



MINUTES

of the **Full Governing Body Meeting**
 held on Monday 28th November 2016
 at 5.30pm
 at Emscote Infant School

Meeting No FGB161128

Papers circulated in advance of the meeting:

Minutes of previous meetings & Action Register
 Draft Terms of Reference
 Draft Code of Conduct
 Headteachers' report to Governors – Autumn 2016
 All Saints Final Report (Ofsted)
 Rapid Improvement Plans for Teaching & Learning, Maths, Leadership & Management, Pupil Premium
 Recommendations
 SEF Nov 2016
 SIDP Maths 2016-17 and Maths Timeline
 Summary of Parent Questionnaires for Emscote & All Saints
 Emscote LIP 2016-17 and SEF Nov 2016
 Impact feedback form autumn 2016 - Emscote

1.i. Present: Mrs Sandra Barnsley, Mr Andrew Baugh, Mrs Louisa Clarkson, Mrs Pat Daly, Mrs Debi Cossins, Mrs Margherita Finney, Miss Natalie Johnson, Mr Ed Leung, Ms Ally Lynch, Mr John McRoberts (Chair), Mr Jon Queralt, Mrs Louise Stephenson, Mrs Sandra Sutherland, Revd Diane Thompson, Mr Ivor Westmore, Mrs Helen Yeomans (Clerk)

ii. Apologies accepted: Mr Alex Blakemore

2. Declaration of interests

The clerk has been compiling a new Register of Interests. The Chair asked any governors who have not yet completed their declarations to do so ASAP.

None of the governors present had any interests to declare in relation to the agenda.

Action: Louise Stephenson to complete a declaration of interests form and submit this to the Clerk.

IMPACT: The governors will have an up to date Register of Interests and by publishing it on the school websites will be legally compliant.

3. Minutes of FGB meetings on 12.9.16 and 7.11.16, and Matters Arising

i. The minutes of the meetings held on 12.9.16 and 7.11.16 were agreed as an accurate record and signed by the Chair.

ii. **Actions arising from meeting 12.9.16** – Nothing to report.

iii. **Actions arising from meeting 7.11.16**

Date first raised	Governor / Clerk	Action	Notes	Target date (original) (revised)	Completed
7.11.2016	Clerk / All governors	Clerk to circulate a model Code of Conduct and add this as an agenda item for the next FGB meeting. All governors to read the Code and send any comments to the Clerk by email in advance of the meeting.	See item 4.	28.11.2016	28.11.2016
7.11.2016	Clerk	Obtain from Rachel Reed copies of minutes of all governor meetings from the last 12 months.	Done and uploaded to the Onedrive.	28.11.2016	28.11.2016
7.11.2016	Clerk / All governors	Clerk to ask Rachel Reed to set up welearn email addresses for all governors, who will need to provide RR with a personal password. Clerk to circulate instructions for accessing	All governors have now received instructions and most are able to access the onedrive. The Headteacher is having difficulty accessing	31.12.2016	28.11.2016

