

Date & Time	12 <sup>th</sup> December 2018 17.00	Location		St David's Primary School
Attendees			Attendees	
Francesca Brinicombe (FB)	Headteacher		Ross Sloman (RS)	Staff Governor
Will Higbee (WH)	Community Governor (Chair)		Nigel Guthrie (NG)	Foundation Governor
Amy Down (AD)	Foundation Governor		Bridget Sealey (BS)	Parent Governor (SEND)

Apologies		Absent Without Apology	
Steven Bright (SB)	Work commitment	Leonie Berry (LB)	

In Attendance		Minutes to	
Wendy Humphreys	Clerk	School admin	Company Secretary

	Minutes
1/2018	<p><b>Prayer, Welcome and Introduction</b></p> <p>Nigel Guthrie opened the meeting with a prayer.</p>
2/2018	<p><b>Election of Chair (and Deputy) to local governing body</b></p> <p>Will Higbee was nominated to continue as Chair by FB, NG seconded the nomination. Will Higbee was unanimously elected as Chair</p> <p>There were no nominations for Deputy and this election would be deferred to the next meeting.</p> <p>The term of office for the chair was confirmed as 12 months.</p> <p><b>ACTION: Add Deputy election to the agenda of the next meeting</b></p>
3/2018	<p><b>Apologies</b></p> <p>Stephen Bright due to work commitments. Leonie Berry – no apologies received.</p>
4/2018	<p><b>Declaration of Interests</b></p> <p>All governors present updated and signed their Declaration of Business Interest form.</p> <p>All governors present received a copy of the Code of Practice and asked to come into the school office once they had read it to sign the master copy. Copies would be sent to absent governors by the Head. It was requested this be done by the end of the Autumn Term.</p> <p><b>ACTION: All governors to sign Code of Practice in school office</b></p>

5/2018	<p><b>Minutes of the Previous Meeting held on 27<sup>th</sup> June 2018 and 2<sup>nd</sup> October 2018</b></p> <p>The minutes of the meeting held on 27<sup>th</sup> June 2018 (LGB3) and 2<sup>nd</sup> October 2018 (LGB0) were agreed and signed by the chair as an accurate record of the meetings.</p> <p>Copies to be emailed to the School Administrator so that they can be uploaded onto the school website.</p>
6/2018	<p><b>Matters Arising</b></p> <p>The following items were completed:</p> <p>Minute 5/2018 – Item 5, 7.2 and 9.  Minute 6/2018 – Clare Bedford is now the SENDCo for the school and she meets with TAs monthly to discuss what CPD they would like.  Minute 7.1/2018 – AD did arrange for the member of the church to do some jobs at the school but due to change of circumstance he can no longer continue. FB to look at ways to attract someone to work in a maintenance role at the school, e.g. advertise in the newsletter  Minute 7.4/2018 – completed  Minute 9/2018 and 10/2018 – completed.</p> <p>The following are outstanding items from the Next Steps:</p> <p>Minute 5/2018 – Item 14 – NG still to provide a profile for the school website asap.  Minute 5/2018 – Item 11(b) WH to produce a Governor Visit Note for Early Years Governor Challenge Tracker asap  Minute 6/2018 – WH has met with FB in a one to one meeting to monitor her workload and requested as an ongoing item this be kept on Next Steps. This also needs to be added to the Governor Challenge Tracker asap  Minute 8/2018 – FB/WH to add attendance monitoring onto the Governor Challenge Tracker form by the end of the Autumn Term.  Minute 8/2018 – BS to check with colleagues of any interventions they have used to improve attendance  Minute 12/2018 – Clerk to add Diocese training directory to the sharepoint when it is received asap</p>
7/2018	<p><b>Report from Chairs Group</b></p> <p>SB had attended the Chairs meeting in WH absence and had fed back to WH.</p> <p>WH presented the Executive summary to the LGB.</p> <p>The governors have noted the new format of issuing the Executive Summary instead of minutes and actually feel in terms of transparency across the Trust, an open and honest debated meeting should be minuted and private and confidential items minuted under Part II. Governors requested this question be sent to Directors for a response.</p> <p>It was noted that the Chair can take a plus one to the meeting and the Trust see this should be a member of the LGB who is looking to succeed the Chair at some stage. Any governors who are not members of staff at the school can attend as the Chairs plus one.</p> <p>The Director's response to St David's questions were noted.</p> <p>FB informed the LGB that no finance meeting had happened this term as St David's were on course to present a balanced budget. FB expected to attend a budget meeting in the Spring Term. The LGB agreed to monitor this.</p> <p><b>ACTION: Monitor Budget Meetings attended by the Headteacher with the Finance Dept.</b></p>

