



Iron Acton CE Primary School

NAME	Abrv.	STATUS	Present	NAME	Abrv.	STATUS	Present
Ellie Blanch	EB	Parent Elected (Chair)	✓	Di Pardoe	DP	Co-opted	✓
Ben Clarke	BC	Co-opted	✓	Sandra Sparkes	SS	Foundation	✓
Adam Dinham	AD	LA	✓	Jo Strange	JS	Foundation	✓
Pete Foote	PF	Co-opted	✓	Rob Taylor	RT	Co-opted (Vice-Chair)	✓
Amy Lyall	AL	Staff	A	Mike Riches	MR	Executive Headteacher	✓
Ann Mora	AM	Parent Elected	✓	Clare Trayler	CT	Clerk to Governors (Standing in for Helen Parry)	✓

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

### FGB 3<sup>rd</sup> December 2018

Meeting Opened: 19:02 hrs

1	<p><b>Welcome</b> EB welcomed all to the meeting</p> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies received and accepted from AL</li> </ul> <p><b>Quorum</b></p> <ul style="list-style-type: none"> <li>• The meeting was quorate</li> </ul>
2	<p><b>Declaration of Pecuniary and Business Interests in this agenda</b></p> <ul style="list-style-type: none"> <li>• MR will step out of the room when the feedback from the steering group is given</li> <li>• No other interests declared</li> </ul>
3	<p><b>Minutes of Previous Meeting</b></p> <ul style="list-style-type: none"> <li>• EB asked for notification of any errors or inconsistencies from minutes of last meetings held on 8<sup>th</sup> October. <ul style="list-style-type: none"> <li>○ Standing item – governor aims to be added</li> <li>○ Has everybody completed their skills audit? Please do if not. <b>Action ALL</b></li> <li>○ Code of conduct and Governor Aims – Helen to ensure this is on basecamp. <b>Action HP</b></li> </ul> </li> <li>• All actions complete</li> <li>• The minutes were agreed</li> </ul>
4	<p><b>Head Teacher's Report</b></p> <ul style="list-style-type: none"> <li>• No questions sent to MR</li> </ul> <p><b>Attendance figures now include Reception children, has this had any affect?</b> We were 0.4% above last year and 1% above the LA so that doesn't look like its affected us much</p> <p><b>Are Reception more likely to be off?</b> Yes probably, FSM figure was down a little which does include a new child in Reception</p> <p><b>Presumably we are still targeting absences as previously?</b> Yes</p> <p><b>Re the Partnership, how do you feel the job is going, is the workload manageable? Is there anything at IA that you aren't able to do now that you're not here all the time?</b></p> <p>It feels like all is going to plan, I may not be as on top of some things but benefits outweigh problems</p>

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	<p><b>What sort of things?</b></p> <p>More so things at Hawkesbury Primary School (HPS). Have found that Sarah has really stepped up and feel that things have been kept going well by her</p> <p><b>What about support for teachers, is that still happening as you did a lot of that last year?</b> Yes, Sarah is doing some of that too and more senior teachers have also stepped up. We have an NQT which takes up more of Sarah's time but she is a 'thinker' and gets on with things</p> <p><b>You've got a lot of governor meetings?</b> Yes</p> <p><b>The question that was asked at parents evening re the partnership – what was the result of that?</b> The question asked was 'Whilst it's still early days for the partnership, how do you feel it's going'. 55% feel it has had positive impact, 38% feel no difference, 6% feel it has a negative impact</p> <p><b>Did they say why they felt it negative?</b> One did, one didn't. They said HT is less involved in IA and there have so far not been any positive things for the children at IA. There were lots of positive comments. There were 2 comments made about behaviour and a question as to whether this was to do with the partnership or not. MR feels that that is more to do with a change in demographic at the school</p> <p><b>How are the children feeling about the behaviour issues?</b> We haven't spoken to the pupils about behaviour but can. We have done pupil conferencing on the partnership though and the feedback was good</p> <p><b>Has there been any progress with anyone wanting to hire the school out?</b> We had an enquiry re running a drama group, the person is still thinking about it</p> <p><b>Should we add Lettings to our governor aims?</b> It is a very small amount of money from this one enquiry, although would be good if we could more regular bookings. It may be a real hassle or may be really easy money. No action required at this stage, we'll see how it goes after Christmas</p> <ul style="list-style-type: none"> <li>Well done AL for being identified by Liz Thomas as being able to provide Maths support to the Maths lead at Hawkesbury.</li> </ul>
5	<p><b>SIA Report</b></p> <ul style="list-style-type: none"> <li>This was covered in the Standards committee thoroughly</li> <li>No other questions</li> </ul>
6	<p><b>Agree Pupil Targets</b></p> <p>Summary of target displayed for governors</p> <ul style="list-style-type: none"> <li>This was looked at in the Standards committee in quite a lot of detail</li> <li>MR has made changes since then further to above discussion</li> <li>MR has spent a lot of time looking at the children not meeting the expected standard (EXS)</li> <li>Teachers look at where a child is, then look at the ARE grids and decide where they think they will get to</li> <li>First pupil progress meetings were held in term 1, where children just below EXS, we looked at what to do to get them there</li> <li>MR has gone back to targets again and looked at where we can increase them further – they are more challenging but possibly less realistic</li> </ul>



