

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

FULL GOVERNING BOARD		DATE:	16th May 2016
CHAired BY: Owen Golightly (OG)		CLERKED BY: Jacqueline Brooks (JB)	
GOVERNORS PRESENT:		Also Present:	
Tania Beard (TB) – business agenda only Shelia Watson (SMW) Jo Smith (JS) Meg Privett (MP) Owen Golightly (OG) Nick Partridge (NJP) Mel Turl (MT) – business agenda only Sheena Wright (SW) Ian Norton (IN) – business agenda only Caren Flicker (CF)			
APOLOGIES: None			
Absent without apology:			

Prevent Training & Safeguarding Update

Prior to the business agenda, CF delivered the above training to the GB. This was the same training provided to school staff previously.

Prevent

Overview – Prevent covers the risk of terrorism from a wide range of groups, and not just those such as Isis. Young people are being recruited and radicalized, with those vulnerable to this often already being disaffected from society. Governors were informed of the differences between radicalization, extremism and terrorism. The school has already had to report one incident of far-right literature being posted to local homes through the Prevent channels.

School responsibilities – Prevent covers the school's responsibilities, which form part of the UK Counter-Terrorism Strategy. Challenging extremism is the responsibility of all. Governors noted which factors make a person vulnerable and discussed that primary school children are vulnerable simply due to their age, with their main influences being their parents and older siblings. Staff are aware that they must be alert to noting any concerning remarks made by children which may be reflecting what they hear at home, or any concerning remarks heard from adults in the playground at the start and end of the school day. Staff know that any concerns must be reported immediately, as per the Prevent process map, regardless of how small they might seem. The GB discussed concerns regarding children becoming desensitized to violence through playing age-inappropriate computer games, although it was recognized that those impacted significantly by such games have often been found to be

those already pre-disposed to these behaviours or experiencing other serious difficulties in their lives.

Copies of the process map for reporting concerns about individuals are located on the safeguarding noticeboard in the staff room and in the staff toilets. Staff and governors are advised to follow:

- Notice - what is different?
- Check – Who would you go to?
- Share – Who do you tell?

OG asked CF what she considered to be the greatest risk for the school, and queried if this would be not being alert to concerns being presented by an individual. CF advised that locally, it is more likely that the risk will arise from a far-right group and agreed that it is essential staff are not complacent. Staff will use CPOMS to record any concerns and promote British Values as described within the school statement created by teaching staff and children and shared with governors and all school staff.

Staff have also discussed with children what they should know and understand e.g. how laws protect people and their right to hold different faiths/beliefs and that these should be accepted and tolerated unless unlawful.

Faith Abuse

Governors were made aware of the need to be vigilant for any incidents of this, which can involve ritualistic violence towards others.

Female Genital Mutilation

CF shared the World Health Organisation definitions of this and explained how the practice is carried out. The practice reflects the deep-rooted inequality between the sexes and in some countries nearly all women have undergone FGM. The practice is cultural and not specific to one religion.

The school is not aware of any children who have either undergone FGM or are at risk of having this done. If the school does become aware, then it is required to report this to the police. Staff are aware of the need to be vigilant of any girls talking about going on a 'special holiday' or family visit to countries where the practice is prevalent and to report this.

Child Sexual Exploitation

The school is aware that there are children within Exeter and the wider locality who could be at risk of CSE and is aware of channels for reporting any concerns about children in school.

Attendance

Any concerns regarding attendance are addressed jointly by the EWO and the school. One of the administration team monitors attendance, reports concerns and sends letters as required to parents/carers. If attendance does not improve, then a legal meeting is held.

CF reported that this term two legal meetings have been held and both children's attendance subsequently improved.

Bullying

Any bullying incidents are recorded on CPOMS and are addressed by teachers and/or TB as appropriate.

Stop Abuse for Everyone (SAFE)

Workers from SAFE will be delivering training to CF, the school SENDCo and three Teaching Assistants in June 2016 with the aim of developing how children can be given more self-confidence, how they can increase their self-esteem and knowing who they can talk to if they are having a difficult time. This will initially be delivered to younger children and then provided to children further up the school in due course. The five members of staff trained by SAFE will then train other staff members.

