



IRON ACTON PRIMARY SCHOOL
Minutes of the Meeting of the Full Governing Body
13th May 2019

NAME	Abrv.	STATUS	Present	NAME	Abrv.	STATUS	Present
Ellie Blanch	EB	Parent Elected (Chair)	✓	Peter Foote	PF	Co-opted	✓
Ann Mora	AM	Parent Elected	✓	Ben Clarke	BC	Co-opted	✓
Amy Lyall	AL	Staff	✓	Diana Pardoe	DP	Co-opted	✓
Adam Dinham	AD	LEA Appointment	✓	Rob Taylor	RT	Co-opted (Vice chair)	A
Mike Riches	MR	Executive Headteacher	✓	Deborah Marriage	DM	Associate Member	✓
Sandra Sparkes	SS	Foundation	✓	Sarah Godsell	SG	Associate Member	✓
Jo Strange	JS	Ex-officio Foundation	✓	Kate Bashford	KB	Clerk to Governors	✓

✓ = Attended, A = Absent with Apologies, X = absent no apology

Meeting Opened: 19.03

1	<p>Welcome</p> <ul style="list-style-type: none"> EB welcomed everyone to the meeting. <p>Apologies</p> <ul style="list-style-type: none"> Apologies received from RT (work commitment). Apologies were accepted. <p>Quorum,</p> <ul style="list-style-type: none"> The meeting was quorate.
2	<p>Declaration of Pecuniary Interests</p> <ul style="list-style-type: none"> MR (Partnership) and AL (SIA Feedback).
3	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> EB asked for notification of any errors or inconsistencies from minutes of last meetings held on 25th March 2019. None noted. The minutes were agreed and signed.
4	<p>Matters Arising</p> <p>Actions from the previous minutes were reviewed:</p> <ul style="list-style-type: none"> GDPR – Privacy notice. This has been signed by most Governors. Remaining Governors please read and sign - Docs & Files > 2018-19 > FGB meetings > 4th February 2019 > Integra Privacy Notice – Action AM, AD, PF. Attendance in infant classes and guidance for new parents on sick day – discussed later on Agenda. Acceptable mobile policies – SG has obtained example Policies from Alexandra Hosea and Integra. The Policy varies a lot by individual school. Concluded that at this time, it doesn't feel appropriate for us to introduce a new policy. We can be all vigilant and report any issues that arise. It will also be communicated on the visitor information. Action MR. Monitoring Governor Training – no volunteers at this stage Child Protection Training – no one needs the training. <p>All other actions were complete</p>
5	<p>Headteachers Report</p> <p>MR presented his report.</p> <p>What is the position with recruiting for Maternity leave that will need to be covered? – the advert will be posted Wednesday of this week. Closing date is 3rd June, with interviews on 10th June. This will allow a second round of advertising if we need to.</p> <p>If any governors would like to attend on 3rd June for shortlisting and 10th June for interviews, please let MR know – ACTION ALL</p> <p>Is there anything missing from the Headteacher's report that we'd like more information on? Or anything we don't want to include?</p> <p>We liked the benchmarking. Can we benchmark other data too? – Yes - Action MR</p>



