



Full Governing Body (FGB)

Minutes of meeting held on Wednesday 12th July 2017 at 6.15pm

Attendance Key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

Name	Governor Category	Term Expires	21 09 16	30 11 16	29 03 17	12 07 17
Michelle Barnes (MB)	Parent	May 2020	P	P	P	P
Darren Gibbons (DG) [Chair]	Parent	Dec 2018	P	P	P	P
Anna Goddard (AG)	Parent	May 2020	Ap	P	P	P
Mark Williams (MW)	Parent	May 2020	P	P	P	P
Alexsandra Leska (AL)	Staff	Nov 2017	P	P	P	P
Marianne Allen (HT)	Head Teacher	Ex officio	P	P	P	P
Cllr Carl Meader (CM)	Local Authority	May 2019	P	Ap	P	Ap
Kim Davenport (KD)	Co-opted	May 2019	P	Ap	Ap	P
Ann Robertson (AR) [Vice Chair]	Co-opted	May 2019	P	P	P	P

Also present: Rebecca Silliker (Clerk)

Minutes Key:

- **Bold** = Items & Actions.
- ***Italic bold*** = Questions/comments and responses.
- **Bold underlined** = Governing Body decisions.
- Reports/papers on GovernorHub.com (secure online filing and resource site for Governors) in the 12 07 17 meeting folder unless otherwise stated.
- Acronyms/abbreviations will be written in full in the first instance and used thereafter.

The minutes are not a verbatim record of the discussions of the governing body but are a clear record of the meeting including questions, responses, and resulting action points as well as rationale behind decisions taken and support for the school and its achievements. They serve as evidence of how the governing body is fulfilling its strategic role.

Start Time 6.15pm

Item No.	Item	Action
1.	Receive Apologies	
	Apologies were received and accepted from Carl Meader who is attending a local council meeting.	
2.	Declaration of Pecuniary or Prejudicial Interests	
	Michelle Barnes declared herself a Member of the Executive of Advantage Schools Multi-Academy Trust. Darren Gibbons declared his interest in Ace Fire and Security as a supplier of services to Bedford Borough Council. There were no other interests to declare.	
3.	Confirm minutes Of Meeting held on 29th March 2017 and Matters Arising not covered elsewhere on the agenda	
3.1	Confirm Minutes of Meeting The minutes of 29th March 2017 were circulated prior to the meeting and confirmed as an accurate record of proceedings and signed by DG.	
3.2	Matters Arising All matters were either completed or covered elsewhere on the agenda.	
4.	Head's Report	
	The report was circulated prior to the meeting and accepted by governors. The report was reviewed and discussed, notable points listed below.	

Number on roll: 337

Reception 71; Year 1 71; Year 2 63; Year 3 71; Year 4 61.

Pupil Attendance (to end of last week):

95.39% (Authorised absence 3.65%; Unauthorised 0.96%; Lates 1.33%). 96% is the target and that is mentioned in school reports if not met.

Which year or group has the most difficulty with attendance? The lowest attendance is Reception year and English as an Additional Language pupils. With Reception it usually down to young children being frequently unwell. The school is starting a new attendance promoting scheme. There will be an attendance chart in each class and the school council will visit each class and put an arrow on the chart where their attendance level should be and talk to the children.

Is it children or parents who influence attendance at school? Primarily parents and the teachers talk to them, however the children can also have an input.

Staffing was reviewed. A new outreach support worker was appointed on the 5th June. The school is preparing a publicity shot to send out to all schools advertising what behavioural services she can offer if they wish to contract her out. On a recent visit from the Challenger Multi-Academy Trust (CMAT) board the quality of the school's teaching assistants (TA's) was commented on as outstanding. Two are in training to become teachers.

Spring Term Staff absence was reviewed:

Teachers: 62 (Sickness 2; Off with children 2; Other 53)

TA's: 12.5 (Sickness 3.5; Off with children 2.5; Other 6.5)

Apprentices: 1 (Sickness 1)

Mid day: 87 (Sickness 22; Off with Children 4; Other 61)

Office/site agent: 3 (Sickness 2; Off with children 1)

How would the staff absence total look if the long term absent member of staff was removed from the figures? The Head would need to check.

Head

What are the 'other' occasions that the mid day supervisors were absent for as 61 occasions for Spring term seems high? The Head would investigate.

Head

The buildings report was reviewed.

