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**EYNESBURY Church of England (C) SCHOOL**

**MEETING OF GOVERNING BODY**

**HELD ON MONDAY 26 September 2016**

**Present:**

Karl Wainwright (Chair)	KW
Helen Rouse (Head teacher)	HR
Michael Freeman	MF
Kate George	KG
Mandy King	MK
Sue Lea	SL
Stewart Martin	SM
Debbie Noonan	DN
Eileen Raggatt	ER

**In attendance:**

Tracey Crawshaw (Camclerk)	TC
Caroline Truman (Associate Governor)	CT
Sharie Neale (potential Foundation Governor)	SN

The meeting opened at 7.05 pm  
The meeting was quorate

K Wainwright welcomed everyone to the meeting. D Noonan opened in prayer.

**Election of Chair** (clerk took the chair)

One nomination was received for the vacancy of Chair from S Martin. S Martin was elected for the term of one year. This was proposed by E Raggatt and seconded by D Noonan.

The chair took the chair

**Election of Vice Chair**

One nomination was received for the vacancy of Vice Chair from A Underwood. A Underwood was elected as Vice Chair for the term of one year. This was proposed by S Martin and seconded by K Wainwright.

**Housekeeping**

**Apologies for Absence**

With Governors agreement: Barbara Churms (BC), Andrew Underwood (AU) and Sonia Wilson (SW).

Without Governors agreement: None

No apologies given: None

**Minutes from last meeting**

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The minutes from the meeting held on 5 July 2016 were signed and agreed with minor amendments.

### **Matters arising from last minutes 5 July 2016 and not included in the minutes**

Page 4: A letter was sent to parents regarding the visit to the school by a PSCO to discuss Criminal Responsibility. In the future a letter will not be sent and the topic of Criminal Responsibility will be taught in the classroom by school staff.

Page 6: The clerk confirmed that the Governor Self Audit has been submitted and will forward the confirmation to the Chair. **Action: Clerk**

D Noonan has received the results of the survey on Christian Values in school and the report will be brought to the next meeting. **Action: D Noonan.**

### **Correspondence**

None noted.

### **Committee Minutes**

The Policy and Curriculum committee met on the 12 July 2016 and the minutes have been circulated.

### **School Newsletter**

There are some issues with governors receiving the school newsletters. Governors should have received 3 newsletters since the start of term. Parentmail has been updated and the reason why governors are not receiving them will be investigated. The Head teacher will organise for governors to have printed copies of the newsletters. **Action: Head teacher.**

### **Any Other Business**

None.

## **MAIN AGENDA ITEMS**

### **1. Register of Pecuniary Interests**

New forms were completed and signed for 2016-17 and the register updated.

### **Standing Orders**

The Standing Orders were updated and agreed to include the statutory requirements for DBS check for all governors.

### **2. Governor Vacancies**

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It was noted that A Chapman has resigned as a parent governor as his son has now left the school. A parent governor election will take place and it will be mentioned in the school newsletter. Governors thanked A Chapman for his work as a governor.

The Governing Body has the following vacancies:

- 1 x Parent governor
- 1 x Foundation Governor (awaiting confirmation from the Diocese of the appointment of S Neale).
- 1 x co-opted governor.

The clerk advised the governors of the SGOSS service for recruiting governors and will send the details to the chair. **Action: Clerk**

TC

The committee membership for 2016-17 was updated as follows:

### **Eynesbury Church of England © School** **Standing Committees 2016-17 (Updated February)**

#### **FPP Committee**

A Underwood  
K Wainwright  
S Martin  
H Rouse  
S Wilson  
C Taylor – advisor only  
M Freeman