6	<p>Budget 2019/20</p> <p>The figures for the 2019/20 budget have been presented on Basecamp. MR presented some key features, including in year deficit of just over £14,000 and carry forward of £49,000.</p> <p>How much are we permitted to carry forward? – we are allowed to c/f no more than 8% of income. Our current c/f figure represents approx. 6-7% of income.</p> <p>Our Finance Officer encouraged the in-year deficit to be reduced, as in subsequent years we won't receive some income such as the grants for teachers pay and pensions. The minimum funding guarantee may not continue. Governors feel we have to strike a balance between investing in existing children and future-proofing ourselves.</p> <p>Why are we seeing a £40,000 increase in teachers' salaries compared to last year? – this is due to Iron Acton paying for 100% of MR salary, which is partly refunded in payments from Hawkesbury. The payment from Hawkesbury is shown as income.</p> <p>We have a provision for supply teaching which includes Sue Anstey. Since the budget was agreed, MR has been informed that Sue will no longer be continuing in the role from September. We may be able to save on our hourly rate, which will mean we can pay for more SENCo time.</p> <p>Why is there an increase in admin hours? – this is due to an increase in hours for Helen Parry, which was implemented following comparisons with admin time at other schools.</p> <p>The budget was unanimously approved by Governors.</p>
7	<p>Feedback from SIA visit</p> <p>AL left meeting.</p> <p>SIA report is available on Basecamp. MR summarised the visit. The SIA gave some positive feedback on work that has taken place since the last visit. Some areas were identified which were similar to the previous visit.</p> <p>What were your thoughts on it? – MR reported it was disappointing</p> <p>On the learning walk, did you feel it generally reflects what is going on? – yes, and it was reflected in some books that were looked at.</p> <p>Does it depend on the child? – yes but the teacher should be able to explain and make learning appropriate to all children. They should be able to cater for the least able and the most able. It's a demanding part of the role.</p> <p>MR explained what is being done to move things on. Staff understood that they needed to do things differently, and were aware that it was an issue. A Staff meeting discussed how important this is, and staff came up with ideas about how we could address this. There will be additional monitoring over the coming weeks and months to follow these things up.</p> <p>Is it a problem only in the classes that were observed or do you think it is a wider problem? – from looking at the books, yes it's a wider problem.</p> <p>When there is support in the class, how is the support split? – there is a tendency to rely on the TA's to work with the SEN children. We have done some work recently to liaise between teachers and TA's to make sure the work is split effectively.</p> <p>Teachers were asked to submit their plans to MR and Deputy Head (Sarah Bagnall), to check that these are appropriate. Observations will be carried out next term. The Plans suggested that Teachers are already addressing the issue.</p> <p>Can we pick this up at the next standards meeting? – Yes – Action KB.</p> <p>Will staff be told when the monitoring is taking place? – initially, yes, and then subsequently it will become more adhoc - Governors were pleased that MR is able to drop into classes regularly. Concluded that it is disappointing because we thought the issue had been addressed, but we need to remember that there were positive elements to the visit. It is also positive that Teachers have addressed it so positively.</p> <p>Sue Anstey has previously raised some concerns with the feedback from the SIA. Are any of her objections valid in relation to this report?</p> <p>MR feels that the report is accurate. We can incorporate the feedback from the SIA, allowing for input</p>



	<p>from Staff about the most appropriate way to do this.</p> <p>As a school, what do we think of the SIA’s feedback? If we implement her recommendations, will we get better results? Generally we feel her advice is appropriate and agree with her suggestions: the specific design of the activities was the issue, not the overall approach. Other elements, such as the new classroom structure next year, will also help us to improve.</p> <p>AL returned to meeting.</p>
8	<p>SDP SDP is RAG rated. MR reported that we have lots of green elements on the SDP and some elements we continue to work towards. AM reported that it had been agreed at the Standards Committee that going forward, the Success Criteria will be RAG rated.</p> <p>When do you think we will get an overview of next year’s SDP? – next Friday’s inset day will start to address this and incorporate staff ideas. The 1st Wednesday after half term, Mike is due to meet with deputies from Hawkesbury and IA to discuss further. Further SLT meetings will finalise it. So next meeting we should have a finalised SDP to view.</p>
9	<p>Partnership Update MR left meeting EB summarised recent progress. Both Hawkesbury and Iron Acton agree they want it to continue. The revised Partnership agreement was adopted.</p> <p>Are we looking at moving towards a Federation? – this is discussed but Iron Acton representatives at the meeting feel this is still some way off.</p> <p>What actions was taken on feedback from last staff questionnaire? – this has been taken forward by EB, issues have been addressed and further monitoring suggests this has enabled a number of issues to be addressed. We are still learning, so further monitoring will take place to capture staff feedback. Governors are keen to hear feedback, and it will be treated confidentially.</p> <p>EB will put together a general newsletter for parents about the partnership to highlight positives of the partnership. If anyone has anything they think should be included, please let EB know – ACTION ALL</p> <p>What about things like a joint SDP? – this may come in time, if we look at moving towards a Federation but EB and MR feel this is some way off at the moment. We recognise that two sets of governors is a lot for MR and EB is considering ways we can reduce this workload.</p> <p>Could we look at having a single SDP without being a federation? – yes, possible, if there was enough alignment. There is some similarity already.</p> <p>MR returned to meeting.</p>
10	<p>SEF EB thanked everyone who came to the meeting to review the SEF and asked for any comments or feedback. The addition of the “Action” column was seen as a positive addition as it gives specific tasks to be done.</p> <p>Do we need to think about looking at the overall vision and values for the school? We have provisionally booked an inset day of 4th October to look at this. We could include issues such as curriculum, new homework. Please could Governors attend. Action ALL</p> <p>The Ethos Committee will start the conversation at their next meeting and this will be shared with all Governors – Action AD</p> <p>Should this be a vision for the partnership as well? – yes, we can accommodate some of the joint elements.</p> <p>So should we do this before or after (if) we federate? – if we do it before, it will be useful to identify</p>



