

Charlton Kings Junior School
Full Governing Body Meeting Minutes
Wednesday 27th February 2019 at 7.15pm



“Ensuring excellent outcomes for children”

Present		Also present	
Caroline Parker (Chair)	CP	Kate Shepherd (Clerk)	KS
Andrew Lackey	AL	Gavin Roberts (prospective)	GR
Russell Grimshaw	RG	Reece Nineham (prospective)	RN
Peter Williams	PW		
Nick Jukes	NJ	Apologies	
Sheena Habben	SH	Lisa Plumpton	LJP
Alasdair Mundy	AM		
Sue Selwood	SS		
Christopher Hunter	CH	Absent	
Mark Hawkins	MH	Ian Davidson	ID
Lee Pajak	LP		
Lesley Crompton (late)	LC		

1	Apologies and welcome	Action
	Apologies had been received from LJP and were accepted by all governors present. Apologies had not been received from ID – noted as absent from the meeting.	
Promoting Outstanding Governance		
2	Register of pecuniary interests / conflict of interest	Action
	There were no declarations of interest in agenda items.	
3	Consider appointments of new governors	Action
	CP introduced GR and RN as prospective new governors. Both introduced themselves to the governing body. Governors voted in favour of appointing both GR and RN with effect from today for a term of office of 4 years. CP explained that new governors will be allocated a mentor – MH offered to act in this capacity for both RN and GR. Allocation to an appropriate committee would be considered in due course.	MH / CP
4	Minutes of the previous meeting to be signed – 11th December 2018	Action

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	<p>The minutes were agreed by all governors present as a true and accurate representation of the meeting.</p> <p>CP signed a copy of the minutes for the file.</p>	
5	Matters carried forward which are not covered elsewhere	Action
	<p>Outstanding skills audits KS indicated that there is still one audit outstanding from ID. LP agreed to chase this up so that results could be collated.</p> <p>Update governor roles document KS confirmed that this had been completed and was available on GovernorHub.</p> <p>Update code of conduct KS confirmed that this had been completed and was available on GovernorHub.</p> <p>Update informal monthly visits schedule It was noted that some governors are still to complete an informal visit to the school. AL indicated that he had completed one this week and it had proved to be very useful. CP encouraged all to complete one if possible – CP to send a new schedule for the coming months. It was noted that NJ would arrange the visit and activities for any governor carrying out an informal visit.</p> <p>Advertise governor vacancies in school newsletter SS indicated that this had not been completed but it was agreed that, with the two new governors now appointed, this may not be necessary. KS to check the current constitution and determine whether there are any further vacancies.</p> <p>Read SEN Code of Practice CP indicated that this is a lengthy document but all governors should have a basic understanding of the code. It was agreed that individual governor engagement forms should be used to determine what information/knowledge governors need to have.</p> <p>Liaise in respect of issues with Paint Pots CH / CP indicated that nothing has been progressed with this.</p> <p>All governors wished to record their thanks to the SBM for moving forward with all proposed works at the school.</p>	<p>LP</p> <p>CP</p> <p>KS</p> <p>All</p>
6	Chair's Business	Action
	There were no items of Chair's business noted for this meeting.	
7	Operations Committee meeting – 30th January 2019	Action
	<p>Comments / questions from the minutes There were no comments / questions raised in respect of the minutes.</p>	

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	<p>Consider swimming pool expenditure Governors were informed that Brookforge have indicated that they would be willing to project manage the groundworks for the plant room housing. It was noted that it will be a concrete slab installed for lightweight structures only. Governors noted that there was still uncertainty around some of the costs. Decision: governors agreed to authorise £52k plus £15k contingency to get the pool work complete. It was agreed that the PTA and further donations would be sought to try and cover some of the costs for the pool work. Governors noted that the work needs to be complete by May and Brookforge have indicated that this will be possible.</p> <p>Confidential minutes recorded.</p>	
8	Curriculum & Learning committee meeting – 15th January 2019	Action
	<p>Comments /questions from the minutes There were no comments / questions raised in respect of the minutes.</p> <p>Consider question raised by AL by email to the committee AL indicated that he had looked at the data again and it was felt that the question was not relevant.</p>	
Promoting Outstanding Teaching and Learning		
10	Head teacher Report	Action
	<p>The Headteacher report had been available for governors prior to the meeting and a copy of the report is stored with the minutes for information.</p> <p>Governors noted that the school is currently one below PAN for Year 3. It was noted that some schools in Cheltenham are planning to expand and so it was agreed that the school need to monitor the situation with their numbers on roll. Consideration to market the school may need to be given if any issues are identified with numbers on roll.</p> <p>GQ – what is the role of a National Leader of Education? LP indicated that this would be a more formal way of offering support to other schools.</p> <p>It was noted that the Maths Learning walk needs to be included in the governor monitoring and visits section of the report.</p> <p>Governors noted the SDP priorities and agreed that they should be being made aware of progress towards the priorities. It was noted that some further information is discussed at C&L meetings and governors were informed that there is a comprehensive action plan associated with each of the priorities.</p>	

