



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 19 March 2018 at 6.30pm at the School**

	Present:	Nicola Furlonger (Chair) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D'Alton (ADA) (SBM) Vanessa Lines (VL) Louisa Rowlands (LR) John Tomlinson (JT) Michael Webber (MW) (Vice Chair) Jo Winkler (JW)	
	In attendance	Lesley Hardwick (Clerk)	Action
1.	APOLOGIES FOR ABSENCE Apologies from Claire Robertson (childcare), Des O'Dwyer (work commitments), Andrew Pembroke (personal circumstances) and Carla Thompson (ill health) were received and accepted. The Clerk confirmed that the meeting was quorate.		
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.		
3.	MINUTES OF LAST MEETING AND MATTERS ARISING Minutes of FGB meeting held on 17 January 2018 The minutes of the meeting held on 17 January 2018 were approved as an accurate record and signed by the Chair. Action Points <ul style="list-style-type: none"> • <u>Pay and Reward Policy</u> – The SBM advised that this Policy was still being redrafted. She confirmed that consultation with Unions and staff needed to be completed, and the Policy to be approved, by the end of Term 6 for use in the next appraisal cycle. • <u>ASP/Data Training</u> – It was noted that this training had not taken place and Governors discussed whether it should be rearranged. A Governor pointed out that it was important that Governors understood the ASP data, as this provided external verification of information reported to them by the leadership team, and the Clerk added that Ofsted would expect Governors to be familiar with it. <i>The HT confirmed that relevant extracts from the ASP data had been uploaded to Governor Zone but agreed to arrange a date for a training session for Governors.</i> • <u>Electricity Testing Report</u> – The SBM advised that she had not yet received this report from KCC but would share it with Governors once it became available. <p>It was confirmed that all other action points were either completed or dealt with elsewhere on the agenda.</p> Other Matters Arising There were no other matters arising from the minutes.		SB

4. HEADTEACHER'S REPORT/STRATEGIC PLAN

Progress against the 2017/18 Strategic Plan/SEF

The HT referred to the summary document which provided an update on each area of the SEF. She confirmed that she would bring a full report on progress against the Strategic Plan to the next meeting.

Leadership and Management

In response to a question, the HT explained that the 'Teaching Backwards' technique involved teachers modelling what children were aiming towards, breaking it down into steps and encouraging children to take ownership of their learning and assess their own and other children's work. She added that research suggested that marking had less impact for children than verbal feedback and peer assessment. **A Governor asked if this technique changed the way in which the curriculum was being delivered.** The HT confirmed that the only change had been in using good examples, prepared by teachers, rather than relying on pre-prepared tests.

The HT confirmed that Pupil Progress meetings had focussed on the progress of Pupil Premium (PPG) children and added that this had also been a focus for the School Improvement Advisor's (SIA's) most recent visit. **A Governor commented that a recent monitoring visit had also reviewed PPG progress, and asked how the School knew how much progress had been made, as the Pupil Asset system could not be used for this particular progress measure.** The HT pointed out that it was difficult to accurately assess progress across the Key Stage, as numerical evidence (ie progress against the National Average) would not be available until all KS2 tests had been taken and marked/assessed to produce scaled scores. She confirmed that at this stage the School could only assess progress in terms of ARE (for example whether children remained at the level of their KS1 assessment or were demonstrating an accelerated (or lower) amount of progress). She advised that on this basis Year 6 PPG children without SEND were making progress in line with their KS1 outcomes, but that PPG children with SEND had made less progress. The HT added that the School had now changed the assessment system it was using to track PPG progress, **and advised that she would provide further details to the next meeting of the Data Group.** In response to a question, the HT explained that the School had been allocated a new SIA (Keith Homewood).

SB

One of the SEND Governors reported on a recent monitoring visit. He reported that the SENCO was very well organised and had been able to produce well-maintained statistics to Governors at very short notice, evidencing an improvement in behaviour as a result of using smaller intervention working groups.

Quality of Teaching, Learning and Assessment

The HT reported on the range of topics covered at the most recent Inset day, which had included 'Clicker 7' training, speech and language, working memory and CBT. **A Governor asked what had changed as a result of this training.** The HT confirmed that teachers had developed their practice, had a better understanding of CBT and more confidence in using 'Clicker 7'.