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	<p>the areas where we do link up, and give a clearer idea about whether a federation could work. There are similarities and strengths in being together, but we need to allow for individuality too. MR will start to look at the SEF with SLT and wider staff. MR to feedback to next FGB – Action MR</p>
11	<p>Classroom Progress MR gave an update. We have been told by the LA that planning permission will be obtained, and that we are on track for September. Drawings should be available this week. A number of Governors raised concerns about timescales, and the possibility that the work may not be completed for the return to school in sept. The Governors supported RT continuing to push for progress. Is the increase in electricity costs due to the expanding school, or due to an increase in electricity prices? Can we look at buying our own, rather than via the Local Authority? Finance Officer has said LA gives the best prices but this was discussed at the resources meeting and Helen Parry is looking into other options. This will be reported back to the Resources Committee.</p>
12	<p>Review / update information to parents and others The newsletter continues to go out regularly, and we provide paper copies when requested. Do you feel parents read the newsletter? – many do, but unfortunately others are harder to engage. We use the texting service if a reminder is required. AM suggested that maybe upcoming dates should be at the start of the newsletter, and feedback on past events appear further down. Action MR</p>
13	<p>Attendance Staff Absence: MR has tried to obtain figures. This has come from the census rather than SIMS. Sept 17 to Aug 18, 27.5 days lost due to staff sickness (7 people). Sept 16 – Aug 17, 7 days lost due to staff sickness (4 people). The 15-16 year was much higher due to a member of staff taking sick leave. The figures were reviewed, and there was no single incident of absence that lasted more than 2 days. Could we add this to Term 6 headteachers report? – yes. This will be added to the 2019-20 agenda planner. Action KB. We can then scrutinise figures, and make sure that we identify any issues that could be causing sickness. Governors – EB has asked other Clerks & Chairs what their attendance is like, and overall, ours is good. Some Governors will come to the end of their term in September. Do we need to address this in term 6? Yes How shall we do this? Advertise in newsletter, paper advert for a parent governor. Action EB / MR / KB Do we need to think about succession planning for a new chair? This could be 2 years away, but we need to think about it and think about training. EB has details of an upcoming course. If anyone is interested, please contact EB – Action ALL Guidance on what constitutes a sick day MR introduced the issues around reasons for sickness. If staff believe sickness has been given inaccurately, this is reported on the register as an unauthorised absence. This doesn't happen often. We will include guidance at the new parents evening. Do we need a reminder to all parents about what should come in, and what shouldn't come in? Its an emotive issue, and parents need to be able to use their own judgement but yes. Action MR What do we do if a parent contacts school in the morning and says for example their child has a tummy ache? We suggest the parents should bring the child in: if they are unwell during the day, we will contact the parent.</p>
14	<p>Reports from Committees</p>



