



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 7 February 2017 at 6.30pm at the School**

Present:	David Wake(Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D’Alton (ADA) (SBM) Nicola Furlonger (NF) Des O’Dwyer Sara Phelps (SP) Louisa Rowlands (LR) Amanda Sermon (AS) Michael Webber (MW)	
In attendance	Lesley Hardwick (Clerk)	Action
1.	<p>ELECTION OF CHAIR TO SERVE UNTIL SEPTEMBER 2017</p> <p>The Clerk reminded Governors that David Wake had been appointed as Chair of the GB for one year in January 2016, and that a fresh election therefore needed to be held for the period until September 2017, in accordance with the revised Term of Reference. She advised that she had received one self-nomination, from David Wake, whose term as a Co-opted Governor had also just ended. DW confirmed that he was willing to serve as Chair until September 2017, but would not wish to continue after that time, due to forthcoming changes in his personal circumstances. He therefore commented that the GB needed to bear this in mind and consider succession planning over the next few months.</p> <p>DW left the room whilst Governors discussed the nomination. A Governor commented that DW had been an excellent Chair over the past year, and supported his re-appointment as a Co-opted Governor and his re-election as Chair. DW was unanimously re-appointed as a Co-opted Governor for a four year term of office, and as Chair of the Governing Body until September 2017.</p> <p>DW returned to the meeting.</p>	
2.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies from Vanessa Lines and Carla Thompson (both work commitments) were received and accepted.</p>	
3.	<p>DECLARATION OF BUSINESS INTERESTS</p> <p>No declarations of interest were received in respect of any item on the Agenda.</p>	
4.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 6 December 2016 The minutes of the meeting held on 6 December 2016 were approved as an accurate record and signed by the Chair.</p> <p>Action Points Governors reviewed progress against outstanding actions:</p> <ul style="list-style-type: none"> • <u>Data training</u> – <i>It was confirmed that the planned training session on data would now take place during Term 4, focussing on RAISE and on the Data Dashboard.</i> • <u>Meeting with Chair of SRSA</u> – <i>The Chair advised that his planned meeting with the Chair of the SRSA had not yet taken place</i> 	<p>SB</p> <p>DW</p>

	<ul style="list-style-type: none"> • <u>Outcomes Monitoring/Ofsted Inspection framework</u>– The Clerk confirmed that the expanded Outcomes Monitoring Group covered the elements within the Ofsted Inspection Framework • 1-2-1 Meetings with Governors – the Chair confirmed that a number of these meetings were still outstanding and asked Governors to contact him to arrange a convenient date/time if they had not already done so. • <u>Monitoring Calendar</u> – It was noted that the Calendar was now on the Governors’ Zone, but that the data had not transferred correctly. The Chair agreed to rectify this. It was noted that other Governors could add meetings and appointments (such as monitoring visits) to the Calendar. <p>It was confirmed that all other actions had either been completed or were dealt with elsewhere on the agenda.</p> <p>Other Matters Arising There were no other matters arising from the minutes.</p>	<p>All Govs DW</p>
<p>5.</p>	<p>STRATEGIC PLAN/SEF/HEADTEACHER’S REPORT</p> <p>Progress against the 2016-17 Strategic Plan The HT advised that she had taken time since the Ofsted Inspection to re-evaluate and rethink the Strategic Plan. However, she reminded Governors that the Inspectors had confirmed that the existing Plan had already identified all the areas for improvement that they would have recommended. She added that the School had had no further input from the LA since the Inspection, although she had received a letter from Patrick Leeson congratulating her on the outcome. She also pointed out that the past two years had been draining and very emotional for staff. In response to a question, she remarked that although the Inspection had relieved the pressure on the staff in some ways, it had created new pressures, as the School was now on a drive to become Outstanding.</p> <ul style="list-style-type: none"> • <u>Effectiveness of Leadership and Management</u> <ul style="list-style-type: none"> ○ The HT confirmed that the latest data was currently being uploaded and that Pupil Progress meetings were taking place. She also pointed out that Leadership and Management was the ‘cornerstone’ of the Plan and drove all other elements. She advised that in addition to the focus on Year 6, additional resources were being directed to Year 5 (recognised as a particularly challenging cohort). She advised that Year 4 would be the next ‘priority year’ and that Year 1 were progressing extremely well. ○ The HT advised that the staff Induction process had been revised, taking accounts of suggestions made as part of a Governor Monitoring visit (as outlined in the attached report), and had been used successfully for two new members of staff. ○ The HT confirmed that a Maths lead had now been appointed. ○ The HT advised that she and the SBM had reviewed the budget in respect of Pupil Premium Grant (PPG) funding and expenditure. She added that resources were being focussed on PPG pupils in Year 6, especially the more able, who had the potential to be assessed as working at greater depth. • <u>Quality of Teaching, Learning and Assessment</u> - The HT reported on the Inset Day at the beginning of Term 3, which had included working with Chris Quigley on the curriculum. She explained that introducing the ‘Immersive Curriculum’ within Year 5 had involved stripping the curriculum back to the minimum and linking subjects that the children liked and responded well to. In response to a question she explained that following the introduction of the new National Curriculum, schools had purchased Schemes of Work, which were often very ‘full’, but that on examining the Curriculum documentation in detail, a large proportion of items covered under the Schemes of Work were not 	

