

Bridgemere CE Primary School

FGB meeting 29th November 2018 - 6.15pm - PART 1

Present: Emily Verow, Paul Whitehead, Jan Morgan, Sarah Willington, Sam Foyle, Rachel Griffiths, Richard Lewis, Bev Dolman (EHT)

	ITEM
1	<p>OPENING PRAYER AND WELCOME</p> <p>RG led the Governing Board in Prayer</p>
2	<p>APOLOGIES</p> <p>Apologies were received from K Percival and L Ford - these were accepted by the Governing Board.</p>
3	<p>DECLARATION OF INTERESTS</p> <p>Governors completed the annual declaration of Interest. SF declared that she worked for Boost</p>
4	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the meeting in July were confirmed as an accurate record. Minutes for the ERG held in September will be circulated on the Governor Hub for Governors to review, and will be discussed at the next meeting.</p>
5	<p>MATTERS ARISING</p> <p>There were no matters arising.</p>
6	<p>DECLARATION OF AOB</p> <p>There were no Items of other business recorded.</p>
7	<p>COMMITTEE MINUTES</p> <p>Committee meetings are being held in the next month, and the minutes will be reviewed at the next meeting.</p> <p>A discussion took place on the committee membership and the chairs. EV to chair the T&L committee. EV to meet with BD to review and confirm names. This will be for the Autumn and Spring terms, when the MAT structure will come into force.</p>
8	<p>MAT AND GOVERNANCE STRUCTURE</p> <p>EV updated that the MAT development was in train. RG is named as the governor on the working group. RLLAT will be made aware of this so that meetings can take place to ensure the school is prepared.</p> <p>Action - RLLAT to be asked for a copy of the leadership structure for the trust and understand the top slice and what they get for it</p> <p>EV read out a letter of resignations from Andy Hodgkinson, who is stepping down due to work commitments, Governors wished to thank Andy for his support.</p>

	ITEM
9	<p>POLICIES</p> <p>Discuss and approve the following policies:</p> <ul style="list-style-type: none"> • <u>Pay Policy</u>. <p>In the absence of BD who was late, EV ran governors through the critical changes to the policy. These in the main were due to the existing pay award confirmed by the Unions. All these changes had been applied, and the trust had agreed the uplift.</p> <p>SW explained that a new PM system was being trialled, and this looked at teaching and learning in the round, and took account of books, teaching, and results. A judgement will now not just be made on teaching alone - but on the above.</p> <p>This teaching and learning grid will challenge and develop teachers in a non-threatening way bands - so as not to mimic Ofsted areas. All staff will be aiming for A's and B's. C would highlight an issue that needs attention.</p> <p>EV wanted the governing board to be more proactive in its work at the school, and spend time in triangulating what they are told in meetings.</p> <p>BD arrived</p> <p>BD explained that the approach in RLLAT was to hold Directors Days, that are set with good notice, with a structured agenda and clear objectives for the visits. This approach could be adopted by Bridgemere prior to entering the trust.</p> <p><i>Q) in terms of Performance Management, what does an objective look like?</i> <i>R) Each member of staff usually has 3 objectives, and PM is personalised. An example would be a writing outcomes target.</i></p> <p><i>Q) as this is linked to pay progression - The policy currently refers to good with outstanding, do we need to revise the wording to highlight the bands?</i> <i>R) This is a new system of measuring the quality of learning in a more holistic way and isn't yet reflected in the policy - but will be.</i></p> <p><i>Q) What happens if staff do not perform?</i> <i>R) if T&L is not good then they have not fulfilled their objectives and therefore not performing. If this is presented as a challenge, time specific action plans come in to force and the staff member would have 6-8 weeks to improve.</i></p> <p><i>Q) Does the appraisal policy pick up the staff that are untouchable at pay policy, e.g. top of grade</i> <i>R) Yes in the way outlined above.</i></p> <p><i>Q) What does highly competent actually mean?</i> <i>R) Words of clarification have been .</i></p>

