



Full Governing Body (FGB)

Minutes of meeting held on Wednesday 29th March 2017 at 6.30pm

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		
Michelle Barnes (MB)	Parent	May 2020	P	P	P		
Darren Gibbons (DG) [Vice Chair]	Parent	Dec 2018	P	P	P		
Anna Goddard (AG)	Parent	May 2020	Ap	P	P		
Mark Williams (MW)	Parent	May 2020	P	P	P		
Alexsandra Leska (AL)	Staff	Nov 2017	P	P	P		
Marianne Allen (HT)	Head Teacher	Ex officio	P	P	P		
Cllr Carl Meader (CM)	Local Authority	May 2019	P	Ap	P		
Kim Davenport (KD)	Co-opted	May 2019	P	Ap	Ap		
Ann Robertson (AR) [Chair]	Co-opted	May 2019	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 [29 03 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 6.30pm

Item No.	Item	Action
1.	Receive Apologies	
	Apologies were received and accepted Kim Davenport. The Chair informed the governors that Lydia Humphreys has sadly resigned from the board. The governors thanked her for her work and contribution.	
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. Carl Meader declared himself a local councillor and Mayor and a governor for Daubeney Academy. There were no other interests to declare.	
3.	Any items to be raised in any other business? Please advise Clerk or Chair as soon as able.	
	There was one matter to raise.	
4.	Confirm minutes Of Meeting held on 30th November 2016 and Matters Arising not covered elsewhere on the agenda	
	The minutes of 30 th November 2016 were circulated prior to the meeting and confirmed as an accurate record of proceedings and signed by DG.	

All matters were either completed or covered elsewhere on the agenda.

5. Head's Report

The report was circulated at meeting with apologies from the Head for its lateness and reviewed by the Head.

The number of pupils on roll is 341. It is anticipated two year 5 teachers will be needed this September.

Attendance as of last week was 95.49%. This has been affected by children away abroad.

Do you anticipate for attendance to drop off towards summer? Possibly, although usually Autumn is most affected by absence due illness. Lots of rewards are in place for pupils with 100% attendance records. **What is authorised absence?** Sickness.

Staff training and new appointments were discussed. Today a male teacher was appointed for year 5 with experience of Key Stage 2 (KS2), originally from London. **Does he have Maths subject experience?** He will be the Maths lead and has experience using Shanghai Maths.

Staff absence is mainly due to sickness, hospital appointments and time off with children. There is a rolling program of unpaid leave for certain issues.

The new classroom building is on track for completion. Bulbs and plants have been planted as a good will gesture from the contractors. The aim is to organise the rooms during the Summer to be ready for September. **When can governors visit?** As soon as the site is cleared and the keys handed over.

There has been a one day fixed exclusion this term.

There is 1 looked after child (LAC); 3 child protection (CP); 3 child in need (CIN); 4 Team Around the Family (TAF) children; 17 children referred for Early Help Assessment (EHA); and the school was monitoring 46 children. **Is that number high?** It is 3 more than before. Discussion was had on social mobility and families moving away from Kempston and families then moving in. **Are those figures manageable?** We have developed a team to spread the work load and we also have early support from the local authority (LA). **Do the children come from one family?** Yes some do so engagement with families is vital. The LA has commented on the school's good rapport with families. It was also noted that the Support team at the LA had recently undergone an Ofsted inspection and received a good report. **Will the use of that service change if we become an academy and join a multi-academy trust (MAT)?** No, it is still the service they would use and it was important we keep that going. **MB told the governors at the recent LAC training she attended the LA confirmed they won't withdraw service if schools convert to academies.** The importance of joined up services was stressed.

Cornerstones Curriculum training took place today and it appears to be popular with the staff. It has been installed to ensure depth of teaching is met. Assertive Mentoring Maths has also started. There has been phonics refresher training teachers from the LA. The University College of London (UCL) are looking to extend Mandarin teaching in Kempston. We are also looking for a partner school for exchange visits in Year 6.

Classroom Monitor is being embedded as the new assessment system. It will also help to monitor Pupil Premium (PP) pupil progress.

There has been year 2 moderation at the LA. All staff meeting prioritise English and Maths with the Senior Leadership Team (SLT) observing that teaching regularly and feeding back both individually and through training to ensure teachers fully understand what they're teaching.

Are staff okay about not having subject meetings? There haven't been any complaints. We have morning briefings in the staff room to keep all informed of what is taking place that day. Teaching Assistant's (TA's) received a written version if they are unable to attend.

All have access to online training site 'The Key'. **Are they obligated to go use it?** Yes. Staff choose a module they feel they need to cover, the emphasis is on them to take ownership of their continual professional development (CPD) and this will form part of their annual appraisal.

