

SIMMONDLEY PRIMARY SCHOOL

FULL GOVERNING BODY

Tuesday 23rd May 2017 6.30pm at school

1.05/17	Welcome	
	<p>Chandra Wood as Chair welcomed everyone to the meeting.</p> <p>Governors present and apologies</p> <p>Present: Mrs. C Wood (Co-opted) Mr. P Winterbottom (Co-opted) Mr. K Clark (Co-opted) Mrs. D Greaves (Headteacher) Mrs. G Ellison (Staff) Mrs. L Acton (Co-opted) Mr. M. Tomlinson (Co-opted) Mrs. S Handley (Co-opted) Mr. M Jolly (Co-opted) Mrs. N Hazelhurst (Co-opted)</p> <p>Attended by: Mrs. S Bradley (Clerk to Governors)</p> <p>Apologies: Marcus Luke – Apologies not accepted.</p>	
2.05/17	Membership and Declarations of Interest/Confidentiality (S)	
	<p>No Declarations.</p> <p>MJ asked if he <i>has been given the position of Local Authority</i> – SB said <i>still waiting to hear back from Governor Support but will contact to confirm progress</i>.</p> <p>DG advised that she has spoken to B Billson about his role as governor and has asked if he would be willing to take a less demanding associate role for Health and Safety, B Billson agreed. SB to inform Governor Support.</p>	<p>SB</p> <p>SB</p>
3.05/17	Any Other Urgent Business	
a)	<p>Cyber Attack Prevention Update</p> <p>DG received alert through from Derbyshire. DG explained the disaster and recovery plan in place for the school's system. The computer system is backed up weekly over two hard-drives, one of which is kept in a fireproof safe. Governors agreed this was best prevention practice.</p>	
4.05/17	Minutes of Previous Meeting 14th March 2017 and 4th of April 2017	
a)	<p>Approval of the minutes from the previous meeting</p> <p>Minutes circulated via email prior to meeting and confidential circulated at tonight's meeting – all approved – signed by chair.</p>	
b)	<p>Matters arising from the minutes</p> <p>Actions from previous minutes discussed</p> <p>4.03.17a - Equality Duty: to be reviewed in tonight's meeting</p> <p>4.03.17a - Newsletter for parent reading volunteers: DG sent out to parents and 5 volunteers have come forward, including governor NH. MJ asked if the school could gather feedback from parents on the reading volunteers.</p> <p>04.03/17a - Effectiveness of Pupil Premium Funding: to be reviewed in tonight's meeting</p> <p>4.03/17b - After school kitchen supply: NH is still willing to donate kitchen supply to Sunrise/Sunset club – No longer required for extended services but may be in the future for KS1 Cooking area.</p> <p>5.03/17a - Forward minutes from previous meeting to put on website: done by SB and</p>	<p>DG</p>