360 degrees

This is an internet safety campaign which the school can use and gain accreditation in doing so. Several staff are already involved with this, and SMW is representing the governing board. The project will also engage with children, which will ensure that adults have an up to date understanding of online terminology and popular games/apps.

Racial Diversity Working Group

The school is trying to establish a group, but has so far had no response to the newsletter article asking for people to get involved. CF will continue working to try and progress this.

Data summary of Spring term 2016

- No MASH referrals were made, although MASH contacted the school with two enquiries.
- 13 children were subject to either Child Protection or Child in Need proceedings.
- 4 CP/CiN conferences/reviews were held (all attended by CF)
- 18 Core Group meetings were held (all attended by CF)
- 1 racial bullying incident was reported to DCC. This involved two children with differing accounts and, as the incident had not been overheard by adults, was difficult to resolve.
- 12 DBS forms were completed for new staff.
- 2 children at school are in care. SMW asked if the school was receiving the appropriate funding – this was confirmed to be the case. Personal Education Plans have been created for these children.
- 136 children are receiving Pupil Premium funding.
- No allegations against staff have been received.
- 3 121A notifications from the police have been received regarding community incidents.
- 1 incident of radicalization was reported.
- CF is attending staff meetings to provide an overview of identified needs in Phases and to provide information on current safeguarding issues.

The GB thanked CF for the training and information. It was agreed that from regular updates from CF, governors have confidence that safeguarding issues are being appropriately addressed in school.

Agenda Items	
1	<u>Opening Prayer & Welcome</u> 1. Opening Prayer taken by SMW.
2	<u>Apologies and sanctions of absence.</u> 1. None.

<p>3</p>	<p><u>Declarations of Interest & Correspondence</u></p> <p>1. No declarations of interest.</p> <p>2. Correspondence received 16.5.16 to Chair of Governors regarding NUT plans for a strike ballot. OG to update GB if required when he has read through.</p>
<p>4</p>	<p><u>Minutes and matters arising from last meeting (21.3.16)</u></p> <p>1. Parts 1 and 2 agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Update on actions:</p> <ul style="list-style-type: none"> • Correspondence to DfE – still in process. Action: OG to finalise and send. • Accreditation of PlayPod training. Action: TB to confirm which company provides this. • SFVS documentation – this has been submitted by JB. • Governor Skills Matrix – in process. See item 7.4. • SIP Monitoring – OG has met with TB to monitor Leadership & Management aspect of the SIP.
<p>5</p>	<p><u>Headteacher Report and data summaries analysis</u></p> <p>1. This had been circulated to governors ahead of the meeting. Governors discussed the report in small groups.</p> <p><u>Staff training.</u> JS noted that the school is training some Teaching Assistants to become Higher Level TAs. JS asked if these staff will be given separate contracts for their HLTA hours. TB confirmed this to be the case. JS asked if Katie Maz (KM) will be provided with support for her return into the classroom. TB confirmed that support will be provided through spending time in the nursery. MT advised that KM will also be undertaking the Phonics Training with other staff.</p> <p><u>‘What I Am Proud Of’ staff document.</u> OG thought that this made very positive reading and asked how staff had found the experience of contributing to this. MT advised that some staff discussed their contributions during an inset session and it had proved to be a powerful, very positive experience. Staff are not used to expressing being openly proud of themselves, even though they will often express this about other team members. This was an opportunity for staff to reflect upon the impact that they have on each other and the children and to feel really valued.</p> <p><u>Maths Headline data.</u> NP noted that this shows the narrative that has been previously discussed at GB meetings – that children do well when they start at St. Martin’s or have been at St. Martin’s for two or more years. MT advised that seeing the data helps teachers recognize how good progress is, even if children are not meeting age-related expectations. For many children, the progress made is hugely positive. MT was thanked for her work in producing the Maths data.</p> <p><u>Year 6 SATs.</u> SMW stated that she was very proud of how the Year 6 children had performed during their SATs – they had persevered, tried very hard and generally had a fantastic attitude. TB raised that the Year 6 staff team had inspired this very positive attitude, and advised the Year 6 end of SATs assembly had been a very powerful experience for staff and pupils.</p> <p><u>Attendance.</u> SW asked if the school rewards children who have consistently good attendance. Stickers are given out to all children who achieve 100% attendance in a term, and they are entered in a draw to win a prize. The school will soon be trialing the ‘Attendance Bear’ which will spend time in the class with the best attendance. Attendance is regularly analysed and currently there are no patterns to be found.</p>

