



Minutes of Full Governing Body Meeting Thursday, 21st November 2019 at 5pm at BMS



Present – Phil Jones (PB) (Chair), Lorna Button (LB), Sarah Gravestock (SG), Adrian Pass (AP), Matthew Anderson (MA), Rebecca Taylor (RT), Richard Herborne (RH), Dan Rimmell (DR), Anne Jones (AJ).

In attendance – Lisa Tanner (LT) (Clerk), Linda McQuone (LMc) at start of meeting.

N.B. All items discussed at any Governors Meeting are confidential.

All Confidential items under the terms of the Education Regulation will be minuted in Red in the confidential minutes attached.

1	<p>Declaration of Interests: None. LT to collate the Declaration of Interest forms previously completed by all governors.</p>	LT
2	<p>Apologies: Greville Brain and Leeann Bibby.</p>	
3	<p><u>Confirmation of Minutes from previous meeting</u></p> <p>Three minor changes to be made by LT: PJ incorrectly initialled as 'PB' AP to be added to Performance committee as well as Resources PJ will now be governor training link instead of SG.</p>	LT
4	<p><u>Matters arising from the Minutes</u></p> <ul style="list-style-type: none"> • Issue with ventilation in one classroom is ongoing. • Informal governor visits to take place between now and March. A formal governor visit week to then take place with a focussed view. Governors to arrange visits via LB. • Babcock Prime are still providing governor training, this had been uncertain at previous meeting due to changes taking place. • Skills audit – thank you to all governors for completing the forms. The visual tool compiled by PJ shows that there are strengths in all areas across the governing body. To be repeated annually. • DR has assisted LB in compiling a list of policies, whilst also determining which are statutory. LB expressed her gratitude to DR for his assistance with this. The policies are to be divided between the sub-committees for review. 	ALL.

5	<p><u>Headteacher's report</u></p> <ul style="list-style-type: none"> • New business manager has settled very well, RH and SG have met with her and were very impressed with her level of competence. The member of staff that was job sharing will be offered an exit interview by SG. • Clerk to be notified of all staff resignations between the federated schools so that PJ can arrange future exit interviews. • LMc was in attendance to answer governors questions regarding the summary of performance, previously circulated for the performance committee meeting (postponed due to unexpected school closure/floods). PJ referred to the middle inspection data report and asked if the governing body should be concerned about the Key stage 2 SATs data. LMc replied that OFSTED have agreed with BMS' appraisal that children have arrived into year 6 less able than some of the first schools have stated. Children have been shown to make good progress once at BMS. <p>PJ asked if the issues that are concerning are being addressed by the SDP to which LMc replied yes, they are.</p> <p>AJ enquired if the first schools with less able than previously assessed children were using PiXL. LMc replied that no, they are not. She went on to state that PFS has also adopted PiXL now.</p> <ul style="list-style-type: none"> • LMc presented a report summarising EYFS, KS1 and KS2 results with expected and higher levels for the past four years. • PJ is keen to ensure that all governors understand the data that staff spend a lot of time compiling. PJ and LB to discuss ways in which to streamline this data to save staff time and make it easier for governors to understand. LMc suggested Analysis of behaviour and summary of key performance indicators and strategies being used. • Attendance is improving, however there are still children on roll causing poor results. This includes term-time holidays at both schools (an increase of 10%) and one PFS child who is on a reduced timetable so currently attending three days a week (which is an improvement as they were previously not attending at all). The federation is working closely with the EWO to address these concerns. PJ has asked the performance committee to look at these issues at the next meeting. 	<p>SG.</p> <p>PJ, LB.</p>
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6	<p><u>Reports from Performance and Resource Committee meetings</u></p> <ul style="list-style-type: none"> • Both meetings were postponed due to unexpected school closures following localised flooding on 14.11.19. A Resource committee meeting scheduled for Wednesday 4th December, 4.30pm. RH will be standing down in the near future and this meeting will be used to support SG as she steps into his role. Performance meeting to take place Thursday January 16th, 4pm. • A new boiler for BMS was approved under Chair’s action. 	
7	<p><u>Health and Safety and Safeguarding</u></p> <ul style="list-style-type: none"> • LB had previously provided the Resources committee with the reportable accident list. • RT asked what progress had been made about the ventilation issue in one of the classrooms. MA has discussed it with the business manager, extractor fans that were previously in the room were removed during renovations, they are to be replaced. PJ has asked for an update on this work at the Resource committee meeting. A hob in the cooking room is also to be repaired. • AJ raised the issue of potentially high lead levels in Pebworth Village. Severn Trent are to test the water and necessary action to be taken. Update to be given at Resource committee meeting. 	
8	<p><u>Update on Self-Evaluation Forms</u></p> <ul style="list-style-type: none"> • SEFs circulated. No updates or changes at this time. To be discussed at next FGM. 	
9	<p><u>Update of Federation Development Plan</u></p> <ul style="list-style-type: none"> • FDP circulated. No updates or changes at this time. To be discussed at next FGM. • The FDP will be used as the focus for governor visits in the Spring. 	
10	<p><u>Governor visits and monitoring</u></p> <ul style="list-style-type: none"> • This half term and next, governors are invited to make informal visits to both schools without specific focus. In March, there will be a week for formal visits, using the FDP as a focus. Appointments to be arranged via LB. • MA will visit PFS again. 	

