



MINUTES

of the
held on
at
at

Full Governing Body Meeting
Monday 13th March 2017
5.45pm
Emscote Infant School

Meeting No FGB170313

Papers circulated in advance of the meeting:

Minutes of previous meeting & Action Register
Warwickshire School Improvement Strategy – Summary Document & Appendix A (Categorisation criteria)
Monitoring reports (MF: Safeguarding; Safeguarding Procedures Form; Mindset)
Key Areas for Governor Monitoring for Spring Term – by committee
Policy review log sheet for FGB
Head's reports

1. Present: Mrs Sandra Barnsley, Mr Andrew Baugh, Mr Alex Blakemore, Mrs Louisa Clarkson, Mrs Debi Cossins, Mrs Pat Daly, Mrs Margherita Finney, Mr Ed Leung, Mr John McRoberts (Chair), Mr Jon Queralt, Mrs Louise Stephenson, Mrs Sandra Sutherland, Revd Diane Thompson

Absent: Mr Ivor Westmore

2. Declaration of interests

There were no new or special interests to declare.

3. Minutes of FGB meeting on 28th Nov 2016 and Matters Arising

ACTIONS ARISING FROM THE MEETING HELD ON 28 NOVEMBER 2016

Date first raised	Governor / Clerk	Action	Target date (original) (revised)	Update
7.11.16	Louise Stephenson	Complete a declaration of interests form and submit this to the Clerk.	5.12.16 31.3.17	Not yet done.
28.11.16	Alex Blakemore / Clerk	AB to sign the Code of Conduct at the next FGB meeting.	13.3.17 8.5.17	AB was not present at this stage of the meeting. Bring to next meeting.
28.11.16	Clerk / Sandra Sutherland	Amend Community terms of reference re safeguarding, and prepare new Terms of Reference for the SIAMS committee New Action: SIAMS committee to discuss/approve proposed Terms of Reference at next SIAMS meeting	13.3.17 Next SIAMS meeting	Amendments to Community ToR done. Signed by Chair. Clerk has sent proposed SIAMS ToR to SIAMS committee.
28.11.16	John McRoberts	Sign the Terms of Reference for the T&L committee at the next meeting,	13.3.17	Done
28.11.16	Alex Blakemore	Add missing figures for contract approval and irrecoverable debts to the Terms of Reference for the Resources committee so that they can be signed at the next FGB meeting	13.3.17 31.3.17	Contract approval figure added. AB to check with AL the figure for irrecoverable debts.
28.11.16	Clerk	Amend the Resources Minutes, item 5.ii. (Emscote not All Saints)	1.12.16	Done
28.11.16	Sandra Barnsley, Margherita Finney New Action:	Produce a safeguarding report for Emscote	13.3.17 21.3.17	Done & on Onedrive. Still need to complete the report section with the caretaker at Emscote. AB has fixed a meeting date

	Andrew Baugh and Margherita Finney	Attend meeting with caretaker on 21 March and complete relevant section of Safeguarding procedures form.		for 21 March, 11am. AB and MF to attend
28.11.16	Clerk New action: John McRoberts	Prepare a letter about parent governor elections for the school newsletters. Write to parents a second time using some new recommended wording for governor recruitment	16.12.16 8.5.17	Letter done but received no responses.
28.11.16	John McRoberts	Contact WCC Governor Services about his LA Governor appointment	13.3.17 8.5.17	On hold until new parent governor found
28.11.16	Debi Cossins/Sandra Sutherland/Jon Queralt	Organise an in-house governor safeguarding training session in the spring term.	7.4.17	Still aim to do in Spring term. Plan to have a session after MF's meeting in March

OPEN ACTIONS FROM PREVIOUS MEETINGS

Date first raised	Governor / Clerk	Action	Target date (original) (revised)	Completed
7.11.2016	Clerk	Collate completed Declaration forms into a Register of Interests and upload this to the school websites.	1.12.2016	Done
7.11.2016	Headteacher / All governors	Identify priorities for governor visits linked to the Rapid Improvement Plans so that a timetable for governor monitoring can be drawn up.	31.12.2012 8.5.17	See item 8ii. Pat Daly has done phonics visit. Report on Onedrive.
7.11.2016	Clerk	Upload governor data to National Database for School Governors	28.11.2016 31.12.16	Done

The governors had no further comments or amendments to minutes so they were agreed to be an accurate record and were signed by the chair.

