

<p>GQ – is it a case that you choose someone to use as the school’s adviser? LP suggested that it may be appropriate for the adviser to be selected in collaboration with the governing body.</p> <p>CP explained that the current adviser supports the school improvement and assists with performance management of the Headteacher. LP suggested that it would be a good time to source a new adviser as a fresh pair of eyes for the school. LP indicated that the current adviser is an Ofsted inspector which has proved invaluable. It was suggested that LP could ask around other local schools.</p> <p>It was agreed that, as the school pay for the services of an adviser, then it might be pertinent to interview for the role. It was suggested that a job description for the role could be drafted identifying what the school specifically need from their adviser. SS indicated that maintained schools have an adviser assigned to them from the LA. It was suggested that LP could investigate who other academy schools use. It was also suggested that governors could assist in the process and CP suggested that this could be the Headteacher Performance Management panel. It was agreed that CP and LP put together a job description for the role. It was agreed that the initial investigation take place now with a view to having an adviser in place for September to support the school for the following academic year.</p> <p>GQ – how are they paid? SS informed governors that the advisers can be paid on an hourly rate or per visit basis as and when the school need them. LP suggested that 3 visits per year is ideal and the advisers can be asked to write reports following the visits and these can be used by governors to triangulate the information they receive via the Headteacher reports.</p> <p>It was suggested that other academy schools could be asked who they use as their SIP – it was noted that there are not many primary schools locally who are academies. It was suggested that the adviser does not have to be from the county and LP indicated that having someone from out of county may bring added benefits.</p> <p>GR and SH arrived at the meeting.</p> <p>Health and Safety visit report to be circulated (PW) PW indicated that the report from the Health and Safety visit is on GovernorHub for information – he invited governors to comment on this or raise any questions with himself. PW indicated that there were some actions arising from the visit but there was nothing too onerous. It is hoped that the site manager will be able to address some of the issues.</p> <p>He indicated that he will be carrying out another Health and Safety visit next week as there is a lot of work currently being carried out on the school site.</p> <p>Read SEN Code of Practice (All)</p>	LP / CP
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	SS provided governors with a copy of a summary document which is available through The School Bus – it was agreed that this should be uploaded to GovernorHub. SS also provided governors with a list of useful acronyms which will also be uploaded. SS was asked to upload these documents to the New Governor folder.	SS
5	Chair's Business	Action
	<p>Update on governor monthly visits schedule CP indicated that she has received some responses from governors for monthly visits. She indicated that the purpose of these visits is to go into classrooms and really get a feel for the ethos of the school. It was noted that MH and AL would be carrying out visits in June / July.</p> <p>CP stated that she will put together the schedule for the next academic year.</p> <p>Governance constitution and vacancies CP indicated that KS had sent through a current list of governors and had highlighted where there are potential vacancies based on the information in the school's Articles of Association. There is the possibility to have a further 2 parent governors taking the total to the maximum of 7. There is also an option to have co-opted governors but CP suggested that this may not be required.</p> <p>CP indicated that RG's term ends in December and her term ends in August so these will need to be considered at future meetings.</p> <p>It was suggested and agreed that this be considered further in September following the new intake of children.</p>	<p>CP</p> <p>Agenda</p> <p>Agenda</p>
6	Operations committee – 9th May 2019	Action
	<p>Comments/questions from the minutes The minutes of the committee meeting had been available for governors prior to the meeting. Governors were invited to comment / ask questions in respect of the minutes.</p> <p>It was noted that RN is not listed as being present at the meeting.</p> <p>GQ – relating to wellbeing, have we looked at staff outings? PW indicated that a staff survey may be arranged around wellbeing either for this term or next term</p> <p>It was suggested that a governor/staff breakfast could be arranged again this year. It was agreed that it is a lovely thing to do for both staff and governors. It was agreed that this take place on Friday 5th July from 8am.</p> <p>ID indicated that he would pass the proposed date to Balcarras School so that they can provide the catering for the breakfast.</p>	<p>KS</p> <p>ID</p>

