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EYNESBURY Church of England (C) SCHOOL

MEETING OF GOVERNING BODY

HELD ON MONDAY 5 December 2017 at 7pm

Present:

Stewart Martin (Chair)	SM
Helen Rouse (Head teacher)	HR
Barbara Churms	BC
Michael Freeman	MF
Kate George	KG
Mandy King (left the meeting at 9.05pm)	MK
Sharie Neale	SN
Eileen Raggatt	ER
Karl Wainwright	KW

In attendance:

Tracey Crawshaw (Camclerk)	TC
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The meeting opened at 7.10 pm
The meeting was quorate

S Martin welcomed everyone to the meeting. B Churms opened in prayer.

Housekeeping

Apologies for Absence

With Governors agreement: Caroline Truman (CT) and Andrew Underwood (AU).

S Lea has now taken a leave of absence for maternity leave.

Without Governors agreement: None

No apologies given: None

Meeting Roles

Time Keeper – K George.

Observer – B Churms.

Minutes of the Last Meeting

Meeting held on the 25 September 2017

The minutes from the meeting held on 25 September 2017 were signed by the chair.

Matters Arising

Page 7 – The visits planner will be discussed in item 8.

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Page 7 – E Raggatt attended the termly briefing and the slides are on the Local Authority Learn Together website. The clerk has circulated instructions on how to access the Learn Together website. M Freeman viewed the OFSTED webinar on the 27 November 2017. The slides will be available on the Learn Together website. **Action:** Clerk to circulate the slides when they are available.

Correspondence

Sonia Wilson has resigned as a governor.

Committee Minutes

P&CC

The committee met on the 10 October 2017 (minutes have been circulated) and the 29 November 2017 (minutes not yet circulated).

F&GP

The committee met on the 16 October (minutes have been circulated) and are due to meet on the 5 December 2017.

School Newsletter

Newsletter 5 has been received by Governors.

Any Other Business

- SEN policy will be discussed under item 7.

MAIN AGENDA ITEMS

1. **Register of Pecuniary Interests**

None declared.

2. **Membership**

Foundation Governors – S Neale has suggested a potential governor to the Parochial Parish Council and is awaiting a response. **Governors enquired regarding the process for replacing Debbie Noonan. Father Ken a retired clergyman is supporting the church currently and has kept continuity for the children and the school. The only change for the school is that there is no Reverend at the school assembly on Thursdays. The vacancy will be filled in time or possibly as part of a team ministry.**

Parent Governors – the clerk has drafted the parent governor election letter and it will be sent out in January.

3. **Committee Terms of Reference**

The Terms of Reference for the Policy and Curriculum Committee and Finance, Premises and Personnel Committee were recommended for approval. **Decision:**

Governors approved the committee Terms of Reference.

It is no longer statutory for the Sex Relationship and Education policy required to be approved by the Full Governing Body. Governors agreed that the policy would be brought to all governors if there are any significant changes. The Special Educational Needs policy is now required to be approved by the Full Governing Body and will be discussed in item 7.

4. **Safeguarding Review and update to the Safeguarding and Child Protection Policy 2017**

Child Protection and Safeguarding Policy

The Child Protection and Safeguarding Policy was circulated with the agenda. The policy was discussed at the FPP meeting in October and was recommended for approval by the Full Governing Body. The Local Authority keep the school up to date with any changes which are sent out to schools in August. The Head teacher is the designated Child Protection lead and undertook her refresher training on the 30 November 2017. Caroline Truman is the second designated person. Mandy King and Jenny Rowe will be undertaking the training in January in preparation for Caroline taking maternity leave in January. S Martin is the Child Protection governor.

Decision: Governors approved the Safeguarding and Child Protection Policy and it was signed by the chair.

Governors enquired if peripatetic staff in the school receive the Safeguarding and Child Protection Policy. The Head teacher advised governors that they receive a summary document. All staff including the peripatetic staff receive training annually. The teaching staff undertook the training in September and peripatetic staff are scheduled to receive training in the New Year.

Local Authority Safeguarding Audit

The Head teacher shared the actions from the Local Authority Safeguarding audit. The audit went well and there were very few actions.

- The school requires a safeguarding notice board which will be in the staff room and is currently being prepared.
- A written policy not just procedures is required for First Aid. The new policy will be discussed at the FPP meeting in December.
- Governor visits should include a safeguarding tick list that refers back to the Safeguarding and Child Protection policy. This is to demonstrate how safeguarding is part of the culture of the school and governor awareness of this.

Action: Governor visits proforma to be updated with safeguarding section.

- Governors were updated on the Early Help Assessments (EHA) and visits by the family worker to the school each week.
- The Head teacher advised governors that all staff should have 2 references in their files. Staff who have been employed by the school for a long time (over 15-20 years) and before the time of the current Head teacher may not have this information in their files. In these cases risk assessments have been placed in their files as it would not be possible to get references dating back that far.

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- The auditors were pleased with the safer recruitment processes in the school. **Governors enquired if they can use experience from their workplace to help with interviewing. Yes, work skills can be used in the governor role as it will strengthen the interview panel. Governors were reminded that when interviewing at least one person should be safer recruitment trained. The Head teacher has updated her safer recruitment training in 2017.**

Decision: The Safeguarding and Child Protection Policy was approved by governors.