#### **PCC Committee**

E Raggatt  
C Truman  
D Noonan  
M King  
B Churms  
K George  
S Neale  
S Lea

#### **Communications Committee**

K Wainwright  
H Rouse

#### **Staff Dismissal Committee**

A Underwood  
K Wainwright  
B Churms

#### **Appeals Committee**

E Raggatt  
S Martin  
K George

#### **Salary Committee**

B Churms  
S Lea  
A Underwood

#### **Head's Performance Review**

E Raggatt  
S Martin  
Vacancy

#### **Individual Governor Responsibilities**

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B Churms	Health and Safety
S Martin	Child protection/ Safer
Recruitment/Looked after Children/Prevent	
E Raggatt	Link Governor for training
S Martin	Special Educational Needs and Disabilities
K Wainwright	School Improvement and Standards
S Neale	Pupil Premium Champion

### Curriculum Responsibilities

#### Subject

#### Governor

SDP Priority and Target	Lead/link governor
1 (Maths)	S Lea
2 (Progress in Spelling)	E Raggatt
3 (Science)	Vacancy
4 (Parental Engagement)	M Freeman
5 (ICT)	K George
6 (Outdoor learning)	K Wainwright/D Noonan

Protocol for governor visits - in the first instance governors should arrange a governor visit with the Head teacher who will put in place the time and staff required for the visit. The governing body has a proforma for governor visits and the clerk advised governors of Governor Guidance Notes on school visits. **Action: Clerk to circulate governor visit proforma and Governor Guidance Notes.** TC

### 3. Head's report including School Development Plan SDP (Top Line), RAP and TOP

The Head teacher presented a written report to governors which was circulated at the meeting and the following were noted:

- Year 6 children will undertake the Bedford Faith Tour this term. D Noonan is attending and will write a visit report for Governors. **Action: D Noonan** DN
- The interactive white boards (IWB) have been installed over the summer and are in 4 classrooms. The IWM for the training room is now being trialled in Reception as the Maths Hub is being held in Brampton due to the size of the group. Two of the old boards have been kept along with the projectors. Governors enquired if the boards were connected to the school wireless network. No, unfortunately the Wifi signal is too weak to put them all on the wireless system, but there is a solution being investigated. The impact of the IWB has been observed during the 3 learning walks undertaken this term by the Head teacher.
- The number of children in the Nursery is low (27 children).
- Attendance last year was 96.4% which is the same as 2016-17. Attendance to date (26/09/16) is 97.6% which is higher than

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previous years and is a strong beginning to the year.

- Five children in the Reception class receive Pupil Premium funding which have been identified to the school through Early Years Funding which follows the children in the school.
- Thirteen children received Free School Meals (FSM) at the end of last year, 18 children are now eligible for FSM.
- It was noted that the uptake of Universal Free School Meals (UFSM) for Key Stage 1 children is low. Out of 90 children 69 children take a UFSM (77%) and the school would expect 80-84% uptake.
- The number of children with Special Educational Needs (SEN) is 13.7% which is similar to previous years. Children either receive SEN support or a Statement/Education Health Care Plan (EHCP). Three children will transfer to EHCPs this year as Statements will no longer be available, which will be a large amount of paperwork.
- An update on Standards will be given at the next meeting.
- Governors were advised that fixed term exclusions have taken place this term and external support for the child concerned is being sought. The child now has 1:1 support and the Access and Inclusion Team is visiting the school once a week for 6 weeks to provide support. Governors enquired if staff feel supported and safe. There is support in place and one impact is the Head teachers ability to lead the school is reduced while she is supporting the teachers and pupil. A member of the Senior Leadership Team (SLT) is always available if required.
- Two children are on the Child Protection Register.
- One racist incident has been recorded.
- No bullying incidents were recorded. There are 4 criteria (4 P's) for an incident to be recorded as bullying.
- The school is fully staffed and no absences noted. One member of staff is due to return from Maternity Leave.
- DBS checks have been undertaken for all governors. Governors were reminded to bring the certificates into the school office to be placed on the Single Central Record (SCR).
- Three learning walks have been undertaken this term.
- The curriculum is on the school website and this is the third cycle of the new curriculum within the school.
- The school Self Evaluation Summary (circulated prior the meeting) was discussed including awareness of OFSTED grading criteria, OFSTED descriptors and input from a number of staff not just the Head teacher. Governor contribution was discussed and governors are to feed any feedback to the Head teacher. K Wainwright is aware of new criteria for governance from OFSTED and will circulate the information to Governors.  
**Action: K Wainwright.** This could be used as a basis for a strategic plan for governors. It was noted that a few years ago governors had an action plan and the clerk will circulate the previous plans to the chair and place governor action as an item a