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	<p>Agree new building proposal for planning purposes RG informed governors there are 2 potential suppliers for the new building. The costs are £242k and £232k and these are based on slightly different sized buildings. RG indicated that the slightly cheaper option provides more space for the money. Governors were informed that the company had carried out a build at Bishops Cleeve Primary school. RG suggested that governors need to decide whether we pay for the drawings and planning application to be started – this would not be wasted money if the school chose not to use that supplier as these costs would be incurred irrespective of which company is used.</p> <p>GQ – how much would we need to allocate now? RG suggested that around £1,500 to £2,000 would cover what is needed now. LP indicated that he has looked at a few options for buildings for the school but felt that one similar to the one at Bishops Cleeve with timber cladding would fit in well at the school and is quite similar to the pods which have recently been installed. Governors were informed that it would be a single storey, 2 classrooms modular building with toilets. LP indicated that before and after school clubs would be run from the building and would generate revenue of around £12k per year. The community will also benefit from the building and LP indicated that this will provide more opportunities in school with the increased capacity.</p> <p>LP indicated that the school have recently spent £75k on the pool refurbishment so it would be ideal if a method of funding the new building could be considered. It was agreed that the financial situation be reviewed in September with the hope that the new build can start and be ready for use in January 2020. RG indicated that he does not know the companies and suggested that recommendation goes a long way. He informed governors that the consultancy firm is Place Partnerships and they will tender for companies to complete the actual build. It was noted that the SBM will have carried out due diligence with the companies and so governors agreed that the SBM is free to decide on who will be used.</p> <p>Monitor progress towards SEN compliance CP reminded governors that SS is taking on the SENCo role in school and that she would need to be working towards the national award within 3 years of taking on the role. SS/LP indicated that this would be trialed until December 2019 and then the situation will be reassessed.</p> <p>LP indicated that the Assistant Headteacher appointments have been made and he has confidence that this will bring extra capacity for SEN support in the school. LP also indicated that there will be a robust induction programme for all new staff in respect of SEN and development modules around SEN and the code of practice will be completed by staff throughout the year.</p>	Agenda
7	Curriculum & Learning committee – 1st May 2019	Action
	Comments/questions from the minutes	

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	The minutes of the committee meeting had been available for governors prior to the meeting. Governors were invited to comment / ask questions in respect of the minutes. There were no comments/questions noted.	
8	New Ofsted framework	Action
	<p>CP indicated that the new framework from September 2019 has seen some changes to the categories for inspection – these will be:</p> <ul style="list-style-type: none"> • Quality of Education • Behaviour and attitudes • Personal development • Leadership and management <p>CP explained that the quality of education will focus on the Intent, Implementation and Impact of the curriculum. She indicated that the intent needs to show that the curriculum is designed specifically for the children in your school – why you do what you do. There will then be a focus on how this is delivered and the impact of this.</p> <p>LP suggested that the school may formulate a questionnaire for parents around intent to gain a better understanding of what experiences the children have - what does our curriculum need to look like for our children. LP suggested that most children at CKJS are generally rich in their experiences. CP indicated that retention of knowledge is also a key aspect along with where children are in their learning at the start and end of their time at the school. It was noted that Intent is the key one to get right – the implementation and impact should fall into place.</p> <p>CP indicated that schools need to do data drops no more than 3 times per year – schools will likely be questioned if they are doing more than this. SS explained that data drops are used to track where the children are in their learning – the school currently carry this out once every big term (3 times per year).</p> <p>CP indicated that inspections will focus on what is in place for children with SEN and those who are disadvantaged. Reading will also be a big focus – if children can't read then they can't access the curriculum as well as they could. NJ suggested that, on the whole, reading is good by the time children come to the school but not all are reading at age related.</p> <p>CP indicated that there will be a focus on the barriers to learning for children with SEN and how the school meets the needs of all children. CP indicated that there needs to be evidence of progress for all SEN children and the school need to demonstrate how they have achieved this.</p>	

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	<p>Personal development – CP indicated that this will be based around the holistic provision, healthy living, good citizens, preparing for adulthood, how children grow mentally and physically, attitudes, values, mindset.</p> <p>Behaviour – CP indicated that this will be based around being safe, resilience, attendance, rate of exclusion.</p> <p>Leadership and management – CP stated that this is where governance sits in the framework and has not changed significantly from the previous framework.</p> <p>SS suggested that there will be more emphasis on reducing staff workload and how this is managed.</p> <p>LP indicated that inspections will be very different from previous as there will be much less focus on data and inspectors will carry out deep dives into what experiences the curriculum is providing for the children – the skills, knowledge and experiences gained. There will need to be a strong focus on a rich curriculum.</p> <p>SS indicated that, if a school is inspected within the first year of the new framework, then schools must at least have a plan for a knowledge-rich curriculum which all staff are aware of.</p> <p>LP indicated that the new Headteacher at Lakeside is an Ofsted inspector – he has indicated that the new training for inspectors is very thorough. LP suggested that there may be some training available from this Headteacher for staff at CKJS.</p> <p>CP explained that there will be a 90 minute phone call during the day before the inspection to plan out the inspection. The phone call will be between the Headteacher and inspector but the school could decide to involve the Deputy Headteacher if appropriate.</p> <p>SS suggested that Ofsted want to be known as a “force for improvement” and are keen to be seen to help schools develop.</p>	
Promoting Outstanding Teaching and Learning		
9	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>GQ – in the training update – what is N? LP indicated that this related to nursery. LP indicated that this feeds in to what has been said before – that this is 2 schools but 1 journey for the children. He suggested that CKJS and CKIS can share what is done in each and follow the learning journey throughout the primary phase. LP stated that the focus for</p>	

