

Brunswick House School
Notes from the Full Governing Body Meeting
Held on Monday 10 July 2017 at 4pm

Owing to the long term illness of the Clerk to the Governors following the July meeting, full minutes were not produced in the usual way. These notes have been compiled subsequently by the Chair of the meeting, in conjunction with other governors who attended, and using notes later provided by the Clerk.

Present: John Bateson-Cooper , Laurel Townend (co-chairs), Liz Clarke, (staff Governor) Ellie Dunnet, Jill Hogan (Vice-Chair), David Stead (C-Opted), Fawad Mughal, Nicola McLeish (Parent Governors) and Wendy Skinner (Headteacher)

In attendance: Stephanie Thurkle (KCC Clerking Service), Clare Fullagar (DH) and David Ware (DH/ SENCO)

The meeting was chaired by Laurel Townend

The Meeting started at 4 pm

1	Introductions and Apologies for Absence	
1.1	Apologies were received from Naomi Mercer (maternity leave) and accepted. The Governing Body will send a card and congratulations to Naomi on the arrival of her daughter.	LT
2	Declaration of Business Interests	
2.1	John Bateson-Cooper declared that he is currently working on a contract as an electrician in the school. There were no items of business interest related to any items on the agenda. <i>A Governor enquired whether the contract with John had been tendered for in line with best value requirements: the HT confirmed that quotations had been sought by the Bursar in line with school policy.</i>	
3	Minutes of the Previous Meeting	
3.1	The minutes of the meeting held on 22 May 2017 were received and signed by John Bateson-Cooper as a true record. It was agreed that a rolling year's worth of minutes would be kept on the school website ACTION: i. to place a signed copy of the minutes on the file in the school ii. To add previous 2016/17 minutes to the website, to ensure a year's worth are available	Clerk
3.2	Update on agreed actions (not covered elsewhere in the meeting) <i>Any outstanding actions are covered in later agenda items</i> 3.2 Meetings schedule LT and WS have prepared a meetings schedule for 2017/18 which was discussed and agreed at the meeting, subject to some amendments. ACTION: Finalised schedule to be uploaded to GVO	LT

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	<p>4.1 and 5.3: Update of records re changes in Governors / co-chairs – The Clerk has updated all records</p> <p>6h Sports Premium Monitoring: CF and NMCL have met to discuss and monitor this and agreed to arrange a Sports Monitoring visit for a morning during Sports Week.. Governor monitoring report on GVO.</p> <p>8.1 SDP and SEF Review DS and LT are available to attend the SLT meeting to review the SDP outcomes on 18 July</p> <p>8.2 Governors to follow up actions from monitoring reports submitted – governors reminded of their commitment to do this.</p> <p>11.1 Co-chairs meeting with Area Governance Officer This took place on 19 June and provided some helpful suggestions about effective governance. A feedback document with suggestions re monitoring, effective minutes etc to demonstrate rigorous governor scrutiny was circulated in advance of this meeting.</p>	<p>LT / Clerk</p> <p>DS / LT</p> <p>All Govs</p>
4	<p>Membership Governors were informed of Dilys Foster’s resignation, for personal reasons. This means there are now two co-opted vacancies. ACTION: JH will continue to explore with Brachers whether they can recommend a suitable candidate, and may also contact local secondary schools, depending on outcome from Brachers contact. ACTION: Governors will complete the skills audit so that gaps in expertise in the FGB can be identified. Clerk to supply audit link, DS to co-ordinate replies.</p> <p>Co-option of John Bateson-Cooper – John was nominated in line with procedure and left the room whilst his nomination was discussed. Governors agreed to his co-option for a further 3 year term until 10 July 2020. ACTION: Clerk to arrange update of governor details on school website, and to update records on CPD. HT’s PA to update details on Eduweb</p>	<p>JH</p> <p>Clerk / DS / All Govs</p> <p>Clerk</p> <p>Head’s PA</p>
4.1	Confidential item to be minuted separately	
5	<p>Headteacher’s Report A very detailed Headteacher Report was provided in advance of the meeting and pupil data outcomes were shared at the meeting In particular Governors discussed and raised questions about</p> <ul style="list-style-type: none"> • Staffing – arrangements for the staged return of a teacher currently on sick leave • Attendance, including the reasons for PP figure still being in the 4th quintile nationally (WS outlined strategies that have been tried and documented to address the issue) • Feedback from SIA visit on 12 June was discussed – his learning walk was a useful spot check in advance of HMI visit. 	
6	<p>HMI Visit The final report is extremely positive, confirming that the school is on track to be “good” at its next Section 5 inspection , whilst identifying a number of areas for</p>	

