft of the school vision picture during the engagement sessions held before summer. Governors made a number of suggestions for further additions and amendments, particularly relating to the more ‘fun’ aspects of school, and the strength of the relationships formed there. SW to incorporate feedback into a final draft for review at the next FGB.</p> <p>Governors discussed the purpose statement embedded in the picture, and after a rich dialogue, agreed that it should be to generate ‘wise and compassionate citizens with the power to make a difference’.</p>	
<p>12. Policy Paper</p> <p>TF welcomed a clear definition and guidance in writing clear and meaningful policies. SW emphasised the value of conciseness; JR noted that there was a difference between statutory policies coming from LA and the DfE compared to non-statutory policies, and those that came out of the school, and JW added that it might not be feasible to limit the length of all policy documents. TF added that the draft of the safeguarding policy had demonstrated that the school was compliant with the LA document.</p> <p>SW would work with TF on the Attendance Policy, as a case study to review the principles suggested in the policy paper, which could then be reviewed by governors at the next meeting.</p> <p><u>Additional Item: School Attendance Policy</u></p> <p>TF advised that attendance remained a focus with the school tirelessly working toward improving figures and tackling parents taking term-time holidays. It is now necessary for parents to make an appointment to see TF if they were intending to take their children out of school during term-time rather than complete a form. There is also the option of issuing a penalty notice warning for term time holidays. TF confirmed attendance at a Penalty Notice Training on 2 October 2019.</p> <p>Redrafting Policies to be revisited in FGB in November:</p> <ul style="list-style-type: none"> • Child Protection to be ratified and displayed. • Safeguarding to be ratified subject to approval of content. • Attendance policy to be worked on by the Chair and TF. 	<p>Chair</p> <p>Chair/TF/CW</p> <p>Chair/TF</p>
<p>13. Allocation to Committees, links for vulnerable groups and P.E</p> <p>JR asked for roles to be filled.</p>	

<ul style="list-style-type: none"> • Personnel and Welfare - PW • Safeguarding and Whistleblowing – JR • PE - KD • Health & Safety – tbc • Finance – tbc 	
<p>14. Health & Safety & Buildings Update This should be an item for every FGB, even if nothing to report</p> <p>Health & Safety to be revisited at next FGB meeting.</p>	
<p>15. Governor Training</p> <p>It was requested that all Governors must undertake at least one training course per school academic year whilst serving on the Board. JR to circulate outstanding training and update database.</p>	<p>JR</p>
<p>16. AOUB</p> <p>No other business.</p>	

<p>17. Next FGB Meeting</p> <p>Tuesday 26 November 2019 at 5 p.m.</p> <p>JW closed the meeting with prayer.</p>	
<p>The Meeting ended at 19.15</p>	