

## Long Marston V A C of E Primary School

### Meeting of the Governing Body on Tuesday 11th December 2018 at 19:15pm

#### Minutes

*'Rooted in God's love, we rejoice to learn & respond to challenge'*

<b>Present:</b>	Mrs C South	<b>(CS)</b> (Head)	Mrs L Annett	<b>(LA)</b>
	Rev J Banister	<b>(JB)</b> (Chair)	Mrs E Springford	<b>(ES)</b>
	Mrs J Finlan	<b>(JF)</b>	Mrs K Jaquet	<b>(KJ)</b>
	Mrs L Bancroft	<b>(LB)</b>	Mr S Dawkins	<b>(SD)</b>
	Mr J Lauder	<b>(JL)</b>		
	Mr T Hollis	<b>(TH)</b>		

**In Attendance:** Mrs S Moore **(SM)** (Clerk to the Governors)

NO.	Item	Action
1	<b>To receive apologies and approve absences</b>  Chair welcomed all to the meeting. Absent with apologies Lee Dimond <b>(LD)</b> Absences approved.	
2	<b>Declaration of Interest</b> Governors were reminded that they must declare any conflict of interest, both pecuniary and other, that refers to an item on the Agenda.  <b>JB</b> declares that she is married to the Chair of Governors at Bishop Wood school and her cousin is also a Governor at Little Gaddesden school.  Governors should make known at this point any items that they intend to raise under 'Any other business' so that all Declarations of Interest are based on all matters to be discussed.  The following items are to be raised under 'Any other business': <b>JB</b> Bereavement policy	
3	<b>To approve the Minutes of 16.10.2018 meeting</b>  The minutes were agreed as a true record of the meeting and were signed by the Chair.	
4	<b>To consider any matters arising from the Minutes of 16.10.2018</b> <ul style="list-style-type: none"><li>Declaration of Interest form for <b>LD/KJ</b>. <b>KJ</b> now signed</li></ul>	<b>SM</b>
5	<b>Parent Governor</b>  <b>JB</b> Welcomes <b>SD</b> as a new Parent Governor. There is one possible candidate to fill the remaining vacancy. <b>ES</b> is to remain in her position as an LEA Governor.	
6	<b>Heads Report</b>  The Heads Report was circulated to all prior to the meeting (see item 6 attached). <b>CS</b> reports that numbers on role are healthy. They have remained fairly static. We have had 20 new Reception children which is actually a lot for us. The figure is normally around 16-18. <b>LA</b> comments that we have a large year 4. We have had lots of children come to us at that point. Three children have joined from another school locally.  Q- Were they on the waiting list? A-No. We don't currently have anyone on the waiting list. We have been showing lots of parents around for Reception and Year 3. We used to take a lot from Marsworth School. Not so much now. A few years back people panicked as they hadn't put down Brookmead and we were full.	

**CS** comments that class numbers in 3 4 and 5 are quite high. Class numbers are different for each class; children are not split evenly. She feels that this shows that children are being taught in the right class for them.

Q- What's the maximum number in class 4 and 5? A – 30. We can go over that if we need to as a result of an appeal.

Q – Does that mean you would need extra staff? A – No

### Staffing

Absence has been mainly illness related. Both members of staff are now back at work. **CS** has been liaising with **JB**. **LB** has also come on board to ensure that everything is being dealt with properly and fairly.

### Safeguarding

Staff have completed their Child protection training in September. We have one staff member booked onto a course in the Spring and another will complete the training in the future. **CS** has updated her DSP training and **ES** has been in and checked the Single Central Record is all up to date.

### CPD

CPD was discussed in the Personnel meeting. A lot of training has taken place, **IB** has completed her EKLAN course. **CS** attended STEPS training, which is a therapeutic approach to behaviour management. Now this has been completed she is able to train other staff members, but in groups of no more than 16. She would like **AS/LA** and maybe **SA** to also attend the training. It is 6 hours of training. Either as a block or two lots of 3 hours. Herts have a policy that all schools must be involved in STEPS training. If you don't take part, then you don't then get the support that you need.

