

**BROADWINDSOR CE VC PRIMARY SCHOOL - FULL GOVERNING BODY MEETING
MINUTES 3rd DECEMBER 2019**

	<p>back the positive comments.</p> <p>A Governor asked if PS was confident that there is quality teaching for all consistently in both key stages? PS gave examples of the range of pupil needs being met in KS2 in the planning and delivery of the curriculum; good teacher/pupil partnerships evident and appropriate targets being set - an example was given from recent SEN annual reviews; in KS1 improvements in teaching are being seen, building on improvements documented in the last report.</p> <p>A Governor continued – would it be true to say that quality first teaching will lead to improved outcomes? PS stated positively that this would be the case.</p> <p>A Governor asked if there were any pupils in receipt of Pupil Premium in Year 2? PS advised there were none.</p> <p>PS advised that high targets have been set for a KS2 cohort that includes pupils with SEN, an EHCP and a pupil who joined the school this year. Although attainment targets may be challenging, PS is confident on progress targets. PS advised that there is an additional Teaching Assistant joining the school in December to support this cohort.</p> <p>A Governor asked if there is now a more efficient use of Teaching Assistants across the timetable? PS advised yes and that some TAs are being used more widely with small groups. A Governor asked if the impact from this was evident? PS felt it was too early to tell but that certainly engagement has improved. Pre-teaching in Maths is starting to be used and a teacher will receive CPD from the Jurassic Hub.</p> <p>A Governor asked if the assessment protocols were good enough to demonstrate progress? PS gave examples of Accelerated Reader providing half termly progress measures; Pira & Puma (reading & maths) tests to be used shortly to provide standardised scores; KS1 Phonics testing feedback from the recent English Hub visit was very positive.</p> <p>A Governor asked how our school compared with other Collaboration schools? PS stated that teachers feel that in book scrutiny, our school compares favourably with others.</p> <p>A Governor asked if the Maths interventions are having impact? PS advised that training is still in progress but that after each training session, the methods are used immediately with the small groups.</p> <p>A Governor asked what monitoring was in place to confirm pupils had seen and actioned teacher feedback in books? PS gave examples - pupils sign against the feedback to acknowledge feedback and corrections, reviews take place at the beginning of lessons to highlight actions from previous lessons and pupils use purple polishing pens to edit their work.</p>	
6.	<p><u>HT REPORT on Autumn term plus any further HT remarks</u></p> <p>Many of the questions Governors had here had been answered already in the discussions about the SEP report, see above. Additional questions from Governors were:</p> <p>A Governor asked for confirmation of the reduced number of pupils in receipt of Pupil Premium – 5 this academic year against 15 last year. Governors noted the exclusion.</p> <p>A Governor asked if PS was confident that the policy had been observed correctly? PS confirmed this. Governors asked if there was sufficient support for the pupil? PS confirmed there was and will continue to be reviewed and discussed further.</p> <p>Governors discussed health & safety requirements, and a more coherent system of checks to be put in place. The Health & Safety group will meet to discuss this, with PS to finalise.</p>	H&S group/PS
7.	<p><u>STAFF PERFORMANCE MANAGEMENT REPORT – PS; PAY PANEL</u></p> <p>The Teachers' Performance & Pay Recommendations report was handed out, with anonymised information. Recommendations had been made to the Pay Panel and agreed.</p>	

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8.	<p><u>OTHER GOVERNOR MATTERS inc HT APPRAISAL</u></p> <p>The Chair of Governors confirmed that the HT Appraisal had taken place with the support of an external advisor.</p> <p>A staff member had requested some information be given to Governors concerning a successful application for 30 free trees which will be planted along the grassy slope at the end of the football pitch adjoining the conservation area. In addition to this, there is the opportunity to apply for some hedging plants. Governors approved of this but consideration to be made on the location of the hedging.</p> <p>A Governor asked for more information on the recent literacy specialist visit. PS advised that her observations were very positive, looking at target children, working with the support staff and actions being put in place now. She confirmed that the strategies were working well. She will return in January to look at the development of Yr3 less able readers.</p> <p>A Governor asked when the pupil interviews take place as mentioned in the Pupil Premium strategy? PS confirmed this will be done as part of the milestones in the SDP.</p> <p>A Governor asked for clarification on the eligibility criteria for Pupil Premium and Free School Meals. Another Governor gave an explanation.</p> <p>A Governor asked how many pupils in receipt of PP take part in after-school clubs? Figures were not to hand but PS offered to provide this information next meeting.</p>	PS
9.	<p><u>SDP UPDATE</u></p> <p>Governors looked at the milestones for the Autumn term on the SDP. Most have been met, with the impact of the SEND aspect of the SDP delayed to early Spring term.</p> <p>Progress has been made on priority 2. A Governor asked how they would know a pupil's target? PS replied that some children will know orally and there will be a conversation around a target and how to reach it; in English, post it notes are used to identify targets in books.</p> <p>The milestone for developing teachers' pedagogy in Phonics, reading skills and Maths has been met.</p> <p>With regard to Priority 3 – Behaviour and attitudes, there are some amendments to be made in the Behaviour Policy (to be carried forward to Spring term); within PHSE, the Life Van visit will include a teachers' session with Sex & Relationships Education resources.</p> <p>Priority 4 – the ELSA training is almost complete, the first group of pupils have been identified and parents are to be informed.</p>	
10.	<p><u>OUTTURN REPORT FOR SUBMISSION 30 NOV; VIREMENTS; AUDIT OF VOLUNTARY FUNDS</u></p> <p>SD went through the Outturn report and the declaration form showing assumptions behind the figures. The outstanding deficit is on course to be repaid this year. SD pointed out that future forecast surplus' need to be considered for future possible support staff requirements.</p> <p>The virement form was explained and agreed.</p> <p>Governors approved the outturn report and to be submitted to the LA.</p> <p>The Audit of Voluntary Funds paperwork was reviewed by Governors. SD explained that a NIL return to the LA was required (no formal audit required as annual turnover was less than £1000). It was agreed that remaining funds in the 'Special Account' be utilised for permanent re-structuring work in Jane Austen class to improve the class environment (quote received from Mr Harris).</p> <p>PS outlined ICT requirements and a proposal put forward by Mr Harris in which he</p>	SD