		welearn and setting up welearn email accounts.	group folders. Clerk to resolve.		
7.11.2016	Clerk	Establish the cost of a Subscription to The Key.	Clerk has provided the Headteacher with costs.	28.11.2016	28.11.2016
7.11.2016	Clerk / All governors	Clerk to circulate model Terms of Reference. Governors to send comments to the Clerk so that the Terms of reference can be agreed and signed by the Chair at next FGB meeting	See item 5	28.11.2016	28.11.2016
7.11.2016	John McRoberts	Discuss with Ally Lynch the possibility of her becoming an Associate Member, making her advisory role to the Resources committee more formal.	Debi Cossins confirmed that Ally Lynch has agreed to become an Associate Member.	21.11.2016	28.11.2016
7.11.2016	Clerk	Clarify Ed Leung's term of office and re-election.	It was confirmed that Ed Leung is a co-opted governor and his current term began on 21 Sept 2015. Ends 21/9/2019	28.11.2016	28.11.2016
7.11.2016	Clerk	Write to the LA about the LA governor vacancy.	The LA have confirmed that they would approve John McRoberts as LA governor should he decide to switch to that role.	28.11.2016	28.11.2016
7.11.2016	John McRoberts	Discuss skill gaps in governing body with the Chairs of the committees and Devi Cossins, with a view to filling the Co-opted governor vacancy.	See item 9	31.12.2016	28.11.2016
7.11.2016	Clerk	Collate completed Declaration forms into a Register of Interests and upload this to the school websites.	Clerk is awaiting one final declaration and will then upload the register to the websites.	1.12.2016	
7.11.2016	Clerk/ Headteacher	Headteacher to identify priorities for governor visits linked to the Rapid Improvement Plan so that a timetable for governor monitoring can be drawn up. Clerk to circulate a model School Visit Record form.	Headteacher has circulated RIPs and Clerk has circulated a model School Visits record form. A timetable for governor monitoring has not yet been drawn up.	31.12.2012 28.11.2016	
7.11.2016	Clerk	Upload governor data to National Database for School Governors	Clerk is awaiting one final form and will then upload to Edubase	28.11.2016 31.12.2016	

4. Approval & Signature of Code of Conduct

The Governors' code of conduct had been circulated prior to the meeting. All governors agreed to its terms and this was signed by all governors present.

Action: Alex Blakemore to sign the Code of Conduct at the next FGB meeting.

IMPACT: The governors have signed up to a clear code of conduct to ensure good practice and compliance.

5. Approval of Terms of Reference

Proposed Terms of reference for the Full Governing Body (FGB) and for the Resources, Teaching & Learning, Community and Pay committees were circulated prior to the meeting.

Alex Blakemore had queried (by email) why, in the FGB Terms, members of the Headteachers' performance review panel were named while other panels did not have named attendees. The Clerk explained that this was to allow for maximum flexibility should a panel need to be convened at short notice.

The Terms of Reference for the FGB and the Pay Committee were approved by governors and signed by the Chair. The following comments and were made on the other Terms of Reference:

Community Committee

Alex Blakemore queried (by email) the fact that H&S is covered in the Community terms and in the Resources terms. It was agreed that the terms for the Community committee should be reworded to clarify its responsibility for safeguarding pupils and staff, rather than operational H&S and H&S policy.

Sandra Sutherland noted that these terms cover SIAMs and RE. References to RE need to be removed and included in a new set of terms for SIAMs.

Action: Clerk to amend the Community Terms of Reference with regards to safeguarding and liaise with Sandra Sutherland over the creation of Terms of Reference for the SIAMs committee. Both documents to be approved and signed at the next FGB meeting.

Teaching & Learning

Sandra Sutherland commented that this committee covers SEN but there is currently no SEN governor on that committee. It was agreed that SEN should be an agenda item for every T&L meeting. To address this, it was agreed that Margherita Finney would move to the Teaching & Learning committee.

The Teaching and Learning Committee Terms of Reference were otherwise approved.

Action: John McRoberts to sign the Teaching and Learning Terms of Reference at the next FGB meeting.

Resources

Figures need to be added to specify level of contract approval and the ceiling figure for irrecoverable debts that the Resources committee can write off without FGB approval. These figures will be agreed at the next Resources meeting.

Action: Alex Blakemore to establish these figures so that the Clerk can add them to the Terms of Reference ready for sign off at the next FGB meeting.

IMPACT: The governing body and committees operate according to clear Terms of Reference, ensuring that all governors understand their roles and responsibilities and thereby work more effectively.

6. Headteacher's report

A written report (*see Appendix 1*) was circulated to governors prior to the meeting. The Headteacher explained that the final HMI report that has now been received reflects the fact that the schools are continuing to move forward, and is in itself being reflected in how the staff write their reports.

There were no questions for the headteacher but the governors commented that her report was positive.