<b>8/2018</b>	<b>Standing Reports</b>
<b>8.1/2018</b>	<p><b>Health and Safety</b></p> <p>RS presented H &amp; S report.</p> <p>Jackie Braddick and RS have produced a niggly list of items which is getting longer as we do not have a caretaker. We could look at employ someone to be maintenance man and the school would actively seek someone who would do jobs around the school on a casual basis.</p> <p>It was noted that Ashley Leeson was yet to liaise with Rose Budge for feedback on action points raised in previous H&amp;S governor reports for the school.</p> <p><b>ACTION: School to actively seek a Maintenance Man to do jobs around the school</b></p>
<b>8.2/2018</b>	<p><b>Safeguarding</b></p> <p>The report presented by FB</p> <p>The school is settled in terms of behavior and cases for challenging complex children has reduced as many of these children have moved on. Our school demographic is very even. We do not have any children with significantly challenging needs and this has reduced the safeguarding workload on the school staff. It is really pleasing to see a report like this and to hear from the head of the calmness displayed around the school. As our staff are well trained in dealing with challenging behaviors and are skilled in using the early help process which helps them put strategies and systems in place to support our children at a very early stage.</p>
<b>8.3/2018</b>	<p><b>SEND</b></p> <p>The report presented by BS.</p> <p>There have been no exclusions in the school. Governors are impressed with the reduction in exclusions as this was an area of concern.</p>
<b>8.4/2018</b>	<p><b>Website</b></p> <p>No report was produced. FB is monitoring the website. She is going to give it a good cleanse through at Christmas. All statutory information and reports have been updated for this year.</p>
<b>9/2018</b>	<p><b>Governor Challenge Tracker (GCT)</b></p> <p>Governors felt items on the GCT should be aligned to areas of the School Improvement Plan. WH and FB to meet and pass on suggestions to be added to the GCT.</p> <p><b>ACTION: WH/FB to meet to add items to the GCT</b></p>
<b>10/2018</b>	<p><b>Headteacher report</b></p> <ul style="list-style-type: none"> <li>a. Receive the School Improvement Plan</li> <li>b. Self-Evaluation Form judgements</li> <li>c. Sports funding review for 2017/18, also plan for 2018/19</li> <li>d. Pupil Premium review for 2017/18, also pupil premium plans for 2018/19</li> <li>e. Evaluation of School performance data – for 2017/18</li> <li>f. School organisation and numbers on roll</li> <li>g. Exclusions</li> </ul>

- h. **Attendance – review of overall attendance figures from last year, monitor current school attendance and review attendance target for 18/19**
- i. **School events – pupil activities**
- j. **IDSR Report – ASP / School Data**

FB presented her Head's report.

The School Improvement Plan had been discussed in full at the LGB0 meeting in October. CB and AL meeting notes have been distributed and they were happy the school was more than ready for any upcoming inspection.

The school were part of a Trust organized event where headteachers from schools in Loughborough and Bristol visited Ventrus schools. They observed our school and gave feedback and were impressed with the school's curriculum. This was pleasing in light of the new Ofsted Inspection framework due to be implemented in September 2019 which focuses on the curriculum provided by schools. Mick Waters, Curriculum Guru and former Director of Curriculum at the Qualifications and Curriculum Authority visited the school and spent two hours in the school, he felt the school were a long way down road in the way we teach the curriculum.