	All Reception staff need a paediatric first aid certificate and will be trained for such.	
6.	Chairs Report and any Correspondence: to include reminder of governor confidentiality	
	<p>The Chair told the governors he visited with the Head every other week.</p> <p>He received a letter from a parent regarding inadequate protection against allergic reactions during lunch times. There was an investigation and the protocol was examined and any gaps have now been addressed and the process revised to include when the child itself is complicit and requests the food item themselves. The Chair has written to the parents regarding this. Are there many allergic children? About 20, that number also includes non-allergic children but who abstain from certain foodstuffs due to religion or life choice. The School is nut free area.</p> <p>The Chair reminded the governors of the confidentiality agreement as members of the board and what is discussed at meetings stays within the room. He stressed there hadn't been any issue or concern it was just a matter of good practice to remind governors of their responsibility.</p> <p>ACTION: To complete governor skills matrix for next full governors meeting as part of the annual governing body review and as an action plan for future governing body work.</p>	Clerk
7.	Ofsted Report / School Development Plan / Progress towards	
	This item was covered in the Head's report and GSIG report.	
8.	Committee/Group reports:	
8.1	Governor School Improvement Group (GSIG) DG reviewed briefly what is discussed at GSIG meetings. The data and meeting reports are on Governor Hub for governors not present to familiarise themselves with. It covers the areas identified at the recent Ofsted inspection as requiring improvement and what is being done to address those needs. The meetings are chair by Judith Lovely, Senior School Improvement Adviser.	
8.2	Standards – to include acceptance of proposed delegation changes Due to the recent Ofsted inspection and the formation of the GSIG, as mentioned in item 8.1, greater emphasis is now being placed on the governor priority groups and visits to build a body of evidence to show the school is addressing the matters raised in the report, for example consistency demonstrated during book scrutinies. It was agreed the Standards committee membership would remain, however termly meetings would be suspended and reviewed once the GSIG had served it's purpose It is proposed to the governing body that the responsibilities assigned to the Standards committee in its scheme of delegation be redistributed and managed as listed below: Curriculum: Ensure National Curriculum (NC) taught to all pupils. To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day). - This will be covered by the GSIG and reported back to the Full Governing Body. Religious Education: Responsibility for ensuring that provision of RE meets statutory requirements and/or the requirements of any trust deed. - This will be covered by the GSIG and reported back to the Full Governing Body (FGB). Discipline/exclusions: To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency) - Members of an exclusion panel will be first drawn from the Standards committee membership, as	

it currently stands.

To produce a set of written principles for the school behaviour policy and present these to the Headteacher, parents, staff and students for consultation.

- This will be delegated for approval to the FGB.

To draft the content of the school behaviour policy and publicise it to staff, students and parents.

- This will be delegated for approval to the FGB.

Health and Safety:

To ensure a health and safety policy and procedures are in place.

- Delegated to the Finance, Personnel and Strategy (FPS) committee.

School organisation:

To establish a data protection policy and review it at least every two years.

- Delegated to the Finance, Personnel and Strategy (FPS) committee.

Information for parents:

To adopt and review the home-school agreement

To establish, publish and review a complaints procedure.

- Delegated to the FGB.

The above amendments to the scheme of delegation planner were accepted by the governors.

8.3

Finance, personnel and strategic (FPS) - to include ratification of SFVS and Internal Audit Plan

The SFVS was circulated to governors electronically for formal approval for submission. It was accepted with no additional comments and submitted to the LA.

The Internal Audit Plan was circulated prior to the meeting and recommended for approval by the FPS committee. Governors approved and accept the Plan.

9.

Priority Group visit reports

MB reported on her LAC training and commented on its informative nature. A LAC governor visit pro forma has been circulated to governors to be used on subsequent school visits.

AG attended training and commented on how up to date the Springfield website was with their policies and procedures in relation to safeguarding.

Both MB and AG are booked onto 'Are You Ofsted Ready?' training.

The Leadership and Management group met and will be circulated a questionnaire to all staff and SLT to complete anonymously.

Discussion was had about the reformation of the Priority Groups due to recent governing body changes.

Priority group membership was agreed as-

Leadership and Management:

Darren Gibbons, Anna Goddard, Ann Robertson

Quality of Teaching and Learning joined with Assessment and Outcomes:

Michelle Barnes, Darren Gibbons, Anna Goddard, Mark Williams.