7. Reports from Sub-committees

i. T&L

The minutes of the last meeting were circulated prior to the FGB meeting. The Chair, Ed Leung, summarised the key actions:

- Visit a phonics lesson to review impact on the children. Margherita Finney (MF) will do this.
- The action plan for SPAG has been shared with all governors by Jon Queralt (JQ). This shows areas of difficulty last year alongside an action plan for the future. JQ explained that Emscote pupils are not formally assessed on SPAG, so staff are reviewing the balance of effort/time spent on it in class. Natalie Johnson (NJ) explained that pupils at Emscote took the SPAG test last year and the results were submitted, although this is not a requirement. The governors agreed that this year the test should just be used for practice and data not submitted.
- Governors reviewed performance data at the last T&L meeting, focusing on maths for which an audit has taken place. The need for governors to attend maths training was discussed.
- All maths documents (RIPs, timeline etc) are now on the onedrive.

ii. Resources

Ally Lynch (AL) summarised the overall budget picture, which is a concern but there is a recovery plan in place. She confirmed that Summary Reports from WES are on the onedrive and have been circulated.

a) Emscote

The school should have a positive balance at the end of this year but after this year, the budget goes into a £14,000 deficit escalating to £95,000 the year after. As class sizes reduce to 60, there is an anticipated reduction to 7 classes, then 2 years after that classes will reduce to 6. However, the hope is to make this cut to 6 classes sooner to improve the bottom line. The LA has agreed to the reduction to 60 pupils per class. However, Debi Cossins (DC) explained that although WCC had agreed to seal numbers at 70 with immediate effect, since then they have insisted that the school take some new in-year pupils.

GOVERNOR CHALLENGE *One governor asked when the school will benefit from additional funding for these new children.*

AL/DC confirmed that funds will not reach the school until next year.

GOVERNOR CHALLENGE *One governor asked whether the new housing development nearby will have any repercussions in the future.*

The staff feel that the school will be in a stronger position once 60 is the pan because then, if WCC want the school to accept more pupils, then they will have to fund them properly. At present, DC is looking at having to reduce the staff by one teacher which may be a frustration because, if the junior school has any additional pupils, they may then be short of a teacher there. Another concern is that if the school has too many children in Y2, they may not all get a place at All Saints.

AL expressed her view that if the school is going to be forced to take as many as 74 pupils, then it needs advance notice so it can be planned for. If we can't seal our numbers, we can't put our recovery plan into action. John McRoberts suggested that this point should be made to admissions.

GOVERNOR CHALLENGE *The governors asked what else could be done to address the issue.*

AL has emailed WCC to establish what the school can do to get the pan reduced, approved and confirmed ASAP. She will continue to chase them for a response.

b) All Saints

There are 5 or 6 fewer children on roll than forecast which means a slightly smaller deficit than predicted this year, but after that the deficit is £60,000, then £80,000 then £105,000.

The strategy approved by the Resources committee was a reduction in hours for the support staff at All Saints. To clarify the Resources minutes, Sandra Sutherland/DC confirmed that as children move on from Y6, it is justifiable that staffing hours can reduce. (Not staff numbers.)

The committee has also looked at reducing teaching hours. One teacher who has had a temporary increase in hours will return to the original hours. This turns the bottom line around quite quickly.

The Resources committee were happy with the plan in place.

GOVERNOR CHALLENGE *Ivor Westmore (IW) asked whether the level of need in Year 6 was significantly greater than elsewhere in the school to justify 2 x TAs.*

SS confirmed that it was this year, but after September the need should decrease.

IMPACT: The governors stay abreast of school spending and have agreed action plans to address and reduce forecast deficits.

c) Parent Pay system

John McRoberts (JMcR) advised the governors of a cheaper version of Parent Pay called Squid which saves administration and resource costs. AL explained that All Saints has just chosen a new, cheaper system called *School Money* which should save a considerable amount of time/money. She will be encouraging parents to transfer to it. AL explained that because there are more FSM at Emscote, that school doesn't handle so much cash. So the need for an online payment system is not there at present but she will review the success of the School Money system at All Saints.

