



'Lighting a spark in every child!'

SUMMERTERM 2018

**MINUTES of meeting of the Governing Board of
Toddington St George Church of England Academy
held at the school on 4 July 2018 at 7.30 p.m.**

PRESENT:	Rachel Choosey Deirdre Curtis Chelsea Gardiner Christine Mitchell Luke Mitchell Naomi Phelan	Jane Spencer (Headteacher) Jackie Stringer Louise Taylor Linda Washington Tony Williams (Chair)
IN ATTENDANCE:	Jo Tillin Jackie Vickers Jo Baker Penny Parkin	Business Manager Assistant Headteacher Observer Clerk
ABSENT:	Norman Costin Simon Hayes Amie Neal Kirsti Meachem Debbie Neiteler	Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted Apologies received and accepted

The meeting opened with a prayer by Linda Washington.

Questions and comments in **bold** and responses in *italics*.

1 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled for discussion as part of Any Other Business.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The minutes of the meeting held on 20 March & 6 June 2018, having been circulated, were confirmed, and signed by the Chair as a correct record.

An additional copy of the minutes was signed and handed to the Headteacher for display at the school.

ACTION

Headteacher

	ACTION
The working group meetings of 25 April, 2 May & 9 May 2018 were noted.	
3.2 MATTERS ARISING	
There were no matters arising not included in the agenda.	
4 GOVERNOR REVIEWS	GB Agenda
Luke Mitchell was attending his last meeting as a Governor and the board thanked him for his hard work and commitment to the school and the board which had been invaluable. The Headteacher added that he had made a real difference for staff and the staff had really appreciated his engagement with them.	
4.1 MEMBERSHIP OF COMMITTEES AND WORKING GROUPS	GB Agenda
Governors reviewed and agreed the membership of their Committees as shown on the attached grid which will be circulated with the minutes.	Clerk
4.2 GOVERNORHUB	GB Agenda
After a trial the board agreed not to use GovernorHub.	
4.3 POLICY REVIEW	GB Agenda
The Headteacher asked the board to adopt a model Suicide Policy which was agreed by the board.	
5 STRATEGIC MANAGEMENT	GB Agenda
5.1 HEADTEACHERS REPORT	GB Agenda
The Headteacher gave a verbal report at the meeting and the report will be circulated after the meeting with the minutes. Arising from the report:	Clerk
<ul style="list-style-type: none"> • Currently 340 pupils on roll. • There was an admissions appeal pending for a child in Year 4 with a sibling in Year 1. This would take Year 4 over 30 pupils. The board were asked to agree this admission which was ratified. • Attendance - Period between January and February – a range of childhood diseases had caused the majority of reduction in attendance %. Nursery is non –statutory. Daily attendance is encouraged in N and reinforced at Parents meetings. The average for Years.1-4 is 93.18%. Main focus for school as Year 3 and is linked to safeguarding and is being addressed. The LA now review attendance at 93%. The use of a Video about attendance for use on website/parents' meetings was agreed by the board. • Staffing changes were detailed in the report. • Aspirational Targets were set for Year R Year 1 Phonics, Year 2, and Year 4 and will be circulated with the minutes. • The results analysis will be sent to the board by in the Headteacher in due course. • Behaviour - Staff audit of policy had taken place and behaviour log reviews. The audit had shown: Improvements with reduction 	Headteacher

in higher level behaviours; Low level playtime behaviour continues to be a focus but has reduced over year; Follow up by behaviour leads is very good across the school but recording in log needs further input for behaviour leads (Sept INSET Day). Overall positive view of ownership by all staff and all had agreed greater consistency for children with improved learning and playtime behaviours overall.

- There had no racist incidents this term and 3 bullying incidents recorded.
- The classes were due to be reorganised for Year 4 as groupings for literacy and numeracy change. There is also a need for children to work with different teachers for Literacy, Maths, MFL and PE. This is done to support strong learning opportunities for all and to help children prepare for teacher /classroom moves that will occur at middle school.
- Safeguarding is a high priority for the school and details were in the report.
- There had been an audit of the new staffing structure for 2017/2018. All staff reported that the Assistant Headteachers had been approachable, supportive, and effective. The only concerns raised was linked to their availability (one is working in the Nursery building and one is Part time). This was not raised as a criticism but did mean it limited staff communicating with them especially at the start of a week. The Assistant Heads themselves had valued the opportunity to meet with the Head together (as originally planned) rather than separately. Their specific roles have expanded to cover a number of aspects of leaders and their workload will be monitored so they are not overloaded. The board the Assistant Headteachers for the very successful outcome to the new staffing structure which had been of great benefit to the school.

5.2 SELF EVALUATION FORM (SEF)

The SEF will be updated for the autumn term.

GB Agenda

5.3 SCHOOL DEVELOPMENT PLAN (SDP) 2017/2018

The SDP priorities for 2018 had been RAG rated are attached to the Headteacher's report and were reviewed by the Curriculum & School Improvement Committee on 2 July 2018. The board noted the priorities.

5.4 SIAMS INSPECTION REPORT

The SIAMS Inspection Report had been previously circulated and the board agreed the plan in principle. The Foundation Governors will review this with the Headteacher.

Foundation
Governors

The Headteacher and staff were thanked for all their contributions to the outstanding outcome of the SIAMs Inspection.

5.5 BUDGET 2018/2019

The Finance Personnel & Buildings Committee had recommended the adoption of the Budget 2018/2018 which the board agreed.

		ACTION
	<p>The extremely tight nature of the budget has had a direct impact on staffing and on resources/curriculum offer. Given the budget limitations actions which are in place were detailed on the Headteachers report. It had been further agreed that the Chair would form a working group to plan ahead for a possible deficit in the future. Jo Tillin, Business Manager, had highlighted realistic assumptions and the board thanked her for her hard work in producing this budget.</p>	Chair
5.6	HAST MULTI ACADEMY TRUST HAST	GB Agenda
	<p>Tony Williams had said that the board had made the decision not to join HAST MAT at this stage and should now concentrate on governance for the school. There will of discussion in Bedfordshire regarding the two-tier system and the outcome is not clear yet. The local plan is also under consideration and the school needs to protect the local communities' children by supporting these discussions.</p>	
5.7	LOCAL DEVELOPMENT PLAN, MAT & RELATED STRATEGIC DECISIONS	GB Agenda
	<p>A Governor will attend the Diocese meeting on 20 September 2018 at Forest Centre, Marston between 8-10 a.m.</p>	Chair
5.8	GOVERNOR VISITS	GB Agenda
	<p>Governor Self-evaluation meetings As the SIAMS inspection prevented these evaluations new dates were given in the Headteachers report.</p>	All to note
6	REPORTS OF COMMITTEES	
6.1	FINANCE PERSONNEL & BUILDINGS COMMITTEE	
	<p>Minutes of the Finance, Personnel & Buildings Committee meeting held on 26 June 2018, will be circulated shortly. Arising from the minutes:</p> <ul style="list-style-type: none"> • Risk management audit has taken place and the report was previously circulated. The report was positive overall. There were some key actions which were reported to the FPB committee. 	
6.2	CURRICULUM & SCHOOL IMPROVEMENT COMMITTEE	
	<p>Minutes of the Curriculum & School Improvement Committee meeting held on 2 July 2018, will be circulated shortly.</p>	Clerk
6.3	STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/PAY REVIEW APPEALS & PUPIL DISCIPLINE COMMITTEES	
	<p>These Committees had not needed to meet.</p>	
7	REPORTS	GB Agenda
7.1	REPORT OF CHAIR	
	<p>Action Taken Under Emergency or delegated Powers:</p>	

The Chair had not taken any action under Emergency or delegated Powers.

7.2 REPORT OF SAFEGUARDING GOVERNOR

Luke Mitchell, Safeguarding Governor, advised that he will be sending a report to the board shortly which will be circulated by the clerk.

Clerk

7.3 REPORT OF SEND & PUPIL PREMIUM GOVERNOR

Kirsti Meachem, SEND & Pupil Premium Governor had nothing to report on this occasion. A report on SEND/PP provision had been included in the Headteacher's report.

7.4 REPORT OF EQUALITIES GOVERNOR

Naomi Phelan, Equalities Governor, reported on the Annual Review of Equality Objectives with the Headteacher.

She had considered the objectives in depth and made the following suggestions & recommendations:

- It is hoped to improve some areas next year and to expand programmes in school linked to reading, writing, science & technology.
- Encouraging boys to be more involved and different groups like the traveller's groups.
- Solutions could be found in literacy and in and around writing and composition. Examples could be calligraphy shapes, workshops for Chinese and Arabic.
- She suggested a book box where children are encouraged to explore types of different books out of curiosity.
- Children could take home simple tasks about equality ideas. The school could encourage parents to become involved.
- The school's moto is 'Lighting a spark in every child!' and equality and diversity is in everyday situations. All members of the school community have opportunities every day to include equality and diversity.

The following objective was agreed by the board:

To seek opportunities to celebrate Equality & Diversity every day in school and by every member of the school community.

The board thanked Naomi Phelan for her informative report and for reviewing the Equality Objectives with the Headteacher.

7.5 REPORT OF DEVELOPMENT GOVERNOR

Debbie Neiteler, Development Governor, had nothing to report on this occasion.

7.6 REPORT OF HAST GOVERNOR

Tony Williams, HAST Governor, had nothing to report on this occasion.

7.7 REPORT ON PARISH LINKS

Deirdre Curtis, reported on Parish Links and activities which have taken place:

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- At the Village Fete & Fun Dog show as well as entering their dogs, some children were part of a dance display by " My Theatre" Group and some helped to run some stalls.
- Gardening in school in the community garden.
- Children take part in the craft activities and Lego club at the local library.
- Messy church in Sunday School which also now includes older children.

8 OTHER MATTERS

8.1 KEEPING CHILDREN SAFE IN EDUCATION

GB Agenda

To note forthcoming changes to KCSIE guidance due to be published for September 2018. This item will be on the first autumn tern agenda to note that all board members have read it.

8.2 DFE FREE SCHOOL MEALS GUIDANCE

The board noted the revised DFE Free School Meals Guidance.

9 DATES AND TIMES OF FUTURE MEETINGS

All to note

The dates and times of future meetings were confirmed as:

- Saturday 22 September 2018 at 9.30 a.m.
- Tuesday 4 December 2018 at 7.30 p.m.
- Tuesday 19 March 2018 at 7.30 p.m.
- Wednesday 3 July 2018 at 7.30 p.m.

10 ANY OTHER BUSINESS

There was no other business.

CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all Governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes.

The meeting closed at 9.25 p.m.

Signed Date

CHAIR