	<ul style="list-style-type: none"> <li>• There are a set of children in Y2 (gone to Y3 now) who are still below expected standard</li> <li>• Increased Y4 writing</li> </ul> <p><b>How many children is that you have bumped up?</b> 3</p> <p><b>But you don't think that's realistic?</b> We don't know until we look at the data</p> <ul style="list-style-type: none"> <li>• We will look at the targets again in Standards after data submissions in T2, 4 &amp; 6</li> <li>• All children previously targeted for Greater Depth (GDP) are again this year</li> </ul> <p><b>The number of children expected to get GDP goes up as we go up the year groups?</b> Yes</p> <p><b>Would you expect this?</b> Yes as we are trying to add value as they go through the school. We are aiming for one more child per year</p> <ul style="list-style-type: none"> <li>• Standards committee recommended these targets for approval, as realistic but challenging</li> </ul> <p><b>Decision – governors agreed unanimously to pupil targets as presented</b></p>
7	<p><b>Admissions refusals/ building advancements</b></p> <ul style="list-style-type: none"> <li>• Admissions – we are having phone calls very frequently to ask if we have spaces</li> <li>• We have a bit of pressure to take another child in Y3 who has just moved into the new houses in the village.</li> <li>• We are quite overstretched in some parts of school – our additional 19 children have been welcomed but brought additional needs</li> </ul> <p><b>See confidential minutes</b></p> <p><b>For KS2 classes, there is no maximum number is there?</b> That's right KS2 classes can go above 30</p> <p><b>Have you mentioned to Admissions about the extra needs that the children coming to the school have?</b> Yes but they are not interested</p> <ul style="list-style-type: none"> <li>• They know we are full in Y3 – it's not our problem that the LA have to pay for a taxi</li> </ul> <p><b>We have always had a policy of taking children living in the village though?</b> We have increased our number in the last 12 months from 12 to 15 though and just don't have the capacity</p> <p><b>If we say no and it goes to appeal, what do you think the result will be?</b> It's a weight thing – schools case v's pupils. The school case is quite strong given we are currently teaching some children in a cupboard!</p> <p><b>Who presents the schools case at an appeal</b> A: Headteacher</p> <ul style="list-style-type: none"> <li>• We do want to say yes but there is a knock on effect to staff – stretching them further and further. We said we need to make this year a stable year considering the changes with the partnership. We still haven't got the classroom. It feels like we are being accommodating to the LA but they are not doing the same back</li> </ul> <p><b>What if another child comes along?</b> We can't say yes to any more in Y3</p> <p><b>If we lose the appeal, we don't have to pay costs do we?</b> No</p> <p><b>How is the decision communicated? Do the family know? Thinking about relationships and it going around the village</b> The family have been told and are going to appeal. It's not a personal thing, we just don't have the capacity/space</p> <ul style="list-style-type: none"> <li>• We have always taken children from the village before – it's always been our ethos</li> </ul>

