

Haslingfield School  
Meeting of the Governing Body  
Tuesday 3<sup>rd</sup> October at 6.30pm

**Present:** - Cheryl Farrell (CF) Chair, Gregory Horobin (GH), Anna Cusano (AC), Rebecca Gilbert(RG), Graeme McLeod HT, Victoria Petty(VP), Paula Durrant (PD) and Jenny Reavell

**In attendance:** Debbie Collins, Clerk

No.	Item	Action
1.	<p><b>Apologies and approval of absences</b> Apologies were received and accepted from Sandra Lee. Jenny Reavell was welcomed as the new Co-opted Governor and governors introduced themselves.</p>	
2	<p><b>Conflict of interest</b>  Governors were reminded of the need to declare a conflict of interest, pecuniary or other, relating to items on the agenda.  All governors present signed the register. Sandra will be asked to sign the register on her return.</p>	
3	<p><b>Minutes of the last FGB meeting and matters arising from those minutes</b>  The minutes had previously been circulated to governors.  The minutes were agreed as a true and accurate account of the meeting.  <b>Matters Arising</b> CF had contact governors to write a few lines about themselves. Governors will be listed on the website with their skills set and attendance at meetings.  Edubase – CF will be given a log in for the system. LA governor appointment – CF will contact county Exclusion training – CF will contact county. Equality statement – The S&amp;A committee will discuss this. School structure - The Resources committee will discuss this. Access Plan – The S&amp;A committee will discuss this. Recruitment – A co-opted governor had been recruited. CF will email dates for stay and play and the new parents intake.  -Visits – JR will choose one day on her return. SL will email further details to governors.  Policies – The HT will make a date available to review policies.</p>	<p>CF</p> <p>HT CF CF S&amp;A Resources S&amp;A</p> <p>CF</p> <p>SL</p> <p>HT</p>

5	<p><b>Election of the Chair and Vice Chair of Governors</b> The CF and GH left the room at this point. The Clerk took over the role of Chair.</p> <p><b>Election of the Chair of governors</b> CF was nominated for the role of Chair of governors. The ensuing vote was unanimous and CF was duly appointed as Chair for a period of one year.</p> <p>CF entered the room.</p> <p><b>Election of Vice chair</b> GH was nominated for the role of Vice Chair. The ensuing vote was unanimous and GH was duly appointed as Vice Chair for the period of one year.</p> <p>GH entered the room.</p>	
6	<p><b>Committee membership and Terms of reference for committees</b></p> <p><b>Standards and attainment committee</b> The terms of reference had previously been circulated which governors agreed.</p> <p>The membership was as follows: -</p> <p>Anna Cusano (current chair although this may change after Tuesday meeting), GM, VP, Sandra Lee, Cheryl Farrell and Paula Durrant</p> <p>PD will attend the Standards committee on 10.10.17 and will make a decision on her continued membership of that committee at the next FGB.</p> <p><b>Resources Committee</b> The terms of reference had previously been circulated which governors agreed. The membership was agreed as follows :- Greg Horobin (chair), Graham McLeod (Head), Janet Reinemann, Rebecca Gilbert and Jenny Reavell</p> <p>JR will attend both committee meetings as an observer.</p> <p>HT's Performance Management: Sandra Lee (chair), Rebecca Gilbert and Janet Reinemann</p> <p>Other working groups and committees will be agreed as and when needed.</p> <p>Both terms of reference were signed.</p>	<p>PD</p> <p>JR</p>
7	<p><b>LINK governors</b> <b>The following appointments were made:-</b> SEN – AC</p>	

	<p>Safeguarding – CF and PD will look to take on this role  H&amp;S - JR  Pupil Premium -SL  Sports - CF  EYFS - RG  Arts Mark -AC and Jenny will look to take this role</p> <p>HT Perf Mgmt – Sandra/Bec/Janet</p> <p>Exclusion – CF contacted governance regarding training but they were unable to help. PD will make enquiries concerning governor training.</p>	PD
8	<p><b>Committee reports received before the meeting</b></p> <p><b>-Standards and Attainment Committee</b> – the first meeting will be held next week.</p> <p><b>-Resources Committee – 23.5.17</b>  The minutes had previously been circulated.</p> <p>The following was discussed :-</p> <p>-Best Value Statement and Delegation of Financial powers were agreed at the last meeting and were duly signed by the Chair.</p> <p>-Portal – The portal was explained to governors. It is for SLT/Governors and SIP to use and access information on the school including:-</p> <p>-School Development Plan (SDP) – overview of where the school wants to go. 3-year projection relating to the RAP and broader aspects to school life. The SDP overarches everything.</p> <p>-Raising Attainment Plan(RAP)- it is raising attainment primarily in Maths and English.  The EYFS action plan is part of the SDP.</p> <p>-Self Evaluation Form (SEF)- The document is used at the school by the SLT.</p> <p>Governors were asked to look at the various documents that the HT had printed off from the portal.</p>	ALL
9	<p><b>Head Teacher’s report</b>  The report was circulated to governors at the meeting. The following was highlighted:-</p> <p><b>School Context</b>  Roll – 159, which has dropped due to small cohort in Reception.</p> <p>PAN – the HT informed governors that the reception class is currently 20 and proposed that it is increased to 28.  The HT explained that in the past he had a verbal agreement to increase</p>	