A Governor asked how the DHT was combining teaching in Year R with her leadership responsibilities. The HT advised that she believed that the DHT was finding it easier to lead the EYFS team when she was part of the team as a teacher. In response to a further question she confirmed that the previous part-time EYFS teacher had moved on to supply work. **A Governor asked how the DHT's teaching commitments had impacted on the rest of the SLT, for example with regard to behaviour management.** The HT advised that she and the SENCO usually managed behaviour issues (adding that the DHT's shorter working hours had meant that she was not in school to manage behaviour issues that occurred at the beginning and end of the day) and pointed out that the DHT's core responsibilities centered on the curriculum,

playground development and safeguarding. In connection with these three areas, the HT reported that the curriculum was becoming more embedded and that the playground development had reached the point where decisions needed to be taken about some significant expenditure (to be dealt with later in the meeting. She added that teachers were now mindful of the fact that the DHT was out of the leadership office two days a week and were more likely to try to resolve issues themselves. **In response to a further question, the HT advised that it was possible that the DHT would revert to being a non-teaching EYFS leader from September.**

The HT reported on a new school partnership that aimed to improve teaching and learning. She advised that this was a national initiative, involving 400 schools working in local groups to conduct peer reviews. She explained that this involved HTs going to into other schools to identify key barriers to progress, followed by an Ofsted-style review and a presentation to HTs and other leaders. Schools involved in this programme would identify improvement champions to deliver improvement and work with champions from other schools. She advised that Sussex Road had been partnered with Woodlands and with Cage Green primary schools, and that positive partnerships were developing, with peer reviews taking place in Term 6 2017/18 for Woodlands, Term 1 2018/19 for Cage Green and Term 2 2018/19 for Sussex Road (based on the next Ofsted Inspection Order).

Personal Development, Behaviour and Welfare

One of the monitoring governors reported on their recent visit. She reported that the visit had reviewed attendance and that Governors had been reassured that the School was doing as much as possible to improve attendance, and that progress was positive. The monitoring pair had also spoken to children about mindfulness, and that feedback had been mixed. The HT confirmed that the T5 staff meeting would follow up on how mindfulness was taken forward, for example providing sessions for Year 3 children before they moved on to Year 4. **The Governor reported that children who had had mindfulness sessions earlier at the beginning of the year had commented that once the sessions had been delivered there had been no reminders of the techniques.** Children had confirmed that they found the physical techniques helpful, but teachers had not suggested that they could use them during lessons.

The Governor who had carried out the monitoring visit reported that there had been a low level of exclusions, and that there were no significant behaviour issues. The HT reported that there were still pupils who needed a great deal of support to manage their behaviour, but that there were clear reasons for this and she believed that the School was working with these children in the best possible way for each child, including putting appropriate consequences in place and applying for High Needs Funding as necessary. The Governor noted that there had previously been concerns about the current Year 6 in terms of behaviour, but that the data showed that these children were doing well and that the four-teacher approach had been beneficial. The HT commented that many children in this year group struggled when there was any change to their routines (such as school trips or event such as school discos), but that the school always made sure that there was an appropriate staff/adult to child ratio, to ensure all children remained safe.

A Governor asked whether the LA had changed its guidance with regard to issuing Notices/Fines for poor attendance, following the Supreme Court judgement. The HT advised that the LA's advice remained that schools could only fine parents if their child(ren)'s attendance had been less than 90% before the relevant absence, and that families could not be fined if there was any Social Services or Early Help involvement, or any medical needs within the family. She commented that each local authority varied in its approach. **In response to a question, the HT advised that the majority of unauthorised absences were for family holidays taken in term time.** A Governor commented that this was not surprising, given the significant cost differential. Another Governor remarked that some schools now ran all Inset days in October, to create a two week Term Break which allowed families to take advantage of cheaper rates. The HT

commented that she took a strategic approach to the timing of Inset days and felt that their impact would be lost if these days were run as a continuous block of training. A Governor remarked that a two week break in October would not suit all families, particularly those with children at different schools.

In response to a question, the HT advised that attendance was currently at a Good level, but that she hoped to be able to move it to Outstanding. The Governor who had carried out the monitoring visit commented that it had been clear that the School was doing everything possible, including measures taken with children. **A Governor asked how the recent spell of bad weather had impacted on attendance.** The HT reported that 85% of children had been in school, and the SBM advised that schools had been issued with a different attendance code for absences during that week. The HT also confirmed that only three members of staff had not been able to get into school (on different days), but assured Governors that staff had not been under any pressure to come in if they felt it would be unsafe to do so. A Governor remarked that keeping the school open had given an important message to parents and that many parents had made positive comments during the recent parents evening. Another Governor commented that the approach taken by the leadership team, and the fact that children had wanted to come into school, said a great deal about the culture of the school.

