



WILLIAM STUKELEY CE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING FINAL MINUTES
WEDNESDAY 6th DECEMBER 2017 AT 5.30PM

PART 1

Present: Mr. R. Nicholas (Chair), Mr. I. Braid (Vice Chair), Mrs M. Dack, Mr. S. Cuthbertson, Mrs T Handson, Mrs. K. Thorpe, Mr. R. West, Mrs. C. Williams, Mrs. H. McGinn and Mr T. Emery (Head teacher). Revd. R. Seal

Also present: Mrs. J. Francis (Clerk to Governors)

Apologies received:

Presentation by the Creative and Expressive Faculty Group – Mrs. Cuthbertson, Mrs. Twell and Mrs. Peacher.

Meeting started at 5:30 p.m.
 Revd. Seal joined the meeting at 18.05 p.m.

Agenda item	Issues	Agreed Action	Responsible
Presentation by Creative and Expressive Faculty	<i>Mr. Emery said that there were still things to consider around reading. Comprehension was one of the issues highlighted. Children can read but it wasn't always clear how much had been understood.</i>	Q. Are spellings taken home to learn? A. They are but children are not tested every week. Governors agreed that it was nice to get parents involved and a number of suggestions were put forward.	
1. Apologies		Revd. Seal sent apologies in advance of the meeting to say that she would be late.	
2. Declaration of Interest		There were no declarations of interest on any item on the agenda.	
3. Minutes of the meeting held on 20 th September 2017		The minutes were proposed by Mrs. Dack, seconded by Mr. Cuthbertson and approved by governors. They were signed as a true record by Mr. Nicholas.	
4. Matters arising		Item 15 – Mr Nicholas confirmed that he has not yet had chance to look at the use of personal phones. Item 16 – Reports on School Governors Day have now been completed.	
5. Committee minutes		For information only.	

<p>6. Head Teacher's Report</p>	<p><i>Governor Interaction with parents</i></p>	<p>A written report was provided.</p> <p>Q. Concerns were raised about the percentage of children in Years 5 and 6 who currently appear at 60% or more below age related in target tracker.</p> <p>A. The problem with Target Tracker is that it is only based on what has already been taught and it doesn't show where children will get to.</p> <p>Mr. Emery said that he did not expect the final percentage to be as high as 60% below age related. However, there are issues with years 5 and 6 which are being addressed with intervention e.g. additional support with Mr. Tugwell. Additional reading support is also being considered.</p> <p>Q. Are we measuring the impact of Mr Tugwell?</p> <p>A. Yes – we are already starting to see progress and we must measure the impact because it is an expensive resource.</p> <p>Mr. Nicholas highlighted the importance of governors understanding the impact of intervention particularly when talking to Ofsted.</p> <p>Mr. Cuthbertson provided a visual explanation of how Target Tracker works. He explained that the system is linear and that the real progress will move in the spring / summer terms.</p> <p>Q. There is no one in above or significantly above for year 6 and only a small proportion in the above category for writing in year 5. Why?</p> <p>A. There is some potential which would mean a few pupils moving into these categories.</p> <p>Q. Are children being disadvantaged?</p> <p>A. No – provision is being made for everyone. We have processes in place to ensure this happens e.g. pupil progress meetings.</p> <p>Q. Page 3 of the HT Report refers to Prime and Specific. What are they?</p> <p>A. See the chart (shading) – it relates to specific subject areas</p> <p>There was a discussion on how governors interact with parents through forums like parents' evenings etc. and it was agreed that parents need to know who the school governors are. In addition to pen-portraits, photographs and website it would be helpful if governors could occasionally turn up at 15.15 and mingle with</p>	
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		parents. Facebook was also considered to be a strong medium to pursue.	
7. 3 Year Plan		For information purposes. There is also a shortened version previously circulated.	
8. Teacher's Pay		There was a full discussion on Teacher's Pay for 2017/18 year.	
9. Fair Access Protocol		The Fair Access Protocol was proposed by Mr. Braid, seconded by Mr. West and adopted by the committee.	
10. School Fund		For information only.	
11. Buildings Update		LED lighting is to be installed 13 th – 15 th January 2017 with contractors working overnight. A second quote for the upgrade of the adult toilets has been sought. Better lighting to be provided at the front of the school. Screens have been replaced.	
12. Health and Safety		There are issues with the new playground surface which appears to hold water. It is lethal when icy and needs gritting and water on the surface is also a problem	Mr Nicholas and Mrs Williams to undertake a safety inspection on 7th December and to consider the playground issue and whether a discussion with the contractor would be useful.
13. Steering Group Update		There were no updates available. However Mr. Nicholas said that all groups need to have met and provided an update by the end of January	Mr Nicholas to email the lead person in each Steering Group.
14. Policies	Disability Equality Scheme and Disability Accessibility Plan for Pupils Equality Policy	The following amendments were made: Page 1 Governor Steering Group added i.e. Wellbeing Page 2, para 3, first line – a fully accessible environment was replaced with 'an environment'. Para 4, line 2 – is replaced with 'are' Final para, 4 th bullet – disable should read 'disabled' The policy was then proposed by Mrs. McGinn, seconded by Mrs. Dack and adopted by all governors. The following amendment was made: Page 1 – Governor Steering Group added i.e. Wellbeing. The policy was proposed by Mrs Dack, seconded by Mr. Braid and adopted by all governors.	

	<p>Supporting Pupils with Long Term Medical Conditions</p> <p>Educational Visits</p> <p>Managing Change</p>	<p>The policy was adopted by all governors with the proviso that the highlighted areas are under review and subject to change. One issue relates to insurance cover of staff.</p> <p>Q. Re: Page 2 bullets – Are children penalised for poor attendance when they have a serious medical condition? A. Mr Emery confirmed that children in these circumstances would not be penalised but that he kept all parties informed of the situation and the impact.</p> <p>This is still under review and will be presented at a future meeting.</p> <p>The policy was proposed by Mrs McGinn, seconded by Mr Braid and adopted by all governors.</p>	<p>Mrs Harlock to check if staff dealing with medical conditions are appropriately insured.</p>
15. AOB	<p>School Governors Day</p> <p>Asthma Policy</p>	<p>Mr Nicholas proposed that another Governors Day be arranged around February. 9th February was tabled as a possibility. The day would be structured, enabling governors to see what goes on within the school.</p> <p>Although the Asthma Policy was reviewed by governors recently it is currently under further review within the school and will be brought to a future governors meeting.</p>	<p>Mr. Nicholas to consider a suitable date, possibly 9th February?</p>

The meeting closed at 19.20

Signed: _____ Chair of Governors

Date: _____