	<p>MT in March</p> <p>6.03/17 (2) - Email details and cost of Early Help to Governors: DG advised that the cost for Early Help assessment services is £3,715 per annum and is really the only option moving forward to get the necessary support; DG is optimistic for a future move to cluster groups.</p> <p>6.03/17 (3) - Letter of thanks to R Jenkins: sent by CW</p> <p>6.03/17 (3) - Card to be sent to R Jenkins by the school: DG arranged</p> <p>6.03/17 (3) - Letter of thanks to A Williams: sent by CW</p> <p>6.03/17 (3) - Letter of thanks to K Collyer: not yet sent – CW to arrange</p> <p>8.03/17 - 20 Questions Self evaluation: will be circulated after tonight’s meeting and set as next FGBM topic.</p> <p>9.03/17 – Arrange Date for Learning Walk: to be discussed in tonight’s meeting</p> <p>10.03/17 – Pupil Premium Strategy: DG has done report, will discuss in tonight’s meeting</p> <p>13.03/17a – Email Feedback form to Governors: CW to email</p> <p>13.03/17b – Visitors Book for Governors: has been made and is being used</p> <p>14.03/17 – Marketing/child ambassadors/press: NH has organised assembly and pupil reading ambassadors have started to assist in reading – all going very well. The school continues to market through social media by posting staff training and updates. NH recommended school ambassadors give tours to the governors. DG, CW and NH to arrange after half term – possibly paired with Learning Walk</p> <p>14.03/17 – Create Website Video Tour: MT happy to do video tour, NH asked if children could film the tour themselves and put on website. DG advised that due to safeguarding, a member of staff would have to supervise. DG/NH/SW and MT to arrange after half term.</p> <p>17./03/17 – Circulate Summer Training for Governors: circulated by SB via email in March.</p>	<p>CW</p> <p>DG/SB</p> <p>CW</p> <p>DG/CW/NH</p> <p>DG/NH/SW/MT</p>
	<p>Safeguarding</p>	
<p>5.05/17</p>	<p>Safeguarding</p>	
<p>a)</p> <p>(i)</p> <p>(ii)</p>	<p>Policy review</p> <p>Equality Duty – policy circulated and reviewed by all. There have been no changes. MJ would like to investigate a way for better evaluation – possibly a quality circle/feedback session with pupils, parents and staff. GE and MJ to arrange. DG advised Equality Duty policy is being adhered to. MJ asked “<i>How do you evaluate this?</i>” DG replied that <i>evaluation was evident through school culture. Staff and teachers continually ask children if they feel that they’re treated fairly in every situation and maintain an open door policy for concerns. SEND children with physical impairments are given priority and accommodated for physical aid around the school. There is also verbal feedback encouraged of staff. Feedback from parents is generally good, sans a select few who have felt they were not treated fairly in disciplinary situations but it is few and far between and they have been resolved.</i></p> <p>Tackling Extremism and Radicalisation – Policy circulated to governors prior to meeting. Governors voted to adopt the policy. All agreed. MT to put policy on website. Chair and Headteacher signed. All governors present signed to confirm review.</p> <p>GE also commented that staff safeguarding training has been going exceptionally well. The teachers and TAs have recently done attachment training and the teachers, TAs and Midday staff were given online safety training which was very informative. It was discussed that a parent workshop for Online Safety would be beneficial. GE to send letter to parents gauging interest with the possibility of moving forward with training in the Autumn term. There would be cost attached. MJ asked if <i>parents could make contributions to cost</i> and NH mentioned sponsorship or drinks/ticket purchases as there</p>	<p>GE/MJ</p> <p>MT</p> <p>GE</p>

	are currently no funds available to put towards it.	
	School Improvement	
6.05/17	Review of the School Improvement Plan Progress	
	<p>DG circulated Simmondley Primary School Key Priorities:</p> <ol style="list-style-type: none"> 1) Improve quality of leadership and management – School continues to develop the role of subject leadership in improving teaching. Teaching pairs have been set up with some teachers already visiting each other’s classes. Part 2 Confidential 2) Improve the quality of teaching – Whilst there are examples of outstanding teaching in school, this is now solely linked to outstanding data which under the new standards within the curriculum and secure fit for writing assessment framework continues to be a challenge. There is a lobbying from the NAHT and other professional bodies to remove the outstanding grade. Simmondley continues to focus on ‘Great’ teaching which will improve pupil outcomes. School has requested overall performance data at KS2 from Outstanding schools for comparison and as yet is still awaiting what outstanding data looks like. 3) Improve levels of attainment in writing – This remains a nationwide issue. DG mentioned that the results presented by some schools across the country don’t appear to be an accurate representation. SPS continues to improve with writing, and the new spelling program is working well. Accurate tracking and assessment for English and Maths – School continues tracking both individuals and groups, working to develop a manageable assessment system within the new framework. 4) Develop a growth mindset – Encouraging the children to change “I can’t” to “I can’t do it - yet.” Children are taught that mistakes are ok as they can learn from them and they are encouraged to continue practicing. There is lobbying and movement in the high stakes accountability for SATS, so change may be on the horizon. 5) Improve outdoor learning environment – The PA are currently fundraising for a new playground playscape. New soft-play surfacing and fencing work has started this week for the reception playground. Forest school is continuing to do well. 6) Background Development Priorities circulated to governors to review and discuss at next FGBM. 	ALL/SB
7.05/17	The impact of Pupil Premium and other funding sources Predominantly used for staffing, nurture groups and psychologist support. Limited to so many hours and unable to outsource. There are no remaining funds. NH asked if <i>cluster groups can get together to cut costs – all using one Psychologist</i> , DG advised that <i>DCC will only consider reports from DCC services when applying for further support. This may change in the future. School does not currently have the capacity for the SENCO to direct attention to this.</i> Wellbeing, anxiety and anger management all being targeted in nurture groups which has helped reduce incidents. Staff have been very supportive of all children. TAs that have been helping with this are currently on fixed term contracts. There are 60 children or more benefiting from it, both directly and indirectly, and the primary goal is prevention.	