5. Head's report inc SDP (Top Line), RAP and TOP. (previously circulated)

Governors discussed the following within the report:

- Admission numbers are expected to be 30 in September 2018 with 3 children with Special Educational Needs (SEN). One child will have an Education Health Care Plan (EHCP) who is not currently in the nursery and there are 2 children in the nursery who are going through the application process for an EHCP. This will be a high need class.
- Attendance is lower (95.1%) than this time last year due to chicken pox. A child is currently being tutored at home and attendance information is received from the tutors. The information is being chased from the START team as the tutoring is their responsibility.
- The attendance of 4 children with below 90% attendance was discussed including involvement of the Education Welfare Officer (EWO), Pupil Premium funded, meetings with parents and the 3 letters system. The evidence is available to show that the school is actively helping the families and children to attend school.
- **Governors enquired if the alcohol hand gels are being used within the school. Yes, they are being used.**
- The Head teacher was pleased to report there had not been any fixed term exclusions since the last governor's report. Data on fixed term exclusions was discussed including 21 in 2017-18. **Governors enquired if the children received additional help if they have multiple fixed term exclusions. Yes, there is support such as the Educational Psychologist is asked to assess pupils as part of an EHCP and the team has been supporting the school.**
- Parentview responses were lowest regarding bullying, and this is a target area for improvement regarding building children's and parents' confidence in the management of reported incidents of bullying and awareness of the schools procedures and processes. **Governors noted that the wording of the question could mean parents didn't respond as they didn't know or had not dealt with bullying could give a negative response. The Head teacher noted that these were OFSTED questions and they could not be changed.**

School improvement plan

The following areas were discussed:

- Working walls are having a good impact.
- Expectations in handwriting is being shared with the children and improved presentation has been seen.
- Star and a Wish has been reviewed with staff and training was given at the beginning of the term for staff.

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- The targets for Reading, Writing and Maths are high this year as the school has high expectations for improvement.
- Guided reading was reviewed as part of the inset day this term and the impact has been substantial with a range of activities in books. Power of Reading is being used and this links writing skills to high quality texts. All children in Key Stage 2 (KS2) have undertaken a standardised Reading test. The English termly operational plan was shared and discussed with governors.
- The library is being updated and books are now being catalogued by genre and not alphabetically and this has been well received by the children.
- Year 6 took the 2017 SATs Maths and Reading paper 1 in September and again in November and every child has made an average improvement of 10 marks.
- The Ofsted inspection dashboard was circulated to governors (12 February 2017) and is based on SATs data from 2 years ago. The strengths have not continued and are now priorities in the SIP (Pupil Premium KS2 pupils Reading and phonics. Of the weaknesses on the dashboard KS1 Reading, Writing and Maths have all improved. KS1 attainment for Pupil Premium children is still target for improvement and attendance for children who receive Free School Meals is still an area from improvement.
- The Ofsted Inspection Data Summary report 21 November 2017 was circulated to governors. It was noted that this data is not new to governors and has been reported in a different way.
- The Head teacher informed governors that improved outcomes are expected for 2018 and governors are aware of this from the data that has been previously shared.
- **Governors enquired how much allowance Ofsted gives for children with behavioural issues and attainment. Ofsted expect children to make expected standards with no allowances.**

6. **Staff Performance Management Review**

The performance management review has taken place and targets have been set for all staff including support staff. Each member of staff has a safeguarding objective including one if the staff member is first aid trained they have an objective to know and understand the new policy. Staff have had the opportunity to help write objectives.

7. **Sex and Relationships and SEN Policy**

The P&CC committee discussed and recommended the Sex and Relationships and SEN policy for approval by the governing body. **Decision:** Governors approved the Sex and Relationships and SEN policy.

8. **Governor monitoring/Governor visits**

S Martin shared an outline for 2017-18 based on the priorities from the SIP.

The following visits have been undertaken or are scheduled:

Pupil Premium - S Neale 06/12/17

Writing visit – E Raggatt 30/11/17

M King left the meeting.

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Governors are to contact the Head teacher to organise visits to be scheduled by the end of January 2018.

The curriculum responsibilities were updated. M Freeman will take responsibility for Health and Safety and S Martin will take responsibility for Safeguarding:

Curriculum Responsibilities

SDP Priority

- 1 (Writing)
- 2 (Reading)
- 3 (Pupil Premium)
- 4 (Emotional Integrity/Resilience)
- 5 (Maths)
- 6 Greater Depth

Governor

- K George & E Raggatt
- E Raggatt & K George
- S Neale
- S Martin
- S Neale
- K George, E Raggatt and S Neale

9. Local Partnerships

St Neots Schools Forum

Unity Academy and Kimbolton Prep School have joined the forum. The Children's University continues to grow as a project.

St Neots Learning Partnership

The PTA has now finished at Ernulf school as the committee have resigned after many years of service and the roles were unable to be filled. Ernulf Academy GCSE results increased by 50% in 2017 and Longsands Academy remained stable. The bid for the new primary school for Wintringham Park has been won by the Diamond Learning trust and will be a feeder school for Ernulf Academy.

10. Foundation Governor update: Church School Distinctiveness

There currently no updates and the Head teacher is meeting with Andrew Read from the Diocese on Tuesday and will provide an update at the next meeting.

10. AOB

Thanks were given to B Churms for her support for the governing body of the last 4 years. She will still available to support the school where required.

The Christmas Fayre is on Friday at 3.30pm if governors are available to help please see M Freeman.

Date of next meeting: Wednesday 31 January 2018.

The meeting closed at 9:20 pm

Signed

Date