4. Headteacher report

A copy of the Heads' report was circulated to governors prior to the meeting. The governors commented favourably on the amount of detail in the report, including the comprehensive list of CPD undertaken.

GOVERNOR CHALLENGE Referring to the section on the impact of predicted pupil numbers and the redundancy plans at All Saints, one governor asked what effect this was having on staff morale.

Debi Cossins (DC) confirmed that there is some nervousness among the staff, especially TAs. This was discussed in detail at the March Resources meeting, since when DC has been exploring the costs of making redundancies, including the potential cost of pension payments that would have to be met by the school. She explained that the LA will only give the school £10,000 which will not cover the cost of pension contributions. DC is currently seeking HR advice but is aiming to finalise plans ASAP to minimise worry to staff.

GOVERNOR CHALLENGE One governor asked for clarification on new plans for phonics teaching

Jon Queralt (JQ) explained that the plan is to continue the plan from last year as it is working well. This includes things like checking what the pupils know, highlighting what needs to improve, streaming and booster groups.

Margherita Finney (MF) would like to attend a parents' maths session when the school next holds one. John McRoberts (JMcR) commented that he had attended such an event and found it to be excellent.

IMPACT: Governors are kept up to date with progress on key inspection issues, finance, teaching and learning and staff CPD so that they can better highlight priorities for governor monitoring.

5. Reports from Sub-committees & items for FGB approval

i. Teaching & Learning

Ed Leung (EL) reported that the T&L Committee had held a healthy debate on the latest pupil data, had

explored the interventions being put in place to improve the 'red areas' in the data and had looked at the websites showing End of Key Stage data. The committee also discussed the Task Group meetings and how that process is working.

DC referred to one of her actions from minutes, to establish what data governors might have access to from other schools in order to make comparisons. She raised this question with the Consortium and as expected, schools generally don't share data other than that which is generally available on school dashboards.

Action: Clerk to amend the T&L minutes to show that Mathletics is being carried out at Emscote not All Saints.

JMcR reminded governors that according to the latest Ofsted guidelines, inspectors will no longer look at whether pupils are on track but will be focusing more on interventions in place and what percentage of children will reach the age-related expectation at the end of the year. JQ commented that their focus/reports will be more data heavy.

GOVERNOR CHALLENGE *One governor asked what progress had been made with regards to the Complaint letter that had been received*

DC informed the governors that the complaint had been published in the local newspaper and the school also had to send the parents a legal letter with regards to some posts placed on social media. The school has involved the Chair of Governors at all stages. The LA has now made its recommendation for the child's future and the school is no longer in contact with the parent. The child has not attended Emscote since January but remains on the school books until a place elsewhere is accepted.

Alex Blakemore (ABI) commented that it was helpful that the governors had been kept informed of the issue and had discussed it at more than one governors' meeting, as he had been approached by a parent who wished to discuss the matter. He asked whether the school was given the opportunity to comment on the newspaper article. DC explained that they were, but couldn't make any comment as the newspaper wouldn't give the staff sight of the article.

IMPACT: School leaders follow a clear process for handling complaints and governors are kept fully informed about related issues.

ii. Resources

ABI asked governors to note and thank Ally Lynch and the school leadership team for the efforts they had made in reducing spending. He explained that the Resources committee has studied various scenarios to address the forecast deficits, which involve reducing teaching staff hours at All Saints on the basis of reducing the number of classes.

Since the Resources meeting, DC has had couple of volunteers come forward who are willing to reduce their hours at All Saints. Also one TA is retiring, two are on temporary contracts that won't be renewed, and one HR TA is going to Warwick University. There are no redundancies planned at Emscote this year but a review will be carried out next year once the All Saints redundancy process is complete.

ABI assured the governors that the Resources committee was satisfied that the redundancies would have no negative impact on the quality of teaching. DC explained that it is the teaching hours that will be redundant not the people, because the children the TAs are currently working with, who needed extra support, will be moving on.

ABI advised governors of the potential risk involved in the All Saints plan in that it is dependent on the redundancy process. There is also some uncertainty as to whether the school can benefit from a one-off payment from the LA for accepting more than 30 pupils per class. However, ABI believes that the Finance team are doing a great job through their planning to ensure the long-term security of both schools.

Action: Ally Lynch to check whether the school has received written confirmation of the offer of £32,000 if take 1 over PAN.

a. Terms of reference - Spend rules

The Resources committee has agreed to maintain the existing levels of financial authority – ie:

DC can approve spends of up to £5,000

The Resources committee can approve spends of £5,000 to £10,000

Any spends above £10,000 have to be signed off by the Full Governing Body.

The Clerk has amended the Terms of Reference accordingly.

ACTION: Alex Blakemore to ask Ally Lynch what maximum figure should be included for the approval irrecoverable debts by the Resources committee

iii. Community

a. Update on key Safeguarding issues.

Louisa Clarkson (LC) reported that the committee had completed a safeguarding update.

GOVERNOR CHALLENGE LC asked staff for the latest update on the CAF pupils

JQ explained that the CAFs are still continuing at Emscote. Some of the cases are moving up to In-need status. Sandra Sutherland (SS) explained that at All Saints, 1 case is moving down from Child In Need to a CAF.

JQ explained that the staff are having difficulties with the MASH (Multi agency safeguarding Hub) to which they have to send any referral forms. The MASH then decides what happens with each case. Staff find that this slows the process down and they are concerned that with some cases of real urgent need, this could lead to real risks. DC also has concerns about the quality of the people who are fielding calls from schools. JQ also stated that trying to access the CAMS (Child and Adolescent Mental Health) service is also very difficult. For example, he has once case of a reception child who can't be seen until 2019.

Action: John McRoberts to raise the staff's concerns about MASH and CAMS at a meeting with WCC's Children, Young People and Families Scrutiny Committee on 14th March. Will report back to governors.

b. Pupil numbers at Emscote

Since the Community committee meeting, the Admissions Officer has offered JQ some reassurance that Emscote pupil numbers are now predicted to be about 60. The school will get a better indication around Easter time.

In relation to pupil numbers, the importance of marketing was raised at the Community committee meeting. Ideas include producing a new flyer for Emscote and increased publicity in the local papers to celebrate positive events. Louise Stephenson (LS) recommended posting more good news on Twitter and confirmed that Twitter accounts can be set so that no one can comment on the schools' posts.

The governors agreed that care should be taken when using photos of children. Staff to check for signed forms for internet use and to ask pupils before posting. Generally, the governors agreed that using Twitter was a good idea as it was so immediate and quick to do.

Action: DC, JQ, SS to check permissions regarding usage of photographs of children and consider who might take responsibility for posting to Twitter and adding Twitter feeds into the school websites.

iv. **SIAMS** – This committee has not yet met and had nothing to report.

6. Governor skills review

i. Skills audit

There is a skills audit in the SFVS which could be transferrable and relevant to all governors.

Action: Ally Lynch to send a copy of the Skills Audit to the **Clerk** who will circulate it for **all governors** to complete.

ii. Vacancies & appointments

Search for new parent governors still on-going (*see actions from last meeting*).

The Clerk advised the governors that there are currently 4 Foundation Governors whereas the Instrument of Governance states there should be three (including the ex-officio post). It was suggested that this could be reviewed in Sept 2017 when MF's current term ends.

iii. Governor training

The Clerk circulated the printed copy of the latest WES training courses.

MF and JMcR will be attending Child Protection & Safeguarding training on 23 March.

Louise Stephenson expressed an interest in training on using school performance data.

IMPACT: Governors are offered appropriate training opportunities so that they can carry out their duties effectively.