	<ul style="list-style-type: none"> <li>• One of the things is if we keep accepting and saying yes to everyone, we are doing a disservice to our current children, we have to maintain our standards</li> <li>• It's too late to say that now when we've taken the 19 extra children we have - 18 of them additional needs</li> <li>• We are operating 4 classes with 3 classrooms, we are not in the position to manage this – we will be in September though</li> <li>• Is our top priority standards or is it being a community school serving the local community</li> </ul> <p><b>Can we say we will take them in September?</b>  We could go back to Admissions and say that. <b>Action MR</b></p> <p><b>Decision - Governors agreed to stance of refuse place and let them go to appeal at this stage. It's a no at this time but this will change when we have suitable buildings in place</b></p> <p><b>If year groups are full – we say no – for this year</b></p> <ul style="list-style-type: none"> <li>• Position to be revisited in July's meeting. Add to agenda. <b>Action HP</b></li> </ul>
8	<p><b>Steering Group / Governor Monitoring Schedule / Governor Training – reports from governors</b></p> <ul style="list-style-type: none"> <li>• SS Looked at SFVS, also looked at the SFVS from HPS</li> <li>• DP has done pupil conferencing with groups of children from each year re feedback and how this helps with their learning – shared with MR, MR will share with staff</li> <li>• JS has done foundation governor training and booked on new governor training tomorrow. Also met with AM which was very helpful. Met with Cathy last week and coming in for MFL day</li> <li>• PF booked on training for Jan</li> <li>• BC met with Sarah re pupil premium – reviewed strategy and numbers, strategy now on website</li> </ul> <p><b>MR left the meeting</b>  Steering group feedback</p> <ul style="list-style-type: none"> <li>• EB explained that MR has chosen to leave when the steering group feedback is shared to ensure that all governors are comfortable with asking any questions they may have</li> <li>• The general feel is that the partnership is working well</li> </ul> <p><b>Who was at the meeting?</b>  MR, 2 chairs and RT and another HPS governor</p> <ul style="list-style-type: none"> <li>• Staff are saying positive things, they like getting together, having joint staff meetings and working in a larger 'team'</li> <li>• HT performance management targets have been set across the 2 schools. Midpoint review will take place in meeting on 8<sup>th</sup> Feb</li> <li>• Teachers from both schools are working using same levels for pupils and both schools are being measured in same way</li> <li>• Parent feedback – IA as detailed above. HPS 71% positive, 29% no change, 0 negative. This is sort of what we thought would happen, that our parents would feel that they may have lost a bit as such</li> <li>• There are challenges with Maths at HPS - MR has a plan to deal with</li> <li>• Planning to bring the 2 SDP's together – currently 2 separate documents but there are plans to look at how they could come together. In May we will decide if we are going to continue with the partnership and if we are then it would make sense to bring the documents together</li> </ul>



	<p><b>How would that work out for costings?</b> We could cross charge or split costs</p> <p><b>That will be hard to do?</b> A: It's something that needs to be worked on developing</p> <ul style="list-style-type: none"> <li>• Our SIA is the same at both schools</li> <li>• Policies – we are sharing best practise</li> <li>• Senior staff arrangements working well</li> <li>•</li> </ul> <p><b>You say you are reviewing the partnership in May, were we asked to go into the partnership by the LA?</b> Yes we were approached by them and set it up as an initial one year with one (long) term's notice on either side</p> <p><b>Is the steering committee transparent in feeding back to the governing body as there seemed to be some hesitation?</b> Yes, absolutely</p> <p><b>What's your general feel about it?</b> Really good.</p> <p><b>It is double the amount of stuff for MR though?</b> He's really enjoying the challenge <i>With us losing MR for 2.5 days, at the same time we have behaviour issues in the school with the playground rougher – how can this be addressed?</i> We are not losing him. The on-going situation at lunchtimes is mainly due to a change in demographic. Until our behaviour standards are embedded with the new children it may continue. It would have been an issue if MR were here 5 days or not</p> <ul style="list-style-type: none"> <li>• It was suggested that we ask a question to parents at the next parents evening regarding behaviour at lunchtimes and is Ms Bagnall having the same impact?</li> <li>• All governors can come in and do monitoring at lunchtime</li> <li>• Parents have noticed a change in behaviour</li> <li>• MR has advised EB that Sarah is dealing with the behaviour incidents</li> </ul> <p><b>MR returned to meeting</b></p> <ul style="list-style-type: none"> <li>• EB carried out learning walk for English and carried out outdoor learning monitoring – which was excellent</li> <li>• DP - met with Sue to look at SEND governance review, now needs everyone to have a look at it. Could we put on March agenda? EB will look at and decide. <b>Action EB</b></li> </ul>
9	<p><b>Alliance Update</b></p> <ul style="list-style-type: none"> <li>• Nothing specific to report that's not included in HT's report</li> </ul>