Governors would like to send a message to Becky, Tracy, Lara and Lucy to thank them for the hard work they had put into the Nativity today. BS agreed to do this

**ACTION: BS to write a letter to Becky Gibson, Lucy Bojang, Lara Bullock and Tracy Grey**

IDSR information from the report was presented and provided very positive data, as a school we are working at improving greater depth children. The following were the areas highlighted to investigate:

**KS2 Progress** – There were no meaningful trends or differences for this measure

**KS2 Attainment** – In 2018, 82% of pupils achieved the expected standard in reading, writing and mathematics, 18 percentage points above the national proportion. This difference was not statistically significant.

**KS1 Attainment** – In 2018, attainment of the expected standard in all subjects was above average and in the highest 10% of all pupils.

**Phonics n 2018** – There were no meaningful trends or differences for this measure.

**Behaviour** – There were no permanent exclusions in the last three years. The national average in each of these years was zero.

The rate of total fixed term exclusions was above national for three years (2014/15 to 2016/17). In 2016/17, the rate of total fixed term exclusions (1.87%) was above the national average for schools with a similar level of deprivation (0.70%). In 2016/17, the rate of repeat exclusions (1.87%) was above the national average for schools with a similar level of deprivation (0.33%).

Attendance is 96.7% -16.3% persistent absentees (14 pupils, 2 have moved).

No questions were submitted to the headteacher prior to the meeting.

11/2018	<b>EYFS Audit report</b>
	None
12/2018	<b>Monitor the School budget</b>
	FB reported the Management Accounts had been received last week and was passed to SB to

	<p>look at and he was happy with the figures.</p> <p>An email from Steven Bright was read out to governors regarding the school financial position.</p>
13/2018	<p><b>Admissions – review of LGB Admissions Committee</b></p> <p>The Admissions Committee is to continue as last year and comprise of FB, WH, AD and SB who will be emailed when there is an application for an in-year admission. A prompt response is expected.</p>
14/2018	<p><b>Local items of business</b></p> <p><b>a. Named Governor Representatives for</b></p> <ul style="list-style-type: none"> <li>i. <b>Health and Safety</b> - Ross Sloman</li> <li>ii. <b>Safeguarding</b> - Leonie Berry</li> <li>iii. <b>SEND</b> - Bridget Sealey</li> <li>iv. <b>Website (Optional)</b> – Fran Brinicombe</li> <li>v. <b>Foundation Governor to produce Termly Report</b> – Amy Down took on this role. A template of the Foundation Report was presented to governors. Foundation Report to governors to be produced for the next LGB2 meeting. FB/AD to look at together for the first one.</li> </ul> <p><b>ACTION: FB/AD to meet to put Foundation Report for Governors in readiness for LGB2 in the Spring Term</b></p> <p>WH informed the governors that all documents presented at the Network Meeting have been dropped into the chairs area and he will arrange for these to be put into school's LGB area on office 365 for governors to access.</p> <p><b>ACTION; WH to cascade the network group documents into office 365 for governors to see</b></p>
15/2018	<p><b>Governor training</b></p> <p>NG went on Diocesan Governor Induction training in October 2018 AD to go on the next governor induction training.</p> <p>Governors Space training issued by DFE – has been signed up by FB. This will be cascaded to governors once the log in has been sorted.</p> <p><b>ACTION: FB to email details to the clerk to investigate the login procedures</b></p> <p>L2 safeguarding training – NG to do</p> <p>Safer Recruitment training to be carried out by Safeguarding Governor</p> <p><b>ACTION: Training to be done by AD, NG and LB</b></p>
16/2018	<p><b>Items for Directors and Innovative Practices</b></p> <p>The governors have noted the new format of issuing the Executive Summary instead of minutes and actually feel in terms of transparency across the Trust, an open and honest debated meeting should be minuted and private and confidential items minuted under Part II.</p> <p>We are pleased to note the school is in surplus but have also noted that schools who balance their budget have pay an additional 2%, this does not encourage schools to balance their books. WH to word question for clerk to send to Company Secretary</p> <p><b>ACTION: WH to word question directors.</b></p>

17/2018	<b>Date and Time of Next Meeting</b> The next meeting will be held on 20 <sup>th</sup> March 2019
	<b>The minutes below are approved as a true and accurate record of the meeting</b>  <div> <div>Signed</div> <div>Date</div> </div> <div> <div>Printed</div> </div>