### Attendance

**CS** explains that she would like to finish the year at 97%, but 96.3% is not that bad. It evens out through the year. We have a child currently sitting at 50%. We have an outside agency involved and will be meeting with the parents. The child is under 5, so we have our hands tied. All we can do is continue to encourage them to attend at the moment.

### Enhancing the Curriculum

**CS** discusses various events that have taken place. Harvest Celebration in St Albans, about 2000 children attend. We always like to take part in a workshop to make the whole visit more worthwhile. Class 5 had their Aldbury church sleepover event. They had a wonderful time. They all meet in the woods at Ashridge for a night time walk. Once at the church there is lots of team building activities, such as K'nex and bell ringing. They have hot chocolate, watch a film and then sleepover. The Year 6 had their work shadowing event along with Tring school. We have had NSPCC workshops, no pens Wednesday, which the children love. Plus so much more.

Q – What's Toilet Twinning? A – It is a charity. You donate money which goes towards providing a toilet, water and drainage. The money we need to raise is not a vast amount. It amounts to about 50p per child. It is Class 4's charity. Each class have their own that they support.

### Pupil Premium

Our PPM include our PP children so we can make sure that we are providing enough challenge and support for our children whether it is needed or not. Stamina for reading is quite low. Some children are simply not reading enough. In KS2 we are constantly stretching the children to encourage them to read more. We are continually thinking about the deployment of our TA's in each class. This is where a large amount of money goes, ensuring that we have one in each classroom. There are always ways of targeting children. So far this has been really successful.

## Leadership & Management

The school have a new external advisor, employed from Herts. He is a current Head teacher and has worked for HFL in various capacities. **CS** was very impressed with him. He was easy to talk to. He offered challenge but was realistic in what he was asking them to do.

Q – What did he look at? A – He looked at books from the whole school. He spent time with **LA** and **AS** quizzing them about results.

Q – Is he at a school that is Outstanding? A – Yes, he is

Q – Did he give you different ideas to try? A – No. He very much liked our suggestions that we had though.

## Effective Support

**AC** is covering for **SA**. She has hit the ground running. She knows the children well and has done a great job helping with referrals. Currently there are 7 children on the SEND support register. 3 of those have been recently added as they are new to the school. Out of those 7 only 1 child is funded and that is only because we applied for it. It seemed a lot to go up by 3, but these children haven't been sitting in the school. They joined us and all had additional needs. We have 2 children in reception with considerable needs.

**TH** comments that the school have been quite quick to pick up on reception children with those additional needs as they have only been here for a term. **LA** comments that it is quick, however, sometimes if a child is not responding to help we put the provisions in place sooner. The school went to outside agencies armed with plenty of evidence which they accepted.

## Monitoring

SLT have reviewed topic and foundation subject books as well as big write. **CS** is pleased with how it is going and there are plenty of cross curricular links. Big write is part of the SDP.

Q – Were you looking at spelling and grammar? A – We were looking at grammar, quantity, quality, marking and what progress has been made on that. We couldn't compare handwriting across the board. Children on the whole are making really good progress. We asked to see a higher attainment book against a lower so that we could see both.

## **7 Our Church School**

**CS** talked through the updates that have been made to the school website. She explains that they have been talking about their strapline being visible. It has been added to various places on our school website.

Under the signpost 'Our Church School' she showed the governors the various headings. She explained that she currently has 22 children that volunteer for Ultimate Planners from years 4,5 and 6. She works alongside them, they come up with different ideas to present in assembly and worship. They have recently been working on thankfulness and trust. There are photos celebrating Our Church School from Advent celebration, NSPCC fundraiser, Class 5 always make a visit to the memorial. Then there is the Where is God? Artwork. The children thought creatively, coming up with lots of ideas and wrote a blurb

**CS** and **WS** have spent four days working on SEF and getting it finished. **CS** has given herself a deadline by the next school meeting to have it completed. She will then take it along to the next FGB so that the governors can have an input. Under the new framework **CS** feels that we are currently a Good/Good with some Outstanding elements, which she is happy with.

**CS**

**LB** observed lessons with **WS** in Class 1 and 2. They were completing the Understanding Christianity module on incarnation. The idea was to see the progression of how the element is taught. Class 1 were telling the story of the nativity using puppets

and puddles resources, designed by EYS specialists and the children had to retell the story.