8.05/17	Chair's Report Part 2 Confidential	
9.05/17	Committee Reports	
a)	Resources Committee: Personnel / Premises / Finance	
(i)	Staffing changes and review of Staff attendance A teacher has started maternity leave and has since given birth to a baby boy. The maternity cover seems to have transitioned very well. Part 2 Confidential	
(ii)	Staffing structure recommendations Part 2 Confidential	
(iii)	Leadership Development / ASIA role DG is currently providing support for 4 schools in the authority as a link advisor which is developing her expertise and bringing in additional income. DG will be out less with the role next year as the Derbyshire Entitlement has changed. GE will continue to lead school when she is out, which is workable provided it doesn't interfere with GE's teaching commitments. Part 2 Confidential	
b)	Teaching and Learning Pupil Progress Committee and Community Links	
(i)	Curriculum and assessment GE and DG went to Learning First event in Chester which they found very inspirational. They were encouraged to embrace what makes their school distinctive and shown ways of developing inspirational curriculum. There was no cost to the school for this conference as it took place on a Saturday. The course contents were shared with staff and they were supportive and interested.	
(ii)	Attainment and progress of pupils DG confident that writing will continue to improve. NH asked if <i>governors could come to see the talent show to show support</i> – DG said "Yes, of course!" NH and DG to arrange for ambassadors to send invite.	NH/DG
(iii)	Pupil exclusions Part 2 Confidential	
(iv)	CPD (Collaborative Professional Development) Very informative training day with Isabella Wallace – staff to follow up with the topics discussed and they have taken on a gap task of her ideas. A think piece is to be organised by DG/GE.	DG/GE
(v)	Learning Walk There is still an openness to move forward with it, DG/ CW to arrange date	DG/CW
10.05/17	Approve report on position of extended services – deferred to next FGBM	DG/SB
11.05/17	Governors' Visits into School	
a)	Feedback from Governors' Visits into School KC visited and arranged survey and competition for the children to do a poster design about online safety. SH has visited school for both a bake sale and a tour and had a great experience at both. CW came in to observe SATS. NH has visited and co-organised the Reading Ambassador Assembly and visits every Wednesday as a reading volunteer.	
b)	Arranging Governors' Visits into School DG to arrange visits and discuss at next FGBM in June. Advised, in meantime, that all governors are always welcome to visit.	DG/SB
12.05/17	Review Attendance of Pupils/Staff/Governors	
	DG reports that she has been inundated with pupil requests for term time	

