

Charlton Kings Junior School
Full Governing Body Meeting Minutes
Thursday 27th February 2020 at 7.00pm



“Ensuring excellent outcomes for children”

Present		Also present	
Sue Selwood	SS	Fiona Connor	Minuting Clerk
Ian Davidson	ID		
Peter Williams	PW		
Nick Jukes	NJ	Apologies	
Sheena Habben	SH	Alasdair Mundy	AM
Russell Grimshaw	RG	Caroline Parker	CP
Reece Nineham	RN		
Christopher Hunter	CH		
Andrew Lackey	AL		
Lee Pajak	LP		
Lesley Crompton	LC		
Gavin Roberts	GR		

Prior to the meeting commencing PW explained that the AGM was postponed. Prior to the meeting Anna Ferchow conducted a review of the Memoranda and Articles of Association and identified the requirement to appoint three Members who would be present and conduct the AGM. An action was taken by PW to appoint a minimum of two Members to join the Chair of Governors and conduct an AGM this academic year.

1	Apologies and welcome	Action
	Apologies had been received from AM and CP and were accepted by all governors present.	
Promoting Outstanding Governance		
2	Register of pecuniary interests / conflict of interest	Action
	There were no declarations of interest in items on the agenda.	
3	Consider re-appointment of governors	Action
	PW noted that within the previous twelve months RN and GR joined as Governors and the only departure was Lisa Plumpton who resigned early 2019. SS thought it would be good to recruit two parent governors from Y3 and Y4. It was agreed we should initially advertise in the school newsletter.	SS
4	Minutes of the previous meeting to be approved – 17th December 2019	Action
	The minutes were agreed by all governors present as a true and accurate representation of the meeting.	

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	<p>PW signed a copy of the minutes for the file.</p> <p>PW pointed out that some items were not actioned or had been deferred and not completed. For example, Governor Training Development and this would be raised with LP.</p> <p>Item 9: School Development Plan, governors to have more detailed action plan for their role. SS would circulate one she had found.</p> <p>Item 12: Financial Information re Pupil Premium funding and accounting would be looked at by PW and CH.</p>	<p>SS</p> <p>PW + CH</p>
5	Matters carried forward which are not covered elsewhere	Action
	<p>New Clerk: two adverts had prompted no response. New ad to be placed with a wider role to include policies and admin, checking compliance and legislation. SS mentioned the possibility of sharing with St Gregory's who are also advertising.</p> <p>Role of external scrutiny role: three options were raised. Either to engage a Parent or Friend with suitable experience; or to seek the time from an SBM at another location; or to employ Hazelwoods, our existing auditor.</p> <p>However, SS stated that AF had conducted further research and believes that the existing regime of internal checks may in fact be sufficient. It was agreed that PW would review this and advise the Operations Committee.</p> <p>Update informal monthly visits schedule: RN for March and AL for May, governors to let PW know asap dates for April, June and July.</p> <p>Update Governor areas of responsibility (following subject allocation from C&L): Link Governors are required for PSHE. Individual subject allocation to follow. SS noted that a Deep Dives was to take place the following Monday 2nd April by the Gloucestershire Schools Partnership attending.</p>	<p>PW</p> <p>All</p> <p>AL</p>
6	Chair's Business	Action
	<p>Circus Plan: 29th April required six volunteer governors for ticket collection, rubbish collection, marshalling etc. Names per taken and additional requirements would be confirmed by PW.</p> <p>Governor Training and Development - collaborative working (deferred from last FGB): if governors need training please bring to the attention of CP/PW in the next few weeks.</p>	<p>PW</p>
7	Operations Committee – 22nd January 2020	Action
	<p>Comments/Questions from the minutes There were none.</p>	

