



IRON ACTON PRIMARY SCHOOL
Minutes of the Meeting of the Full Governing Body
25th March 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	A	Ben Clarke	BC	Co-opted	✓
Amy Lyall	AL	Staff	A	Diana Pardoe	DP	Co-opted	✓
Adam Dinham	AD	LEA Appointment	✓	Rob Taylor	RT	Co-opted (Vice chair)	✓
Mike Riches	MR	Executive Headteacher	✓	Deborah Marriage	DM	Associate Member	✓
Sandra Sparkes	SS	Foundation	A	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: 19.00

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 SS (family reasons), AL (house move), AM (family reasons). 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"> None declared.
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 4th February 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. Please note this is on basecamp – Docs & Files > 2018-19 > FGB meetings > 4th February 2019 – All Governors to read and comment once read – Action ALL Action for AM regarding Health in schools survey to be carried forward to may meeting – Action AM / KB Curriculum was added onto the Standards Committee agenda Playground - MR and BC are meeting on Monday 2nd. Sports funding will provide funding. There is currently quite a lot of equipment and play resources in the shed, and children make good use of this – these items may be what is making the playground feel crowded! Painting on the tarmac will help to structure play, and if appropriate, we can consider extending playground into carpark. However, with nicer weather, children are starting to use the field which eases pressure on playground. Confidential minutes – see section 10 below. All other actions complete.
5	<p>Headteachers Report</p> <p>MR presented his report. No questions have been received.</p> <p>EB reminded of importance to challenge any issues in the Report, and asked if the format of the report needs to change.</p> <p>Is the information in the report appropriate / relevant?</p> <p>Yes it's a good overview. / I find it really helpful / Good its not too long / Does what its supposed to do /</p>

Signed by Chair:

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	<p>We have added to it in the past to ensure it covers what we need it to.</p> <p>Sometimes questions about the HT report are raised and addressed at Committee Meetings. We may also consider capturing this at FGB in the future.</p> <p>If Governors think of questions after the deadline, these can be asked, but MR may not have full answers at the FGB meeting.</p> <p>Concluded it's a good report in its current format and everyone should feel comfortable delving a bit deeper.</p> <p>Why is attendance and broken weeks poorer compared to last year for PP children? Attendance is strong in many areas, PP children are more of a problem with one family affecting the figures. We are working closely with the family and attendance is increasing. We communicate with all parents about the importance of attendance, and we do attendance assemblies.</p> <p>Is there an attendance pattern with year groups? "Be there badger" puppet goes to class with highest attendance each week. This does tend to stay at top end of school.</p> <p>Is there any reasons for this? Is this due to the resilience of children as they become older or due to parents being more concerned about year 6 children attending? MR will consider and report back – Action MR</p> <p>Attendance figures can be confusing or hard to read for parents. Can we communicate 90% as a number of days? / number of days lost? Parents receive letters about attendance if it goes below 95% which explain this in more detail.</p> <p>Can we stop the flip side of children becoming worried about missing school – e.g. if they have a hospital appointment or if they are genuinely unwell? We need to cater for individual circumstances. This is communicated in attendance assemblies.</p> <p>Our attendance is better than it used to be and we can keep using appropriate strategies to keep us in the strong position we are in.</p> <p>Challenge – can we prepare guidance so that new reception parents have a clear outline as to what illness requires a sick day during their induction afternoon and in term 1? To be included in July agenda – Action KB</p> <p>We can review in July as to what we want to take forward next year.</p>
6	<p>SDP Priorities</p> <p>MR explained it is important to review resources and curriculum closely in terms of what we have currently and consider carefully what we want to do next year. We need to reflect closely on what we want to do. Recent HT conference was on Curriculum. Things covered at that conference will help facilitate feedback from staff. Not buying new curriculum this year has eased the budget, and may allow for more language, music and new topic resources.</p> <p>Ofsted are talking about new curriculum developments. Is there talk in the teaching industry about this? Yes. New Ofsted framework in 2019 says schools won't be penalised for not having a full curriculum in place and will allow for greater flexibility for schools. Need to allow schools to be individual.</p> <p>So we aren't being left behind? No</p> <p>Can Enquiry Based Learning be brought into our curriculum before we move to new curriculum? Yes, elements can.</p> <p>What is Hawkesbury doing about new Curriculum?</p>



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	<p>We hope to do have a joint approach.</p> <p>Do the children in upper years use current news as part of their learning? I hope so. We want to be doing this. We would encourage staff to incorporate current news and events.</p> <p>RE is being reformed at the moment and likely to look very different. This could have a significant impact on our school. Is this something that needs to go into next year's SDP? Probably not next year, but yes, probably the year after.</p> <p>DP is going to introduce Learning Detectives this summer.</p> <p>Can we have something in the SDP about children being involved in curriculum review? Yes this would seem a good idea. ACTION MR.</p>
7	<p>Parent Governor Meeting EB has put feedback on basecamp. The session covered 3 topics – Partnership, new classroom and curriculum. Nothing controversial was raised, and feedback was generally positive. Homework was raised but feedback was inconsistent: this was discussed at Standards Committee – will be discussed with staff. This was focused around Learning Conversations. Action MR Partnership – again some lack of consistency in the feedback but generally positive.</p>
8	<p>Partnership Update</p> <ul style="list-style-type: none"> • See Confidential Minutes
9	<p>SEF</p> <ul style="list-style-type: none"> • To be reviewed in separate meeting on 29th April. Updated SEF to be put on basecamp – Action EB
10	<p>Classroom Progress MR reported Funding has been agreed and a temporary double Elliot will be ready for September. Now that we have funding, we need to continue to push for progress. RT to continue to liaise as appropriate. Action RT</p>
11	<p>SEND Governance DP reported. SEND Governance review document was published last year, and reinforces the message that the outcome for SEN pupils is a collective responsibility for the whole Governing Body. The new document helps to review current practice in 5 areas, and how we can improve outcomes for SEN learners. Its not a legal requirement but is best practice. DP and School Senco have RAG rated the document for Iron Acton. The document is on Basecamp. All Governors need to read by the end of the Easter Holidays and respond with comments and questions. Please don't amend the document. A review will take place in term 5, and if appropriate an Action Plan will be produced. Action ALL</p>
12	<p>Reports from Committees</p> <ul style="list-style-type: none"> • Standards Committee EB reported back. Headlines were homework, PP update, curriculum. Homework is to be discussed at Staff Meeting and again at Standards Committee next term. • Ethos Committee AD reported back. Committee focused on importance of Vision - ownership and linking the elements of our Ethos. Pupil conferencing on prayer to be completed next term.