compulsory. She advised that under the new Year 5 curriculum, children generally worked on a specific topic area after the morning break (with the exception of some Maths and other targeted lessons) and that most learning was now recorded within one book, which helped to demonstrate progression. She confirmed that staff, parents and children had commented on the impact of the new curriculum, and that there was a high level of engagement within the classrooms. The HT confirmed that this was an evolving process, and that she had allocated a significant amount of staff meeting time to develop the curriculum and ‘think outside the box’. **A Governor asked whether the whole year would be mapped out in advance, to ensure that all compulsory areas were covered, and another Governor asked when the new curriculum would be rolled out to other year groups.** The HT confirmed that the focus of curriculum planning would be to identify and develop natural links between subjects, although she noted that the process could be daunting for teachers. She advised that currently elements of the new curriculum would be introduced gradually across the remainder of the academic year, with a view to introducing it fully in September 2017. She commented that on the Inset Day, Chris Quigley had recommended ‘drip-feeding’ information, and as an example referred to the ‘disaster’ scrapbook used in Year 5, and to the gradual introduction of elements relating to the Chinese New Year. She pointed out that the curriculum was the foundation of any school, and that the Inset Day had reinforced that the School’s approach was correct, although it had also emphasised the amount of work that would be involved in rolling the curriculum out across the school. **In response to a question, the HT confirmed that the two Year 5 classes worked to the same plan but that the delivery of lessons varied, depending on the children’s personalities.** She added that there was also an amount of cross-class working, which provided an alternative focus for children who might not be interested in a particular topic. **A Governor asked if the HT was confident that she would be able to roll the new curriculum out to all classes in September.** The HT confirmed that she believed that this would be possible. She also advised that she intended to use the remaining Inset day to focus on Mindfulness, which would be brought into the new curriculum.

- Personal Development, Behaviour and Welfare
 - The HT advised that a chicken pox ‘epidemic’ had had a significant impact on attendance figures, which were currently below the Term 3 milestone. She commented that attendance historically varied across the academic year, with Terms 2 and 3 being particularly weak, due to sickness. **A Governor asked whether the headline attendance figure included authorised absence.** The HT confirmed that the figures included both authorised or unauthorised absence, and added that unauthorised absence had increased as more parents took children out of school on holiday following a recent court case. A Governor noted that this Court case had indicated that 92% should **be viewed as ‘exemplary’ attendance.** **The HT advised that, despite this judgement, the LA would still treat attendance of less than 96.5 as a cause for concern.** **In response to a further question, the HT advised that the LA was very unlikely to accept a request to fine parents, on the basis that this would not be in the ‘public interest’.** **In response to a further question she reported on a meeting with the LA’s Attendance Officer regarding punctuality when she had been advised that she could not fine parents for lateness until 9.30am.** She explained that pupils arriving at school after 9.30am would be deemed to be absent for the whole of the morning session, which had a consequent impact on Attendance. **In response to a question, the HT advised that 9.30am was the time set by the School in its Attendance Policy, but pointed out that introducing an earlier ‘cut-off’ time to minimise the impact of lateness on children’s learning would also impact on Attendance.** She also confirmed that she was able to request proof from parents of

