



**Sussex Road Community Primary School
Minutes of the Meeting of the Governing Body
held on 6 December 2016 at 6.30pm at the School**

Present:	David Wake(Chair) (Item 4 (part) only) Sarah Bowles (SB) (Headteacher) Andrew Chesworth (AC) Alison D’Alton (ADA) (SBM) Nicola Furlonger (NF) (Chair of the meeting) Vanessa Lines (VL) Sara Phelps (SP) Louisa Rowlands (LR) Amanda Sermon (AS) Carla Thompson (CT)	
In attendance	Lesley Hardwick (Clerk)	Action
	The Chair was only present for part of Item 4, which was discussed as the first item of business but is recorded within the Minutes in agenda order	
1.	APOLOGIES FOR ABSENCE Apologies from Des O’Dwyer (work commitments) and Michael Webber (on holiday) were received and accepted.	
2.	DECLARATION OF BUSINESS INTERESTS No declarations of interest were received in respect of any item on the Agenda.	
3.	<p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>Minutes of FGB meeting held on 13 October and 11 November 2016 The minutes of the meetings held on 13 October and 11 November 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 should be held at the beginning of Term 3, focussing on RAISE and on the Data Dashboard.</i> • <u>Parent Governor vacancy</u> – The SBM confirmed that Clare Robertson had been elected to the Parent Governor vacancy <i>and agreed to send her contact details to the Clerk</i> • <u>Outdoor Space Working Group</u> –It was noted that the Chair had not yet had an opportunity to meet with the Chair of the SRSA to decide how this action was to be taken forward. • <u>Outcomes Monitoring/Ofsted Inspection framework</u>– The Clerk advised that she had not yet had a opportunity to carry out this piece of work. <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>	SB ADA DW

4. STRATEGIC PLAN/SEF/HEADTEACHER'S REPORT

A Governor questioned the extent to which the Strategic Plan would be amended following the Ofsted Inspection. The HT advised that the areas for improvement within the Plan were the same as those identified in the feedback given by the Inspectors (Maths, Curriculum, Culture, Pupil Premium (PP) pupils working at greater depth, attendance (PP and SEND pupils).

Updated SEF

Governors reviewed the updated SEF document, raising the following points:

- **Culture** - **In response to a question, the HT explained that the feedback in respect of 'Culture' had been that, although pupils took part in a large number of themed events, there had not been sufficient evidence that diversity was embedded within the School's culture on a day to day basis.**
- **Curriculum** – **A Governor asked whether the HT still intended to roll out the new Year 5 curriculum to all non-SATs years by Term 5.** The HT advised that this curriculum had had such a significant impact within Year 5 that she was intending to introduce it to other year groups earlier than she had originally intended, across the whole School. She advised Governors that the author Chris Quigley would be coming into school to work with the SLT and Year 5 teachers and that this would be followed up on an Inset day with all teachers on 20/1/17, prior to rolling out the new curriculum. **In response to a question, she explained that the new immersive curriculum incorporated all pupils work within a single topic book (with the exception of Grammar, Spelling and Maths work) and advised that the experience with Year 5 was that having work within one book made it easier to track progress.** She remarked that, in particular, significant progress had been demonstrated in Writing. **A Governor asked whether the Curriculum would be introduced in a different way for Year 1, to take account of Read Write Inc (RWI).** The HT commented that she would not wish to dilute RWI, as she believed that the success that this intervention had generated had been due to the way that the School had subscribed to the whole programme. **In response to a question, the HT advised that the new Immersive Curriculum would be written by teachers 'from scratch'. A Governor questioned how this would be done.** The HT explained that themes would be taken from all curriculum subjects, with an emphasis on the subjects that pupils found most enjoyable. **A Governor asked whether less experienced teachers had had the opportunity to observe the new curriculum 'in action'.** The HT confirmed that the NQTs, student teacher and teachers who were new to the School had all had the opportunity to observe Year 5 lessons. **In response to a question the HT advised that other schools claimed to offer a 'creative' curriculum, but that this was not the same approach.** Following a question regarding the quality of delivery of other curriculum subjects, the HT also commented that the 'humanities' aspect of the curriculum still needed to be developed and added that the curriculum was most engaging where it demonstrated outstanding practice.
- **Mindfulness** – In response to a question the HT explained that she was conscious of the increasing incidence of mental health issues and anxiety among staff and also children. She advised that she was particularly concerned at the pressure that staff had been under for a sustained period of time. She also confirmed that she would like to explore initiatives to build up resilience, and help children manage their anxieties, and particularly commented on the impact of social media even on primary school children. A Governor remarked that mental health problems were now endemic in secondary schools and commented on the benefit embedding resilience in children before they moved on from primary school. The HT agreed that, from her meetings with members of the Kaizen Alliance that mental health, particularly self-harm, were significant issues for local secondary schools. **A Governor asked whether removing the Learning Mentor post had had a negative impact.** The HT advised that one or two children had missed the

additional support at lunch or breaktime, but commented that she hoped that this would be resolved by building resilience to give these children more confidence to be outside with their peers. **In response to a further question she advised that she did not believe that there was a sufficient level of need within the school currently to justify the Learning Mentor post, and she commented that the school would aim to secure High Needs funding where a child needed specific additional support.** She also commented that she intended to purchase more playground equipment for the KS1 playground to encourage imaginative play, and to recruit additional full-time play leaders that would secure better coverage and continuity at playtimes.