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	<p>CP indicated that she can provide a brief training session / presentation to governors on the proposed new Ofsted framework – to be done as part of the next FGB meeting.</p> <p>Governors noted that the report did not include attendance data – LP stated that the current attendance rate is 97.7%.</p> <p>GQ – does the school still have an external improvement adviser? LP indicated that this is still Wendy Marriott but she has not visited the school for some time. It was suggested that it might be beneficial for LP and the school to consider employing a new adviser as a fresh pair of eyes for the school. LP to investigate other options and provide any update at the next FGB meeting.</p> <p>LP informed governors that an advert for the caretaker position is currently being advertised. The current member of staff has been offered an exit interview. Governors wished to thank the current caretaker for his commitment to the school.</p>	<p>Agenda</p> <p>LP Agenda</p>
11	School Development Plan	Action
	<p>A governor had previously asked for consideration to be given as to how long priorities have been included on the SDP.</p> <p>LP explained that Writing has been included in the SDP since 2016 but the specific focus has changed. LP indicated that this is the same for Maths but this is what the school is about – developing and introducing new initiatives.</p> <p>LP also stated that middle leadership and governance have also featured regularly in the SDP.</p> <p>It was noted that the overarching focus areas may be similar each year but the specific priorities for the school in each focus area will be different and based on development needed.</p> <p>GQ – do the priorities on the SDP map to the risk register? LP indicated that some of the priorities are identified on the risk register.</p> <p>It was suggested that perhaps governance should be interweaved throughout all the priorities – CP to consider this further.</p> <p>It was also agreed that governors need to see the progress which is being made towards each of the priorities – how this is done will be considered further.</p> <p>It was suggested that SEN may need to be considered as a focus area for the school going forward.</p>	<p>CP</p> <p>LP</p>
Compliance		

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12	Health and Safety	Action
	<p>PW and RG had carried out a Health and Safety walk prior to the half term holiday.</p> <p>PW informed governors that the walk had been useful and the standards throughout the school are high with good systems in place.</p> <p>PW indicated that 13 recommendations had been flagged from the walk – 4 were high priority, 7 medium and 4 low priority. PW indicated that some fire exits had been blocked which is an easy risk to be removed. PW and RG stated that the new fencing around the car park is a vast improvement for the safety of the children.</p> <p>PW stated that a report from the visit will be circulated to governors in due course.</p> <p>PW indicated that a potential risk to the school currently is that the caretaker is leaving their employment and the assistant is not accredited to carry out some health and safety aspects.</p> <p>Governors noted that zig-zag lines and railings are now in place outside the school which has improved health and safety issues off-site. SS stated that the school have a new PCSO who has been very engaged with the school so far and will be looking further into the traffic issues outside the school.</p>	PW
13	Risk Register	Action
	PW indicated that this has not yet been progressed and will be complete in due course.	PW / LP
14	Child Protection / Safeguarding	Action
	<p>LP highlighted some of the actions for the school following the completion of the section 175 safeguarding audit –</p> <ul style="list-style-type: none"> • Consider further the voice of the children • Remind staff of the graduated pathway • Investigate protective behaviours • Collate domestic violence data – Encompass is being launched • Consider staff behaviour policy • Evidence of staff being aware of the SEN policy • Exclusions training for governors – MH and LC completing • SBM to attend a drop-in session for the SCR (Single Central Record) • Staff to wear high visibility jackets when transporting children • Consider a link governor for attendance <p>He noted that these were now linked to low priorities and that the school's safeguarding was still effective.</p>	

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15	Complaints	Action
	There were no complaints for consideration.	
16	Policy Review	Action
	<p>Finance Policy Governors noted that this had received initial approval at the last Operations committee. A governor suggested that an amendment be made to both section 2.1 and 2.2 to indicate that budgets are approved as a collaboration between Headteacher and Governors. Subject to the change, governors approved the policy.</p>	LP
17	AOB	Action
	CP asked all governors to introduce themselves to the new governors.	
9	Governor Training	Action
	<p>Conducting effective learning walks that challenge and support LP carried out a brief training session for governors around effective learning walks. For these to be effective, governors need to have –</p> <ul style="list-style-type: none"> • Knowledge of what is expected of schools • Knowledge of what is wanted for our school • An awareness of the school’s overall performance <p>LP suggested that key documents for governors to be aware of are the Governance Handbook and the School Inspection Handbook.</p> <p>It was agreed that learning walks need to be carried out based on an agreed focus from the governing body linked to an area of identified development for the school. It was agreed that key questions and the focus area need to be identified and agreed in conjunction with the Headteacher in advance of the learning walk.</p> <p>LP provided a number of documents to support their learning walks –</p> <ul style="list-style-type: none"> • NGA Knowing your school: School Visits • CKJS Governor Visits Policy • Asking the right questions – A resource for governors • Effective questioning: a toolkit for governors 	
	Date of next meeting	Action
	The date of the next FGB meeting is Tuesday 4 th June 2019 at 7pm.	
	The meeting closed at 9.05pm.	

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Relevant papers attached: <ul style="list-style-type: none">• Headteacher report• IDSR• ASP data – KS2 Headline measures• ASP data – KS2 three year average• ASP data – KS2 time series	Signed by Chair of the committee: Date:
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