

**SHERWELL VALLEY PRIMARY SCHOOL**

**Minutes of the FGB Meeting 16<sup>th</sup> May 2017**

| Procedural Items  | Notes   | Governor Questions   | Action by |
|---|---|--|-----------|
| 1. Attendance / apologies / absence/ notification of business interests<br><br>Governors were reminded that if a conflict of interests were to arise during the meeting they must declare it at that point. | Attendance: Mrs Chopping, Mr Lewis, Mrs Schwarz, Mr Gower, Mrs Beer, Mr Turner Mr Briant, Mrs Payne, Mr Corline, Mrs Gaywood Absences: Mr Hughes, Mr Nelson (apologies received and approved)<br><br>No new business interest notifications   |  |           |
| 2. Approval of the minutes of meeting held 23 <sup>rd</sup> March 2017 and matters arising  | Agreed as a true record with no matters arising   |  |           |
| Strategic items   | Notes   |  |           |
| 3. Governor Training  | Mrs Payne has completed Safeguarding Level 3  |  |           |
| 4. Safeguarding Update  | Safeguarding leads are now DSL – Mr Gower, Deputy DSL – current AHTs and Safeguarding Admin – Mrs Jones (School Office), Pastoral Worker – Mrs F Steer. We have seen a difference in the speed of response from Torbay Council since their lead taken over by Hampshire Council. Mr Gower is a member of the Torbay Educational Safeguarding Group which meets once a term. Our Safeguarding priorities are PREVENT (radicalisation training) WRAP (Workshop Raising Awareness of Prevent).<br><br>We have also received some funding with regard to having some more locks places on the Music Room inner door (as this is mainly used as a Polling Station too) and the Nursery door.   |  |           |
| 5. SEND Information Report  | Mrs Penford shared documents with the members and outlined the changes which have been made to SEN administration within the school. Amendments to the website have now been carried out and governors can view these online if they wish. Parents can see what we have to offer as a school with regard to SEN support. The new SEN Policy incorporates how children are supported in school with medical conditions. Provision Mapping software for SEN has been purchased and is now being used by the SEN team which is proving to be a very helpful tool. The SEND Information Report 2015-2016 was presented to Governors. The report for 2016-2017 will be presented in the Autumn Term. <b>The policies were approved by Governors.</b> |  |           |
| 6. Update of Staff Structure  | We are on day 2 of the TA selection process. Mr Gower has met with all the Grade F applicants and they will be informed on Thursday. There may be some negative impact from the outcomes.<br><br>Mr Gower took advice from HR and advised that provided notes were taken  | Mrs Schwarz asked if Mr Gower was comfortable carrying out these interviews alone? |           |

|   |  |  |                             |
|---|--|--|-----------------------------|
|   | <p>for each interviewee it would be fine for him to conduct these interviews alone.</p> <p>During this week we will be placing other TAs into positions and after half term AHTs will be selected and will be advised by the 12<sup>th</sup> June. Once this is settled we will release the UPS teacher expectations. Anyone not taking on the additional roles may be expected to return to the Main Pay Scale however there would still be a 3 year protection period within this as this is national teacher terms and conditions. We are hoping that there would be no reduction in the number of UPS teachers and they will happily renegotiate terms. We will feed back to the FGB meeting in July.</p> <p>We have appointed two strong teachers. Mr Nelson was involved in the Nursery Teacher selection process and Mrs Beer was involved with the Year 4 Teacher process. Mrs Beer found the whole experience really interesting and helpful in her role as Governor. We have appointed Miss Emma French as Nursery Teacher from September who was a really strong candidate and has been working in Nursery since February through Hays Recruitment on a supply basis. Mrs Sara Bear has been appointed as Year 4 teacher and has had a mix of experiences in teaching and was a strong candidate. Mrs Alice Bryan was also appointed on a permanent basis – she has been working in Year 4 this year on a temporary contract.</p> |  | <p>Agenda item for July</p> |
| <p>7 Updates from Governors about any visits to school/monitoring activities completed since last meeting (Judgement, Evidence, Current Focus, Current Impact – JEFI)</p> | <p>Although some Governors have started their visits not all have completed their JEFI forms. Mr Lewis shared his with the members. He had met with Mrs Bunn for 30 minutes at the end of April – improvement of higher ability.</p> <ul style="list-style-type: none"> <li>• Good level of appropriate challenge</li> <li>• Day to day use of strategies in the classroom</li> <li>• Children and staff respond responsible</li> <li>• There is clear guidance</li> </ul> <p>Mr Lewis felt that this would be before the end of term. We should start these at the beginning of the academic year, tough base in the middle, then celebrate what's good at the end of the year.</p> <p>The visit form and Mr Lewis' feedback form can be found on Google Docs</p>   | <p>Mrs Chopping asked when evidence would be expected?</p> |                             |
| <p>8. Introduction to structure of next improvement plan – JG</p>   | <p>Mr Gower presented our goals and actions – our measurable outcomes – wider/deeper/more even. We are currently carrying out parent, student, staff surveys and as this is the second year of using the Kirkland Rowell Survey we will have a clearer picture of a direct comparison year on year. We will lead with up to 4 TLR points – Maths, English, AfA and one other to be determined by school need/opportunity. We will develop through our middle leaders the direct impact in the classroom. We will have six-weekly focussed improvement plans with termly data reviews.</p> <p>Mr Briant advised that a group of 6 children in each class with a specific need completed a Rising Stars Grammar paper. There was an intensive</p>  | <p>Governors asked if we had an example of this?</p>       |                             |

|                                   |   |  |  |  |
|-----------------------------------|---|--|--|--|
|                                   | <p>intervention programme by the class teacher over a 6 week period (assembly time). The measurement was “can’t do it” to “can do it”. Teachers and children found this a really valuable experience.</p> <p>Mrs Gaywood looked at RWInc non-movers with A group to B group focus. After intensive interventions with class teachers children moved within these groups within 6 weeks. Teachers are enjoying the physical difference these interventions have made.</p> <p>Mr Gower confirmed that all groups will be considered over the year. Mr Gower asked Governors to consider a focus for the SIP</p> |  |  |  |
| 9. Ofsted Readiness               | Mr Gower presented Governors with the Ofsted School Inspection Handbook for their information and asked to pay particular attention to section 2 Grade Descriptors  |  |  |  |
| 10. Agenda items for next meeting | <ol style="list-style-type: none"> <li>1. Child Protection Policy (M &amp; A item)</li> <li>2. Staff Conduct/Grievance/ Disciplinary Policy (M &amp; A item)</li> <li>3. Behaviour principles written statement (M &amp; A item)</li> <li>4. Update on staff structure</li> <li>5. Headteacher’s End of Year Report</li> <li>6. More JEFI visit forms</li> <li>7. Discuss at Community &amp; Curriculum meetings in June – FGB</li> </ol>   |  |  |  |
| Monitoring & Accountability items | Notes   |  |  |  |
|                                   | Freedom of Information renewed with ICO in May 2017   |  |  |  |
|                                   |   |  |  |  |
| 12. Date of Next Meeting          | 11 <sup>th</sup> July 2017  |  |  |  |

Governors to consider a focus for the SIP

*Open's*

11<sup>th</sup> July 2017