- **Behaviour** – **A Governor questioned whether the fact that learning behaviour was better in KS1 than in KS2 was a 'legacy' issue (commented upon within the Inspection feedback).** The HT advised that the lesson that had been observed had been taken by an NQT, and that although some children had been slightly 'off task', no issues of concern had been identified.
- **Middle Leader positions** – In response to a question the HT confirmed that these positions had now all been filled and training is being provided.
- **Allegation against a member of staff** – A Governor asked what action had been taken in response to this allegation. The HT provided further information (recorded within the Confidential Minutes).

Progress and Attainment Data

The HT confirmed that the Outcomes had not changed, as data had not been collected since the last meeting. Governors reviewed the notes of the Data Group meeting. **A Governor commented that there appeared to be a low level of high attainment and asked whether this was a result of the curriculum, or indicative of a more significant issue.** The HT explained that, because all children started the academic year at the same point, few children would have moved forward significantly by the first data collection point, and there was not yet sufficient evidence in workbooks to substantiate the progress that had been made since then. She advised that she was confident that children were on track to meet their targets. Governors noted that Years 3, 4 and 5 had been identified as 'alert' years, and would be consistently monitored by the Data Group. It was felt that incorporating SEN and PPG monitoring into Data Group meetings would be beneficial in monitoring the progress of all disadvantaged groups of children.

Pupil Premium Grant Monitoring

A Governor commented that the Governors' meeting with Inspectors had focussed on the progress of disadvantaged children and in particular the progress of high ability disadvantaged children, where progress had historically not been satisfactory. The HT confirmed that the School had reviewed the way in which PPG was spent and had developed Individual Action Plans for all PPG children. Additional parents' evenings had also been introduced for PPG families. **A Governor asked how well these had been received.** The HT advised that some parents had been suspicious at being 'targeted' for an additional meeting, but confirmed that she believed that this initiative had had an impact. She also confirmed that the mentoring programme was being rolled out, and was linked to TA's performance targets. She advised that so far this programme seemed to be going well, although it had not yet been expanded to include Governors or other staff. **A Governor asked whether mentors would be briefed on their role.** The HT advised that a pro-forma had been developed and that mentors would be looking at children's work and discussing it with them. She commented that the benefit would mostly be in the interaction between the child and mentor. **A Governor asked whether there would also be interaction between the mentor and the teacher, and whether the teacher would provide the mentor with areas for focus, or whether the brief would be to act as a 'best friend'.** The HT confirmed that this aspect of the mentoring project had not yet been fully developed, but anticipated that class teachers would have an input into the process. **The HT took this away as an action to discuss with the Inclusion Manager.**

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	<p>A Governor noted that the Ofsted Inspectors had criticised some of the interventions they had observed and asked if this had been addressed. The HT confirmed that she had addressed concerns where necessary although she pointed out that two of the observed interventions had been 1-2-1s with children with SEN who had been assessed as needing Specialist provision.</p> <p>‘Gifted and Talented’ It was noted that the progress being made by the most able children would be explored at the next Data Group meeting. The HT commented that generally the highest prior attaining children made good progress from their starting point and that the focus for the School was to improve the percentage of PPG children who were assessed as working at greater depth. However, she advised that the School hoped to promote the ‘Children’s University’ for the highest-attaining children, and explained that this provision had now expanded to include online activities and whole-family events. She also commented on the new Challenge Home Learning framework, which was intended to involve parents and children and suggested that this would be a useful topic for mentors to explore with their allocated child(ren).</p> <p>Staff Induction The Vice Chair advised that she and the Chair had met two new members of staff to discuss their opinions of the induction process (an action within the Strategic Plan), and would meet with the remaining two members of staff shortly. She reported that staff had been positive about the process, but had commented that they felt some key messages had been lost by the absence of middle leaders. As an example, they had commented that they had not been clear as to the delivery of the Maths curriculum, as other teachers in their year group had been delivering the curriculum in a different way to their previous school, but they had confirmed that those middle leaders who had been in post had been accessible. They had also felt that the School’s mission/vision had been made clear during Inset days and in staff meetings and that key policies had also been shared at Inset days. A Governor asked whether the School was now fully staffed. The HT advised that one teacher had been on long term sick leave but was due back in January, but confirmed that lessons had been covered by the PPA teacher, who already knew the School and the children.</p> <p>Ofsted Inspection Before leaving the meeting, the Chair thanked the HT and her team for all their efforts. As the School had not yet been formally advised of the results of the Inspection, and as the matter was not yet in the public domain, detailed discussion of the Inspection and the probable outcome are recorded within the Confidential minutes.</p>	
<p>5.</p>	<p>FINANCE</p> <p>LA Feedback on the Six Month Financial Monitoring Statement Governors noted the feedback received from the LA</p> <p>Training Session on Finance Governors noted that suggestions made by Governors attending the Finance training had been a session reviewing benchmarking, and the need for monitoring Governors to keep a critical eye on the School’s Financial Value Statement.</p>	
<p>6</p>	<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 there had been a change of management at KCC, with maintenance now outsourced to Gentoo. She advised that the utility company had confirmed that there was no leak to the mains supply in the road outside the School, or in the pipework going into the School and that the water meters were not faulty. However, she confirmed that the School had now been served</p>	