doctors' or other appointments before deciding whether to authorise an absence request. A Governor noted that the Court case referred to earlier had now been referred to the Supreme Court and commented that the LA's reluctance to take action was likely to be due to the current uncertainty as to the legal position. The HT commented the decision that 92.3% was 'exemplary' attendance was not supported by research which had found that this level of attendance would have a detrimental effect on children's progress.

- **A Governor asked for further information regarding the Persistent Absence Project.** The HT explained that a letter had been sent to all families where their children's attendance had fallen below 90%, and advised that this had been effective in all but a few cases. She advised that if absence continued, the family would be asked to meet with her and the LA. She also confirmed that the School had been using PPG funding to cover the cost of Breakfast Club for some persistent absentees and that this had had a significant impact on attainment, but that it had not been able to justify covering the cost on a long term basis, and the children's attainment had now fallen. She added that the family concerned had not been prepared to accept an Early Help referral. **A Governor asked whether offering to cover Breakfast Club for a few sessions a week would have an impact for the children, whilst limiting the financial costs for the School.** The HT advised that she did not believe that this would be effective in this case. **Another Governor asked whether Polkadots would be prepared to offer a place for the children on a 'pro bono' basis.** The HT agreed to explore this proposal further, commenting that she believed the Club would have capacity to do this without having to take on additional staff, as it currently operated with very high staff:children ratios.
- The HT reported on the proposal to introduce mindfulness for children and staff, commenting that she believed that children needed to build resilience to help them manage a very pressurised society which produced high levels of stress. She remarked that the review of the Pupil Premium profile had suggested that these children often did not have the strategies to work through difficult situations and had low self esteem and confidence. She advised that the School intended to work with a Mindfulness practitioner who would work with children in Years 4, 5 and 6 in weekly one-hour sessions and who would also work with staff after school. She added that mental health remained a 'taboo' subject and believed that it would be beneficial to children and staff to have a channel through which they could discuss these issues. She also noted that, from meetings with the Kaizen Alliance, which mostly involved local secondary schools, self-harming was endemic, particularly within grammar schools. Another Governor commented that although Mindfulness was often regarded as an 'alternative' benefits, its benefits were supported through scientific research.
- **Early Years** – The HT reported that the School had moved to a different assessment system as the EExat online tool had proved to be unfit for purpose. She advised that the School would be receiving a refund from the supplier but that there had been an extra workload for staff in migrating two terms work from one system to the other. Governors who had accessed the new system as 'end users' commented that it seemed to be a very 'smooth' tool to use. **A Governor asked how the EExat tool had been selected.** The HT advised that it had been recommended by the LA, and purchased by a large number of local schools, but that it had failed to deliver and that the company had admitted that it had been launched prematurely. **In response to a further question, the HT advised that it had not been possible to see the tool in use at another school, as it had been a new assessment system.** She also commented that the replacement assessment tool 'Tapestry had been much cheaper than EExat. The HT also