	<ul style="list-style-type: none"> • SG asked if there are social events planned that governors can attend. BMS has a carol concert and Christmas fair in December, PFS has a nativity the same month. • Schools to inform clerk of upcoming events so that dates may be forwarded to the governors. 	
11	<p><u>Governor Training – review & monitor</u></p> <ul style="list-style-type: none"> • Training is available, especially for new governors. • Suggestion that organising group training sessions with cluster schools may help reduce the cost. 	ALL
12	<p><u>Review & agree Annual Work Plans</u></p> <ul style="list-style-type: none"> • Reviewed by PJ who will circulate via clerk. Everything is up to date. • AJ asked if anything particularly needs planning for currently, the results in Spring will be the next large review. The budget will also need looking at in the near future. 	PJ, LT
13	<p><u>Policies to be reviewed</u></p> <ul style="list-style-type: none"> • A plan has been organised for policies to be reviewed by the sub-committees. Both chairs are to be clear which policies are to be covered. The policies need to be ready by next FGB on 5th March 2020. • Disciplinary policy discussed – all governors agree to this policy. 	RH, AJ.
14	<p><u>AOB – to be notified before meeting</u></p> <ul style="list-style-type: none"> • MA asked for clarification regarding what data governors require to monitor behaviour. PJ and LB plan to discuss a document to present this. MA described that the system report allows for entry of specific interventions used and the comparative effectiveness of this. RH said that he hopes compiling these reports are useful, not only for governors to review but also so that staff can monitor the effectiveness of interventions, to which MA said it is very helpful and progress is already being noted. • National Governors Association (NGA) Code of Conduct – PJ recommended that this is adopted as a guide – all in agreement to this. • PJ and LB have a meeting arranged with the Local Authority to discuss the long term strategic plan for the federation. 	PJ, LB.

The meeting closed at 6.30pm

Lisa Tanner
Clerk

SUMMARY OF ACTIONS

Action	By whom
1. Collate declaration of interest forms from governors	LT
2. Update/correct minutes from 16.09.19	LT
3. Informal governor visits to both schools.	ALL.
4. Offer exit interview to outgoing business manager	SG
5. Streamline data	PJ, LB.
6. Governor training	ALL
7. Circulate Annual Work Plans	PJ, LT.
8. Sub-committee chairs confirm policies to be reviewed.	AJ, RH.
9. Behaviour monitoring data structure.	PJ, LB.