

Haslingfield Endowed Primary School  
Meeting of the Governing Body  
Tuesday 24th January at 6.30pm

**Present :-** Gregory Horobin (GH), Anna Cusano (AC), Rebecca Gilbert(RG), Sandra Lee(SL), Graeme McLeod HT, Victoria Petty(VP) and Janet Reinemann(JR)

**In attendance:** Debbie Collins, Clerk

No.	Item	Action
1.	<p><b>Apologies and approve absences</b></p> <p>There were none.</p>	
2	<p><b>Conflict of interest that may arise during the meeting</b></p> <p>Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda.</p> <p>There were none.</p>	
3	<p><b>To receive notice of any other business</b></p> <p>There was none.</p>	
4	<p><b>Minutes of 11<sup>th</sup> October 2016 meeting and matters arising from those minutes:-</b></p> <p>Following the previous Clerk's resignation, a post meeting set of minutes was then agreed as a true and accurate account of the meeting and duly signed by the chair.</p> <p><b>Matters Arising</b></p> <p>-Complaints Policy – Governors had previously read the County policy, which included a section on the parties concerned reaching a 'satisfactory solution'.</p> <p>Governors discussed the work involved if a complaint was made. The HFL clerk would take on the admin work which, it was noted, will be an extra cost to the school.</p> <p>Governors ratified the policy. The policy was then signed by the Chair.</p> <p>-Schedule of Governing body visits – Agenda item 9</p>	
5	<p><b>Committee Reports and terms of reference</b></p> <p>The minutes of the committee meetings were circulated prior to the meeting. The following discussion ensued: -</p> <p>-Standards and Attainment Committee 8.11.16 There were no comments.</p> <p>-Finance Committee 23.11.16 SL will join the Finance committee where salaries will be discussed.</p> <p>Both Chairs will meet to discuss the contents of their Terms of reference. They will then be tabled for the next FGB meeting for agreement.</p>	Both Chairs

	The Scheme of delegation will also be agreed at the next Finance meeting.	Finance committee
6	<p><b>Head teacher's report</b> The HT's report was circulated prior to the meeting. The following discussion followed: -</p> <p><b>Attendance</b> The school is working closely with the AIO (Attendance Improvement Officer) and other network 23 schools.</p> <p>The HT briefly outlined the process when parents are contacted when their child's attendance becomes a concern :-</p> <p>-Attendance letters are sent out in line with county's policy and a 'soft touch' letter is initially sent to parents to let them know when their child is hitting the 96% mark.</p> <p>-The HT and a member of the admin staff meet with the AIO on their scheduled visits to the school.</p> <p><b>Pupil Premium children</b> There are 11 children categorised under this heading. It was noted that the number has fallen.</p> <p>The school census was successfully completed and sent to County.</p> <p><b>SEN provision</b> EHC plan – 1 child SEN – 23 children</p> <p>Q. Is SEN provision provided by the SENCO? A. Yes.</p> <p>Q. PP grant, does this include PP+ children? A. Yes.</p> <p>Q. For the size of the school, is the SEN figure in line with the national figure, as we have identified more? A. Our figure was 8.7% but it has increased to 13.8%, which is now above the national average.</p> <p>Q. Is there funding for SEN? A. There is a funding formula.</p> <p>The HT gave a % of children in each year that had SEN including a breakdown of the different categories. Girls only made up 2.3% of the whole school SEN figure which was 13.8%. The large majority were boys.</p> <p>Governors were happy to hear that the SENCO has worked hard identifying the children and now working with them.</p> <p><b>RAP</b> The HT highlighted that overall the progress is positive, but governors were made aware that it is a working document.</p>	