7. Warwickshire School Improvement Strategy

A copy of this document was circulated prior to the meeting. The strategy outlines plans for merging infant and junior schools when one of the headteachers leaves. DC believes that as All Saints is a CofE school, this would not necessarily apply to the federation.

8. Governor monitoring

i. Monitoring reports from Autumn/Spring term to date

a. Margherita Finney - Safeguarding visit and Safeguarding procedures form

A report for each school is on the Onedrive. MF will monitor annually. She has also updated the safeguarding procedures form and found this to be very useful and concise. It can be tweaked as new requirements come out.

Action: Margherita Finney to meet Computing leader to discuss e-safety.

IMPACT: Governors are actively involved in monitoring safeguarding and carry out the appropriate checks to ensure that pupils are kept safe at all times.

b. Margherita Finney - Mindset visit

MF explained that this was a very useful evening at which parents could share how they talk about and respond to their children's homework. The governors were disappointed that no Pupil Premium parents attended in spite of the fact that they were invited in person and by letter.

SS reported that there is also a group of lower level learners in Y4 who are very challenging and attendance by their parents at an impact session was also poor (parents of only 7 out of about 22 or 24 attended).

GOVERNOR CHALLENGE One governor asked SS if she could offer any reasons for this poor attendance.

SS stated that a questionnaire has been sent out to try to establish why.

GOVERNOR CHALLENGE One governor asked whether the staff have ever sent out letters explaining the impact of poor parental support at such events.

The staff explained that they have tried - eg, JQ wrote to 12 families about the importance of hearing their children reading. He has seen a massive improvement but feels that there is a fine balance between being firm with parents and maintaining good relationships.

ii. Monitoring for the Spring term

The clerk circulated a list of key areas for governor monitoring, by committee, before the meeting.

Action: All governors to send their availability dates for monitoring visits to the Clerk.

For **Health & Safety**, a Fire Review needs to be done at Emscote. Andrew Baugh will attend along with the inspector on 3 May at All Saints.

MF and Pat Daly (PD) attended **performance reviews** for SS and JQ. Mid year targets were laid out along with a progress update. Both found the process helpful and positive review. It provided a clear view of where the schools were at and resulted in the governors being aware of the senior leaders' concerns.

9. Any other business

i. DBS checks

The Clerk asked all governors who have yet to complete their online DBS applications to do so as soon as they can and take their proof of ID into either school. Any governors with existing DBS certificates (within the past 4 years) can simply send the clerk their certificate number and certificate date.

Action: John McRoberts, Diane Thompson, Louise Stephenson, Pat Daly, Ivor Westmore, Alex Blakemore, Andrew Baugh to complete the DBS process

ii. Onedrive access update

Action: Any governors who are still struggling to access the Onedrive were asked to email the clerk.

iii. Policies

The clerk reminded all governors to read the policies on the Onedrive and initial/date the online log sheet or note any comments/queries.

Action: Clerk to email relevant policies to John McRoberts and Rev Diane Thompson.

IMPACT: Governors have a clear system in place for policy review.

iv. SEN

JQ suggested having a SEN review for governors and asked for volunteers to be involved. Pat Daly (PD) and MF agreed to help.

v. Thanks

JQ tabled a vote of thanks to Charlotte Fawbert for leading the school to pass the Green Flag Assessment.

Louise Stephenson left the meeting at 7pm

vi. international school status

SS asked governors to note that All Saints has been reaccredited for International School Status. This comes into effect in October and lasts for another 3 years.

vii. Task Group

Prior to the meeting, volunteers were invited to attend the next All Saints Task Group meeting on Monday 27th March at 9.30am. PD and MF agreed to attend.

10. Dates of meetings

Extraordinary FGB	Wednesday 26 th April, 5.30pm, All Saints - <i>Budgets to be approved</i>
Teaching & Learning	Monday 8 th May, 5.45pm, All Saints
Community	Monday 15 th May, 5.45pm, All Saints
Resources	Monday 3rd July, 2017, 5.45pm, All Saints
Full Governing Body	

There being no other matters raised, the meeting closed at 7.10pm