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	<p>has used best value to arrive at the figures. There are various hardware requirements and an update to infrastructure. The PTA are fundraising to support the purchase of some ICT equipment. Priorities were identified from the proposal and this year's Devolved Formula Capital can be used for these. Remaining costs can be carried forward to next financial year if necessary.</p> <p>Mr Harris had also submitted a quote for an electronic gate system. This compares favourably with another quote. He has installed a system at another school. A Governor offered to speak to them to gain feedback before any decision is made.</p>	JN Clerk - Jan agenda
11.	<p><u>SAFEGUARDING REPORT – PS/LG</u></p> <p>LG confirmed her visit had taken place this term and a report had been discussed at the October meeting. The recording software – My Concern, has now been purchased and training is in progress.</p>	
13.	<p><u>VISITS/LEARNING WALKS – feedback from JM re English Learning Walk; Governor training - feedback</u></p> <p>Governors had JM's report on her English Learning Walk. JM suggested that a short meeting with the Subject Leader before a Learning Walk would be useful to ensure Governors were mindful of the structure of the Walk and to have a clear view of the expected milestones.</p> <p>It was agreed that Subject Leaders and link Governors will meet to decide on a procedure that will ensure Governors have the information needed for future learning walks.</p> <p>MC had visited school today to undertake a Maths Learning Walk – he will report on this at the Jan meeting.</p> <p>The Chair confirmed he had attended Safeguarding 2 training, as required.</p> <p>TF left the meeting at 8.05pm</p>	Subject Leaders/Link Governors Clerk – Jan meeting
14.	<p><u>POLICY REVIEWS –Support Staff Pay Policy; SEND Policy; Data Protection Policy; Dorset Finance Policy – Finance Efficiency Policy; Anti-Bullying Policy; Health & Safety Policy</u></p> <p>The following policies were reviewed: Support Staff Pay Policy, SEND Policy, Financial Efficiency Policy and Anti-Bullying Policy. Proposed for adoption/approval – JN; seconded – DC. All agreed.</p> <p>The Data Protection Policy and Health & Safety Policies to be held over to January's meeting.</p>	Clerk – Jan meeting
12.	<p><u>ATTENDANCE – figures to date - PS</u></p> <p>PS reported the attendance figure to date – 95.9%. There have been some extended absences due to particularly bad bouts of gastro illnesses. Letters have been sent to parents where pupils' attendance is below 90%. After Christmas, further letters are to be sent for attendance below 95%.</p> <p>A Governor asked about a small number of pupils who anecdotally show persistent lateness. How was this being tackled? The figures for lateness were not available at the meeting but PS is aware and in contact with the families.</p> <p>PS advised the GB that letters had been received from NHS England regarding high rates of flu already this winter. Although the flu vaccine was offered to all year groups this year in November, there was poor take up which may have been due to a new online opt-in/opt-out system that the NHS used.</p>	

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15.	<p><u>CLERK MATTERS</u></p> <p>The Clerk advised the GB that the revised Schools Financial Value Standard document is available now to complete. She suggested that work is done on this now with a view to completing and agreeing the document in the February meeting. Financial benchmarking data is to be included in the new document, which SD as Finance Officer offered to enter, before sending on to JN and TF.</p> <p>The Chair advised the GB that the Clerk had tendered her resignation. She is happy to continue until the end of the academic year or until a replacement has been recruited.</p>	<p>Clerk – Jan meeting for progress and Feb meeting for agreeing</p>
16.	<p><u>DATE & TIME OF NEXT MEETING:</u></p> <p>Monday 20th January 2020 4.00pm – 6.00pm</p>	

The meeting finished at 8.10pm