

Fairfields Primary School
FULL GOVERNING BODY MEETING
Minutes of Meeting held on Wednesday 23 November 2016 at 6.15pm
at Fairfields Primary School, Basingstoke

Members Present:

Paul Deed (Chair)	Vicky Hopkins
Kelly Dillon (Head Teacher)	John O'Connor
Liz Cronshey	Kelly Smith
Corinne Guehenneux	

Apologies: Paul Cruddace
Richard Whitechurch

In attendance: Flavia Coleman (Clerk)

Blue type denotes support and challenge from governors

ACTION

77/16 Welcome and Apologies for Absence

The Chair opened the meeting at 6.20pm and welcomed everyone.

Apologies were received and accepted from Paul Cruddace. Richard Whitechurch was not present but subsequently sent apologies which were accepted.

78/16 Declarations of Interest

Governors were invited to declare any conflicts of interest relating to matters on the agenda. No declarations were made.

79/16 Minutes of the Full Governing Body meeting held on 12 October 2016

The minutes of the meeting held on 12 October 2016 were agreed as an accurate record and were signed by the Chair.

80/16 Matters Arising

63/16 – Governing body membership: the Head Teacher advised that a member of the cricket club may be interested in joining the governing body. It was agreed that it would be a benefit to build links with the cricket club and that the person concerned should be invited to visit the school and meet the Chair and Head Teacher.

PD/KD

64/16 and 65/16 – Governing Body Terms of Reference and Governing Body Code of Conduct: both documents have been amended to show the current academic year and will be uploaded to the google drive.

Clerk

67/16 (34/16, 19/16, 10.2) – Medical Conditions in School policy: it was noted that the policy was being revised and that the

proposed amendment could be addressed at that time.

67/16 (48/16, 37/16) – Parental engagement: the governors' section of the newsletter had been circulated for comment.

67/15 (55/16) – Governor visit reports: the science monitoring visit report had been located and reviewed by the Curriculum Committee.

68/16 – Target tracker: it was noted that Paul Cruddace would be attending a demonstration of the target tracker on 25 November at 2pm and all governors were welcome to join him.

69/16 – School Development Plan: the subject SEFs are in development.

70/16 – Safeguarding: the audit has been submitted. Richard Whitechurch, as the Safeguarding Governor, would be meeting with the Head Teacher and Deputy Head Teacher on 25 November to discuss the outcomes. It was noted that Vicky Hopkins would be taking responsibility for safeguarding, with a view to making practice outstanding.

'Keeping Children Safe in Education' had been circulated and governors had confirmed that they had read part 1.

The Single Central Register has been reviewed to ensure that it is up to date and that there is clear evidence to show that staff have been trained appropriately.

76/16 – HLTA interviews: Liz Cronshey and Corinne Guehenneux had taken part.

Any other matters arising would be covered by the agenda for the meeting.

All

81/16 Head Teacher's Report/Dashboard

Dashboard

Questions were invited on the dashboard, which had been circulated before the meeting.

[Governors asked about the behaviour problems and physical assaults on both pupils and staff.](#) It was explained that the incidents of physical assaults on children generally involved pushing, shoving and play fighting. The children are encouraged to report them as it teaches them that this is unacceptable and that all children have the right to be safe. The different levels of poor behaviour and the sanctions are set out in the behaviour policy. The number of children with behaviour problems is based on the number of report cards issued and relates to incidents where intervention by the SLT has been required. These usually concern children on the SEN register and it has been found that there is a direct link between improvement in the provision and improvement in behaviour.

[In reply to a question about persistent absences,](#) the Head Teacher advised that the Home-School Link Worker is working with the families concerned and that the actions required have been discussed at an internal multi-agency meeting.

It was noted that the attainment data had been discussed at the

ACTION

Curriculum Committee and that the first target setting progress meeting would be held in January.

Head Teacher's Report

The Head Teacher's written report, with updates since the last meeting highlighted, had been circulated with the meeting papers. A summary report will be provided in the summer term.

The following key points were noted:

- Leadership and management: the quality of teaching and learning for all members of staff can now be evaluated and staff have commented favourably on the more consistent and robust approach.
- Personal development: the children are making their own suggestions about their learning and there is evidence of changes in practice in the classroom as a result of their feedback. The Behaviour policy also provides the opportunity for the children to identify for themselves ways in which issues can be resolved.
- Effectiveness of EYFS: the judgement has moved from 3 to 2 as a result of the moderation visit on 9 November. The judgment on the effectiveness of the provision will also improve once the improvements to the outdoor area have been implemented.
- House points system: the children have been motivated by the new house points system and their views will be sought as to whether it is fair.
- Performance management: inconsistencies in marking are being addressed through the performance management policy.
- The Pay Committee has asked for examples of objectives set for teachers on the main pay scale and the upper pay scale.
- Feedback from the LA: there is a folder on the google drive where reports from the LA advisors and the LLP have been uploaded.
- Items not on track: handover of the PSHE curriculum and maths workshops for parents have been deferred to the spring term, as there had been a need to focus on other priorities.

KD

It was suggested that, for the future, governors annotate the report with their questions so that these can be addressed during the meeting.

All

82/16 Governor Development Plan

The Governor Development Plan had been circulated before the meeting and it was noted that it had been updated to include the ownership of some tasks. Where no governor had yet been allocated, the following was agreed:

- The Head Teacher will ask Richard Whitechurch if he would be willing to take on responsibility for co-ordination of governor recruitment.
- As the most recently appointed governor, Vicky Hopkins will check the induction programme to ensure that it effectively meets new governors' needs.

