

FGB Meeting Minutes 15 November 2017

PART ONE

Present: Elaine Joyce, Victoria Abbott, Adam Boshoff, Aaron Twaits, Carol Edmans, Giles Bedloe, Dewi ab Iorwerth

In attendance: Pam Langridge (Clerk) Sara Cox (Deputy)

Observers: Lois Pearson, Anna Sanders & Steven Turnbull (potential staff or Co-opted governors)

PROCEDURAL MATTERS

Welcome

Governors welcomed LP, AS and ST to the meeting and confidentiality statements were signed. Observers were reminded they may not contribute to discussions unless invited to do so.

EJ explained that ST had expressed interest in joining the Governing Board. ST had met previously with EJ and DabI to discuss the role and the skills /expertise needed. ST was invited to join the Governing Board and was proposed as a Co-opted Member, seconded by DabI, there were no objections.

AB asked what skills ST could bring to the board. ST is a civil servant with experience in management, operations, human resources, technology and policies.

Governors recognised the importance of having the staff governor vacancy filled. It was noted that if both LP and AS put themselves forward the vacancy would be determined by staff election.

Apologies

Apologies were accepted from Andrew Turner.

Declarations of Interest

EJ declared relationship to school staff member.

CE declared married to ST.

Policies

Safeguarding Policy: Governors were advised that NR had incorporated all the changes highlighted in Babcock Governor Update into the current policy.

Complaints procedure: Governors were advised NR has added the new exemplar documents.

Support Staff Pay Review is ongoing and we await SCC deliberations.

H&S Appendix: now added.

Accessibility Policy: no feedback, NR to upload Policy.

Equality Statement: VA done. NR to upload onto website.

Attendance: It was agreed that an attendance statement should be written for the website to offer parents a clear succinct summary of the policy, with a link directing them to the full policy. The longer policy document requires further editing for a fluid read and should include details of the penalties. [All governors were requested to read the two documents and refer comments to EJ so she can redraft and meet with VA to finalise.](#)

Governors were advised EJ wrote to Sheila Little, Director of Finance at SCC re the automatic 1% uplift implemented before governor approval. [EJ to circulate a copy of the letter.](#)

AaT, EJ and NR to meet to finalise Pay Policy.

[NR to put a statement on current Data Protection Policy](#) to say will review when new legislation comes into force in May.

[AaT asked to view a copy of the school's finance policy](#)

Matters to be raised

None

ENSURING ACCOUNTABILITY

Acceptance of the minutes

Agreed

Any Non-Agenda Items

None

Updates from Chair

Governors were advised that it had been agreed that a pupil will repeat year R.

Governors were advised that plans had been submitted for the use of the empty 'What Not' site to create a Soft Play facility with café. EJ had submitted concerns to the planning department over the safety of the Moss Lane children if there was an increase in traffic down Moss Lane as a result of the proposals. [AB to look at road markings.](#)

STRATEGIC MATTERS

HT Report

Governors had received information about the introduction of Forest School provision which is to be based at the Witley Centre, with one visit per half term per class. [AB asked how Ofsted will view the provision](#) and was advised positively if it can be shown to have a positive impact on outcomes. [Governors asked how the project had been financed](#) and were advised the sports premium funding had been used. Governors felt this was a very positive development.

Governors discussed the data presented. It was noted that not all the data had been read by governors in advance because it was uploaded close to the meeting as VA was waiting for the ASP and ISDR to be available and then not all the data and commentary transferred due to technical difficulties.

VA pointed out that the EYFS baseline data appears low. Staff had been asked to double check and SLT had looked carefully at the process and evidence used to make the assessments. The data has stood up to scrutiny and VA considered it robust.

It was agreed that for future data reports the format will be changed to avoid loss of information in transfer and make the reports more user friendly.

Governors were reminded that they needed to become familiar with the new 'Raiseonline' system now called Analysing School Performance (ASP) and its reports. VA to investigate further if logins can be provided to all governors in line with data protection. EJ informed colleagues she had joined a governor training webinar the previous evening and would see if the presentation notes were available to share.

Governors were advised the targeted 'Early Bird' maths group has already had a positive impact on PPG children and lower achievers. DabI asked if something similar could be put in place for higher achievers as highlighted in the IPR report. Governors look forward to the data showing the success if this initiative.

Governors discussed the IPR report. Questions were raised about deployment of support staff in classrooms and were advised that timetabling LSA and teacher times to work with the different groups in a class has resulted in a more equal spread of quality teaching across all abilities. This is a focus of SLT monitoring.

When monitoring the SDP governors will also include the recommendations in the IPR report.

Co-operative Trust Update

Several, if not all, schools in the Godalming Confederation have indicated their willingness join together to form a trust. Governors were advised the school has paid £300 to join the trust. At the time of the FGB meeting the Governors still did not know the status of the land on which Moss Lane stands. This will impact on whether ML can be a foundation or associate member of the trust. Next meeting is 2pm 5 December. HT plus one governor to attend.

OTHER MATTERS

Strategic Governor Links

EJ to circulate slides from recent webinar.

AaT has attended SFVS training and will lead on submission.

GB to undertake safeguarding audit and school visit.

EJ emphasised the positive visit she had where children were so engaged in their various learning activities.

[CE school visit report to follow.](#)

AB feedback on training re school visits: plan visit, understand why and what benefit for the school, don't be disruptive, let other governors know you will be visiting in advance in case they want to 'buddy up'.

EJ offered to accompany any newer governor on classroom visits.

[AaT to visit to complete analysis of supply staff costs with NR.](#)

Governors were encouraged to visit Early Bird maths group and Forest School sessions.

Governors were invited to

- Christmas singing at the Pepperpot 10am 25 Nov & 12.45 9 Dec;
- Christmas Lunch 15 Dec and
- KS1 Christmas Performance afternoon of 19 Dec.

CONFIDENTIAL MATTERS

None

MEETING REVIEW

Governors are more aware of current data and the new DfE data systems to support their understanding of pupil achievement.

NEXT MEETING

Wednesday 17 January 2018 6.15pm: Focus Governor Effectiveness