	<p>with a Waste Water Notice because of its recorded output (which had to be resolved within 15 days) and that the direct debit for water charges had increased to £1000 per month. The SBM advised that the LA had now agreed that a full survey should be carried out, to draw up detailed plans for supply to the new buildings. She confirmed that she believed that the problem was due to the connection with the grey water tank, but advised that to date it had not been possible to cap off the intake pipe to the tank to prove or disprove this theory.</p> <p>A Governor asked when the survey was likely to be completed. The SBM explained that it could only be carried out when there were no children in school, but that the LA had indicated that it might be completed before the Christmas break. In response to a further question, the SBM advised that she had had to turn off the heating in the old building to stop water leaking from the overflow pipe, but confirmed that gas heaters originally brought in to heat the new building whilst boiler issues were resolved would be used to heat the classrooms.</p> <p>Governors asked if there was anything they could do to expedite progress. The SBM confirmed that she believed that the new Estates Team Manager from Gentoo would ensure that the matter was resolved and added that it had been made clear to her that this should be the LA's and not the School's responsibility. The HT remarked that despite the inconvenience, it seemed that the School would be in a better position than it would have been if work had been carried out over the Summer, as she did not believe that the work that had been planned would have fully resolved the problems.</p> <p>There were no other premises issues to report.</p>	
<p>7.</p>	<p>HEALTH AND SAFETY/SAFEGUARDING</p> <p>Safeguarding</p> <p><u>Annual Safeguarding Report</u> In response to a question, the HT confirmed that the four outstanding points identified within the report were in the process of being resolved. The AHT had now completed DSL training, an additional First Aider had been trained, and the HT would be taking refresher DSL training in April. A Theatre ADAD workshop/presentation would be held for Year 6 shortly and the Anti-Bullying Policy had been reviewed by the SLT. In addition, five children would be taking part in training at Slade School to become E-Safety Ambassadors.</p> <p><u>Other Safeguarding Issues</u> In response to a question, the HT advised that she had not been notified that Polkadots had received a follow-up inspection following their Inadequate rating.</p> <p>A Governor asked for further information regarding the request sent to Reception parents not to photograph or record the Year R Nativity production. The HT's response is recorded within the Confidential minutes.</p> <p>Health and Safety Monitoring Governors were pleased to note that the majority of outstanding actions noted during the last Health and Safety visit had now been completed. <i>One of the Health and Safety Governors confirmed that a further monitoring visit would be made in early January to review health and safety elements that had not been covered in the previous inspection.</i></p>	<p>LR/MW</p>
<p>8.</p>	<p>POLICIES</p> <p>Statement of Behaviour Principles</p>	

ACTION LOG

Meeting Date	Agenda Item	Details	Deadline	Responsibility	Status
26.5.16 13.9.16 13.10.16 6.12.16	5 3 3 3	A whole-GB training session on data to be arranged	End T2 2016/17	SP/SB	To be arranged
13.7.16 13.10.16 6.12.16	11 3 8	Statement of Behaviour Principles to be brought back to T1 FGB for approval	T1 FGB	LH/SB	To be circulated for comment and brought back to T3 FGB
13.9.16	5	Elections to be carried out for the GB Chair in January 2017 and then again in Sept 2017 to provide continuity with the Vice Chair election	LH	Jan 17/ Sept 17	For Term 3 meeting
13.10.16	3	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	
13.10.16	3	The remit of the Outcomes Monitoring Pair to be reviewed against the Ofsted Inspection Framework descriptors	End T2	LH	
13.10.16	11	1-2-1 meetings to be arranged with all Governors	30.11.16	DW/All Governors	
11.11.16 6.12.16	3 9	A comprehensive monitoring calendar to be created to set a programme of visits for the remainder of the academic year	End T2	DW	Calendar to be made available via a link from the Gov Zone
6.12.16	4	Class teachers' input into the mentoring process to be discussed with the Inclusion Manager	End T2	SB	
6.12.16	7	A further Health & Safety Monitoring visit to be carried out during January 2017	End T3	LR/MW	
6.12.16	9	A link to the monitoring calendar to be sent to the Clerk for uploading to the Governors' Zone	End T2	DW/LH	
6.12.16	9	Governors to refer to the actions in the Strategic Plan when planning monitoring visits	Ongoing	All Governors	
6.12.16	9	A meeting to be arranged with the new Parent Governor, including signposting to Safeguarding training	End T2	LH	
6.12.16	9	The Skills Audit to be updated and brought to the January meeting to inform discussion about the Co-opted Governor vacancy	19.1.17	LH	