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<p>maths is quite similar in both schools. LP indicated that staff from the infant school are coming to see CKJS in action. The collaboration has enabled staff to challenge what is seen in each school and try to understand the disparity between girls and boys – LP indicated that this is most apparent from year 2 to year 3. Governors agreed that it is really positive that the schools are working so closely now.</p> <p>GQ – have we thought about any other schools to collaborate with? LP indicated that our immediate neighbour is Glenfall and they have significantly developed their maths teaching. Governors were informed that a meeting between Headteachers and Chairs of Governors from CKJS, CKIS, Glenfall and Balcarras has been planned to consider how all schools in Charlton Kings can collaborate. The meeting is planned for 24th June and feedback from this meeting would be given at the next FGB meeting in July. LP suggested that governors could formulate some questions as a result of this to ask the RSC at a later date.</p> <p>GQ – do schools have to be geographically close? CP stated that schools do not have to be geographically close. LP indicated that the idea of a MAT is possibly the biggest strategic decision which governors will have to consider over the next few years – he suggested that governors need to be reading and information gathering on this idea. LP also indicated that the school consider talking to other schools – eg: Steve Savory is local and is the CEO of GLA (Gloucestershire Learning Alliance). He also works for the south west RSC.</p> <p>GQ – what is the RSC? RSC refers to the Regional Schools Commissioner and the country is split into local areas supporting academies and all schools where there are areas of need. It was noted that there is currently quite limited support from the RSC due to Brexit needs. CP indicated that there is going to be a reduction in teaching school support over the coming years.</p> <p>LP reminded governors that there is an option to do nothing but there are also lots of options to consider. LP stated that staff and governors need to consider what is the best decision for this school for the future. LP indicated that he has recently seen the benefits of collaborative working with other schools but stated that the risks also need to be considered of this method of working. It was suggested that the RSC are desperate for MATs to be formed and these are low in numbers in this county currently. PW indicated that there a number of SATs (Single Academy Trusts) like CKJS and these can have some vulnerabilities as they are on their own. It was noted that the LA model seems to have broken down with no sign of any improvement.</p> <p>GQ – how does governance work? Governors were informed that there would be an LGB (Local Governing Board) for each school and then a board of trustees would oversee the work of the whole MAT. It was noted that LGBs have very little governance authority and governors would need to be aware of this and apply appropriate caution. LP indicated that the strategy has to be the right thing for the school – he indicated</p>	Agenda
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<p>that the RSC had suggested that if a Headteacher wants to retain autonomy for the school then a MAT is not the right choice. LP stated that there is no requirement for the school to join a MAT. Schools would only be forced down this route if they were deemed inadequate.</p> <p>GQ – who decides which MAT a special measures school would join? LP stated that this would be the decision of the RSC but MATs would be invited to bid to sponsor the school.</p> <p>Governors were informed that the schools in a MAT would be subject to a top-slice from their budget as a management fee for the MAT – this could vary between MATs but it was suggested around 7.5% was a common amount. LP indicated that staff experience and skills could be pooled across all schools in the MAT. He indicated that the RSC had stated that Headteachers need to have a responsibility for all children generally and the social need of schools is a strong driver from the RSC.</p> <p>LP stated that governors need to carry out their own research, listen to various people who are experienced in MATs and decide what is best for the school.</p> <p>GQ – can you leave a MAT? Governors thought that this was not possible.</p> <p>LP suggested that 2000 pupils is the ideal number for a MAT to get good economies of scale – governors agreed this is a large number. LP suggested that the governance structure is paramount to how effective the trust is. Trustees and local governors are all volunteers – would governors care as much about the MAT as they would about the school in which they govern.</p> <p>It was agreed that governors gain some knowledge in this area and the subject would be revisited at the meeting in July.</p> <p>GQ – do you have any further staff vacancies? LP/SS stated that the SLT is now complete as is the teaching staff. SS suggested that capacity of the TAs across the school may need to be considered further.