Action: Clerk to amend the Resources Minutes, item 5.ii. The Challenge from Alex Blakemore refers to Emscote not All Saints.

iii. Pay committee

Margherita Finney's report on the latest meeting has been sent to Andrew Baugh and Pat Daly. The data used showed that the children have all made positive progress across the board, including FSM pupils who have made good progress (these pupils have extra funding). The committee also looked at the DfE's teaching standards documents and considered teacher planning in school to be rigorous and detailed. Pupil progress is measured on a half-termly basis. The Head and Senior Staff monitor through T&L walks, lesson observations and discussion. The governors were impressed with how this was structured and felt assured that the performance management procedure was very thorough.

DC also explained the structure. Performance Management meetings are done before the October half-term and include a discussion of whole school objectives, as well as a class and a personal objective. This is linked to national standards.

Pupil progress meetings are held every half term and lesson observations are done once a term, looking at a particular area linked to the RIP and development plans in both schools. Staff focus on the progress of individual children and carry out book trawls and assess how work links to planning.

The Executive Headteacher's performance management is underway and involves an external adviser. DC will also be reviewing JQ's and SS's performance management with an external adviser.

IMPACT: The governing body monitors the Performance Management and Pay Review process to ensure that pay awards are in line with performance.

At 6.34pm, Ally Lynch left the meeting.

iv. SIAMS

Draft minutes of the latest meeting have been circulated and are on the one drive. All Saints had a successful SIAMS inspection in February and the committee has reviewed where the school is at since then. A new RE curriculum is being introduced next September across the whole school and a new action plan has been circulated to governors. Sandra Sutherland commented on how valuable governors' involvement in the whole SIAMS process has been.

8. Safeguarding report

A safeguarding report for All Saints has been uploaded to the onedrive. The governors have written evidence of what they have seen in school, using a comprehensive new monitoring form. The governors are finding this new form useful and helpful and have noted actions to be taken.

The governors were impressed with the detail given in the staff responses to their questions.

Action: Sandra Barnsley / Margherita Finney to produce a similar safeguarding report for Emscote.

IMPACT: The governing body has new systems in place to help them to better evidence safeguarding measures. As a result, the safeguarding of staff and pupils' will be ensured.

9. Governor recruitment

Current governor vacancies: 1 x LA Governor, 3 x Co-opted.

JMcR is currently a parent governor but he is willing to move to LA governor. The Clerk has contacted the LA who say they would be happy to endorse JMcR as an LA governor if so wished.

It was agreed that Louise Stephenson, who is the other current parent governor, would be transferred to a co-opted post, and 2 new parent governors would be sought, ideally 1 parent governor from each school.

JMcR suggested putting a notice in the school newsletters, advertising the parent governor posts and highlighting any particular skills being sought (eg marketing), which might also help to fill the other co-opted vacancies or might mean we find a parent governor with that experience.

Actions: Clerk to draft a parent governor election letter for the newsletter, asking for nominations within 2 weeks. John McRoberts to progress his LA governor appointment with WCC Governor Services.

10. Governor training

Sandra Sutherland recommended that governors update their safeguarding training.

Action: Debi Cossins/Sandra Sutherland/Jon Queralt to help run an in-house governor safeguarding training session in the spring term.

Rev Diane Thompson is attending a diocese course on Being a Governor in a Church School (30th Nov).

Alex Blakemore plans to attend some governor induction training.

DC commented that governors may need training on RaiseOnline when the new version/system is known.

IMPACT: Governors are offered training opportunities to ensure that their skills are up to date.

11. Any other business

i. Children with specific needs

JQ informed the governors of a child who has joined Emscote Reception who was in school for a couple of weeks but the staff couldn't guarantee her safety. Social services have been involved and a reintegration system is in process at present as it is not possible for her to be in school full time. School is working with WCC to try to provide for her but this has been a very challenging situation for all.