	ITEM
9	<ul style="list-style-type: none"> • <u>Admissions Policy</u> Q) Are looked after children out of county included in the policy. R) The policy doesn't make reference to a specific LA - so this provision is covered <p>Outcome: All approved the policy</p> <ul style="list-style-type: none"> • <u>SEN Policy</u>, LF the SEN Governor had reviewed and made a comment about a typo on page 4. Anna Pike is the SENCO across the 3 schools with KP the SEN Governor. <p>Outcome: All approved the policy</p> <ul style="list-style-type: none"> • <u>Adverse Weather Policy</u> - This policy was not available on the portal. <p>Outcome: This policy will be added to the portal and Governors will review and adopt via email.</p> <ul style="list-style-type: none"> • <u>Child Protection Policy</u> -LF had commented on the Governor Hub that she had undertaken her Safeguarding Visit and checked teh SCR. <p><i>Q) Has anyone done a website compliancy check?</i> <i>R) BD will be asked about this and a list will be downloaded to help governors check compliance.</i></p> <p>Outcome: All approved the policy</p> <ul style="list-style-type: none"> • <u>Health and Safety Policy</u> <p>BD confirmed that everything gets logged on the Prime system.</p> <p><i>Q) BD was asked what changes had been made to the policy?</i> <i>R) She confirmed that only minor changes had been made.</i></p> <p>Outcome: All approved the policy</p> <ul style="list-style-type: none"> • <u>Critical Incidents Policy</u> - LF had submitted comments via Governor Hub. BD reported that a new lock down policy was being created, and the caretaker is fitting an additional siren, with panic buttons in high risk areas - these had been identified by the police. <p>When these are fitted they will be tested and this will be managed sensitively with pupils so as not to scare them.</p> <p>Outcome: The Critical Incidents Policy was approved, with the new Lockdown Policy coming to the next board.</p> <ul style="list-style-type: none"> • <u>Behaviour and Discipline Policy</u> - comments were made on typos. <p>Outcome: The policy was approved.</p>

	ITEM
	<ul style="list-style-type: none"> • <u>Attendance Policy</u> - BD reported changes to the recording and monitoring, as there are still children arriving late. She explained that the LA prosecute and fine for 10 consecutive lates. <p>Outcome: All approved the policy</p>
10	<p>HEADTEACHER REPORT</p> <p>All governors had received a copy of the HT report and the following areas were discussed:</p> <p><u>Low numbers</u> - The school was expecting low numbers of children for next year - There had been 7 first choices. BD reported that this was due to a low birth rate in this year, and other schools are effective.</p> <p>The clerk was putting BD in touch with a marketing company that focuses purely on admissions, to see if there is anything that the trust can do to improve.</p> <p><u>Teaching and Learning</u> - BD explained that there is to be a very large focus on teaching and learning this year across the MAT. A Model of Pedagogy has been produced and will be trialled across the course of the year. This also links in to the item above on PM.</p> <p><i>Q) What has been the difference with Singapore math?</i> <i>R) The first year has been reviewed and there is some learning, and a need to tighten up in certain areas. The Trust are going for accreditation. Calveley has been challenged due to the fact that they teach mixed year groups and differentiation needs improving/</i></p> <p><i>Q) EV asked PW if as a secondary a school, they had carried out an audit of the top set and the link to Singapore Maths. She confirmed that her school was undertaking such a review.</i> <i>R) this is hard to quantify.</i></p> <p>BD explained that as Singapore Maths was only introduced in the last academic year, pupils have not been using it since their start in school. She would like to understand the impact when children have been through 5 years.</p> <p>Action: <i>The SDP, SEF and September minutes to be put on Governor Hub for Governor review.</i></p>
11	<p>HOLIDAY DATES 2019/20</p> <p>BD presented the dates, which she confirmed had been agreed at the Nantwich Education Partnership. All trust schools will be the same, and will adopt the 2 weeks at May half term.</p> <p>Outcome: All Governors approved the dates.</p>

	ITEM
12	<p data-bbox="196 163 327 197">FINANCE</p> <p data-bbox="196 241 1385 315"><u>Manual of Financial Procedures:</u> BD presented the Manual of financial procedures, which required some updating. These included:</p> <p data-bbox="196 322 756 356">Update contact number for RG - resolved.</p> <p data-bbox="196 362 1026 396">pecuniary interest - to scan and send completed forms to BD -</p> <p data-bbox="196 403 1007 436">skills form for the chair, chair of finance and finance link (PW)</p> <p data-bbox="196 481 788 515">Outcome: The Manual was approved by all.</p> <ul data-bbox="196 560 989 593" style="list-style-type: none"> • <u>Pupil Premium and Sports Premium expenditure approval</u> <p data-bbox="196 638 1273 672">This had been covered in the HT report, and there were no additional comments</p> <p data-bbox="196 716 1444 790">Fencing: BD reported that she needed to replace fencing to improve the safety of the school. She asked for Governors approval for £3400</p> <p data-bbox="196 835 920 869">Outcome: Governors approved the additional spend.</p> <p data-bbox="196 913 467 947"><u>Budget and Finance</u></p> <p data-bbox="196 992 1203 1025">YW from the trust has been into work with Stacey to understand the finance</p> <p data-bbox="196 1070 1118 1104">Outcome: Finance Link (PW) to attend the Budget meetings with LA</p>
13	<p data-bbox="196 1126 1401 1200">GOVERNOR TRAINING, CHESHIRE EAST DIRECTOR'S REPORT AND CHESTER DIOCESE NEWSLETTER</p> <p data-bbox="196 1245 1212 1279">Governors had read the above, and did not wish to discuss anything further.</p> <p data-bbox="196 1323 1404 1397">BD confirmed that the RLLAT were undertaking a skills audit to help to place Directors and Governors across the trust.</p>
14	<p data-bbox="196 1447 260 1480">AOB</p> <p data-bbox="196 1525 271 1559">None</p>