



CALDECOTE PRIMARY SCHOOL

Minutes of the Meeting of the Full Governing Body

Wednesday 11th September 2019 at 6.00pm

Present: Kevin Vanterpool (Chair)
Karen Stanton (Head Teacher)
Kate Duncombe
Dom Hordern
Rob Monk
Mary-Ann Claridge
Renu Martingale
Cristina Turner
Rebecca Snelling
Natalie Martin

Clerk: Vicky Miles

Apologies: Pippa Smith, Suzy Reed

Reference

Action

1. Welcome to all and apologies for absence

KV as Chair formally opened the meeting, extending a welcome to all present.

2. Declaration of interests relating to items on the agenda

None declared. KS to circulate a copy of the Governor Declaration of Pecuniary Interests form for all governors to sign.

KS

3. Approval of the Minutes of the Meeting of the Governing Body held on the 27th June 2019

The minutes were approved by Governors as a true and accurate record of the meeting and signed as such by the Chair.

4. Matters Arising from the Minutes of the Meeting of the Governing Body held on the 27th June 2019

Page 2 – Item 4; Separated parent's policy, ReM suggested adopting local authority model policy for now, this would be up for review later.

Page 2 – Item 4; Nichola Church has now received letter of thanks from governors, is pleased and has shared with staff.

Page 3 – Item 5; KS thanked PS and KD for their help in school with all the end of term jobs. Governors offered to come into school and help with jobs - possibly once a term, KS to ask staff for suggestion of dates and feedback to governors.

KS

Page 5 – Item 9: Governor Vacancy – await response from MAC who has approached a neighbour. If not successful, notice to go in newsletter and Caldecote Journal

Page 5 – Item 10; School Disco advert to appear in this week's newsletter.

Page 5 – Item 11; KS explained that County would send out another finance letter in due course.

Page 5 – Items 10; Total money raised from school discos £700.73 not £653.73.

Page 6 – Item 16; KS thanked governors that came in and supported with cover for the staff lunch – staff were very appreciative.

5. Headteacher's Report

KS circulated copies of the School Self Evaluation – which was recently reviewed and 'School on a Page' - which has just been sent from the LA, ahead of the meeting; updated members and answered questions accordingly.

KS explained to the committee that not as many children as expected turned up at the start of term – 7 were on the waiting list but only 2 started; another child is due to start in Green Class shortly. More children may arrive when more homes are ready on the new developments.

KS informed the committee that overall both staff and children have settled well into the new term, including new staff and children.

KS confirmed that support staff have been allocated to meet needs across the school and as there are some areas of high need, this means that there is very little flexibility and resources available should an unexpected need arise.

Staff have made a positive start in their new roles and, although there has been considerable pressure at times, they are adjusting well and, on the whole, remain optimistic. KS answered questions about additional support and future staff deployment.

KS explained there is a very heavy workload at the beginning of a new academic year and the SLT are trying to be mindful not to overload staff.

KS reported that the Safeguarding report needs to be signed and there was nothing additional to report.

KS notified the committee that Jamie Segrave would be available for targeted support; Meghan Turner has compiled a report of which children take part in clubs, so the focus can be on getting others more active.

To a question, KS explained the term 'Ever6' – this applies to children who have moved out of the Free School Meal's threshold but continue to attract the funding for the following 6 years. The rationale for this funding is that although the family are no longer eligible, the funding will continue to provide the support that may be needed until the family become financial stable.

KS reported that Teaching and Learning results were very good, a letter from the Local Authority congratulating us on the end of year outcomes for disadvantaged pupils, has been circulated.

To a question, KS explained that disapplying means a child's ability is below the level needed to access the assessment.

KS reported that EYFS have settled well; one child is on a reduced timetable; another family have requested an early entry for their child, which is being considered by admissions.