</p> <p>GQ – how is the situation with the site manager? LP indicated that the new site manager arrangement is working well currently and there is some clarifying of roles being considered. LP indicated that the current arrangement will continue until July and will then be reviewed for the new academic year. LP suggested that he has noticed some small issues around the school ie: more litter on the playground but SS indicated that some cleaning staff have taken a bit more responsibility for managing minor issues on the site. Governors noted that the SBM is sorting out the finances of this with Balcarras. CP suggested that payment for the site manager work is possibly best done through Balcarras invoicing for the work done. Governors noted that the school is already benefiting from economies of scale and collaboration without any formal MAT in place.</p>	<p>All Agenda</p>
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	<p>GQ – the number of holidays being taken seems high even though attendance remains high?</p> <p>LP indicated that this is 200 sessions (100 days) spread across 400 children. LP stated that the school has not become more lenient on families taking holidays – perhaps parents are being more honest. It was noted that the LA can fine parents if deemed appropriate – this would be more common where attendance is generally low for a child. LP indicated that some parents don't seem to understand the impact holidays can have on the child missing so much of school. Governors noted that LP has discretion to authorise holidays for specific reasons. LP stated that this does need looking at further to understand why this has changed.</p>	LP
11	Update and future working – Kingsway Primary	Action
	<p>Governors noted that the original arrangement with Kingsway was for 6 weeks – this has now ended. LP indicated that he does not feel there has been any detrimental impact on CKJS during this time. LP stated that the arrangement has enabled some professional development opportunities which have benefited staff at CKJS and CKIS.</p> <p>LP indicated that, on a personal level, he has enjoyed the opportunity to grow and develop professionally. There have also been opportunities for CKJS staff to see exceptional child protection, nurture and pastoral practices at Kingsway which can be developed at this school. LP stated that he would like to continue the current arrangement with Kingsway.</p> <p>GQ – has an extension to the arrangement been requested?</p> <p>LP indicated that an extension to July has been requested. He is also quite confident that there may be a request for it to continue in the new academic year. CP stated that the finances for the arrangement have not yet been agreed but Kingsway governors are meeting tomorrow to discuss and agree this. CP indicated that the SBM has put together a proposal for the finances but this can't be discussed until it has been considered by Kingsway governors. LP stated that the LA have given £10k to Kingsway to fund the engagement of CKJS but no confirmed payments have been agreed. LP indicated that there will be a financial benefit to CKJS.</p> <p>GQ – are Kingsway actively looking to recruit a HT?</p> <p>LP indicated that the staffing situation is currently quite sensitive and recruitment cannot be carried out yet. LP suggested that the school is quite vulnerable but there are some significant strengths. He indicated that a recent review by the LA suggested there are still some significant areas to improve.</p> <p>GQ – would this still be for 2 days per week?</p> <p>LP stated that 2 days per week would be the arrangement until July.</p> <p>Governors agreed that there has been no detrimental impact for CKJS.</p>	

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	LP stated that there were no complaints to report.	
16	Policy Review	Action
	CP indicated that KS has uploaded the policy review schedule to GovernorHub for information. This indicates review dates for all policies.	
17	Confirm any items to be recorded as confidential minutes	Action
	None noted.	
18	AOB	Action
	<p>A governor suggested the use of WhatsApp – setting up a group to share information or arrange meetings at short notice. It was agreed that this be set up but is used appropriately.</p> <p>A governor noted that the use of GovernorHub has significantly added to the effectiveness of the governing body.</p> <p>LP indicated that Kingsway governors have a robust strategic plan – he would share this with CP for consideration.</p> <p>ID indicated that he would be attending two appeals on 24th June and asked if any other governors would be available to shadow this process. It was agreed that an email be sent to check availability.</p>	<p>LP / CP</p> <p>CP</p>
	Date of next meeting	Action
	The date of the next FGB meeting is Wednesday 17 th July 2019 at 7pm.	
	The meeting closed at 8.55pm.	

<p>Relevant papers attached:</p> <ul style="list-style-type: none"> • Headteacher report 	<p>Signed by Chair of the committee:</p> <p>Date:</p>
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