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- on the agenda of the next meeting. **Action: Clerk.** TC
- Governors enquired regarding the Staff Inset days in September and the focus. The Head teacher gave a State of the Nation summary, the SEF was reviewed and future Inset days will have either a Literacy, Maths or assessment focus. For example in Novembers the focus will be maths in the morning and spelling in the afternoon. Governors further enquired if the staff training has a direct link to the School Development Plan. The Head teacher will circulate the SDP. **Action: Head teacher.** HR
- The Head teacher requested that any questions regarding the SEF should be sent to the Head teacher and they will be discussed at the next meeting. It was agreed that monitoring of the SEF would be an agenda item at the next FGB meeting. **Action: Clerk.** TC
- Governors discussed training opportunities on the SEF and the clerk will contact governor services regarding any suitable courses. **Action: Clerk** TC

#### 4. Safeguarding Update

All staff have received and signed to say they have received the updated Safeguarding documents including Keeping Children Safe in Education September 2016 update and understood the implications. The information has been recorded on the Single Central Record. The document was circulated to governors and they will be asked to sign to say they have received and understood the document at the next governors' meeting. This will be recorded on the Single Central Record (SCR).

#### 5. Local Partnerships

The Head teacher reported on the St Neots Schools Forum activities including:

- Year 4 writing project started
- Year 1 story telling
- 3 x year big write moderation
- Single baseline moderation (March)
- Practice sharing open days (schools available for visitors across the group)
- Think Plan Communicate poetry.
- Think Plan Communicate mathematically
- Year 4 teacher assessment focus on writing
- Grammar project Years 6-7 using Year 7 Literacy support.
- Peer mediating
- Restorative approaches across the cluster
- Children's university, with a bronze graduation in November

K Wainwright reported on St Neots Learning Partnership. Ernulf has a new Head teacher and the GCSE results for 2015/16 were 5% up on the previous year.

The Head teacher has met with a representative from Bedford Free

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School who are looking to set up a Free School in St Neots. They have been in contact with all the local Primary Schools.

6. **Governor Visits**

Discussed in item 2 and 3.

7. **Foundation Governor update: Church School Distinctiveness**

D Noonan has been appointed as a clergy representative on the Standing Advisory Council on Religious Education (SACRE).

8. **Academy Conversion Model**

The Head teacher reported that Academy conversion is an option available to the school. Discussions have taken place with St Neots Learning Partnership and DEMAT. A meeting with the Diamond Learning Trust was arranged but did not go ahead. Each of the Multi Academy Trusts (MATs) has a different model and would all be interested in Eynesbury joining their MAT. To date the Head teacher has sought an understanding of each of the models and no formal discussions have taken place. The initial thoughts are to see what does becoming an academy look like for Eynesbury School and what would we like to keep and protect as a school? What is the benefit of becoming an academy? Governors will look for training available and a working group (composed of H Rouse, S Lea, D Noonan and M Freeman) will meet and produce a plan on how to move forward (potential benefits and does it fit with the school plan). Academy Conversion will remain as an agenda item **Action: Clerk and working party.**

TC/  
Academy  
Working  
Party

10. **AOB**

M Freeman, S Wilson and K George attended the Termly Briefing on the 20 September and will email highlights to governors. **Action: MF, SW or KG**

MF, SW or  
KG

Governors would like to undertake a skills audit and K Wainwright has an example and will forward to the Chair. **Action: K Wainwright.**

KW

S Martin expressed his thanks on behalf of the governors to K Wainwright who has been chair of governors for 16 years.

**Date of next meeting: Tuesday 6<sup>th</sup> December 2016**

The meeting closed at 9:20 pm

Signed .....

Date .....