Another Y1 child has an education health care plan but JQ foresees the LA having to help find alternative schooling for the child as Emscote is not able to meet the child's needs.

1 other Reception child may also need a statement or education health care plan. This child currently has one-to-one TA support. 2 x pupils with medical needs at Emscote are reported to be doing very well.

The governors thanked the staff for their efforts with these pupils.

SS advised the governors that All Saints has had some funding for pupils with particular needs, including a Y4 child who has arrived from Slovakia and has high anxiety levels and complex needs, including a language barrier. She has 2 to 1 support, nurture provision at present.

ii. Swimming

GOVERNOR CHALLENGE Ivor Westmore asked what provision there would be for swimming in the summer when the two pools are closing for refurbishment.

DC explained that the swimming pool are looking at relocating the children to another pool.

12. Dates of meetings

Teaching & Learning	Monday 9 th January 2017, All Saints
Community	Monday 23 rd January 2017, All Saints
Teaching & Learning	Monday 6 th February 2017, All Saints
Resources	Monday 6 th March 2017, All Saints
Full Governing Body	Monday 13 th March 2017, Emscote
Resources	Monday 3 rd July, 2017, All Saints

All FGB and committee meetings will commence at 5.45pm from now on.

There being no other business, the meeting closed at 7pm

Appendix 1:

Headteacher's Report to Governors: 28th November 2016

SCHOOL	All Saints' Junior School and Emscote Infant School	EXECUTIVE HEADTEACHER	Debi Cossins	DATE:	28th November 2016
---------------	--	------------------------------	---------------------	--------------	--------------------------------------

SECTIONS		SUMMARY EVALUATION				
1	SCHOOL CONTEXT Information additional to RAISE	<p>The schools is part of a federation of two schools. Executive Head has LLE status. Associate Head teachers have SLE and NP Status. Consortium partners are with Warwick and Southam schools for improvement network with 18 primaries.</p> <p style="text-align: center;">All Saints</p> <p>All Saints CE Junior School is two form entry. The school serves the local community of Warwick and has grown over the past few years. There are a very small minority of pupils with FSM 10%, Pupil Premium 19%,EAL 8% and 19%DSEND. Attainment on entry is just in line with the national average.</p> <p style="text-align: center;">Emscote</p> <p>Emscote is two and a half form entry but will be reducing back to two form entry in 2017. The school serves the local community of Warwick and has grown over the past few years. There are a very small minority of pupils with FSM and PP 11% (down 0.5%), EAL 21% (up 3 %) and DSEND 17.4% (up 1%). EHCP 6 children (2 provisional), up from 2 last year. Attainment on entry is below the national average. (Please note that SEN increases in reception through the year as issues arise)</p>				
2	PREVIOUS INSPECTION KEY ISSUES Areas for development identified at the previous Ofsted inspection All Saints	Key Issue	P .I. Date	April 2016	• R I	Progress
		<p>Improve the quality of teaching, learning and assessment so that more pupils make faster progress, by:</p> <ul style="list-style-type: none"> Ensuring that lessons and tasks are more challenging for pupils Ironing out inconsistencies so that more teaching is good or better Ensuring that the questions that teachers ask extend and develop pupils' understanding Sharing the existing good practice in the school to help improve weaker and inconsistent teaching 				<ul style="list-style-type: none"> Increased % of outstanding/good teaching since ofsted. Exemplified in pupil outcomes – progress data. Inconsistent group issues addressed. Increased monitoring and timeline created focus on books and marking HMI visit concluded that the school has the capacity to ensure progress
		<ul style="list-style-type: none"> Accelerate the progress that pupils make in mathematics by increasing the opportunities they have in lessons to reason and think about their learning so that they develop a deep enough understanding 				<ul style="list-style-type: none"> Internal maths review Subject leader to work with external maths consultant Action plan and timeline in place Subject leader to monitor progress of all groups Monitor books for reasoning and greater depth Monitor planning for challenge Teachers/ TA to attend maths training