KS added that:

- Quite a few parents turned up for 'Tissues and Tears
- Meet the Teacher was well attended in each year group
- Headteacher 'Drop Ins' underway

- Currently offering meetings for parents of children where there are additional needs or concerns
- Volunteers have been welcomed back
- Raised beds need weeding and tidying – KS to put a piece in the newsletter
- CareClubs - Holiday Club was a huge success; there was a range of staff and Nichola Church was very pleased with the service they offered this year

KS

KS reported that the School Self Evaluation has been reviewed and the RAP priorities are:

- **Writing:** to improve boy's writing across the school so their achievement is on par with girls
- **Maths:** to continue to focus on developing mental calculation strategies especially multiplication tables and arithmetic
- **Caldecote Curriculum:** develop bespoke curriculum with progressive skills and knowledge
- **Subject Leadership:** to develop leaders who have confidence to lead and aspire others
- **Mental Health:** to become a mentally nurturing school
- **Relationships Education:** to review our relationships education (statutory in 2020)

To a question, KS explained at present there is funding for 195 pupils, although there are only 187 children currently on role. More children need to come before Census day.

To a question, KS explained that Ofsted have shifted their focus, they are now looking at 'deep dives' into subjects and they are expecting strong subject leadership. A discussion around how to best place governors and subjects took place. KS to circulate a list of class teachers and their subject responsibility.

KS

KS to do a support form for governors, to include questions to ask subject leads.

KS

To a question, KS explained that all subjects are assessed. The curriculum review will be an opportunity to look at coverage – are all subjects and objectives being covered in all year groups? We want subject leaders to monitor curriculum coverage, check planning – is what is planned actually being taught? Is children's learning relevant and progressive? We aim to support our leaders becoming confident in being able to be an inspirational lead for their subject but also

understand how to assess the evidence and quality of what is being taught and learnt. Governors will play a crucial role in both supporting the subject leaders but also holding them to account. KS added this is a whole school plan for the year and it forms part of our RAP.

To a question, KS to explore the idea of governors coming to staff meetings when there is a particular curriculum focus.

KS

To a further question, KS explained that governors are expected to come in and see class link once a term. At the PCS meeting on the 26th will give us an idea of what makes a good subject lead.

RS to update governor visits form.

RS

Subject Leadership to be added as an item to each FGB agenda.

VM

6. Health & Safety

Nothing to report.

7. Safeguarding

KS informed the committee that the annual safeguarding review has been submitted, no concerns raised. KV to sign.

MyConcern was used for the first time to transfer files across to secondary school, it was very efficient.

8. Governor Vacancy

RM to remain as parent governor until the end of his term. MAC suggested contacting a known member of the community to gauge interest on becoming a governor to fill vacancy.

MAC

Concern was raised around the amount of time vacancy has been in place.

9. Governor Development

Nothing to report

10. Governing Body Skills and Impact Skills Assessment

11. Developing Governing Board Effectiveness

ReM

ReM reported that the Governance Handbook has been updated, ReM to circulate slides from recent course to all governors. An email discussion to take place ahead of the next FGB with Step One – Skills Audit:

- What are we sending out to the wider community?
- How do we prove we are holding leadership to account?
- Are the right people being placed in the right roles?
- Comparing and looking at gaps in skills

MAC to circulate the constitution of governing bodies of maintained schools.

MAC

Governing Body Effectiveness to be added to next FGB agenda.

VM

12. Fundraising - Disco

KD assigned roles;

- Bar - NM 1st hour, KV 2nd hour
- Lucky Bags - VM
- Glo Sticks - MAC
- Tatoos - RM + DH
- Refreshments - KD + CT
- Year 6 helpres to pack lucky bags
- Permission letter to walk home alone - KS
- Advertise prosecco & wine - KS
- Float - LW

DJ will arrive at 4:30pm, disco starts at 5:15pm.

Current balance £715.00, the aim is to reach £1000.

13. Newsletter

CT to write a piece for this week's newsletter.

CT

KD to write a piece for the following newsletter.

KD

14. Other Matters Appropriate to School and Governing Body

Contract of Commitment for governors up for review, KS to circulate

KS

To a question, KS explained that the new funding announced by the Government won't come to schools for a long while, possibly in 2021 we may get some.

KS to mention current funding in this week's newsletter.

KS

15. Dates for Committee Meetings

PCS – Thursday 26th September @ 6pm
PPF – Wednesday 2nd October @ 6:15pm

16. Dates for Future Meetings of the FGB

Tuesday 19th November @ 6:00pm

There being no further business the meeting was formally closed at 8:20pm

Signed as a true record.....Date.....
Chair