EYFS

The HT noted that a report on the most recent monitoring report had been discussed at the January meeting and that another meeting would take place shortly. She confirmed that 82% of the cohort were currently on track to attain a Good Level of Development, and that data for Exceeding would be available once Term 4 data had been analysed.

Outcomes

The HT confirmed that Term 4 data was currently being collated. She advised that Year 6 data was generally positive, although the figures for Maths at Greater Depth were not as high as had been hoped (although predictions were above the FFT target of 18%). In response to a question she explained that the FFT targets were based on projections of the progress that children with a similar profile would make between KS1 and KS2, on the basis of their prior attainment.

Staffing

The HT reported that staff attendance was good, although one teacher had been absent all week and might not return before the end of Term. She confirmed that his class was being covered through a supply teacher, although, as the School did not currently have a 'known' teacher to provide cover, it had had to use agency teachers.

Other issues related to the Strategic Plan.

- **Sports Premium Funding** – The Governor who had carried out a recent monitoring visit confirmed that her visit had been very positive. She had reviewed the use that the School had made of its Sports Premium Funding and particularly how it had achieved the required outcomes. She reported that the School had bought into the School Sports Partnership, initially at the highest level, and had developed a good partnership with Hayesbrook, who had delivered the support through experienced staff who knew how to support learning. She confirmed that over time, the support bought in from Hayesbrook had reduced, as staff at Sussex Road became more confident and competent in delivering PE in-house, and the requirement was reviewed annually. The Governor commented that it was positive that PE was delivered by class teachers, rather than external coaches. She also advised that the reporting requirements in relation to Sports Premium Funding had increased, and that schools were now required to report on the impact of the funding against a range of criteria, particularly related to swimming. With regard to swimming lessons, she noted that the school employed swimming teachers and could specify what they were expected to teach to ensure they met the new requirements in respect of wider water skills. She also commented that

the School might need to consider ‘top up’ lessons for children who had not achieved the required level of competence by the time they reached Year 6, although she pointed out that this could be through paying for children to take lessons out of school time, or to arrange additional after-school lessons. The SBM remarked that reporting on swimming had previously been more structured. She confirmed that EIS had now provided a new reporting template on SIMS for schools to use, although this specifically related to Year 5. A Governor commented that it would be helpful to initiate a series of progress checks against the new requirements, to enable progress to be measured. **Another Governor remarked that when children had private swimming lessons, the swimming teachers measured progress children had made in each lesson against lesson plans and suggested that the teachers providing lessons for the School should be able to provide similar reports, if they did not do so already.**

- Development of a Multi Use Games Area (MUGA) – The SBM reminded Governors that the proposal for a MUGA had been mentioned at the previous FGB meeting and advised that she was now recommending that this project should be brought forward, using some of the budget surplus. The HT pointed out that having this facility would enable the School to host and take part in inter-school competitions and could be used to deliver other subjects as part of core learning. She added that having a sporting facility that could be used in all weathers could also have benefits for PPG and SEN children, as it might help to boost attendance, and that the School might be able to access coaching schemes and offer a greater range of extra-curricular clubs and activities. She advised that the Pupil Council had already talked about potential uses for the facility, and that the School’s Sports Leader was very enthusiastic about the proposal. The HT commented that she had been cautious about the proposal at first, as this would be a significant project, in terms of expenditure, but she was now confident that a MUGA would have considerable benefits for the whole school. The SBM drew Governors’ attention to the report that she had uploaded to Governor Zone with the meeting papers, which included the quotations that she had received. She pointed out that the School was currently predicting an over-BCM surplus, which could potentially be clawed back by the LA if it was not spent by the end of the Financial Year. She also advised that there would be health and safety benefits, as the MUGA surface would be less dangerous than the hard playground surface, and could be used all year. **A Governor questioned how drainage issues would be resolved.** The SBM confirmed that bore holes to facilitate drainage would be drilled before the MUGA ‘carpet’ was laid down, although she confirmed that the School would continue to work with Judd to resolve the problem caused by surface drainage from its school field. **In response to a further question, the SBM confirmed that the School would need to commit the required funding before the end of the year to avoid the over-BCM surplus, but that the work could be carried out subsequently.** She added that the contractors she had spoken to had indicated that the work was relatively straightforward and could potentially be completed before the end of Term 6. In response to a question, the SBM confirmed that she favoured the quotation from ‘Outdoorsy’, who had worked with other local schools who had provided her with exceptional references. The HT pointed out that it would be critical that the School could evidence the impact of this facility, and that the points put forward in support of the project by the Sports Leader would need to be supported by data, ideally using the current status as a benchmark.
It was agreed that the School should enter into a contract with Outdoorsy for the supply and fitting for a Multi Use Games Area for a cost of £21,000.

