

Toddington St George C of E School
Minutes of the Meeting of the Governing Body
Wednesday 5th July 2017

Item		Action																
1	<p>Present:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Jane Spencer (HT)</td> <td style="width: 50%;">Liz Collins (DHT)</td> </tr> <tr> <td>Tony Williams Chair</td> <td>Jo Tillin (SBM)</td> </tr> <tr> <td>Luke Mitchell Vice-Chair</td> <td>Dee Curtis</td> </tr> <tr> <td>Rachel Choosey</td> <td>Norman Costin</td> </tr> <tr> <td>Jackie Stringer</td> <td>Simon Hayes</td> </tr> <tr> <td>Naomi Phelan</td> <td>Clare Oakley</td> </tr> <tr> <td>Chelsea Fuller</td> <td>Amie Neal</td> </tr> <tr> <td>Chrissie Mitchell</td> <td></td> </tr> </table> <p>Apologies: Kirsti Meachem, Debbie Neiteler, Louise Taylor, Victoria Sharp (clerk) Guests: Jackie Vickers, Tony Davis</p>	Jane Spencer (HT)	Liz Collins (DHT)	Tony Williams Chair	Jo Tillin (SBM)	Luke Mitchell Vice-Chair	Dee Curtis	Rachel Choosey	Norman Costin	Jackie Stringer	Simon Hayes	Naomi Phelan	Clare Oakley	Chelsea Fuller	Amie Neal	Chrissie Mitchell		
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	<p>Opening Prayer was given by JSp Pecuniary interest sheet was circulated and signed. Governors training log was completed and recorded. Governor Essentials explained. To be circulated with minutes for all to read.</p>	All Govs																
2	<p>Its Learning Presentation Tony Davis (TD) (ICT manager) presented on Its Learning and how governors can use it. Please see attached copy of the presentation. Rosie will issue passwords/usernames for governors Access the dashboard and find the governors page to store documents. Use the tree structure at the side rather than the content blocks Deletion is one at a time Different folders for each year, then by committee, policies Different levels of access and different ways of amending TW asked about the way a clerk would use the system, this would stop them having to send out lots of attachments</p> <p>Action Email system as well including a messaging function This will be rolled out from the beginning of the next academic year. Log ins and addresses to be allocated. <i>TD left the meeting.</i></p>	<p>RCh</p> <p>TD</p>																
3	<p>Aspiring Leader e-reading presentation Jackie Vickers (JV) completed the aspiring leaders course and summarised the topics involved. Main project was about Raising standards in Guided Reading (see attached presentation). JV targeted a specific group of children using eBooks on iPad All teachers from yr. 1 to yr. 4 were involved in establishing initial data JV demonstrated interactive eBooks from Oxford Owl and Serial Mash A group of year 2 boys became a pilot group and had 2 sessions a week involving another teacher and midday meals supervisors A positive impact was reported for all children involved JV reviewed the strengths and weaknesses of the project and explained the next steps of the project. RC asked about how much the children read at home and JV discussed the questions she had asked parents CM asked if parents knew about Oxford Owl outside of the project and JV said they didn't let them know so that the data wasn't skewed</p>	JV																

	<p>GL assessments were completed. Based on teacher assessments the majority of pupils were meeting ARE (reading, writing, maths) strong TA support of certain children (as in Yr. 2) and the shift from below to at was encouraging and a result of strong TA support of certain children (as in Yr. 2) The challenge for year 4 is greater depth increase in numbers, focused on children who moved to ARE.</p> <p>NP asked what a 'SEN 1' pupil would be – JSp explained about the different Waves of SEND support (1,2,3) and how wide and varied the needs can be</p>	
	<p>CO summarised and stated how good the results were for another year. JSp highlighted the work of yr. 1 and yr. 2, including the support staff and the commitment from the staff</p> <p>NC stated that TSG was way ahead of the other schools last year, and was pleased to see another improvement. He offered congratulations from all the council</p> <p>TW explained more about how the data can be broken down. With the relatively high level of SEN children the results are even more impressive. This shows the value of the TA level of support staff – financial decision. Thank you from TW to all staff.</p> <p>Action Full validated data to be analysed and linked to SDOP by Head teacher over summer holidays as per usual. Any alterations to SDP to be presented at start of Autumn term for FGB agreement. <i>NC left the meeting</i></p>	
	<p>Quality of Teaching Learning and Assessment JSp summarised the cohorts Currently very high level of teaching and will continue going forward (LC will be missed) and T and L grades will need to be monitored new staff in some age groups where teaching has been outstanding. Key point is that experienced staff are leaving (LC, NJ) and we have tried to replace them with skilled teachers Highlights of the curriculum were discussed and those shared reflect the range and depth of the curriculum offer in groups and classes. Analysis of CPD – different areas were reviewed and JSp highlighted which parts of CPD had direct impacts on the various subject areas and areas of the school to focus on in the year ahead. (see slides re focus areas). Unusual year for attendance as reasons for nonattendance were different from previous years (CME, overseas house moves, bereavement, long term sickness, traveller attendance lower than usual.) Not very many spaces across the year groups – the main year group with spaces is the current Year 1 and we will need to be very clear on any admissions to this year group as parents may move into year group if unhappy/unsettled or additional needs not recognised in current schools making transition processes key. HAST focus next year will be wide project for pupil premium children in classrooms All areas of the School Development Programme have shown improvements (see slides). School Council was a great support to school, hosting visitors and meeting with LM for a safeguarding meeting (see below).</p> <p>Action: Monitoring of staff by SLT to ensure high quality TLA following staff taking on new classes in September</p>	<p>JSp/SLT</p> <p>JSp</p> <p>JSp/SLT</p>
	<p>Safeguarding LM reported back from a meeting in school last week when he met with School Council and staff. School council discussed various safeguarding points with LM :</p> <ul style="list-style-type: none"> • happy with teachers then can trust 	