<p>the reception class to 25, but it wasn't the official line and that has changed this year.</p> <p>Governors agreed that in Reception the PAN will increase to 28. County will be contacted to agree the uplift.</p> <p>It was noted that the PAN for all other years remains as 20.</p> <p><i>JR left the room.</i></p> <p><b>Tracking School Organisation of Pupils Numbers and Statistics</b></p> <ul style="list-style-type: none"> <li>-Attendance – 3.8% absence</li> <li>-Pupil Premium – 19</li> <li>-EAL – 13</li> <li>-SEND – 20</li> <li>-Send provision – 20</li> <li>-EHCP – none</li> </ul> <p>Girls -78 Boys – 80</p> <p><b>Updated RAP 2017-18</b></p> <p>The following sections were highlighted :-</p> <p>Section 1 – Leadership and management Priority One – all leaders, managers and governors focus on consistently improving outcomes for all learners.</p> <p>Section 2- Improving the quality of teaching and learning Priority One – Staff have excellent subject knowledge and ensure all pupils undertake demanding work that helps them realise their potential.</p> <p>Section 3 – Behaviour, Safety and welfare Priority One – To ensure the school provide an open culture actively promoting learners' welfare.</p> <p>Section 4 - Outcomes Priority One – To ensure consistent improvement and accelerated progress to enable different learners to make substantial and sustained progress from their different starting points.</p> <p>Governor visits were linked to the RAP last year. Governors will arrange to link future visits with the latest RAP.</p> <p>-School Self-evaluation – Monitoring, Analysis and Audits This was part of the new phase of monitoring introduced:- The HT provided governors with a chart that identified the school systems being monitored and the number of occasion they have been monitored and how many tasks that have been identified and actioned.</p> <p>The main systems are admin roles and the HT looks at the log and</p>	<p>HT</p>
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	<p>records it under 'Monitoring Occasions'. The Safeguarding governor will be involved in monitoring the logs and CF will visit the school to look at the attendance register, access signing in register and swimming pool log as they haven't been monitored.</p> <p>The second phase is under the old system. – 'Planned monitoring in next phase' – Governors were asked to help the HT to improve this.</p> <p>SENDCO logs- The HT meets with the SENDCo to review some of the logs.</p> <p>Governors were aware that the school are logging the information, but as LINK governors, they will continue to check the logs and processes in detail.</p> <p><b>Staffing Update</b> Recruitment -Play Leader – PD will send contact details for the HT to advertised via the local authority website.</p> <p>Training – GPS training has taken place and it has been shared with staff. NPQH training has taken place.</p> <p>External Adviser – The school advisor has tested the key aspects of the school's provision in terms of safeguarding and standards. A formal report will follow, which will be circulated to governors.</p>	<p>CF</p> <p>PD</p> <p>HT</p>
10	<p><b>SDP/SEF</b> Detailed in the HT report and on the school portal. Governors will contact the HT if they are unable to log on.</p>	
11	<p><b>Safeguarding update</b> HT's report and the SIP visit.</p> <p>FGM and trafficking and child exploitation – governors need to be mindful of this.</p> <p>Safeguarding training – CF will check that training is up to date. All governors will ensure they are trained.</p>	<p>CF</p>
13	<p><b>Governors Update:</b> Training – termly briefing – this will be circulated to governors. JR will arrange an Induction. Visits/Learning Walks – The RAP will be the focus of visits.</p>	<p>CF JR</p>
14	<p><b>Policies</b> The following policies were circulated to governors:-</p> <ul style="list-style-type: none"> <li>-Model-Pay-Policy-2017-1 Updated Policy</li> <li>-Attendance update -Sept 17 No update just refreshed</li> <li>-Charging and Remissions v7 -Updated Policy</li> <li>-Equality Policy Guidance (2) -No update just refreshed</li> </ul>	

	<p>-Safer Employment Policy Sep 15 - Updated Policy          -Staff Induction Policy - Sept 2017 No update just refreshed          -Whistle-Blowing Policy - Updated Policy          -Freedom of Information Publication Scheme update - Sept 17 No update just refreshed</p> <p>Governors agreed policies.</p>	
15	<p><b>Any Other Business</b>          There were none.</p>	
16	<p><b>Dates of future meetings :-</b>          Resources Committee - 8<sup>th</sup> November at 5.30pm with FGB meeting at 7.00pm. (List of Ofsted questions for governors to look at)</p> <p>Standards Committee – 10<sup>th</sup> October at 6.00pm</p> <p>FGB meeting – 16<sup>th</sup> January at 6.30pm</p> <p><b>Close:- 20.50pm</b></p>	