<p>5.</p>	<p>FINANCE</p> <p>2017-18 SFVS The SBM confirmed that the draft Return had been reviewed by the Finance Governors, who had added a number of additional points, but who had been satisfied that the School had appropriate control systems in place and worked to achieve best value. The 2017-18 SFVS was approved.</p> <p>Year End Outturn The SBM advised that, having reported concerns at the previous meeting that staff had been slow to spend on classroom resources, there had been a flurry of expenditure over the past few weeks.</p> <p>A Governor questioned how music funding was spent. The SBM advised that the School applied for funding through the Kent Music Board, but had asked for the grant to be stopped temporarily because it had not been spent as teachers had not been booked. She confirmed that lessons would begin again using the Music Plus Programme for Year 5, and recorder lessons for Year 2. In response to a question she confirmed that the School used teachers who had been approved by the Kent Music Board.</p> <p>The SBM advised that she was not yet in a position to provide a Year End outturn figure, although she confirmed that it would be within the BCM limit. She explained that one of the reasons for the current over-BCM surplus (excluding the committed expenditure for the MUGA) had been due to the DHT covering teaching in one of the Reception classes. However, she pointed out that closedown had been brought forward to 23/3/18, and that consequently the closedown budget that she would be submitting to the LA would be based on estimates in a number of areas. She also commented on the large number of variables that would impact on the 2018/19 budget, such as uncertainty regarding income from High Needs Funding. In this connection the HT advised that the LA had recently schools would only receive High Needs Funding for children who also had an ECHP.</p>	
<p>6.</p>	<p>PREMISES</p> <p>The SBM advised that KCC would be responsible for fixing the leaking roof, although as yet it had not decided how the repair was to be carried out. She also reported that the LA had given in-principle consent to proposals for the Care Suite and advised that it was possible that the School would not be required to pay its full contribution (the first £7500 of the work). She provided further details about these proposals, confirming that they involved minimal structural work, but that the work was unlikely to take place before the Summer.</p>	
<p>7.</p>	<p>HEALTH AND SAFETY/SAFEGUARDING</p> <p>Health and Safety Monitoring The SBM reported that the planned Health and Safety Monitoring visit had not taken place because she had been working on the budget. She commented that it would be helpful if Governors could give her more notice of their visits in future.</p> <p>Safeguarding Monitoring The Safeguarding Governor confirmed that a monitoring visit had taken place and that the LA's Safeguarding Tool had been completed. He commented that the retrospective timeframe covered by the Toolkit meant that some of the policies referred to in the document circulated to Governors had already been reviewed and updated, although he confirmed that Governors had looked at the most up to date information during their monitoring visit.</p> <p>It was confirmed that Governors had now been issued with ID badges.</p>	