10	<p><b>Recruitment and Succession Planning</b></p> <ul style="list-style-type: none"> <li>We know that some governors are in their last year</li> <li>RT and EB have met with 2 new prospective governors – both linked to the village, one with educational background and the other has a medical background and specific interest in SEND. Both are very conscientious and very keen and likely to do a good job.</li> <li>They are going to fill in application forms and we have invited them to come to next FGB meeting with the idea of them being co-opted onto the governing body (as Associate governors without voting rights) so they can learn the ropes before being officially appointed in September</li> </ul> <p><b>Are either of them parents?</b> No</p> <ul style="list-style-type: none"> <li>Both parent governor vacancies come up in September</li> </ul>
11	<p><b>Reports from Committees</b></p> <p><b>Ethos</b></p> <ul style="list-style-type: none"> <li>Staff meeting on Ethos in October regarding 3 areas in SIAMS inspection framework to look at this year – embedding Christian vision, children’s understanding of prayer and developing spirituality</li> <li>Anyone else who wants to get involved with the Foundation governors with this over the year is welcome to</li> <li>Prayer – JO has been asked to put on a day in the church where the children will experience prayer stations ‘pop up prayer space’ it’s a very inclusive event</li> </ul> <p><b>Standards</b></p> <ul style="list-style-type: none"> <li>Looked at ASP data – below LA in quite a lot of areas but ultimately this is a lot is to do with the cohorts and SEND children</li> <li>EB carried out learning walk for English and carried out outdoor learning monitoring – which was excellent</li> <li>DP - met with Sue to look at SEND governance review, now needs everyone to have a look at it. Could we put on March agenda? EB will look at and decide. Action EB</li> <li>The committee look a lot at the overall targets for the children but don’t look at targets for SEND children so DP going to look at that</li> <li>Went through the SIA review in detail</li> <li>Curriculum – as class structure changing next year we are looking at an enquiry based approach. We have done so much work in English &amp; Maths and we want to look at the balance between skills and knowledge. MR and Sarah visited a Bristol school and liked their style which is more child led. MR has now seen another school and another style – not having long term plan and teaching skills through what children want to do. We want to be creative about it. We do have certain areas we have to cover. It’s about thinking differently than the traditional topic over 2 terms style</li> </ul> <p><b>How long has that approach been in this school?</b> A couple of years</p> <p><b>Would we be doing this in collaboration with HPS?</b> Yes it makes sense to. If the partnership continues then it would be good to do together</p> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li>Looked at policies alignment</li> <li>Delegated spending – who can spend what, kept it as is despite what other schools do</li> <li>Looked at revised budget</li> <li>Looked at pupil numbers</li> </ul>

12	<p><b>Revised Budget</b></p> <ul style="list-style-type: none"> <li>• In year deficit for this financial year is that we will only lose £311 (original budget was £10k deficit)</li> <li>• b/f surplus £47k so effectively remains same</li> </ul> <p><b>How have we found £10k</b></p> <p>Around the budget setting time we were discussing with HPS what was going to happen. The budget was set without the shared HT so a saving has come from there. We also employed an NQT instead of M4 teacher</p> <ul style="list-style-type: none"> <li>• Resources committee recommend for approval</li> </ul> <p><b>Decision – Governors agreed to submit as revised budget</b></p> <ul style="list-style-type: none"> <li>• There is a lot in the press saying that primary schools in South Glos have not got any money however that's not happening to us – mainly due to more children and now the shared HT and we don't waste money</li> </ul>
13	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Anti-bullying – agreed and ratified</li> <li>• Child protection - agreed and ratified</li> <li>• Finance - agreed and ratified</li> <li>• Lettings - agreed and ratified</li> <li>• Pay - agreed and ratified</li> </ul> <p>For information only Charges and remissions</p>
14	<p><b>Safeguarding (including report of vulnerable groups, bullying/racial incidents)</b></p> <ul style="list-style-type: none"> <li>• MR and AD met last week – no new issues to consider</li> <li>• Went through the safeguarding annual audit which is a self-assessment tool</li> <li>• Agreed performing really well against nearly all categories</li> <li>• MR suggested that we were not in the 'top' category on prevent or dealing with particular problems as we haven't had any experience in doing this</li> <li>• AD challenged that as we are prepared to do so if such an incident occurred</li> <li>• CP policy – raised with staff that neglect needs to be a higher profile – it occurs more than abuse and is really important to watch out for</li> <li>• Safeguarding review will take place in December</li> <li>• AD contacted Access and Response team to arrange to have a walk around school on 24<sup>th</sup> or 31<sup>st</sup> Jan or 2 dates in Feb. Other governors welcome to join this. AD to put dates on Basecamp. <b>Action AD</b></li> <li>• E-safety – talked about doing pupil conferencing around this</li> <li>• Action plan states we will inform governors of South West CP website – AD has put on Basecamp</li> <li>• Safeguarding Audit needs to be agreed by governors</li> </ul> <p><b>Decision – governors agreed to accept outcomes of audit completed by AD &amp; MR</b></p> <ul style="list-style-type: none"> <li>• MR will put action plan on Basecamp. <b>Action MR</b></li> </ul> <p><b>The walk round – is this going to cover the field and boundary?</b> Yes, H&amp;S is separate from Safeguarding but there is overlap</p> <p><b>With e-safety does that cover gaming?</b> It is built into our computing scheme of work – we do internet safety sessions in school. Pupil conferencing shows pupils have a good understanding</p> <p><b>It's more the games than social media for primary school aged children that there are issues</b></p> <ul style="list-style-type: none"> <li>• NSPCC did a session on e-safety for parents but it wasn't well attended</li> <li>• Perhaps 18 months on parents are more aware and more parents would be keen to come along. MR will look into running again. <b>Action MR</b></li> </ul>