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	focus. The experience overall was a good one, with the HMI seeing a lot of teaching, (11 different lessons in all), all of it good or better.	
7	<p>Performance Management</p> <p>Further change to the HT's Performance Management Panel is necessary in light of Naomi's maternity leave and Dilys Foster's resignation. It was agreed that JH and LT will be the panel members and have booked already to attend training on 11 July. Sue Tunnicliffe will continue to be the external adviser to the Pay Panel.</p> <p>ACTION: It was agreed that DS and LT would be the members of the Annual Pay Panel, and would meet with WS to review her recommendations and scrutinise sample performance management reviews on 18 July, after the SDP review meeting.</p>	LT / JH / WS
8	<p>School Development Plan and SEF Review</p> <p>HT and DHs talked Governors through the data outcomes and there was a wide-ranging and challenging discussion on a range of issues including:</p> <ul style="list-style-type: none"> • Difficulties Governors experienced when HMI visited in demonstrating a sound grasp of how pupil progress is tracked - the Deputy Heads outlined the work they have done to create a more accessible and robust tracking system that will provide clearer progress data to governors at regular stages. It will also provide more clarity for staff appraisal. • Aspects of the data including exploring reasons for the dip in EYFS PP outcomes compared with 2016. • Why EYFS targets for 2017 were lower than for 2016 – DH explained differences in the particular cohort and outlined that all pupils groups had made better than expected progress. • What interventions are being planned for Y2 pupil not meeting the Phonics requirements? There are already strategies that are in place to address areas of relative weakness, such as OWLS for speech and language intervention – although this ultimately has a high cost implications, training of staff and what might be lost in order to implement OWLS. TAs will become more specialised and parents will need to be informed in advance about how different staff will be involved, to pre-empt any concerns they may have. • The need for revised job descriptions for Phase 1 and Phase 2 leaders to support better tracking, in particular of Pupil Premium children. • ACTION WS requested that a permanent Phase 2 leader post be created – currently this is a temporary position. Governors agreed to this and the post will be advertised and interviewed for, with governor involvement in Term 1. • Success in Phonics was noted, including pleasing PP figure above national average. • Figures will be scrutinised more fully by governors in end of year SDP review and at L & D meeting in September. • Governors questioned how judgements on teaching standards are quality assured. The headteacher cited SIA visits, Mock Ofsted (March 2017), HMI (June 2017) and working with heads of school at Allington and Barming on the moderation of the teaching of SPAG. • How HLTA teaching is monitored – all HLTAs have observations every seasonal term as well as SEN drop-ins. • More data would be available the week after the FGB so NMCL to meet with 	WS / gov to be agreed

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	<p>CF after this date to discuss further</p> <ul style="list-style-type: none"> The improvements in outcomes for KS2 maths since 2016 were noted. ACTION: LT to email Katie Brigden who took on Maths Co-ordinator role this year to acknowledge this improvement. <p>Governance Action Plan Review – DS shared concerns at areas where we have too little evidence of governor action and impact. It was acknowledged in discussion that there has been more monitoring than his records show, but there is a need to make sure that all monitoring visits are documented on GVO, so that we demonstrate the full extent of our involvement and impact.</p> <p>Subject Leaders reports (English, Maths, Science, SMSC, SEND, British Values and Sport) were all received and any issues arising will be followed up further through Governor monitoring.</p> <p>JH has done an EYFS Monitoring visit – notes to follow.</p>	<p>LT</p> <p>DS and all Govs JH</p>
9	<p>Finance & Personnel</p> <p>FM provided feedback from the Resources Team (as ED had to leave before this item)</p> <ol style="list-style-type: none"> Monthly monitoring is fine. £22k currently in the Voluntary Fund It has been decided that £3k will be spent on upgrading the Adventure Playground Insurance: 3 quotes have been received, and the best for £15,300 was agreed. Lettings and Charges: it is proposed to stagger increases to charges over time, and for the Bursar to explore discounts depending on frequency of lettings. The provision of ground services will be reviewed. 	
10	<p>Safeguarding</p> <p>ED has agreed to become the Safeguarding governor again.</p> <p>WS shared the Safeguarding Review report, which shows that all parts of the action plan drawn up in response to the external safeguarding review have been completed.</p> <p>A Governor queried an issue that had arisen at HMI visit over an item on the Single Central Record and WS confirmed that this had been addressed and the record was now complete.</p> <p>WS also presented and talked through the Emergency Plan, and how it has recently been disseminated to all staff</p>	
11	<p>Health & Safety</p> <p>JBC agreed to become the Health and Safety Governor.</p> <p>ACTION: WS to liaise with JB-C regarding 2017-2018 dates.</p>	<p>WS JBC</p>
12	<p>Committee Business</p> <p>Strategy:</p>	