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	<p>Internal Assurance Review, IAR</p> <p>CH explained that IAR is opportunity for members of Finance Committee to meet with School Business Manager (SBM) and sign off accounts, bank transfers etc. A set of tasks to test systems are recorded in an Excel document, comprising 35 questions such as reconciliations. AF then provides explanation and evidence and member assesses if this is satisfactory. School uses Xero which is excellent for analysis of this kind.</p> <p>PW stated that most “tests” were set by Hazelwoods and adopted the previous year. Risk areas for scrutiny were revised at the beginning of this year following the audit. The IAR is conducted monthly in arrears, with the report shared by the Finance Committee comprising CH, PW and CP. They are also uploaded on Gov Hub.</p> <p>Other governors are welcome to join the meeting. CH and PW noted that SBM is always on top of the detail and pass their thanks for her time and patience. It is this level of scrutiny that leads us to question whether an additional layer of scrutiny is required (see item 5).</p>	
8	Curriculum and Learning Committee – 28th January 2020	Action
	<p>Comments/questions from the minutes – there were no comments arising from the minutes.</p> <p>SS explained that Ofsted have a greater focus on curriculum in the latest inspections and that this is an area that the school is currently developing. There is also a greater risk arising to the school from this focus and this should be reflected in the risk register.</p>	
9	Governor Training	Action
	<p>It was agreed that with the revised Ofsted requirements that Governors should use this as the point of focus for training, mindful that with the new three-year Ofsted cycle, that we can expect an inspection in 2021.</p> <p>It was discussed that we could consider employing GCC or SIP to undertake training and / or conduct this ourselves. We should keep in mind a deadline of the end of the calendar year.</p> <p>PW suggested a structured training programme for governors.</p>	
Promoting Outstanding Teaching and Learning		
10	Headteacher report	Action
	<p>SS had circulated report. Additional comments and questions that arose:</p> <p>LP stated that links with Gloucestershire Schools Partnership had been beneficial. The overall fee is £1500 but all training is free. 38 schools belong and provide training and the fee contributes to fund GSP co-ordinators. The GSP provides a focus for best practice and expertise which helps move the school move forward.</p>	

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<p>SS reported on visit taking place on Monday with different schools/staff, challenging for staff.</p> <p>GQ – is there a reason for the spike in staff absence? Staff absence spike was due to the MDMS issues which had now been resolved..</p> <p>Appraisal for Support Staff was due to take place with Appraisal Reviews for teaching staff in March. Confirmed the appointment of the Learning Mentor, Marcia Warren. Support for EHCP child in Year 4 was going very well.</p> <p>Continued efforts to recruit more MDMSs and now have one member of SLT on duty every lunchtime to keep an eye on things.</p> <p>The Staff Survey was very positive. SH and SS looked at this in detail to plan future direction, with respect to Staff Wellbeing and Welfare Policy, on which the Teachers were to be asked for further feedback.</p> <p>GQ – Formalise letter with draft policy, feedback to SS and SH and then instigate policy.</p> <p>SS's report was a great format.</p> <p>GQ – Are there any flashing lights for school? Two spaces are available in Year 4 which has no waiting list. The cohort is challenging overall in respect to behavior.</p> <p>On this, ID has been very successful at winning appeals and suggested good to hold appeals for the same child and different schools on the same day.</p> <p>Attendance is good, although issue with number of family holiday applications is high. New forms/letter introduced to try and discourage this.</p> <p>GQ – Coronavirus – preparations for this? There are plenty of Hand sanitisers in key locations and these are replenished. The staff have talked to the children about sanitiser use and handwashing.</p> <p>There was a discussion on monitoring: deep dives, assessment data, pupil premium.</p> <p>NJ noted the use of provision map software to track interventions, in both school and holiday clubs, reading to Lola the Dog etc. This gives a clear picture to ensure what we do is impactful. Art Club running for 11 PP children, parents came to exhibition, great engagement. Play therapist starting next week, nurture room being set up for PP, interventions, safe space, calm space.</p> <p>GQ – SEND for incoming Year 3?</p>	LP
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	<p>No EHCPs but a number of children with issues. Visits planned to develop links with the Infants.</p> <p>SS update to Library, replenishing with new fiction, parents buying books, new teaching space and the nurture room.</p> <p>SEND – new EHCP making 8 in total but we get some funding towards this. 7 in Year 3 and 4 and 1 in Year 6.</p> <p>PW – we should keep in mind that Mainstream school may not be best provision for some children as it doesn't meet specific child needs. We need to positively discuss this with parents.</p> <p>NJ – twilight session on Emotion Coaching from Ed Psych. How to manage emotions in difficult situations. Whole school assembly for dealing with emotional situations. Harriet Jackson looking at how to embed this in everything we do at school. Fits in with current research in how to understand/approach angry/emotional children.</p> <p>GQ – How to distinguish the PP children and avoid a stigma? The Art Club is by invitation only, sealed letter so children don't know. Called Monday Art Club and is for Pupil Premium, Forces Premium and LAC children.</p> <p>NJ had completed training for DDSL. Two children are on Child Protection Plans.</p> <p>Gloucestershire Police (Schoolsbeat) Officer had been in twice to talk to children about internet safety, relationships and later will cover drugs for Year 6.</p> <p>The school attended Young Voices, a musical event, for the first time. The school sent 40 children and lots of parents attended – very successful and rewarding. And the School won the Indoor Athletics championships (again!).</p>	
11	School Development Plan	Action
	It was agreed that this had already been covered under agenda item 9.	
Compliance		
12	Health and Safety	Action
	External Health and Safety Audit by GCC had been postponed to 9 th March.	
13	Risk Register	Action
	<p>AL present a 'Radar' map that was a very effective visual representation of the risk register.</p> <p>GQ – criteria for learning mentor? The post was introduced to assist SS with SEN role as LP was now going to be away for the whole school year.</p>	