	<ul style="list-style-type: none"> <li>It's our responsibility to teach the children to be ready for the next stage in life but we can't teach the parents</li> </ul>
15	<p><b>Website Review</b></p> <ul style="list-style-type: none"> <li>Helen has checked the website with the list from the DfE and it's compliant</li> </ul> <p><b>Does anyone ever check the site?</b> BC confirmed they check there own area of responsibility</p> <p><b>Does Helen not do that?</b> Yes, but we need to monitor that</p> <ul style="list-style-type: none"> <li>A discussion took place around the way parents use / or don't use the website and could it be more interactive</li> </ul> <p><b>Do the children contribute to the blog?</b> There are photos on there but it tends to be the teachers who do this</p> <ul style="list-style-type: none"> <li>Governors concluded that the website is doing its job so just leave it for now</li> </ul>
16	<p><b>Pay Panel Feedback</b></p> <ul style="list-style-type: none"> <li>Pay panel met to discuss 3 teachers due for pay increase</li> <li>Listened to evidence and challenged HT</li> <li>Agreed with HT's recommendation for each of them</li> </ul>
17	<p><b>GDPR Updates</b></p> <ul style="list-style-type: none"> <li>There have been updates from Integra</li> <li>It feels like now they are coming up with useful solutions and more responsive now</li> <li>Need to do data walk – check for breaches</li> <li>The register of third party suppliers – Kate from HPS is working on this</li> <li>There are still lots of things to be worked on but lots happening</li> </ul>
18	<p><b>Impact / headlines statement</b></p> <ul style="list-style-type: none"> <li>Pupil numbers/admissions</li> <li>Revised budget agreed</li> <li>Partnership Steering Group Update</li> </ul>
15	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>Newsletter – we do try to get it out this side of Christmas. Items to be sent to AM ASAP.</li> </ul> <p><b>Action ALL</b></p> <ul style="list-style-type: none"> <li>AL to feedback on partnership from staff point of view</li> <li>JS introduce self</li> </ul>
<p><b>Date of Next Meeting</b> Monday 4<sup>th</sup> February 2019 at 7pm</p>	

**Meeting Closed: 20.57 hrs**  
**Action Checklist**

WHO	ACTION	WHEN
ALL	Anyone who hasn't completed skills audit, please do so and return	7 <sup>th</sup> December
HP	Ensure Code of Conduct on Basecamp	7 <sup>th</sup> December
MR	Go back to Admissions to say we'll take new Y3 child in September once structure is sorted out	5 <sup>th</sup> December
HP	Add Admissions to July agenda to review current position	July
EB	Decide if SEND governance review can be added to March agenda	March

Signed by Chair:

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AD	Put suggested dates for meeting with Access & Response team on Basecamp	7 <sup>th</sup> December
MR	Put safeguarding action plan on Basecamp	7 <sup>th</sup> December
MR	Look into running NSPCC on-line safety workshop again	31 <sup>st</sup> January
ALL	Send items for newsletter to AM	9 <sup>th</sup> December

**List of Associated Documents on Basecamp**

- Minutes of FGB meetings held on 8<sup>th</sup> October
- Headteacher's Report
- SIA visit report
- Pupil targets
- Minutes from Standards
- Minutes from Resources
- Anti-bullying Policy
- Child protection Policy
- School Finance Officer Visit
- Finance Policy
- Lettings Policy
- Pay Policy
- Charges and remissions Policy

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