



## **FGB Meeting Minutes 26 April 2017 PART ONE**

**Present:** Elaine Joyce, Stephen Goddard, Dewi ab Iorwerth, Victoria Abbott, Cindy Lou Turner Taylor, Aaron Twaits, Adam Boshoff, Giles Bedloe

**In attendance:** Pam Langridge (Clerk) Nicola Riley (Admin) Sara Cox (Deputy)

### **PROCEDURAL MATTERS**

#### **Apologies**

Apologies were accepted from MD, none were offered by AT.

#### **Declarations of Interest**

EJ declared relationship to school staff member.

#### **Ratify Policies**

It was agreed that policies due for review would be uploaded to Governor Files in advance of the meeting with an email notification.

Pay Policy: [AaT and DaI to review and amend word 'developing'](#).

SEND & Inclusion Policy: [EJ to email VA technical changes.](#)

Admissions Policy: [GB to establish if we can amend](#) to allow employees a school place. Need to amend clause 2.1 and the aims to include possible physical constraints of the building.

Accessibility Policy: Investigate if we can include reference to guidelines for dyslexia / autistic friendly schools.

Staff Discipline Policy

Supporting Pupils with Medical Conditions

It was noted that the Babcock Policies which were previously used as templates appeared out of date. Suggested resources included The Key, Headworks and neighbouring schools.

[AaT asked how many children with disabilities attended the school.](#)

[It was agreed that NR would upload final copies of the above policies including amendments discussed to Governor Files for Governors to review. Governors agreed to use email communication with the Clerk to ratify the policies.](#)

Governors asked for all policies to be a standard format and to include page numbers.



## **Constitution**

Governors were advised GB renewed his three year term in Jan 17.

Governors were concerned that there had been no communication from AT despite emails from the Chair and Clerk. [EJ to phone AT](#).

Governors agreed VA should discuss staff governor vacancy with staff in Sept.

## **Matters to be raised**

None.

## **ENSURING ACCOUNTABILITY**

### **Acceptance of the Minutes**

Minutes accepted with minor amendment of blue highlighting on page 2 and 4. DabI requested a copy of the previous months' minutes be filed alongside the agenda going forward.

### **Any non-agenda items / actions**

Governors referred to separate Action List.

### **Updates from the Chair**

[EJ requested EAL Levels for all EAL learners as defined in Language in Common](#)

## **STRATEGIC MATTERS**

### **Maths attainment**

[Detailed analysis of intervention groups to follow at next C&L focus meeting.](#)

Two handouts, for Y2 data, provided by SC, highlighting strengths and identifying groups that could do better

Target Tracker has broken down the end of year expectations into different statements. It is advising users that children making good progress would typically achieve 33% of the targets each term. Reading progress is significantly higher than Maths.

It was noted there are 53 statements to achieve in Maths and 24 in Reading. Staff speculated that because maths curriculum covers 'topic' areas that may not have been covered by the time of assessment this skews the maths data to look less strong than in Reading and Writing. This reflects the data management system rather than the children's progress. EJ stressed the importance of SLT not over relying on the data management system but to feel confident in the teacher assessment, the class teacher's professional knowledge, evidence of pupils' work etc. to assess the progress and attainment of the children.

[Governors raised concerns that although the number of children exceeding in maths was high, the proportion of those at age expected level was not as strong as in other subjects.](#)



AB asked if the maths data could be broken down by gender.

EJ encouraged the school to compare and compile historical data to evidence that the current data is typical for this time of year and that the school is confident of year end results being good. Governors agreed they were happy with the data format presented at the meeting and the breakdown provided and thanked SC for her time on the reports.

It was discussed that Maths should be a key priority in the SDP. Possibly guiding parents to give a similar emphasis to supporting mathematical development at home, as they do with reading.

### **Ratify Budget**

GB asked if insurance included just supply and teaching and was advised insurance covers all staff absence.

CLTT queried percentages and was advised discrepancies were due to rounding up and down.

Governors requested comparable quotes be collated for cleaning costs due to implementation of price increase of 4% to demonstrate best value for money for the school.

AB asked if electric costs had been reduced by new lighting. The school were unable to evidence this due to sporadic invoicing and change of supplier.

GB asked what the split between rates and rent were. Rent is £39k and rates £84k.

Governors were advised the server is due for replacement. Governors requested comparative quotes be obtained and requested research into cloud based systems for future proofing.

AaT asked if there were any risks in this year that may reduce the buffer for future years and was advised that the cost of supply staff should be addressed.

Governors were all in agreement with the proposed budget.

### **Approve Level of Balances**

Governors were asked to review the 3 year budget and email AaT with any queries ready for final discussion on 7 June.

### **School Fund**

It was agreed it would be helpful for Governors to understand what School Fund monies were used for and what school depended on it for. Governors requested an annual breakdown to be available on 7 June.

NR to circulate feedback from parent questionnaire re Voluntary Fund.



## **Partnership Models**

To be discussed further at resources focus meeting on 7 June in order to decide and record which direction in principle Moss Lane would like to take.

## **Head Teacher Report**

Governors were advised that some young adults had accessed the playground by climbing over front gates at the weekend. Police have been informed. CCTV recommended, [costings to be sought and implemented as they are likely to be within the Head Teacher's delegated spending limit.](#)

Governors were advised of staff changes and low year 2 pupil numbers.

Governors were advised that the combined duties of teaching, leadership and SENCO were putting a demand on SC time due to three statements needing preparation in quick succession.

Governors asked the HT how best to support SC but were mindful that, although SC was still relatively new to the role of Inclusion Leader, the number of SEND children at Moss Lane is relatively low.

It was agreed that the issue is a "pressure point" rather than an ongoing problem. Governors agreed specific additional time away from her class could be arranged for SC to be agreed by VA to best fit with unexpected workload / deadlines. It was felt this offered the least disruption to the children. Governors agreed that a regular extra day a week out of class would be less beneficial.

Governors noted that a non-class based deputy was a real benefit to the school but, for a school the size of Moss Lane, may not be financially sustainable in future years with a diminishing budget and a focus on value for money.

## **OTHER MATTERS**

### **Strategic Governor links**

[AaT and NR agreed meet to undertake a scenario analysis and challenge the budget.](#)

## **CONFIDENTIAL MATTERS**

None

## **MEETING REVIEW**

Governors have a clearer understanding of Year 2 progress data and the financial position of the school.

## **NEXT MEETING**

7.30am Wednesday 7 June 2017.