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	<ul style="list-style-type: none"> i. Feedback: items had all been covered earlier, including feedback from the meeting with Julia Durcan. ii. Membership: JB, LT, JH, ED and NMCL (see note under Learning & Development below.) <p>Learning & Development: It was agreed that Nicola McLeish will take over chairing the L & D team and to provide written/verbal feedback to the Strategy Group as work commitments mean she will be unable to attend in person.</p> <p>Other matters:</p> <ul style="list-style-type: none"> i. FM agreed to become Pupil Premium Governor during NM's maternity absence. 	
13	<p>Policy / Document Approval</p> <p>The following updated policies were agreed:</p> <ul style="list-style-type: none"> i. Safeguarding ii. Whistleblowing iii. Healthy Schools iv. Pupil Premium v. Accessibility Plan vi. RSE Policy vii. SEN and Disability Policy <p>The following policy will be considered at a Governor meeting early in Term 1, to allow for more thorough consideration Online Safety.</p> <p>ACTION: Take Online Safety Policy to FGB on 25 September</p>	
14	<p>Governor Training</p> <p>LC circulated the updated training grid. Governors are encouraged to take up relevant courses. It was agreed that we will look to arrange bespoke training on handling complaints (and possibly advertise to other schools, in order to share the cost)</p> <p>ACTION: to organise bespoke training In autumn term</p>	WS
15	<p>Governing Body Matters</p> <ul style="list-style-type: none"> i. Terms of reference: these have now all been updated and were agreed by governors ii. Governors Newsletter the newsletter is not yet complete, but JH will finalise it for distribution by the end of Term 6 	JH
16	<p>Co Chairs' Report</p> <p>Confidential item to be minuted separately</p>	
17	<p>Any Other Urgent Business</p> <ul style="list-style-type: none"> • WS asked Governors to consider a support staff request for training which was costly in both time and money– after discussion of how far the training would benefit the school in meeting its priorities, Governors felt that the 	

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	<p>training was not a budget priority and should not be authorised.</p> <ul style="list-style-type: none"> WS brought to governors a request for unpaid leave for a member of the Breakfast Club Staff, due to a holiday booking having been made before taking up the post. Governors agreed that this should be given. 	
18	<p>Confidentiality It was agreed that the HT report and items 4.i and 16 will be treated as confidential and minuted separately.</p>	
19	<p>Date of Next Meeting FGB: Monday 25th September at 4 pm</p>	

Signed _____ Date _____
Co-Chair of Governors

ACTION POINTS		
3.1	To place a signed copy of the minutes on the file in the school	Clerk
	To add previous 2016/17 minutes to the website, to ensure a year's worth are available	Clerk
3.2	Finalised 2017/18 Meetings schedule to be uploaded to GVO	LT
4	JH will continue to explore with Brachers whether they can recommend a suitable candidate, and may also contact local secondary schools, depending on outcome from Brachers contact.	JH
4	Governors will complete the skills audit so that gaps in expertise in the FGB can be identified. Clerk to supply audit link, DS to co-ordinate replies	Clerk / DS / All Governors
4	Re: JBC reappointment Clerk to arrange update of governor details on school website, and to update records on CPD. Headteacher's PA to update on Eduweb	Clerk HT's PA
7	Annual Pay Panel to meet with WS 18 July	DS, LT, WS
8	WS to put arrangements in hand for appointment to the new permanent Phase 2 Leader post	WS
8	LT to email Katie Brigden who took on Maths Co-ordinator role this year to acknowledge this improvement.	LT
8	JH to provide notes from EYFS Monitoring visit	JH
9	Health & Safety: WS to liaise with JB-C regarding 2017-2018 dates.	WS, JBC
13	Take Online Safety Policy to FGB on 25 September	WS Clerk
14	Governor Training: to organise bespoke training In autumn term	WS
16	Bring revised Complaints Policy to the FGB meeting in September	LT

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