Personal development, behaviour and welfare:

Kim Davenport, Alex Leska, and Carl Meader

Early Years:

Michelle Barnes, Kim Davenport, Alex Leska, and Ann Robertson

	Safe-Guarding: Anna Goddard	
10.	Signing off of Audited School Fund 2015/16	
	<u>Governors accepted the Audited School Fund 2015/16 and it was signed.</u>	
11.	Update on Two Tier Conversion	
	<p>The Chair told the governors he had been on walk around building and commented on the niceness of the structure and area inside. How many classrooms are there? 5. The Head will furnish 3, and will use the rooms upstairs for Dawn to Dusk (before and after school club) and Physical Education (PE), if needed.</p> <p>The Chair suggested a letter of thanks to go to Wilmot Dixon as the builders have been very helpful through the whole process. What is the completion date? It is due for completion at Easter but we are unsure due to a few issues, one with the water supplier.</p> <p>Is the Head happy she has the staff in place moving forward into the new year 5? We still need one more KS1 teacher and for no staff to leave before then. That is the morale like among staff about the changes? No one is worried as it is just an extra year group this year. It's good to remind the staff the year 5 pupils will be our children from year 4. The Head has done everything to support teachers in curriculum and training. We now have two teachers who have year 5 experience.</p> <p>Are we planning to have French and science teachers? No we're a Primary school. We have Italian and Mandarin teaching and will move specialist teachers up into the later years.</p> <p>As we're keeping pupils for two more years, can we work with Daubeney Academy to give them access to things like working laboratories? We work closely with Daubeney and anything we can organise with them will serve as a good transition of pupils from here to there. We need to be one School working together.</p>	
12.	Discussion on Academisation	
	<p>The Head informed that governors that subsequent to receiving two Requires Improvement (RI) reports from Ofsted, the DfE have told the school it is their intention for Springfield to become an Academy and have asked them to join a MAT.</p> <p>Discussion was had regarding the benefits and disadvantages of joining a MAT. If they did choose to join the MAT they would not be inspected by Ofsted again for three years. There would also be advantages in terms of help with staffing and purchasing. Also neighbouring school Daubeney Academy was already part of CMAT.</p> <p>Due to pressure from the DfE we may not have the time to explore other options. What about other Kempston Schools? They currently don't face the same pressure as they have been categorised as Good by Ofsted.</p> <p>The Head has spoken to all Heads of CMAT school and spoke of the positives of joining that Trust.</p> <p>Could it potentially scare year 4 parents away from staying onto year 5? It is a concern to take on board and address in communication with parents during the consultation period that would precede Academy conversion.</p> <p>Governors expressed dissatisfaction in the way the DfE and Central Government are forcing schools to become academies and form or join MAT's. Schools should not be pressured down a certain road, it should be a free choice.</p> <p>Governors agreed Springfield was now at a point where if the matter is left longer it could be forced into something which may not result in the best choice for the children. It was the Governors role to make decisions about the strategic direction of the school ensuring the best possible outcomes for its pupils. They want to willingly lead on this decision.</p>	

	<p><u>The governors were asked if they approved to the formal opening of dialogue with Challenger Multi-Academy Trust (CMAT) with the intention of becoming an Academy and joining the Trust (CMAT).</u></p> <p><u>All governors present voted yes to this by a show of hands. DG will write to Stephen Chamberlain, CEO of CMAT, expressing their interest.</u></p>	
13.	Policies for approval	
	There were no policies requiring approval.	
14.	Any other business	
	The School Crossing Patrol officer has resigned. The post will be advertised by the LA. The Head would also like to advertise the post in the school newsletter. CM will ask the LA for confirmation.	
15.	Dates of next meetings	
	Finance, Personnel & Strategic, 9.30am, Thursday, 18th May 2017 GSIG, 9.30am, Monday, 22nd May 2017 GSIG, 9.30am, Monday, 3rd July 2017 Full governing board, 6.30pm Wednesday, 5th July 2017	

Meeting closed at 8.30pm.

Decisions Made by the Governing Body

Item 8.3: The SFVS was circulated to governors electronically for formal approval for submission. It was accepted with no additional comments and submitted to the LA.

Item 8.3: The Internal Audit Plan was circulated prior to the meeting and recommended for approval by the FPS committee. Governors approved and accept the Plan.

Item 10: Governors accepted the Audited School Fund 2015/16 and it was signed.

Item 12: The governors were asked if they approved to the formal opening of dialogue with Challenger Multi-Academy Trust (CMAT) with the intention of becoming an Academy and joining the Trust (CMAT).

All governors present voted yes to this by a show of hands. DG will write to Stephen Chamberlain, CEO of CMAT, expressing their interest.

Action	To be actioned by	Date
Item 6: To complete governor skills matrix for next full governors meeting as part of the annual governing body review and as an action plan for future governing body work.	Clerk	Prior to next FGB 5th July 2017.