Class 2 had an activity about the advent wreath. The children had to sort different cards. It was really interesting to see the reasoning the children came up with. They were also making paper chains with prayers on. It was very creative and activity based. It wasn't just the children listening to the teachers.

**LS** was observed by **WS**. Class 3 had a discussion with about how old Jesus would be. There was a range of theories from Roman age, Dinosaur age. Some really in depth thinking. The older children in particular are always linking back and working out how it fits in. **CS** feels that the RE books are looking superb and that they have really moved away from RE being PHSE.

Q – Have you dropped PHSE? A – No, it just isn't as much recorded anymore. We look more critically and can see as staff the difference between the two.

**CS** explained that they felt that the KS2 lunchtime prayer had been lost due to the daily mile. This has been changed, so they now do a morning prayer which fits in more naturally.

## **8 Resources**

**KJ** explains that there are several exciting things happening. The new bike shelter has arrived and is already being used by children bringing their bikes to school.

Q – Does a child need permission to use the bike shelter? A – No, just that of their parent.

**KJ** continued to explain that repair work has been completed to the car park entrance. Tarmac has been laid, lines and footprints painted. There is also a computer project. There has been investment into new computers for the school.

Q – Who's computers? A – The children's have all been replaced. Some staff laptops. We are in the process of reconditioning some of the old ones for TA's and office staff.

**KJ** comments that we are a considerable way through the financial year now. The budget has been managed brilliantly. The bike shelter came from mostly grant money which was applied for. There is huge value in grant money that is available. It is important to be clawing the money in from grants.

Q – How old is the fitness trail? A- Just over the 10 years, which is why it is no longer covered by the company that supplied it.

Q – Has a decision been made regarding the cleaning company? A –We are tied in so will stick with it for the time being. We didn't get any credible applicants when the post was advertised.

Q – How long does the contract last? A – 2 years. This is Herts approved. It goes out on tender and is provided by Haywards.

Q – Will you be putting anything in the newsletter about the bike shelter being bought on a grant, as a few parents are asking where the money came from? A – Yes, it will be mentioned. The grant is from sugar tax money. The Diocese receive a healthy school grant, which is how the money was obtained.

Q – Could we apply again? A – It is possibly an annual thing. We could maybe try towards the fitness trail. The limit is £2500.

## **9 Curriculum Report**

Report was circulated to all prior to the meeting (see item 9 attached).

## 10 Personnel

JF advised that everyone achieved their objectives and more. The pay policies have been amended to suit the school and approved.

## 11 AOB

### Training Feedback

Worthwhile and very positive. The trainer was very knowledgeable.

### Governor Hub

Overall problem is all Governors accessing whilst at school. Internet doesn't seem to be able to cope with the number of people trying to access at once. **LA** to speak with Xtranet. A couple of governors still haven't accessed. **SM** to resend their passwords.

**LA/SM**

### Focus of FGB Meeting

A framework of meetings will be established to include SDP/Data/SEF

**CS**

Q – Will there be a MAT update? A – Plans are being looked at by Tring School with the possibility of a heads/chairs meeting and they will feed back to JB who will then feed back to the FGB meeting.

**JB**

### Governor Day

The day will take a slightly different format as we have complaints training. We will come in, there will be a lesson first, then collective worship, training for 2 hours, lunch, back into class for to watch foundation teaching, then 45 minutes feedback at the end of the day.

Q – Will there be any kind of focus? A – Usually the first bit is either Literacy or Maths

**CS** explained that some governors won't go into classes as they will meet with some children and look at their books, for children's voice.

**JF** comments that the governors do not have a grid. **CS** says that we can look into this. If there was a grid it would go toward reminding governors to come into school to tick the various things off the grid.

### Governor Contact List

All agreed that a hard copy is no longer needed as all information is held on Governor Hub.

**SM**

### Bereavement Policy

**JB** after recent tragic events at Tring school it is felt that we should have a Bereavement Policy in place. It should detail lines of communication. Who to contact and the process to follow. Counsellors are not the first on the list. They would appear farther down the line. In these circumstances it is familiar faces that are needed initially.

**Meeting closed at 20.55 pm**

### Date of next

**Meeting: Tuesday 5th February 2019 All Day**