Staffing. SMW asked how many NQTs there will be in next year's staff structure. There will be two – Emily Light and Sue Edden, although it was noted that Sue is currently working here as a student teacher already and has also done so in the past as a TA.

Pupil Premium spend. IN noted the details regarding exclusions this year and asked how many of these children had access to interventions such as Balance Board. TB confirmed that a number had accessed multiple interventions (Balance Board, Drum Beat) and another child has accessed the Nurture group. Some interventions were already being provided prior to the exclusions, others were put in place subsequently. IN asked if it was possible to link interventions to a decrease in incidents. TB advised that this looks to be the case, but that it will not be possible to confirm until the end of term impact analysis is undertaken. JS asked if there was any identifiable pattern to occurrences of disruptive behaviour. TB confirmed that to date there has been no pattern. The GB was informed that staff work very hard to avoid excluding, and these recent exclusions have been the final option.

6. School Improvement Plan (SIP)

1. Findings from Spring Term monitoring visit reports. As Lead Governor for School Improvement Planning, SW had reviewed the reports and shared questions that governor teams had identified. TB answered the following questions:

Interventions

Q. How is the school ensuring that pupils do not become overly reliant on individual TA's?

A. TAs work with groups rather than individuals, although TAs linked with specific children are always available to work with a child outside of the classroom if required.

Q. Is there sufficient support for staff in class (and outside) to cope with the diverse range of needs within specific groups?

A. No – staff could always benefit from more support. Where the need is acute (e.g. currently in Year 4 where the TAs are off work due to sickness), more support is being arranged to meet the needs of the class.

Q. Much of the discussion focussed on children with SEN – is the school assured that G&T children are recognised and supported? In what way?

A. G&T children have been identified and teachers are differentiating well for individuals in their classes. Children are also offered opportunities to attend G&T workshops. However, as the focus to date has had to be on meeting the needs of SEND pupils further development of provision for gifted and talented pupils across the school as a whole is required. The school is in the process of setting up G&T tracking/transition sheets. MT noted that School pupil Tracker shows children who are mastering learning at a greater depth. SW raised that whilst children should receive praise for efforts made, it is important to ensure pupils are being stretched/challenged at the same time.

Outcomes for Pupils

Q. What new ideas are there to encourage parents to engage in the 'school experience'?

A. A full transition process is being established for children beginning in Reception – this will include home visits. JS asked if teachers will be undertaking home visits alone. Teachers will visit with a TA. OG asked if risk assessments for these visits are in place. MT confirmed that these will be created nearer to the time of the visits.

TB advised that parents are being supported to get to know each other through using the class Dojo system to organize a social evening.

2. Summer SIP Monitoring Work. Work required from governor teams this term is detailed in the Summer Term Monitoring Report Form, which has been circulated to the GB. **Action: Governor teams are required to complete their forms and send to JB by Friday, 1st July.**

	<p>The GB agreed that the SIP Review Day will be held on Thursday, 14th July, 9.45am – 3.00pm. Governor teams will be allocated a time to meet with TB and staff teams to discuss successes, challenges and next steps. Action: TB to send out timetable to GB and staff. Governors unable to attend should send apologies and ensure that their reports have been submitted prior to the meeting.</p>
<p>7.</p>	<p><u>Governance at St. Martin's</u></p> <p>1. <u>Update on reconstitution.</u> There are now currently six people who have expressed an interest in becoming governors at St. Martin's. If all of these wish to proceed with their application and have the required skills, then this would negate the need to reconstitute. TB is in the process of meeting with prospective governors. It was agreed to put the reconstitution process on hold until the GB have a definite number for those who wish to proceed as governors. Action: JB to place reconstitution on the agenda for the Full GB meeting on 18th July.</p> <p>2. <u>GB Annual Report.</u> OG advised that this should be called the GB Impact Statement. OG shared his initial draft. Within this, there are various sections which require further details to be added. It was agreed that the following governors would complete these:</p> <ul style="list-style-type: none"> • Action 1 – JS • Action 2 – MP • Action 3 – OG, TB, CF and Brigid Thompson • Action 4 – SW and MT • Action 5 – OG • Action 6 – MP <p>Action: Governors to send their sections to JB by Friday, 17th June.</p> <p>3. <u>Headteacher Appraisal Panel membership 2016-17 and Terms of Reference.</u> The model Terms of Reference had been circulated to the GB prior to the meeting. The GB agreed to adopt these with the review date amended to termly rather than six monthly. As JS is resigning from the GB, another governor is required to join the panel. It was agreed that this will be offered to one of the new governors joining. It was noted that SW will be undertaking the training next month, and MP has already attended.</p> <p>4. <u>Governor Skills audit.</u> OG will lead on an internal review of existing skills within the GB. Skills of prospective governors will be assessed during the initial meetings with TB and application process.</p> <p>5. <u>Succession Planning.</u> Work is required to ensure there are sufficient governors in place able to undertake the roles of Committee Chair and Vice-Chair, especially with JS leaving. Action: all governors to email OG to confirm their interest in developing/taking on a leadership role and timescales for this by Friday, 10th June.</p> <p>6. <u>Review Chair/Vice-Chair election process.</u> This document had been circulated to governors prior to the meeting. The GB agreed that no changes were required and to re-approve this process.</p> <p>7. <u>Feedback from training/events attended.</u></p> <ul style="list-style-type: none"> • OG and TB attended a Diocese briefing event on multi-academy trusts, but since then government direction on this has changed. TB will continue to liaise with other Headteachers to explore possible future options along with the GB but this will be based on what will best meet the needs of the school in the future. • MP is due to attend training on the Admissions Code in July at the Diocese. <p>8. <u>Planning for Visioning Event.</u> It was agreed that the GB and extended SLT will meet on Tuesday, 28th June, 6-8pm to plan the full event for staff, pupils, parents and the community in September. This will be led by Kelly Newland, who has delivered coaching sessions in school</p>

	previously.
8.	<p><u>Policies</u></p> <p>1. <u>Finance</u>. The GB agreed to adopt the new model policy from DCC. There is a new delegated authority section for school funds/non public funds. OG asked TB what non-public funds were held. These are as follows: - PTFA - Alcoha - Enterprise Award Actions: OG to confirm if any of the delegated authorities need to be different for St. Martin's than as currently stated in the model. JB to liaise with School Business Manager to ensure the signatories sheet is completed.</p> <p>2. <u>Disciplinary</u>. This was reviewed at Resources on 6.5.16. JS confirmed that there were no changes required. The GB agreed to re-approve the policy again.</p> <p>3. <u>Main school admissions policy 2017-18</u>. DCC have advised that the policy should be amended to reflect the new definition of overseas children and to reflect that summer-born children can now have their admission date delayed until the following academic year, as per direction from the Schools Minister in September 2015. The GB agreed to approve these amendments. Actions: JB to update policy review schedule to reflect the above, and to ensure that the correct policy versions are available on the school website and/or internal policies wiki page.</p>
9.	<p><u>Budget 2016-17</u></p> <p>1. The GB noted that the budget for 2016-17 was discussed and approved by the Resources Committee on 13.4.16 as previously agreed.</p>
10.	<p><u>Questions to Committees</u></p> <p>1. <u>Resources</u>.</p> <ul style="list-style-type: none"> The GB agreed that CF would join this Committee. Action: JB to amend the Terms of Reference to reflect this. The GB noted the requirements for the wearing of ID badges within school. Governors should always wear their badges, signing for them when received and ensuring they are returned to school if they resign from the GB. Actions: JB to arrange for outstanding badges to be created for governors. JB to add requirements regarding ID badges to be added to Code of Conduct. <p>2. <u>Admissions</u>. TB confirmed that there are no appeals for the main Reception intake this year. There is one outstanding appeal for an in-year admission to Reception for a child who has an EHCP. This place has been refused as it would mean the school would go over PAN and would require the school to employ a new member of staff when there is space for the child to attend CEC.</p> <p>3. There were no other questions to Committees.</p>
11.	<p><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></p> <ul style="list-style-type: none"> Plans have been made for the Visioning Evening, to which the new Minister will be invited.