	<p>confirmed that the outdoor learning environment had improved significantly, and that the Speech and Language project was progressing well. A Governor noted that the Early Years Leader had resigned and had left the school and asked if the HT would be appointing a replacement leader. The HT advised that the DHT would be covering the role until at least the end of Term 4, and potentially for the remainder of the year. In response to a further question she pointed out that it was difficult to recruit high-calibre staff part way through an academic year and added that she did not believe that any of the remaining EYFS staff currently had the capacity to lead the EYFS team. A Governor asked at what point this decision would be reviewed, if the School needed to recruit a new leader for September. The HT confirmed that she would review the situation towards the end of the academic year. In response to a further question she advised that the class was currently being covered through a job share, including a teacher who also provided PPA cover and who therefore knew the children well. A Governor asked whether the DHT had the capacity to cover the EYFS leader role until the end of the Year. The HT confirmed that the Leadership Team was no longer having to spend time preparing for Ofsted, and advised that she would continue to manage the data herself. A Governor remarked that the new teaching arrangements had received positive comments from parents and children</p> <p>Progress and Attainment Data The HT confirmed that the data was on track, but remarked that these average scores could mask underachievement. She also advised that there would potentially be some movement in PPG children numbers, but confirmed that these would be reported to the next meeting of the Outcomes Monitoring Group.</p> <p>SEF In response to a question the HT confirmed that she had not made any changes to the SEF as a result of the Ofsted report. She also confirmed that she would give further consideration to amalgamating the SEF and Strategic Plan into one document.</p>	SB
6.	<p>STAFFING The HT provided details of a proposal for a Support Staff restructure, which is recorded within the Confidential minutes.</p> <p>Following the above discussion, Governors confirmed their support for the proposal. The HT confirmed that she would report the outcome of her consultation with affected staff to a future FGB meeting.</p>	SB
7	<p>FINANCE DOD and MW left the meeting (8.00pm)</p> <p>Nine Month Financial Monitoring Statement Governors noted that the projected revenue outturn projection was £138,824, and that the BCM was currently £139,384 (although this might change due adjustments for pending High Needs Funding applications).</p> <p>Financial Monitoring Report A Governor advised that the Finance Monitoring team had noted the low spending against the unallocated PPG 'pot' (7% of the budget). The SBM advised that she had not yet adjusted the budget to transfer expenditure from other cost centres into the unallocated PPG 'pot'. She explained that this included payments for 1-2-1 tuition, educational psychologist services, etc. One of the Governors who had carried out the finance monitoring visit advised that the suggestion had been made that some of the unused funding could be committed against 2017-18 expenditure and another</p>	

	<p>Governor asked whether the School needed to have a process in place to track the amount of expenditure which would be transferred into this unallocated 'pot'. The SBM explained that where expenditure could be identified in advance it would be allocated directly to the PPG 'allocated' budget (£70,000 of the £90,000 PPG income), and that the 7% spend that had been referred to related to the unallocated £20,000 and not to the whole PPG budget. The HT added that the decision to retain a proportion of this funding in an unallocated 'pot' had been taken to allow the School to be responsive to individual PPG students' needs. The SBM commented that it was not always possible to accurately profile PPG spending in advance, as funding was received at different points during the year and the number of pupils for whom the School received funding also changed as children joined and left the School.</p> <p>The SBM advised that she would be meeting the HT to finalise the PPG allocations for the year at the beginning of Term 4, and that these issues would have been resolved by the time of the next Monitoring Visit. She was confident that the majority of the unallocated PPG funding would have been allocated and spent by that time. The Chair asked Governors to keep this issue in mind during this next monitoring visit, noting that PPG remained a key priority within the Strategic Plan.</p>	Fin Mon Gp
8.	<p>PREMISES</p> <p>The SBM provided an update on further developments regarding the School's ongoing problems with water supply and water usage. She explained that the source of the water leak had now been identified (damaged toilet cisterns that had resulted in water constantly passing through to the overflow system). She advised that the Water Company would not release the School from the Notice until it received confirmation that the damaged cisterns had been replaced. She also confirmed that the LA's Property Services Team had advised that once this work had been completed, they would pursue the water pressure issues that had pre-dated the leak. She understood that the LA funding to complete this work was still available and that KCC had the will to resolve the issue, as the current temporary arrangement of running a supply pipe across the flat roof was not viable in the long term.</p> <p>In response to a question, the SBM advised that there were no financial implications connected to the Improvement Notice, but that she would need to contact the Water Company to confirm that the work had been done. She commented that she believed that the damage to the cisterns could have been caused or exacerbated by the low water pressure and advised that she would make provision for a rolling programme of cistern replacements to avoid a similar problem occurring again in future.</p> <p>A Governor commented that children in KS1 had reported that the taps were too stiff for them to operate. The SBM confirmed that taps were regularly replaced as a result of limescale damage, but agreed to investigate further.</p> <p>The SBM noted that the parapet wall at the front of the building had been damaged by the logo attachment and would be replaced, and that there had also been some water ingress to the rear of the building.</p>	
9.	<p>HEALTH AND SAFETY/SAFEGUARDING</p> <p>Health and Safety Report It was confirmed that a Health and Safety Monitoring visit had taken place, but that the report had not yet been circulated.</p> <p>Health and Safety Issues A Governor reported that higher netting was due to be installed to prevent hockey balls from the Judd School falling into the Forest School area</p>	

