

Minutes of the Full Governor's Meeting
Held on Tuesday 16th October 2018 at 6.00pm
Portland Road Site

Present: Jeff Nixon (Chair) Shahena Bashir Maddie Southern
 Mark Drayton Mike Lawson Lisa Marshall
 Louise Wilkinson Nicole Essex Sarah Shaw
 Rachel Dodson Ian Nicholls Jo Corbett
 Jacquie Duquemin Charlotte Freeman (Clerk – minutes)

Action

1. **Apologies for absence**
None received.

2. **Election of Chair and Vice Chair**
Nominations were received and seconded. JN was re-elected as Chair and SB as Vice-Chair.

3. **Notification of any urgent business**
None received.

4. **Declaration of Interest/Register of Pecuniary Interest**
Annual consent forms were distributed. The self-declaration register and register of pecuniary interests were completed.

5. **Minutes of the last meeting/matters arising**
The minutes were signed as a true record of the meeting. There were no matters arising.

6. **Review of terms of reference**
The Committees' terms of reference were highlighted and alongside to the Governor's Code of Conduct and statutory changes, these constitute what the FGB stand for. Consideration of a terms of reference specific to the FGB were thought to be useful – CF to check with Governor Support if this is a requirement.

5. **Reports from Committees**
Chairs of Committees minutes from 11th September were reviewed and recorded as a true record.
 JN highlighted concerns raised by parents around transition – Governors agreed to review this in the spring term with staff, stakeholders and pupils.
 Repairs to the swimming pool are due to be carried out thanks to funding from LW and a lottery bid submitted by LM and SS. Once the bid has been approved plans to increase the depth of the pool and to fit a new liner will go ahead.

CF to check with Governor Support – compulsory to have FGB terms of reference.

ToR to be added to next Chairs of Comms agenda.

Transition to be added to Spring 1 Agenda for Chairs of Comms

Leadership and Management Committee minutes from 21st September were reviewed and recorded as a true record.

Notably LM touched on the request from Class Of Their Own to increase their notice period from 3 to 6 months. This has been denied on the grounds of statutory requirements. The school does not feel the obligation to give further grace than is

necessary.

The first Governor's newsletter was produced for parents at the start of the autumn term. A 'Who's Who' of the Governors to be produced for the second half of the term. LW agreed to produce the next submission focusing on the Curriculum and Outcomes Committee.

**Who's Who for
Governor
Newsletter – CF**

**LW to write
submission for
newsletter**

Curriculum and Outcomes Committee minutes from 10th October were reviewed and recorded as a true record.

RE Subject Leader presentation given – copy of this is available on the GVO.

SEN SEF and results of the Summer Term AFA data were also presented – copies on the GVO.

Safeguarding Board minutes from 2nd October were reviewed and recorded as a true record.

ML noted that GDPR had been added to the Committee's terms of reference.

Safeguarding audit conducted by ML together with Inclusion Managers to be uploaded onto the GVO.

**Safeguarding Audit
to be uploaded onto
the GVO.**

6. **Monitoring Reports and Timetable**

The monitoring report for the Maths Learning Walk from the summer term was provided by JC.

LW provided a verbal report on the English Learning Walk carried out on Monday 15th October.

**LW to submit
written report for
GVO**

7. **Parent Council Minutes**

Parent Council meetings were held at Portland Road on Friday 5th October and at Holland Road on Friday 12th October.

MS reported on the concerns raised by parents regarding repairs to the swimming pool. There were mixed views, and ideas were raised to make the pool more viable to generate money, along with alternatives for the provision of swimming. Full minutes of the meeting are on the GVO.

8. **Policy Review**

Pay Policy—this has been updated on an annual basis in line with statutory requirements. The policy was ratified.

Disciplinary Policy – The policy was ratified.

Appraisal Policy – Annual review and staffing structures for both sites changed in appendices. The policy was ratified.

9. **Heads Report Summer Term 2018**

Theme 1: Development of Leadership and Management

HJS Career Expectations document available on the GVO.

Theme 2: Developing Quality of Learning, Teaching and Assessment

Q. What proportion of teachers are on M5-6 and UPS - how does this relate to similar schools (this info might not be available)? And, what proportion of these teachers show outstanding practice- are you happy with this?

A. 56% of teachers are on M1-6. This includes our Numbers Count and booster teachers. 44% of teachers are on UPS scale. 13 out of the 29 classes have a UPS teacher. The school's policy on expectations of M1-M3, M3-6 and UPS1-3 teachers has been placed on the GVO. 7 of the 13 show consistently outstanding practice when

triangulated with progress data, book looks and observations. 2 teachers of the UPS group were spoken to regarding UPS/ school expectations last academic year. One received coaching. Both teachers formed part of a job share. The school has introduced the Flexible Working Policy regarding job shares and joint expectations and communication to improve standards.

Q. How many teachers received coaching and had the coaching had an impact on practice? 15% of teachers were not good or better, has this changed? Also what site are these teachers based? Are the exclusions and bullying incidents reported to Safeguarding Committee termly as is required? What does being an Attachment Aware school mean in practice?

A. Holland Road Coaching: CH - Coaching Plan 2 terms. Action plan agreed and signed off. Observed by SIP SC. M4 LG - Coaching Plan and joint teaching with HoS. M6 CP - Expectations of role and responsibilities reviewed. UPS 2 SB - Additional monitoring with Deputy. Support with vulnerable pupils with learning mentor. M3 Portland Road: AO'S - Additional monitoring with year lead and deputy. Coaching plan previously in place. Left in July 18. M2 AG - Agreed NQT plan in place RA - Agreed action plan and supervision with Behavioural support team. Left July 18 M2.

It was agreed that the SLT would quality assure the performance management targets and actions for all teaching staff as a collective and share this discussion with Governors in Autumn Term 18.

Action plans for Year Leaders will be added to the GVO for Governors to look at site specific actions for each group week beginning 05/01/18.

Theme 3: Personal Development, Behaviour and Welfare

Q. Re welfare section of heads report, Is it possible to report separately on exclusions and attendance, to allow us to get a better idea of the different factors involved and how these are being addressed. For parent perception of safety/bullying, what is sample size, what is the teacher/pupil/data perspective on this, and what are the plans to address this issue?

A. Plans outlined above. The sample size of the Annual Parent Questionnaire was 188 parent/carers I will report separately in next Heads Report. There were no exclusions in the summer term 18. Curriculum and Outcomes pupil voice showed 100 percent of pupils felt safe at school, (10/10/18) in sample selected. KS2 coordinators to carry out pupil voice in lower/upper key stage at PR site with additional governor pupil voice in second half of autumn term. The group explained that there was bullying in school but that the school had clear systems in place and pupils knew who to go to for help. Pupils also identified examples of future improvements.

Q. I would welcome more information about attendance and exclusions as is if difficult to understand the chart - especially as there are data gaps. What are our persistent absence rates? What does the 10% threshold mean? Why is attendance slipping? What are we doing about it? Why is there no LA & National data for fixed term and permanent exclusions.

A. Above the table it gives the schools persistent attendance rate at 7.6%. National is 10.6%. Our attendance rate has lowered by 0.4. As a school we now have a termly attendance working party which we set up last year. The school uses an auditing tool used by AFA and meets to ensure that systems and procedures are in place and rigorously used by both sites. An attendance flow chart outlining procedures (CF to place on GVO) was agreed by all attendees. All authorised attendance is checked by the cluster attendance lead MB. The school has also placed attendance on the agenda of all

**Attendance
flowchart to be
placed on GVO -
CF**

Safeguarding Committee Meetings in line with best practice. We have agreed that no authorised attendance can be agreed without my agreement from October half term 18 for continuity on both sites. The LA have not provided us for national or authority comparative data for 17-18.

Q. You indicate that there are issues to be addressed around 'parent perception' of behaviour incidents and the way school deals with bullying and that this is a high priority for the autumn term. Please can you tell us what plans we have to address the issue of parent perception? Also, how do we know this is an issue of 'parent perception' rather than issues with how the school is dealing with behaviour incidents or bullying?

A. The Annual Questionnaire stated that 96% of parents said their child feels safe at school. In discussion SLT felt this would have been lower when compared it with the same 77% of parents who said the school did not deal effectively with bullying. As an SLT we wanted to give the work we do in tackling bullying a higher profile in the School Council, Newsletters and by introducing a follow up call two weeks later to all parents who have specifically complained about bullying to ensure they are still happy with the work the school have done. We will trial this in the second half of the autumn term.

**Annual
Questionnaire to be
reviewed at Chairs
of Comms**

Theme 4: Improving Outcomes for Pupils

Q. The results of the Annual Questionnaire reads that only 82% of parents would recommend the school to other parents – this is a worrying statistic.

A. There are possible contributing factors to this – the logistics as a parent of getting children to both the Connaught and Holland Road; the small number of parents who completed the questionnaire.

10. AOB

Co-opted Governor Vacancies – Four expressions of interest have been received for the two vacancies. CF to schedule meeting with JN and MS to meet each candidate. Where applicants are known to either JN or MS, SB and JD will conduct the meeting instead.

**CF to scheduled
meetings for
prospective
Governors**

Date of next meeting: 6.00pm, Tuesday 11th December 2018.