MW to arrange a new Health and Safety walk with the Site Agent. The Site Agent is also still investigating software to manage regular maintenance work schedules. A deep clean will take place throughout the school Summer holidays as will flushing the drains. The hedges are to be cut August and February each year with the path to the rear as required. They cannot be trimmed back any more until after the birds have stopped nesting.

Will the local authority (LA) undertake the conditions survey if the school joins a MAT? No.

It was suggested to source funding for good playground equipment. Discussion was had and various people mentioned who may help with fund-raising ideas and finding grants.

Child Protection (CP), Looked After Children (LAC), Child in Need (CIN), Team around the Family (TAF) and Early Help Assessment (EHA) were reviewed.

Number of LAC:1

Number of CP: 3

Number of CIN: 3

Number of TAF: 4

EHA:17 (up from 15)

Children being monitored: 46(up from 43)

The increased awareness of the staff and school was discussed and how it shows in the

	<p>safeguarding vigilance and numbers of pupils being monitored.</p> <p>Summer 1 data submitted to the LA indicates an improvement in all areas, in particularly the combined score.</p> <p>Reception Good Level of Development: 64.8% (up 1.6%); Phonics Year 1 is down 2%; Year 2 up 24.5% (Reading up 3.5%; Writing up 23.2%; Maths up 3.5%)</p> <p>Why has Year 1 phonics results gone down? Thirteen pupils have Special Educational Needs (SEN) and EAL, including new pupils joining the school who had no English.</p>	
5.	Chairs Report and any Correspondence	
	The Chair has had official notification from CMAT accepting their interest to join. It will go to the CMAT board for a decision. The parent consultation will take place on 20th July 2017.	
6.	Governor Skills Matrix Feedback	
	Governors were reminded to complete the skills matrix and return to the clerk by Friday 21st July. ACTION: Clerk to resend the matrix to governors and reminder to complete and return.	Clerk
7.	Committee/Group reports: Essential Updates only, minutes on Governor Hub	
7.1	Governor School Improvement Group (GSIG) The meeting will take place on Friday 14th July and minutes will be made available after to review.	
7.2	Finance, personnel and strategic (FPS) The meeting reports are on Governor Hub for governors to review. There was nothing additional to discuss.	
8.	Priority Group visit reports, if available	
	AG will be having a safeguarding meeting with Mrs Lowery this week and checking the Single Central Record (SCR).	
9.	Two Tier Conversion: agree name for School for new Instrument of Government	
	<u>The governors agreed the name of the school from the 1st September 2017 will be Springfield Primary School and that the instrument of government should be altered accordingly.</u> The constitution of the governing body shall remain the same.	
10.	Academisation Update/Decision	
	<u>Subject to parent consultation and due process, the governors were asked if they were happy to continue the process of becoming and academy and joining the Challenger Multi-Academy Trust from 1st September 2017.</u> <u>All governors present voted unanimously for it to proceed.</u>	
11.	Appointment of Chair/Vice Chair for 2017-18 Academic Year	
	<u>Darren Gibbons was nominated to be Chair for the next academic year and Ann Robertson to be Vice Chair. Succession planning was discussed and will be reviewed during the next academic year. All governors present approved the nominations.</u> It was noted both the Chair and Vice Chair and Clerk received commendations at the recent Celebrating Governance in Bedfordshire evening.	
12.	Date of next meeting	
	A meeting date of Thursday 28th September 2017, 6.30pm was set and from there will discuss the	

future schedule of work for governors.

Meeting closed at 7.15pm.

Decisions Made by the Governing Body

Item 9: The governors agreed the name of the school from the 1st September 2017 will be Springfield Primary School and that the instrument of government should be altered accordingly.

Item 10: Subject to parent consultation and due process, the governors were agreed they were happy to continue the process of becoming an academy and joining the Challenger Multi-Academy Trust from 1st September 2017.

Item 11: Darren Gibbons was nominated to be Chair for the next academic year and Ann Robertson to be Vice Chair. All governors present approved the nominations.

Action	Who	When
Item 4: How would the staff absence total look if the long term absent member of staff was removed from the figures? What are the 'other' occasions that the mid day supervisors were absent for as 61 occasions for Spring term seems high?	Head to investigate	For next Head's report.
Item 6: Governors were reminded to complete the skills matrix and return to the clerk by Friday 21st July. Clerk to resend the matrix to governors and reminder to complete and return.	Clerk / Governors	ASAP: to be returned by 21st July