<p>Q. Do observations take place every term?  A. Observations took place during the Autumn term and all teachers were graded as good or better.</p> <p>Governors were asked to contact the HT, if there were any additional queries with the RAP.</p> <p><b>TOPP</b>  The HT had completed the intervention grid. Governors were shown how it works: -</p> <p>-there is a running score year on year of each child's progress.  -it shows the successes.</p> <p><b>Internal Audit report</b>  The school are working through the actions from the audit, identifying what has been carried out.</p> <p><b>Safeguarding audit</b>  The outcome from the audit was positive. There were areas identified that need addressing and the school are working on these.</p> <p>It was highlighted that the outcome from the audit compared favourably to other schools.</p> <p>Governors thanked MM for providing excellent administrative support during the process.</p> <p>The HT highlighted the H&amp;S issues that governors need to be aware of. The Chair and HT will meet once a term to discuss these.</p> <p><b>Safeguarding, Risk assessment and monitoring logs</b>  The following governors agreed to visit the school and meet with the HT:-  JR - Spring term  VP – Summer term  JR and VP will contact the office to arrange a convenient date and time to visit the school.</p> <p><b>SCR and Child Protection</b> – the Chair and HT will look at this.</p> <p><b>Website audit</b> – Agenda item 8.</p> <p><b>KIT Visit</b> – Keeping In Touch with County.  The HT highlighted the actions from the visit and informed governors that the judgement graded the school as a 'Good' school.  The HT stated that Ofsted had graded the school as a 'Good school with outstanding features' in 2014.  Governors noted that the school is aspiring to become outstanding.</p> <p>The report from the KIT visit will be circulated to governors as a confidential document.</p> <p><b>Internal monitoring in the school</b>  Various internal monitoring has been carried out in the school. 1<sup>st</sup> aid was one which highlighted there were no patterns such as injuries or location of</p>	<p>JR/VP</p> <p>Chair/HT</p> <p>HT</p>
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<p>accidents.</p> <p>Q. Is internal monitoring a school initiative? A. Yes, it is. Attendance is also being monitored.</p> <p>County have visited the school to target areas that need developing to enable the school to become outstanding.</p> <p><b>Work scrutiny</b> This has taken place and is in line with national expectations or better. The HT explained the process:-</p> <p>English and Maths – work scrutiny is carried half termly to see improvement. The school advisor has helped the school with their monitoring process. It was noted that English needs more support than Maths.</p> <p>Q. Is this service part of the package with the school advisor? A. Yes.</p> <p>The editing process was an area that needed addressing. Purple Pens were purchased, which have had a huge impact in Maths lessons where the children use them to review and reflect on their week’s work, in particular, with their ‘big write’ work.</p> <p>A code system has also been introduced throughout the school and is used by all the children.</p> <p>Q. Is ownership now shared? A. Yes, it has empowered teachers to take on the leadership role.</p> <p>Q. Books scrutiny, could a governor visit the school? A. Yes, one governor could visit the school to look at one subject.</p> <p>It was agreed that CF will look at Maths and AC will look at English. Both visits were arranged for the afternoon on 30.3.17.</p> <p>Coasting schools – the HT informed governors that for a school to be categorised as a coasting school there will be more than 3 years where they have failed to meet the criteria.</p> <p>The current situation for Haslingfield is as follows: -2014 – 89 combination - above the floor level. -2015 – 88 combination - above the floor level. Both of the above years were using the old curriculum. -2016 – All above national on individual subjects. Progress is now looked at.</p> <p><b>Staffing update</b> There is a vacancy for a new Office Manager and Job Descriptions for staff are being reviewed.</p> <p><b>Training</b> The HT highlighted some of the training that has and will be taking place:- -Internal training programme for TA’s -HLTA’s – 2 members of staff have commenced studies for NVQ level 4 course.</p>	<p>CF/AC</p>
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	<p>- Spain exchange - 3 members of staff will be spending time in a Spanish school over Easter.          -NPQH – the Deputy Head has been accepted onto the programme. Governors congratulated her on this.          -KS1 teacher – will be completing her senior teacher training.</p> <p>Governors noted that there is a lot of training and briefings for staff taking place at the school.</p> <p><b>Buildings</b>          The new roof which was paid for by county was badly installed. There was no Insulation in the roof, which has led to the company coming back over the next half term to take the roof off to lay the insulation.</p> <p>The HT had met with Mr Oford who represents the Charities regarding the new fence and demarcating an area of grass that could potentially be an entrance to the school.</p> <p>A Staffing structure is in the process of being completed.</p> <p>ICT suite – the new laptops will allow more flexibility for targeted work for years 4 and 5.          Q. What will happen to the old computers?          A. The Class computer will be disposed of, but the ICT computers will go into the classrooms.</p>	
7	<b>RAP/SEF discussed at Item 6.</b>	
8	<p><b>School website and Edubase</b>          -School website – The Clerk highlighted that statutory information is uploaded on the schools website. It was agreed that SL/HT and the SENCO will meet to look at Pupil Premium to ensure it is uploaded on the school website. The meeting was arranged for 25.1.17 at 1.45pm.          -Edubase – The Clerk had highlighted that all governing bodies have a statutory duty to register their governor details on the Edubase database. A member of staff in the school will be responsible for this and the Chair will ensure this is done.</p>	<p>SL/HT  Chair</p>
9	<p><b>Governors Update:</b>  <b>Recruitment</b>          -1 LA – Governors agreed to the appointment of an LA governor. The Chair will contact County to arranged for her to be appointed to the school.          -1 Co-opted – the Chair is looking into this.</p> <p>Associate Member – The Chair has spoken to the RR. The school are currently unable to meet the safeguarding requirements as she is living abroad. It was agreed that she will contact the school on her return to the UK. Governor agreed that she will be taken off as an Associate Member.</p> <p><b>Training</b>          – Budget and Finance training – Three governors had attended this training..          -Dyslexia training – AC had attended a training session with parent partnership. AC relayed her observations to the SENCO.          -Termly briefing – GH will be attending.          -PP+ money and Looked after children – SL will be attending.          -E-Safety for primary school - AC will be attending. The Chair will also arrange</p>	<p>Chair          GH SL</p>

	<p>to attend this course.          -Exclusion training – The Chair will contact county regarding training.</p> <p><b>Visits/Learning Walks</b>          -Book week - 27.2.17. Governors were welcome to attend.</p>	AC/Chair Chair
10	<p><b>Annual Safeguarding Report</b>          The HT confirmed that the Safeguarding report was agreed and sent to county in the Autumn term.</p>	
11	<p><b>Chair's Action</b>          There were none.</p>	
12	<p><b>Any Other Business</b>          There were none.</p>	
13	<p><b>Dates of future meetings: -</b>          -Standards and Achievement – 28.2.17 at 5.30pm          -Finance – 22.2.17 at 5.45pm          - Outdoor adventurous activity learning Introductory day for KS1 and KS2 has been arranged for 21<sup>st</sup> and 22<sup>nd</sup> March.          --FGB - 25.4.17 at 6.30pm  <b>Close – 20.37pm</b></p>	