	<p>Other Health and Safety or Safeguarding issues Neither the HT or SBM had any Health and Safety or Safeguarding issues to report.</p>	
<p>8.</p>	<p>GOVERNOR ISSUES</p> <p>Skills Audit Governors reviewed the results of the updated Skills Audit. The Training and Development Governor pointed out that the key measure for the GB as a whole was the 'average' level of competency within each area, particularly looking at the weakest 'essential' skills.</p> <p>Governors noted that one of the weaker 'essential' areas related to knowledge of education policy and considered how this could be addressed. A Governor asked if it would be possible for the HT's report to include a section identifying issues within the education sector that would have particular relevance for Sussex Road, as although Governors received the monthly bulletin from the LA, and from other sources, it was difficult for Governors without an education background to identify those which would have an impact on the School. The HT commented that she was looking to restructure her HT report, and had reviewed a number of templates as she wanted to avoid duplication within reporting (ie not repeating information that was also in the SP or SEF). She pointed out that information should not go into the SEF until the leadership team had been able to assess its impact. A Governor remarked that the sheet that the HT had presented to the meeting had been useful, as it had provided a summary update on recent activity and changes. Another Governor agreed that this document had been structured in way that had been helpful for discussion at the meeting.</p> <p>A Governor commented that the NGA's weekly e-bulletins were useful in keeping Governors up to date. <i>The Clerk agreed to check that all Governors' contact details had been sent to the NGA.</i></p> <p><i>It was agreed that Governors should send comments and suggestions for the new format of the HT's report to MW and that he would then feed back to the HT.</i></p> <p>Parents Evening A Governor asked for feedback on the recent Parents evening, when there had been an official Governor 'presence' for the first time. Governors who had attended the event commented that only a few parents had approached them with specific questions, although they felt that it had been a useful first step. A Governor commented that it might have been useful for Governors to have had something specific to do, to enable them to make the initial contact, rather than waiting for parents to come to them. The HT remarked that many parents did not fully understand the role of the GB, or the leadership team.</p> <p>GDPR Update The Clerk reported that she had attended a recent Governor training session on GDPR and would upload the presentation slides to Governor Zone. She advised that it was good practice for Governors to use school email addresses for GB business, to ensure confidentiality and to ensure potential sensitive information was no inadvertently shared with others. The HT advised that the School was looking to move onto a cloud-based system and confirmed that she would ask the IT consultant to set up email accounts for Governors as part of this process. The SBM reported that advice given by SPS was under the GDPR schools' data could not be held by organisations outside the EU, and that this would include Microsoft's Office 365 platform, as the organisation was based in the USA. A Governor pointed out that care needed to be taken when discussing sensitive issues, such as complaints, by email, whether using school or personal email accounts, as emails sent to and from Governors would be disclosable if a Subject Access Request was made to the School.</p>	

	<p>Governor Monitoring All monitoring reports had already been discussed.</p> <p>Governor Training The Chair confirmed that she had circulated the slides from the recent Governor Briefing session.</p> <p>The Chair asked Governors if there was anything that they would do to improve their practice following the recent training on Monitoring led by the AGO. A Governor commented that visits needed to be planned so that they took place sufficiently in advance of the subsequent FGB meeting to enable the report to be written and circulated. Another Governor commented that it had been helpful to be reminded that monitoring visits took the place of the Committee meetings that would form part of a more traditional model of Governance, as this highlighted the importance of reporting back to the FGB. The Clerk confirmed that she had uploaded the Role Descriptors that the AGO had referred to in her training session to Governor Zone.</p> <p>The Training & Development Governor reported that the LA would be running training on Complaints during Term 6 and suggested that a number of Governors might wish to attend. The Clerk pointed out that this training would be more appropriate for 'independent' governors as it was not best practice for parents to hear official complaints, where this could be avoided. The Training & Development Governor also confirmed that there would be another KGA meeting in June.</p>	
9.	<p>ANY OTHER URGENT BUSINESS There were no items of other business</p>	
10.	<p>CONFIDENTIALITY. No items of Confidentiality were identified.</p>	
11.	<p>DATE OF NEXT MEETING It was confirmed that the next meeting would be held on Tuesday 15 May 2018 at 6.30pm at the School.</p> <p>The meeting closed at 8.40pm.</p>	

Signed.(Chair).....Date

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
22.3.17 16.5.17 18.7.17 19.10.17 5.12.17 17.1.18 19.3.18	10 3 3 3,9 9 9 3	The Pay and Reward Policy to be amended and brought back to the FGB for approval	End T5	ADA	For T5 meeting following further review by SBM and Pay Committee
5.12.17 17.1.18 19.3.18	5 4 3	Further training on ASP to be arranged for the Data Group	End T3	SB	To be arranged for T5
5.12.17	8	The General Data Protection Regulations to be a standing item on the agenda	Ongoing for rest of 2017/18	LH for agenda/ ADA for reports	Ongoing
17.1.18 19.3.18	9 3	The Electricity Testing report to be shared with Health and Safety Governors once available	End T4	ADA	Report not yet available
19.3.18	4	Information about systems to track PPG progress to be shared with the data group	End T5`	SB	
19.3.18	8	Governors' NGA contact details to be checked	End T4	LH	
19.3.18	8	Suggestions for content/format of a revised HT's report to be sent to MW and shared with the HT	End T5	MW/All Governors	