- The GB Impact Statement has been discussed, as has the difference that the GB is making to the school.
- The GB is aware of the need to develop the way in which staff are working with G&T pupils holistically across the whole school, and to develop learning opportunities across the age-groups.
- The GB is supportive of plans to support parents forming relationships with each other and the school.
- The GB has ensured that the home school visits as part of the transition process will be undertaken with consideration to ensuring the safety of staff.
- Discussing pupil data ensures governors are aware of current progress/achievement made by pupils.

ACTIONS FROM THIS MEETING

<u>Action</u>	<u>Person responsible</u>	<u>Date to be completed by</u>
1. Send correspondence re complaints to DfE.	OG	27.5.16
2. Confirm company which provides accreditation for Playpod training.	TB	27.5.16
3. Complete summer term SIP monitoring work and send completed record form to JB.	All GB SIP monitoring teams	1.7.16
4. Send out SIP Review Day timetable to GB and staff.	TB	14.6.16
5. Send JB completed sections for GB Impact Statement.	Governors detailed in 7.2	17.6.16
6. Email OG to confirm interest in developing/taking on a GB leadership role and timescales.	All governors	10.6.16
7. Confirm delegated authorities for non-public funds.	OG	22.6.16
8. Liaise with School Business Manager to complete Finance signatories sheet.	JB	27.5.16
9. Update policy review schedule and ensure correct policy versions are on website and/or wiki page as detailed in item 8.	JB	22.6.16
10. Update Resources Terms of Reference to add CF.	JB	22.6.16
11. Arrange for outstanding governor ID badges to be created.	JB	27.5.16
12. Add ID badge guidance to GB Code of Practice.	JB	27.5.16

Items for Full GB Meeting Agenda 18.7.16

- Reconstitution of Governing Board

Questions raised by Governors.

- OG asked CF what she considered to be the greatest risk for the school, and queried if this would be not being alert to concerns being presented by an individual.
- JS asked if these staff will be given separate contracts for their HLTA hours.

- JS asked if Katie Maz (KM) will be provided with support for her return into the classroom.
- OG asked how staff had found the experience of contributing to the 'What I Am Proud Of' document.
- SW asked if the school rewards children who have consistently good attendance.
- SMW asked how many NQTs there will be in next year's staff structure.
- IN asked how many of the children who had had exclusions this year had had access to interventions such as Balance Board.
- IN asked if it was possible to link interventions to a decrease in incidents of disruptive behaviour.
- JS asked if there was any identifiable pattern to occurrences of disruptive behaviour.
- JS asked if teachers will be undertaking Transition home visits alone.
- OG asked if risk assessments for the Transition home visits are in place.

SUMMARY OF DECISIONS

- **The GB agreed to put the reconstitution process on hold whilst applications from prospective governors are processed.**
- **The GB agreed to adopt the model Terms of Reference for the Headteacher Appraisal Panel.**
- **The GB reviewed and approved the Chair/Vice-Chair Election process again.**
- **The GB agreed to adopt the new model Finance policy.**
- **The GB agreed to re-approve the Disciplinary policy with no changes required.**
- **The GB agreed to amend the main school Admissions policy 2017-18 as detailed in item 8.3.**
- **The GB agreed that CF would join the Resources Committee.**
- **The GB agreed to add the requirements for wearing of ID badges to the GB Code of Conduct.**

Next meetings:

Full GB Annual Self-Review Session – 4th July 2016, 5.30-7.30pm
Full GB (usual business agenda) – 18th July 2016, 5.30- 7.30pm

Signed as accurate by the Chair:

Name of Chair:

Date: