



Minutes of the Meeting of the Full Governing Body of
Loddon Primary School on Wednesday 22 March 2017

Present:

Suzanne Ambaum, Lucy Andrews, John Brady, Richard Frazier, Eleanor Gunbie,
Jenny Hall, Rob Henderson (Chair), Donald MacDonald, Akhtar Malik, Sarah Phillips
(Headteacher)

Sue Lunn (clerk)

41/16 **Apologies for Absence**

None were received

42/16 **Declarations of interest in Agenda Items**

There were no declarations.

43/16 **Minutes of the Previous Meeting**

The minutes were agreed.

44/16 **Matters Arising**

The meeting between the Headteacher and the Safeguarding Governor is ongoing

45/16 **Committee Updates**

Personnel

There were instances of staff on long term sick leave within the school but these were being managed effectively.

Finance

The committee had met to review the 2017-18 Budget Proposals and these will require agreement at the next meeting.

As part of the budget discussions it had been agreed that a review of the Teaching Assistant provision would be undertaken.

Curriculum

The report on Accessibility in Sport had been received and progress will be looked at in the Spring.

Several policies had been reviewed and the Home Learning Policy was to be referred to the Parents Forum for their input.

The next meeting of the committee has been cancelled due to a clash with a training course.

Going forward, the Chair of the Committee felt that work of the committee needs to be reviewed in light of the fact that subject reports are now all dealt with during the Autumn term. The Terms of Reference and workload are therefore to be reviewed.

Environment

The Travel Survey and the resulting parental survey on travel had been reviewed. As a result a Parents Charter was being developed by the Parents Forum and a Road Safety Awareness Day was to be arranged. With regard to Premises Maintenance, previously there had been a rolling programme of redecoration scheduled for every three years. This was clearly not necessary for all areas and the requirement had been changed to a review every three years and redecoration as required. The Walkabout had been postponed to the next meeting.

46/16 Cleaning Contract

It was confirmed that the new Cleaning Contract had been awarded following Governor agreement by email.

The School Business Manager was thanked for her work on this.

47/16 Schools Financial Values Standard

Thanks went to the School Business Manager and Jenny Hall for their work in preparing the self-assessment document.

The two action points were to conduct a financial benchmarking exercise on an annual basis and to review the procedures for purchasing. The latter is to amend the values below which the school is not required to obtain three formal quotations. This is recognition of the fact that suppliers are increasingly reluctant to give low value quotes.

The report was approved for submission to the Local Authority.

Action The Clerk to add these items to the agenda of the Finance Committee

48/16 Headteacher's Report

The Headteacher presented her report (attached) and answered questions as follows:

Question: With regard to the Strengths and Weaknesses in the quality of teaching, how will the behaviour management be improved?

There is regular feedback on behavior in the classroom and on the whole there is improvement. There are still inconsistencies which will be corrected throughout the year.

Overall the school has a more inexperienced staff than previously and behaviour management is a skill that takes time to perfect. The results reflect the profile of the teaching staff and improvements are expected.

It is also to be noted that up to this year Newly Qualified Teachers were not

included in the tracking system as their targets are within separate induction arrangements. However for 2016/17 they have been included against teacher standards for more accurate indicators of whole school performance.

Question: In relation to the bids for curriculum funding, did the Headteacher find that the bids were realistic and are the resources requested sufficient?

Yes the bids received were considered and relevant. On the whole all the bids requested have been funded.

Question: There has been a slight drop in the figures obtained from the Anti Bullying Survey. Is there a reason for this?

The Headteacher reported that she had analysed the data and had not found any underlying trends. There were no noticeable links to any year group or to events. When follow up discussions took place with the pupils, there has not been any one area highlighted.

Frequently instances of bullying reported actually take place outside of school. Cyber Bullying is on the increase and again the majority of this takes place outside school. There will be more opportunities to talk about this in school to raise awareness.

The survey was felt to be a useful tool and it will be repeated in 6 months. Governors asked whether the survey was undertaken by the youngest pupils and the Headteacher confirmed that this was looked at by early years and Year 1 but it took the form of a class discussion rather than a formal IT survey.

Question: With regard to the progress breakdown, the target is for 6 steps to be achieved annually and therefore are pupils expected to achieve this early?

The Headteacher explained that each term there are deadlines and in order to include the data in this report, the data had been captured earlier than this ½ term's deadline. At the point data was captured, the achievement of 3 steps was considered on target.

It was confirmed that there is no data presented for some if there has been no recorded starting point e.g. if the pupil was in education outside the UK. In addition Year 1 and Year 2 track differently and therefore year groups are separated for the purposes of the report. Nursery children are not included as they have only been in attendance a few weeks. Their figures will be included at the end of the summer term.

Question: Are the gender differences of any significance?

The gender differences are small and expected to reduce by the end of the year.

The Headteacher highlighted the attendance data included in her report and advised the Governors that instances of pupil absence were on the increase and particularly in respect of visits abroad.

At the Head teacher's request the Education Welfare Officer had conducted a review and had advised that where there was long term absence, a notice to remove the pupil from roll should be issued after 10 days and after 20 days, the pupil should be removed. Three pupils had been removed from roll this year.

The Education Welfare Officer had also advised that penalty notices should be issued for unauthorised absence of more than 10 days.

The school has previously been reluctant to issue these but the Governors agreed that sadly this was now necessary.

49/16 **Parent Survey**

Thanks to all parents who took the time to complete this at the Parents Evening. It was noted that the use of the iPads was very popular and that more were needed for next time in order that a higher response rate could be achieved.

The feedback that the Governors received was looked at. Many of the results were very positive but a couple of areas had been highlighted as a result of the survey.

Some dissatisfaction with the Home Learning had been expressed and as a result the Home Learning Policy, which is due for an in depth review next year, will be referred to the Parents' Forum for their input at that time.

In addition 11% of parents did not feel that they received sufficient or valuable feedback on the progress of their child. It was felt that the new way of presenting data without distinct levels may have a bearing on this. This will be explored further and the Headteacher will review the data to see if the responses came from any one area of the school e.g. a specific year group or alternatively new parents.

Action The Headteacher to review the Parent Survey results

Governors felt that a text box for comments next time would assist them as they would receive some detail about any problem areas.

It was also suggested that parents completed the survey but were not always informed of the outcome or any resulting actions. It was agreed that a section should be included in the newsletter.

Action The Chair of Governors to write to parents in the newsletter

50/16 **Knowledge Audit**

The results had been completed and the results were considered.

A survey on the effectiveness of the Chair of Governors is to be sent out with a view to completing this before the start of the Summer Term

51/16 **Sample Question Document**

There was some discussion as to how it was best to proceed with this document. From the Skills and Knowledge Audits, it is clear that there is sufficient knowledge throughout the Governing Body but the aim is to share that knowledge and experience with each other.

With regard to the specific areas of knowledge contained within this document, it was agreed that, in order to establish common themes, each governor should highlight the three questions that they feel least confident about and then this should provide the focus for Training and also an information session at the next Governor Day. It was agreed that this needs to be completed as soon as possible.

Action **Governors to rank the areas in order of their confidence in that subject and then email the clerk with the lowest three by Wednesday 29 April.**

Action **The Headteacher to look at potential dates for a Governor Day after Easter.**

52/16 **Academy Visit Update**

The Governors had received the Headteachers' report on a visit that she had made to a Values Based Academy.

Governors asked the Headteacher if her preferred focus was for a local Multi Academy Trust or to consider joining a National Trust.

The Headteacher advised that her understanding is that since the original Government initiative, there had been a change in that the government will not now support a national trust. The recommendation is for academy trusts that required no more than 30 minutes travel between schools within the trust.

Governors were advised that it had been necessary to travel to find a like-minded Values School and that although other local schools were embarking on their Values journey, none had yet received accreditation.

Governors asked how long the school visited had been an academy and how they had found the process.

The school had been an academy for nearly 10 years. The process had been time consuming but there had been no major problems highlighted. However the Headteacher felt that as the school had been a Foundation School, there had already been similarities, for example, employing their own staff and dealing with building repairs and projects.

Further research is still needed.

The Headteacher was thanked for her report.

53/16 **Policies for Review**

Staff Code of Conduct

This was reviewed and agreed subject to the following amendments:

- The opening statement includes a reference to being a Values based school
- Section 15.4 Responsibility is changed to responsible
- Page 11 the words 'had a crush on' should be substituted with 'has inappropriate feelings for'
- Section 21.1 All leave should normally be approved subject to circumstances
- Section 37.1 remove the word 'decently'

54/16 **AOB**

With regard to the recommended course, Governors were advised of the content of the course, details of which are:

'Preparing for your next Ofsted Inspection' – Course No GOV178 on Wednesday 10 May at 7pm.

Action **Governors are to email the Development governor if they wish to attend.**

55/16 **Date and Time of the next Meeting**

The next meeting of the Governing Body will be on Wednesday 24 May 2017 at 6pm.

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Signed by the Chair of Governors

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Date