KD

VH

Role profiles are being developed and the governor visit report is to be revised so that there is more focus on questions for the subject

ACTION

managers and to reflect the impact of teaching and learning. The Chair will circulate a draft for comment.

PD

Headline data from the parental engagement survey is to be circulated and the governor contact list updated.

VH
Clerk

The plan will be reviewed again in the summer term so that strategies for 2017/18 can be identified.

83/16 Scheduling of Resources and Curriculum Committee Meetings

It was agreed that, with the increased amount of information being provided to both committees, it was no longer feasible to hold the meetings back to back.

To ensure that governors receive the most up to date information in a timely manner, FGB meetings should be scheduled for the penultimate week of each half term, with the Curriculum committee taking place in the third week of each term. The meeting schedule will be reviewed and suggested changes to dates circulated where this is necessary.

Clerk

84/16 Committee Reports

84.1 - Resources Committee 9 November 2016

The Clerk apologised for the fact that the minutes of the meeting were not available; they would be circulated once they have been completed.

As a means of reducing the forecast deficit, it was noted that, from January, staff will have the opportunity to contribute to identifying the priorities and the "nice to haves" so that affordability can be determined.

84.1.1 – 2016/17 Budget Revision

The proposed budget revision, which had been updated to reflect the outcome of the Pay Committee's meeting earlier in the evening, had been circulated before the meeting and was approved as follows:

Total Income: increased from £1,777,288 (one million seven hundred and seventy seven thousand two hundred and eighty eight pounds) to **£1,799,607** (one million seven hundred and ninety nine thousand six hundred and seven pounds)

Total Expenditure: increased from £1,805,225 (one million eight hundred and five thousand two hundred and twenty five pounds) to **£1,832,937** (one million eight hundred and thirty two thousand nine hundred and thirty seven pounds)

In-Year Deficit: increased from £27,937 (twenty seven thousand nine hundred and thirty seven pounds) to **£33,330** (thirty three thousand three hundred and thirty pounds)

Surplus Brought Forward from 2015/16: £112,379 (one hundred and twelve thousand three hundred and seventy nine pounds)

Cumulative Surplus: reduced from £84,442 (eighty four thousand four hundred and forty two pounds) to **£79,049** (seventy nine thousand and forty nine pounds)

ACTION

Governors asked for a revised budget to be presented as soon as possible to show how the deficit is being addressed.

KD

84.2 – Curriculum Committee 9 November 2016

The Clerk apologised for the fact that the minutes of the meeting were not yet available; they will be circulated once they have been finalised.

84.2.1 – Terms of Reference

The ToR, which had been circulated before the meeting, were approved.

85/16 Renewal of SLAs

A list of SLAs due for renewal in 2017/18, with costings and explanatory notes, had been circulated before the meeting.

It was noted that some, such as the School Library Service and the Music Service, are still under discussion, but agreed that all those required should be renewed. The costs have been reflected in the revised budget.

86/16 Staff Purchasing Cards

It was agreed that purchasing cards should be held by the following:

- Kelly Dillon
- Vicky Hopkins
- Becky Thompson
- Zoe Shields

87/16 Training

87.1 – Training Spreadsheet

John O'Connor advised that the log had been uploaded to the google drive and asked governors to update it when they have attended a training session. The log also includes a facility for governors to comment on the relevance of each session and its impact.

All

As mentioned earlier in the meeting, role profiles are being developed and these will help to identify any training gaps. A template for different governor roles, covering Pupil Premium, Health & Safety, Safeguarding, Inclusion, Subject link, GB and Committee Chairs and Finance Procedures was distributed for governors to complete.

All

87.2 – Value for Money Report 2015/16

The Clerk advised that training to the value of £2,212 had been taken in 2015/16. Although this compared well with the £1,375 subscription for the full access option, the costs included two Whole GB Training sessions at £460 each.

To date, courses to the value of £1,720 have been taken this year.

87.3 – Topic and Date for Whole GB training

The Whole GB Training session on safeguarding has been confirmed for

6pm on Wednesday 7 December.

87.4 – Legislation Update from Clerks’ Support Meeting

The summary of legislation changes had been circulated before the meeting and was noted.

88/16 Policy Reviews

88.1 – Safeguarding Policy

The policy had been circulated before the meeting, with changes highlighted. It was agreed that these should be made and the policy was approved, subject to the inclusion of Zoe Shields on the list of designated staff.

KD

88.2 – Child Protection Policy

The policy, which had been circulated before the meeting, was approved.

It was noted that both policies are given to volunteers and the key points discussed with them in detail. The Code of Conduct is also given to all staff, volunteers and contractors.

Staff are being trained on CPOMS, an online child protection reporting system which links to external agencies as well as internally, and the policy will be updated once the system has been implemented.

89/16 Fundraising

Vicky Hopkins advised that an application for a grant and support for the refurbishment of the library had been made to Ikea and it is hoped that the result will be known before Christmas.

An application for matched funding from Tesco for the development of EY, generated from savings made from the withdrawal of free carrier bags, has also been made.

Other sources of fundraising are also being explored.

90/16 Correspondence

There were no items of correspondence to note.

91/16 Any Other Business

The governing body membership data provided to Edubase is to be updated.

Clerk

As this was Corinne Guehenneux’s last meeting before her baby was due, she was presented with a gift voucher with the governors’ best wishes.

Date of Next Meeting

ACTION

The next meeting will take place on Wednesday 1 February 2017 at 6.15pm.

The meeting closed at 8.30pm

Approved by:

Date: