


**STICKLAND'S CE VA PRIMARY SCHOOL**  
**Minutes of Full Governing Board Meeting**  
**Held on Monday 15<sup>th</sup> July 2019 at 5.30pm in school**

		<b>ACTION</b>
19/228	<b>Opening Prayer:</b>	
19/229	<p><b>Present:</b>            Kathy McCann (Headteacher and Governor )            Richard Campbell (Chair and Foundation Governor)            Kevin Roberts (Vice Chair and Local Authority Governor)            Reverend Daniel Ingles (Foundation Governor and ex-officio)            Ann Leather (Parent Governor)            Jax Comyn (Foundation Governor)            Suzie Mutch (Foundation Governor)            Katharine Singleton-Smith (Foundation Governor)            Louisa Spearing (Parent Governor)            Gary Bartelings (Parent Governor)</p> <p>Sarah Matthews – Clerk</p> <p>Gaye Lewis – invited by the Governors</p>	
19/230	<p><b>Apologies:</b>            Ruth Adler (Staff Governor) – apologies accepted</p> <p>Sadie Watson (Associate Member)            Reverend Linda Wilcock (Foundation Governor)            No apologies received</p> <p>RC introduced Gaye Lewis who was considering becoming a Governor and also introducing Gary Bartelings, our new Parent Governor.</p>	
19/231	<p><b>Pecuniary Interests:</b>            None</p>	
19/232	<p><b>Minutes of the meeting on 20<sup>th</sup> May 2019 for approval:</b>            Accepted, approved and signed by RC.</p>	
19/233	<p><b>Matters arising:</b></p> <p>19/213 Website Font, the word “font” was missing.</p> <p>RC confirmed that the letter to parents had gone out about 2 weeks ago. <b>It</b></p>	

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	<p><b>was asked if the letter was on eSchools</b> but was confirmed that the office had sent the newsletter out by email to the Governors. Some Governors were not sure if they had received it, although some had so it was to be arranged that a further copy be sent out. The newsletter also included reference to Ofsted.</p> <p><b>A Governor asked if there had been any feedback regarding Kerry Smith</b> and it was confirmed that that would be covered in the P &amp; S minutes when they are sent out but basically it was felt that Ofsted has been and gone and we do not need to go back over the Report. It would be time consuming and there would be no benefit in spending the time meeting again with KS. It was explained that the verbal feedback did not match what had been put in the Report. The Governors agreed.</p> <p>19/214 It was confirmed that JC's name had been changed on the website.</p> <p>19/222 There has been a change on the SCA bid in that we now have all 3 bids that we put in for (we had expected 2 bids) and the building works would take place over the summer holidays. The bell tower was not part of the building works and a bid could be made next year for this as it was a continuing problem. Further information can be found in the Minutes of the Buildings Committee that met on 9<sup>th</sup> July 2019 regarding the bell/removal of the tower/ideas on what should happen and discussing with the Parish Council as to what is to happen.</p> <p><b>DI joined the meeting at 5.40 pm</b></p> <p><b>DI suggested that there could be an alternative option which is not something that had previously been discussed which was engaging a local college to have a "project" whereby they work out how to remedy the problem that we have and they could do it as a project which would cost the school nothing.</b> This is to be put on the Agenda for discussion at the next Buildings meeting.</p> <p>There were no other matters arising.</p>	<p>KM/LC</p>
<p>19/234</p>	<p><b>Headteacher's Report:</b></p> <p>This had been put on eSchools so the Governors should have a copy and looked through it.</p> <p>RC and KM briefly ran through this to confirm that pupil numbers had gone down slightly from last week, how many children were confirmed as starting in September (this could change over the holidays) but presently there are 8 definite in reception (although could be 9 or 10) and 2 definitely starting in other year groups. 2 had left as they had moved out of the area but phone calls are still coming in.</p> <p>The census on school numbers takes place on 10<sup>th</sup> October but at the</p>	

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	<p>moment we are losing a lot more children from Year 6 than are starting.</p> <p>There were no changes to staff.</p> <p><b>It was asked what is the impact of the Pie Corbett training</b> and it was confirmed that there are things going on in the classes as a result of the Pie Corbett training and one impact from that was that AL went on another course with an English hub and the school gained £4,600's worth of resources of training for read, write, ink (this was when we were targeted as an RI school and came through whilst the report was being published). KM also heard last week we are going to be a high intensity support school (providing the school with more support and training) .</p> <p>KM to gather information from AL specifically on this and give feedback on the impact so far.</p> <p><b>KS-S joined at 5.45 pm</b></p> <p>Attendance was briefly discussed and the impact one particular child has on the data. KM has no concerns that there is a pattern that we do not know about but there is nothing we can do about the current attendance pattern which is potentially long term but County are aware. <b>It was asked if the child could be excluded from the data</b> and KM will look at how to do this.</p>	<p>KM</p> <p>KM</p>
19/235	<p><b>Chair's Report:</b></p> <p>The success of Ofsted is something that we need to congratulate the staff on and was to be repeated.</p> <p>RC confirmed he hadn't attended as much as previously although had attended sports day and the thank you afternoon which were both lovely days. He confirmed the play structure is up thanks to one parent Jason and looks good.</p>	
19/236	<p><b>Appointment of new Parent Governor/renewal of LA Governor:</b></p> <p>RC confirmed the appointment of Gary Bartelings Gaye is looking at becoming a Governor KR's is reapplying to be the LA Governor</p>	
19/237	<p><b>Policies for approval:</b></p> <ul style="list-style-type: none"> <li>• Complaints Policy (County Policy) – to be ratified</li> <li>• Governor Induction Policy 2019</li> <li>• Dealing with allegations of abuse against Staff Policy June 2019 (County Policy) to be ratified</li> <li>• Financial Procedures Policy – agreed at committee and to be ratified</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Educational Visits</li> <li>• RE</li> </ul> <p>All Policies were agreed by the Governors at the relevant committee meetings and need to be formally adopted by the Governors. All Policies were approved and formally adopted.</p>	
19/238	<p><b>Data:</b></p> <p>KM asked if everyone has had a chance to look at the data. KM confirmed she had her SEP training last week and we should this week be getting an early progress indicator which shows the progress of KS2. Progress alongside outcomes is about the progress they have made from their starting point so will be interesting. Early indications that Dorset and National data have gone up slightly. In terms of the initial analysis EYFS only one child got less than predicted and didn't make expected. KM explained when they come in to Reception, assessments are made within the first 6 weeks and predictions are based on that. Not all of the EYFS assessment areas are on KM's report, but narrowed down to the ones that are key such as reading, writing and maths (these are strong compared to Dorset last year) and will feed into KS1 and KS2 data.</p> <p><b>It was asked if those were the areas particular attention was paid to anyway</b> but KM confirmed no that was the older children. Reception group are a balanced group and have done well. 20% exceeded (none last year) and were close to predictions on all data across the board. KM confirmed that with all data we are close to our predictions and we know so much more now when the predictions are made. There will always likely be one or two who don't get predicted. <b>It was asked how to keep the children at that level</b> and KM confirmed close tracking but now are trying not to over assess and it is about what is useful for the school and if we are assessing we are not teaching them. Vital assessments will still be carried out on the ones that really matter and show us what we need to know.</p> <p>KR said at P &amp; S we need to be looking at targets for the next group of children and those targets will be made from the pupil progress meetings on the first day of next term so at the next P &amp; S we will have the predictions for next year.</p> <p>YR1 phonics is a huge success and all of the children achieved their phonics threshold. It was felt that 10 out of the 11 would achieve but they all passed convincingly.</p> <p>Year 2 (is challenging cohort that needs to be tracked and watched carefully) but exceeded all predictions.</p> <p>KS2 another success in KS2 exceeding this year. Reading 24% exceeding from 7 last year and 18% combined from zero. Again better than predicted.</p>	

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Targets set are challenging (not low level targets) and based on what the children can achieve. Feels more established and procedures are tighter. **It was asked if the children know the targets being set** and it was confirmed no although the older children do have an idea but not the younger children. The children do know what they need to improve on and how to improve.

KS-S left the meeting at 6.05 (car alarm)

All Governors were happy with data and as mentioned in the P & S meeting congratulations be given to all staff.

**Action Plan:**

This contained KM's initial suggestions, which she ran through, on the action plan and can be found on eSchools.

KM was asked what CPA is and confirmed it is Concrete Pictorial Abstract which is to develop a real understanding of what they are doing with the calculation so they start with the concrete which is the children using objects when they are adding, subtracting and so on and moving on to pictorially and then bar modelling various ways of representing those calculations before they move onto the abstract so ensuring that the children really understand each stage which then in turn will help with their problem solving.

Other key parts are the school's assessment system where they will be using excel so all of the tracking is within 1 document rather than 6/7 thereby reducing teachers workload.

KS-S rejoined the meeting at 6.10pm

KM confirmed that she was still doing her training supporting pupils mental health as well as SEP training and any information that is useful is being passed onto the staff. It is still ongoing and staff inset training for all of the collaboration schools in September as an introduction will give staff more of an understanding.

KM confirmed that the hours of training for the INSET days at the end of this term has been done as evening sessions through the year, including statutory training, and was far more productive than doing the training at the end of term.

**It was asked where the Governors fit in over the next year** and KM said that she feels the Action Plan covers all key issues but does feel that SIAMS preparation should also be part of the Action plan **it was asked if we wanted to look at that as an action plan to broaden some things and we do have reflection groups** and KM felt there were certainly things we needed to focus on. For example we need to relook at our vision and **it was asked if KM had ideas for this** and she confirmed she did from today's

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	<p>meeting. Some boxes are not being ticked and one of those is the vision needs to have a biblical reference and DI confirmed he could help with that. <b>KM confirmed our vision is too long and needs to be more concise.</b> RC recited the vision. KM said we know what the vision is but not the words to explain it. KM wondered if it should be a foundation governors extra meeting although all governors should be involved. <b>DI wondered if a couple of governors meet to discuss the SIAMS point</b> and report back to FGB to see how it sits. KM said we could maybe get parents and children involved because it is about everybody. <b>DI suggested produce something and ask for feedback on it as it may be an easier way for parents to engage. It was asked when the visit would be</b> and KM said the third academic year after the last one which means any time from September 2019. The inspection may take place before the governors have had a chance to meet but if it is on the action plan shows we are addressing it.</p> <p>SIAMS - Statutory Inspection of Anglican and Methodist Schools</p> <p>KM confirmed the inset day is 3<sup>rd</sup> September so asked the governors to bear that in mind but need to fit the pupil progress meetings. <b>It was suggested a staff meeting</b> which KM said would make more sense, possibly Monday 9<sup>th</sup> September.</p>	<p><b>KM to confirm date</b></p>
<p>19/240</p>	<p><b>Reports from committee</b></p> <ul style="list-style-type: none"> <li>a) <b>Performance and Standards</b></li> <li>b) <b>Finance and Personnel</b></li> <li>c) <b>Buildings</b></li> </ul> <p>a) Nothing further to report (as data was discussed above)</p> <p>b) F &amp; P the Minutes are now on eSchools</p> <p>c) Buildings Minutes are on eSchools.</p> <p><b>It was asked about the health and safety audit</b> and KM confirmed that was happening next term which was the County 3 yearly audit. This was being dealt with and in hand. <b>It was asked if they would question what Ofsted had said about a swimming teacher</b> and KM said no they would not be interested. <b>It was asked if something needed to be done about “a qualified swimming teacher”</b> but KM said nothing had been written in the report even though it had been verbally mentioned. Governors were concerned that this was being glazed over. KM confirmed that from a health and safety view we were covered. A lengthy discussion took place about this issue. Staff have been on a course so know how to teach even though there is no formal qualification.</p> <p><b>It was felt we should maintain what is now working well and should be put as a regular agenda item. It is only in KS2 that teaching in school becomes mandatory so what the children are getting at the moment is some exercise and water confidence.</b> The pool is community supported</p>	<p><b>KM to question at the audit</b></p>

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	and once a year we should confirm who is on the committee, what they are responsible for, who is in charge and what FOSSA are doing.	
19/241	<p><b>Meetings Calendar for 2019/2020 (on eSchools):</b></p> <p>The new calendar for 2019/2020 is on eSchools. The dates have also been put on Google calendar.</p> <p>KR has drawn up a monitoring cycle which is also on eSchools and is a document that will evolve over time as we get into the school year. KR confirmed we will need a new English governor and JC confirmed she will do this and needs to liaise with Anna.</p> <p>Website update – SM and done every 6 weeks.</p> <p>Safeguarding – RC and LS (LS meets once a half term with KM) and audit is once a year in the summer term) and checking single central record.</p> <p>EYFS – LW (will meet with Kath)</p> <p>SEN – KR meets with RA</p> <p>KM and RC meet regularly</p> <p>SEP visits – Mike Randall</p> <p><b>It was asked if we need to include GDPR – KM to liaise with DI who is responsible for this. As this is a review needs to take place annually and at the beginning of the year. KR will add to the monitoring cycle together with anything else that comes up.</b></p> <p>All meetings are on the calendar</p>	
19/242	<p><b>Consideration of committee members for 2019/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Performance and Standards</b></li> <li>• <b>Finance and Personnel</b></li> <li>• <b>Buildings</b></li> </ul> <p>Governors were asked to give consideration as to which committee they would be able to sit on. This would be further discussed at the AGM on 23<sup>rd</sup> September 2019 and finalised. GB confirmed he would initially attend all committee meetings before making a decision.</p> <p>LS confirmed that she would step down from P &amp; S as she was unable to attend the meetings due to work commitments but asked if she could attend if she was able to. SMa will check.</p>	<p><b>All Governor s</b></p> <p><b>SMa</b></p>
19/234	<p><b>AOB:</b></p> <p>The subject of school email addresses was discussed as some governors were still unsure how to gain access to Outlook. LS explained what she had done and it was suggested that because of GDPR this should be set up by September. DI is GDPR Governor.</p>	

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	<p>SMA confirmed that all documents were on eSchool and because of GDPR documents could no longer be sent to governors' personal email addresses.</p> <p>RC confirmed that this was AL's last meeting as Parent Governor as she is resigning at the end of term (due to her last child leaving the school). Huge thanks were given to Ann for her constant hard work in her years involved with the school and that she would be greatly missed. A card and 2 rose bushes were given to Ann.</p>	
19/247	<p><b>Closing Prayer :</b> Reverend Daniel Ingles</p>	
	<p><b>Meeting closed at 6.50 pm</b></p>	

Next Meeting : The AGM on Monday 23<sup>rd</sup> September 2019 at 5.30pm in school

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