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	<p>SS has restructured the role of SEN so that the class teacher is more involved in dealing with SEN issues and the Learning Mentor is monitoring what is happening in class.</p> <p>GQ – Are schools being given money by the Government to cover the rise in pensions? SS stated that £100,000 was to be paid out to CKJS this year.</p> <p>PW – asked that all Governors take time to consider the findings of the recent risk register and to ensure that they challenge the presentation of the risks, whether the mitigations are effective, and if any risks are missing.</p> <p>All thanked AL for his work.</p>	
14	Child Protection / Safeguarding	Action
	<p>This was covered in the HT Report. SS was DSL, NJ and LP both DDSL The Registers are where they need to be and are all signed by staff.</p>	
15	Complaints	Action
	None	
16	Policy Review	Action
	<p>Wellbeing Policy. Consultation would be done on this.</p> <p>H&S Policy. PW signed off this with AF this evening.</p>	AL
17	AOB	Action
	<p>1 Safe to School Campaign RG outlined ‘Schools Streets’, a community group including some parents of CKJS children) who have raised concerns about road traffic in the area (all schools) in respect to pollution and dangerous driving. RG explained their proposals (which were covered in his separate report) and that a Local Councilor would put this to GCC and if they are prepared to adopt idea they will put some funding towards it. Jo Atkins (parent of Y6 and Y4) is going to assess travel to school and make suggestions to encourage more parents to walk to school. Governors agreed to review the outcome of this work.</p> <p>2 Coronavirus SS – a letter had been sent home to all parents, matching the Infant and Balcarras advice. SHE unit at GCC had informed school that there was no need to do anything more at present.</p> <p>GQ – what would happen in a child was positive?</p>	

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	SS – contact SHE unit to ask advice. Not really a Governing Body issue, more an operational issue for the school to decide. School may need to invoke our Emergency Plan. Difficult to plan as too many scenarios to consider making a definite decision now as to what approach to take. School assembly to stress need for hand hygiene and use of tissues.	
	Date of next meeting	Action
	The date of the next FGB meeting is was moved to Tuesday, 9 th June due to a clash. This date would be checked and confirmed with CP.	
	The meeting closed at 9:30pm	

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