	<p>holiday leave and, in some instances, leave has been taken without a request. There also seems to be increasing requests for dentist/doctor appointments on Friday afternoons as well as families picking up children on Friday lunchtimes for early travel for a weekend away. Governors discussed requiring proof of medical appointments in future. Attendance is currently in danger of falling below the national target, which would be very problematic with regards to Ofsted.</p> <p><i>CW asked if attendance certificates could be given to the children as a reward for good attendance. DG advised it was a good idea but it's the parents that need the motivation, not the children.</i></p> <p><i>NH asked what the schools policy is on 'educational holiday leave' DG said that it is still unauthorised leave and said that the concern is the affect the absence has on the individual pupil as well as on the school as a whole. KC asked how often reminders are sent and if it was possible to resend them separately to newsletters. DG advised that reminders are sent to parents every half term. SH recommended that the attendance issue be addressed separately with more emphasis on the percentages and consequences to show the impact unauthorised absence has on the individual pupil and the school. DG to gather information and arrange.</i></p> <p>Part 2 Confidential</p>	DG CW/SB
	Communication	
13.05/17	<p>The School Website</p> <p>The website is almost fully Ofsted compliant. MT advised that there are a few details with regards to the governors' information which need to be completed. He asked all governors to review and answer any remaining questions. MT to circulate.</p>	ALL/MT
14.05/17	<p>Parent View</p> <p>There has not been any recent feedback on Ofsted Parent View. Governors discussed having iPads accessible for parents to complete questionnaires at parents evenings and after assemblies. It was also discussed that the governors could appeal to parents for feedback. MJ to draft letter. GE to make sure iPads are accessible for events.</p>	MJ/GE
	Governing Body Matters	
15.03/17	<p>Ofsted and the effectiveness of Governance</p> <p>a) Governor Subject links – deferred to next FGBM</p>	CW/DG/SB
16.05/17	<p>Governor Training</p> <p>a) Feedback from training</p> <p>MT interested in doing online financial training – CW advised that she would forward information.</p> <p>SH interested in Safer Recruitment course. The course is online and reimbursed through school. SB to circulate link if anyone else would like to book.</p> <p>Training needs</p> <p>b) DG advised that there is funding for training which should be utilised.</p>	CW SB
17.05/17	<p>Arrangements for the Autumn Term - deferred to next FGBM</p>	DG/SB
18.05/17	<p>School Atmosphere and Ethos</p> <p>DG reports that there is a warm, friendly atmosphere around school which is commented on by visitors and staff.</p>	
19.05/17	<p>Correspondence</p> <p>None</p>	

20.05/17	What have we achieved tonight? Governor support of teaching and activities through training Support in attendance outcomes Making plans to move forward with parent views Continuing support and encouragement of parental involvement Support of volunteer readers and reading ambassadors	
21.05/17	Date and time of next meeting 27th of June 2017 at 6:30pm	
	Meeting closed at 8:50pm	

ACTION LOG		
Contact Governor Support re Local Authority Application progress	2.05/17	SB
Inform Governor Support about change in GB membership	2.05/17	SB
Gather feedback from reading volunteers	4.05/17	DG
Letter of thanks to K Collyer for SENCO report	4.05/17	CW
Circulate 20 Questions Self evaluation and set as topic for next FGBM	4.05/17	DG/SB
Email Feedback Form to governors	4.05/17	CW
Arrange pupil ambassador led tours for governors	4.05/17	DG/CW/NH
Organise video tour for website – possibly having pupil ambassadors film tour	4.05/17	DG/NH/MT
Arrange Equality Duty quality session/feedback circle	5.05/17	GE/MJ
Enter Tackling Extremism and Radicalisation policy on website	5.05/17	MT
Gauge interest/organise parent online safety workshop	5.05/17	GE
Review Background Development Priorities to discuss at next FGBM	6.05/17	ALL/SB
Arrange for ambassadors to send talent show invite to governors	9.05/17	NH/DG
Organise CPD think piece	9.05/17	DG/GE
Arrange date for learning walk	9.05/17	DG/CW
Approve report on position of extended services deferred to next FGBM	10.05/17	DG/SB
Arrange governor visits – discuss at next FGBM	11.05/17	DG/SB
Send detailed attendance notification to parents	12.05/17	DG
Letter to associate member	12.05/17	CW/SB
Circulate remaining questions on website for governors to complete	13.05/17	ALL/MT
Draft letter for parent feedback / make iPads accessible for questionnaires	14.05/17	MJ/GE
Governor Subject links deferred to next FGBM	15.03/17 a	SB/CW/DG
Forward online financial training to MT	16.05/17	CW
Circulate link to governors for Safer Recruitment course	16.05/17	SB
Arrangements for the Autumn Term - deferred to next FGBM	17.05/17	DG/SB