	<ul style="list-style-type: none"> ● Standards Committee AM reported back. Headlines were: Homework, Training Impact and Pupil Performance. ● Ethos Committee AD reported back. Ethos Committee is tomorrow. Discussions will primarily be around the Vision. ● Resources SS reported back. Headlines were: Staffing, New Classroom, Hall refurbishment. The Hall refurbishment includes a new sound system / projector. Resources committee requested a second quote for this. When quote arrives, it will be put on basecamp. Please can all governors review so that we can sign off and not wait until the next FGB. The funding for this will come from Capital devolved.
15	<p>Safeguarding Report</p> <p>No issues or incidents to report. AD has met with MR and this highlighted we have a good culture of all staff raising issues. Following a walk-round with the ART team, Sarah Bagnall put together an Action Plan and these actions have started to be implemented.</p> <p>12 completed Safeguarding Surveys were received. Headlines were :</p> <ul style="list-style-type: none"> ● Difference between harm and neglect: better definitions were given. ● People are reading the right documents, they know where the documents are. ● People know who to contact. ● FGM and radicalisation – this is something we may need to build into the SEF, or providing some additional training. <p>AD suggested that we communicate more with parents about safeguarding issues that are discussed with pupils at school. This was received positively. It would be good for parents to know <u>when</u> this is being discussed in school. SG may have some resources that are available. Action MR</p>
16	<p>GDPR</p> <p>No further developments to report.</p>
17	<p>Governor Activity</p> <p>PF – stone removed from daily mile route, and work to outside areas. BC – attended Resources Committee, PP discussion after SATS week. AD – safeguarding meeting with MR, planning for Ethos meeting, contributed to SEF completion. DM – looked into Safer Recruitment training following SEF meeting. There is a cost to the training. Agreed this should be taken forward. AM –Standards Committee JS – SEF meeting, visited school to see PSHE lesson. Was very impressed by the pupil feedback. SS – SEF meeting, Resources Meeting, Prayer Stations with JS SG – SEF meeting, Standards Meeting, work on mobile phone policy DP - Met with DM, arranged final meeting with Sue Anstey, met with MR regarding Insight. Meeting notes will be available. Standards and Achievements meeting, SEF meeting. EB – Pupil conferencing on outdoor learning, GS Chair and Clerks meeting, LA Chair’s briefing (meeting notes to be put on basecamp), attended SIA feedback meeting.</p>
18	<p>Impact / headlines statement</p> <ul style="list-style-type: none"> ● Budget agreed ● Safeguarding discussion was positive ● Updates on SIA, and new classroom ● Succession planning ● The School’s vision



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19	<p>AOB</p> <p>NGA Online Access – KB will register everyone except DP for online access -Action KB</p> <p>Switching from Basecamp to Microsoft teams – this includes all governors having a school email address. We will revisit in September</p> <p>One to one meetings with governors – meeting with EB – these will commence – please let EB know dates – Action ALL – ideally within school day.</p>
20	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Monday 8th July, 7pm.

Meeting Closed 21.24.

Action Checklist

WHO	ACTION	WHEN
AM, AD, PF	GDPR – Privacy notice. Please note this is on basecamp – Docs & Files > 2018-19 > FGB meetings > 4 th February 2019 > Integra Privacy Notice – remaining governors to read and comment once read.	08/07/19
MR	To add acceptable use of mobile phone guidance to Visitor Information.	08/07/19
MR	To consider further use of benchmarking in Head's report	08/07/19
ALL	If any governors would like to attend on 3 rd June for shortlisting and 10 th June for interviews, please let MR know	24/05/19
KB	Feedback from monitoring following the SIA visit to be included in Standards Committee Agenda	
ALL	An Inset Day to discuss the School's Vision and Values is scheduled for 4 th October. All governors to attend if possible.	04/10/19
AD	Share with all Governors a summary of discussions from the Ethos Committee meeting on Visions and Values via Basecamp	20/5/19
MR	Consider revising format of Newsletter so that upcoming events are at the start	08/07/19
KB	Term 6 FGB to include review of Staff Absence – add to 2019/20 Agenda Plan	08/07/19
EB/MR/KB	Parent Governor vacancies to be advertised in Term 6	22/7/19
ALL	If any governors would like to attend training for future Chair of Governors, please let EB know	08/07/19
MR	Share guidance with Parents on what constitutes a sick day for pupils	08/07/19
MR	Consider ways to communicate with Parents when safeguarding issues are discussed with children in school	08/07/19
KB	Arrange online access to NGA for governors	08/07/19
ALL	All governors to meet with EB – please send possible dates to EB	08/07/19
MR	Following on from the introduction of Learning Detectives, children being involved in Curriculum Review needs to be added to the SDP.	Sept 19
ALL	Communication to parents on positive impact of partnership. All governors please send ideas to EB.	Ongoing
RT	To ensure continued progress with new classroom, RT to liaise as appropriate.	Ongoing