	<p>Online Safety This issue had been raised by a Governor in response to concerns regarding cyber-bullying and the use of Twitter, and regarding inconsistencies in the approach of the school and parents. It was noted that the School needs to be consistent in its approach to managing the website (in terms of not using children’s names, etc), and it was suggested that it now needed to ‘educate’ parents not to do this on social media. Governors also remarked that they were aware that some children in older year groups were using Twitter, although they were legally too young to do so. They also noted that many parents were not aware of their children’s online activity. <i>The HT confirmed that the School would take advice from KCC and amend the Online Safety Policy if necessary.</i></p>	SB
10.	<p>POLICIES</p> <p>Statement of Behaviour Principles <i>The Chair asked Governors to review the Statement on the School’s website and to advise him if they believed any changes needed to be made.</i></p>	All Govs
11.	<p>GOVERNANCE</p> <p>Co-opted Governor vacancy/Skills Audit Governors reviewed the Skills Audit and remarked that it would be useful to recruit a new Governor with previous experience of being a Board Member or Trustee, either in the education sector or elsewhere. It was also noted that experience of facilities/premises management and/or of working with local businesses would also be useful skills to bring to the GB. <i>The Clerk confirmed that she would now register the vacancy with ‘Inspiring Governors’ and with SGOSS.</i></p> <p>Governor Monitoring There were no Governor Monitoring reports not dealt with elsewhere on the agenda.</p> <p>Governor Training Governors who had attended Governor Induction Training and a session on ‘Secrets of Successful Governance’ reported back to the GB.</p>	LH
12.	<p>ANY OTHER URGENT BUSINESS There was no other Urgent Business.</p>	
13.	<p>CONFIDENTIALITY. It was agreed that the discussions relating to the proposed staff restructuring should be recorded within the Confidential minutes.</p>	
14.	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on 22 March 2017 at 6.30pm The meeting closed at 8.35pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
26.5.16 13.9.16 13.10.16 6.12.16 7.2.17	5 3 3 3 4	A whole-GB training session on data to be arranged	End T2 2016/17	SP/SB	To be arranged
13.10.16 7.2.17	3 4	The Chair to meet the Chair of the SRSA to agree how the Working Group is to be taken forward and a further report is to be made to Governors in Term 3	End T2 End T3	DW DW/LH	To be arranged
13.10.16 7.2.17	11 4	1-2-1 meetings to be arranged with all Governors	30.11.16	DW/All Governors	Governors to contact the Chair to arrange meetings
6.12.16 7.2.17	9 4	A link to the monitoring calendar to be sent to the Clerk for uploading to the Governors' Zone	End T4	DW/LH	Data to be re-uploaded to calendar
7.2.17	5	Further consideration to be given to merging the SEF and Strategic Plan	End T6	SB	
7.2.17	6	The outcome of staffing consultation to be reported to the next FGB Meeting	22.3.17	SB	
7.2.17	7	Governors to review PPG funding spend during their next monitoring visit	End T4	Finance Monitoring Group	
7.2.17	9	The School to take further advice as to how it could raise online safety issues with parents	End T4	SB	
7.2.17	10	Governors to review the Statement of Behaviour Principles and advise the Chair of any suggested amendments	End T4	All Governors	