	<ul style="list-style-type: none"> • issues resolved • felt safe in school • commended the MMS as good support • medical room is safe place • all had e-safety input and could remember various points • happy with food at lunchtime <p>Luke pointed out children mentioned things around the site</p> <ul style="list-style-type: none"> • a broken football goal. • Wobbly picnic bench. <p>All children participated well and helpfully.</p> <p>Spoke to 3 teaching assistants, positive outcome. Happy that they could spot signs re S/G Know how they can feed into the SLT.</p> <ul style="list-style-type: none"> • Happy with training • Aware that College students have induction for safeguarding too • know about record keeping need ,and how to do it (and do it) • attended PREVENT training • know they have a duty to report concerns • checks on volunteers in place <p>clear on whistle blowing</p> <p>Actions Next steps</p> <ul style="list-style-type: none"> • Would like to see school governors more visible around the school • Photos of governors in school reception • Lanyards make it easier to use <p>This was a positive visit and reflected good S/g across the school community.</p> <p>A further concern had been reported and the Headteacher had discussed this with LM and taken action. Concern is that a few Parents are waiting around the front of school at start and end times in the school day; they are smoking and there has been anti-social behaviour. Phased approach has been taken – JSp and other staff spoke to parents about need for being outside the school so early. JSp also followed this up re concerns about smoking and smoke drifting onto grounds and nursery children. Not on school site so difficult to manage. Safeguarding concern as cars monitored around the school. Improved at half term but this has now deteriorated and PCSO were contacted. PCSO have visited site and will continue to do so. Duty of care, if smoking continues, may mean cones along the Manor Road and no one parking outside school.</p> <p>Action This will be monitored and liaison with police will continue.</p>	<p>JSp</p> <p>JSp/LM</p> <p>JSp/LM</p>
	<p>Behaviour</p> <p>LC reported that there was a blip in January of behaviour but most incidents are being supported or treated at the right level in line with policy.</p> <ul style="list-style-type: none"> • All high level incidents have been dealt with appropriately and action plans are in place. • No exclusions • No racist incident reported this term to date • No behaviour plans in R or Yr3 • Monitored in yr. 1, y2 and y4 <p>Wellbeing (LC)</p> <p>Using a scale to rate how children are feeling in terms of happiness and engagement</p> <p>Support is analysed where children score low i.e. 1 for well-being and 1 or less for involvement. There may be an overlap with safeguarding concerns and SEND or other needs.</p> <p>Actions are then put in place to support specific individuals.</p>	

	<p>RC asked if this was compared to PP and LC explained the different categories that are reviewed. Currently no PP children at the lower end of the scale.</p>	
	<p>Early Years</p> <p>JSt reported that the new intake meeting was held last night. Home visits will start in September for children entering nursery which is quite complicated logistically as large cohort. Move up day was very busy – review for next year (possibly stagger the taster session (50 nursery parents and 13 new reception children many with up to 75 adult too).</p> <p>JSt was very pleased with the Ducklings who leaving to move to Yr. R – good team of staff in EY who work well together and good grounding for next year.</p> <p>JSp reports how pleasing the progress of the Ducklings have gone – slight concern that catchment children may not get a space and then will miss out on joining Yr. R with the new Nursery cohort if a large number move into the village .This will be monitored.</p> <p>Taking the children into nursery in one intake has been a successful way to pick up on some of the individual needs of the children and summer born children have benefitted particularly from the full year of nursery provision. This has been a benefit both academically and socially.</p> <p>Action Review Move Up day</p>	<p>JSt/JSp</p>
	<p>Governance, Succession planning and Aspiring Leadership JSp explained the opportunities for next leaders to be developed:</p> <p>JV – potential and keen to be part of the school going forward including an increase in her hours and. has completed ASLP very successfully. Other members of staff have realised the potential they have which provides options going forward. Assistant Heads to be in place for September to add to leadership team. Various parts of LC’s role have been disaggregated to other members of staff accordingly (see previous F and P minutes).</p> <p>TW commented on the new governors who have joined and how positive they were. He suggested jobs should be shared amongst everyone so new governors are always welcome to join current projects and working parties. Also looking for a new clerk. JSp showed copy of Governors Essentials and reminded Governors about the Diocesan SLA.</p> <p>Action Necessary CPD to be sought for relevant staff</p>	<p>JSp/Ass Hds</p>
	<p>CIF and School site</p> <p>Governors (LM and SH) will visit to see how work is progressing over the summer holidays. CIF update meeting held yesterday involving all the contractors and the project consultants. All is on schedule for the summer works to commence on 24th July. At the last buildings meeting it was decided to secure bins away from the school and generally tidy up with this being the site agents focus over the summer break. The school has been helping to promote the Village recreation project and has circulated information to families accordingly. JSp has completed a survey to DFE following Grenfell Tower tragedy regarding fire safety.</p> <p>Action Governors to site visit as agreed at Buildings committee</p>	<p>LM/SH</p> <p>LM/ND</p> <p>LM/SH</p>