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	<ul style="list-style-type: none"> • Resources <p>RT reported back. Building budget signed off and we have an additional Breakfast club staff member. Increased pupil numbers have brought about increased income in our budget. SFVS – final version of this has been put on Basecamp. All happy for SFVS to be signed by EB – will be done on 26th March.</p>
13	<p>Policies to be ratified by Governors</p> <p>Whistleblowing – ratified.</p>
14	<p>Safeguarding</p> <p>AD updated.</p> <p>Going forward, any new staff will use online safeguarding training tool.</p> <p>Annual safeguarding survey has been issued – awaiting responses.</p> <p>Safeguarding walkaround with Social Worker was very helpful and raised some useful issues. AD is taking actions forward -including ensuring one to one work is always done with an open door, and whether we ask visitors to surrender mobile phones. Discussion around whether or not we want to do this, considering the practicalities. Concluded an acceptable use policy seems more appropriate. Action SG</p> <p>Do we need to think about banning phones at performances? – we may need to consider this in the longer term to ensure that vulnerable children are adequately protected. MR to monitor.</p>
15	<p>GDPR</p> <p>MR updated. We have addressed necessary issues at the moment and no actions for governors at this stage. We have completed another self audit – RAG – fewer red items than last audit at beginning of year.</p>
16	<p>Governor Activity</p> <p>EB - 3 meetings with MR, Steering Committee, induction for SG and DM, attended Hawkesbury FGB, interviewed and appointed new Clerk, Standards meeting Would like to have governor responsible for governor training – please let EB know if you would like to take on this role. Action ALL</p> <p>AD - 3 meetings with MR re safeguarding, Ethos Committee, Safeguarding walk and survey.</p> <p>JS – monitoring meeting on PSHE, parent meeting and Ethos Committee</p> <p>SG - Standards meeting</p> <p>DP - Monitoring meeting on SEN, completed SEND governance review form, attended outdoor learning day, delivered assembly on Green School in Cambodia, Standards Committee</p> <p>BC - Resources committee, PP Monitoring, Standards Committee</p> <p>DM – completed induction</p> <p>RT – completed SRVS, Steering Committee, Resources Committee,</p> <p>PF – Resources Committee</p>
17	<p>Impact / headlines statement</p> <p>Partnership decision</p> <p>Safeguarding</p> <p>SEND governance review.</p> <p>SDP Priorities</p>
18	<p>AOB</p> <p>Hall Redecoration - 3 Quotes are all over £2000. MR is recommending Roy Stiff. Cost of £5298. Agreed.</p> <p>CP training – two schools in the alliance are having CP training 2/9/19. – let Helen or Mike know if you</p>

Signed by Chair:



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	want to attend. ACTION ALL SEF review date – there is a new SEF framework in September. We want to go ahead with the existing format. EB will ensure latest version is posted on basecamp. Monday 29 th April. 8pm.
19	Date of Next Meeting <ul style="list-style-type: none"> Monday 13th May, 7pm.

Meeting Closed 21.30.

Action Checklist

WHO	ACTION	WHEN
ALL	GDPR – Privacy notice. Please note this is on basecamp – Docs & Files > 2018-19 > FGB meetings > 4 th February 2019 – All Governors to read and comment once read.	23/04/19
KB / AM	Action for AM regarding Health in schools survey to be carried forward to may meeting – Action AM / KB	13/5/19
MR	To consider possible reasons for, and strategies for addressing, lower attendance in infant classes.	13/5/19
KB	Guidance for new reception parents on what requires a sick day to be added to July agenda (Attendance target)	8/7/19
MR	Following on from the introduction of Learning Detectives, children being involved in Curriculum Review needs to be added to the SDP.	Sept 19
MR	Following on from homework discussions at parent-governor meeting, Homework to be discussed with staff.	30/4/19
EB	Communication to parents on positive impact of partnership	Ongoing
EB	Updated SEF to be put on Basecamp	13/5/19
RT	To ensure continued progress with new classroom, RT to liaise as appropriate.	Ongoing
ALL	Review SEND Governance Review Document – available on basecamp. Docs&Files >2018-19>SEND. Please put comments on basecamp, not in the document	24/4/19
SG	Investigate / obtain model acceptable user of mobiles policies.	13/5/19
ALL	Would anyone like to take on the role of monitoring Governor Training?	13/5/19
ALL	Child Protection training is available on 2 nd September. Please let EB or MR know if you would like to attend.	13/5/19