	<p>Academy Budget (TW) Minutes from the F&P meeting to be circulated as these had not been circulated prior to the meeting, due to Clerk not being available. TW noted the excellent presentation from the SBM presentation at the meeting explaining key aspects of the budget plan proposed.</p> <p>The budget for 2017/2018 has been discussed in detail by the F and P committee and was approved at the F&P meeting and it was agreed at that meeting that F and P recommend that the FGB approve this budget.</p> <p>It was agreed that once the recommended budget is circulated, with the minutes email replies are returned as soon as possible. Action Email responses to be received to confirm F&P recommendation to approve the budget.</p>	<p>JT</p> <p>All Govs.</p>
	<p>Working with Parents</p> <p>RC reported back on the Parent Forum meeting</p> <p>LC shared the various questions from the meetings and how the forums are run by RC, with a feedback session at the end of the year. JSp had fed back to the parents who attended about changes that had been put in place including; a review of cursive handwriting, parent meeting times meeting, visits from other faiths etc. Parents very happy with the level of communication and standard of teaching. Parents come up with constructive ideas and a good dialogue was achieved RC happy to carry on chairing the group next year and asked if Governors have any questions for parents. LC collated the minutes from RC and that made it easy for the school to pick up the key points. LC thanked RC for her work with the forum. LC reported that Parents and Volunteers who support in class are invaluable to school. They have been asked to complete feedback forms, once they have been received they will be summarised to next person taking on the volunteers. Complaint TW has received a complaint from a parent. As per the complaints policy TW has investigated and responded to the parent. The parent can now appeal the decision. If there is an appeal 3 governors will have to form a complaints and appeals panel. No further details were given as it may be prejudicial at this point in time. TW will know at the end of the week if there are any further steps and will inform governors accordingly. Action Panel to meet if necessary.</p>	<p>LC to pass on to JSp</p> <p>TW</p>
	<p>HAST JSp reported a Cross phase Music festival (as well as the current art festival at Poplars – please visit) to take place in February. Focus on pupil premium support will be a HAST project. Details to follow.</p>	
	<p>SIAMS Presentation from LC</p> <ul style="list-style-type: none"> • Action plan written and implemented, highlights show that everything is in place. • RE has improved – partly due to implementation of Understanding Christianity resources • High quality visits support the curriculum • Key task next year is training for new subject leader <p>DC explained that a new Rector will be starting on 26th July – Rev Linda Washington. She is visiting the school next week The SIAMS Health Check has been booked for November – it will need a foundation governor to be involved in the check – date to be circulated SIAMS challenges include a new RE syllabus and framework</p>	<p>LC to next subject</p>

	Actions plans can be viewed – LC to handover to next subject leader and has copies of key points for Foundation governors	leader Foundation Govs
	<p>School's 50th St George's weekend next year is the main focus of the event so this can be discussed further at Governors vision day in September. JSp requested that for 2 or 3 governors to be on the working party - DC and RC volunteered. Action Meeting dates to be circulated.</p>	JSp/JT
	<p>Parish Links DC reported the details of the New Rector as above Community Links</p> <ul style="list-style-type: none"> • Village summer fete was held involving children from the school. • Children have visited the community garden. • Year 4 children have helped with the "Open the Book" assemblies and have enjoyed participating. • Unfortunately the choir hasn't been able to support the ploughman's lunches this year and JSp will see if this can change next year 	JSp
	<p>AOB JT asked that the related parties folder was updated and initialled TW thanked Liz for all her hard work on behalf of the governing body and wished her well as she moves to her Headship at Westfield Nursery. Liz thanked the Governors for all they had offered her in developing her role with her.</p>	
	<p>Closing prayer JSp closed the meeting with prayer.</p>	

The Meeting closed at 9:50pm

The Date of Next Meeting Governor Vision Morning – 9th September 2017 9.30-12 noon

Supporting documents attached with minutes

- **Its Learning presentation from Tony**
- **Raising standards in Guided Reading presentation from Jackie**
- **Reports from Luke Mitchell -Safeguarding**
- **Head teacher report- Jane Spencer**
- **F&P meeting minutes -Jo Tillin**
- **SIAMS presentation-Liz Collins**