

Edward Wilson- Full Governing Body – 6th July 2016

Actions List

Minute Number	Action	Owner	Comment	Deadline	Complete
6/16	Mock-Sted report to be sent to all Governors.	H/T		ASAP	
	Collaboration – JL agreed to contact the Chair and the H/T agreed to progress with this opportunity.	JL & H/T		ASAP	
	Pupil premium – To be an item on the next CCC agenda.	Clerk		Next meeting	
	Training log –Obtain the most recent log following SP resignation and liaise with Mr Goss moving forward.	JL & DG		ASAP	
	Away Day – training for Governors to be suggested.	JL		Before 12 th September	
	The Key – H/T to action ASAP, membership to be renewed	H/T		ASAP	
7/16	Revised Budget to be included in the next agenda pack	H/T & John	Send to Clerk for inclusion	ASAP	
7/16	Seek competitive quote from Julius Rutherford, splitting the C/C from the School premises	H/T & John	Revised quotes to be presented at the next FGB meeting for decision	By next meeting	
14/16	H/T PM - External consultant to be agreed and dates to be set	JL		ASAP	
15/16	Produce 2016/17 visits schedule	JL	Send to Clerk for information	ASAP	
	Circulate Summary of GB self-evaluation	JL		ASAP	
16/16	Send policy schedule to Clerk	JL	Clerk to cross match with minutes of meetings to ensure up to date	ASAP	
18/16	DBS checks to be undertaken	SM &SB		Before end of term	
	Clerk to clarify how often DBS should be completed/updated	Clerk		ASAP	Awaiting response from JS



EDWARD WILSON PRIMARY SCHOOL

Edward Wilson Primary School

Minutes of the meeting of the Full Governing body held at Edward Wilson Primary School on 6th July 2016 at 6pm.

Members:

(*Absent)	Name	Post
	Jude Lockett	Chair
	Darren Guttridge	Headteacher
*	Mary Amayo	
	Aalaa Al-Memar	
	Hana Issa	
*	Tom Jennings	
	Cory Smith	
	Sunil Patel	
*	Edward De Minckwitz	
	David Goss	Vice Chair
	Agnieszka Sanchez-Sawicka	

Also present:

Natasha Stroud	Clerk to the Governing Body
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ITEM NUMBER	ITEM	ACTION OWNER
1/16	APOLOGIES FOR ABSENCE	
	Apologies were received from Mr De Minckwitz, Mr Jennings and Ms Amayo.	
2/16	DECLARATIONS OF INTEREST	
	Mr Smith declared that he had now taken on a new role within the School leading on assessment. Therefore it was agreed that a new Chair (non-staff governor) be elected for the CCC. This would be agreed at the next FGB meeting.	
3/16	RESOLUTION	
	Noted	
	Mr Smith stepped down from Chair of CCC	
	MEMBERSHIP OF THE GOVERNING BODY	
	<u>Changes in membership</u>	

It was noted that Mr Patel had resigned.

Arrangements for filling vacancies - Mr Brogan and Mr Mair left for this item
The skills audit had been reviewed. Governors voted and agreed unanimously to co-opt Mr Brogan and Mr Mair for a four year term.

Membership of panels and committees

It was noted that at this meeting each year the elections for Chair and Vice-Chair took place.

Governors proposed that Ms Lockett be re-elected as Chair – this was agreed by a unanimous show of hands. Ms Lockett would remain as Chair until the Summer term meeting in 2017.

Ms Lockett proposed that Mr Goss be re-elected as Vice Chair, this was seconded and agreed by unanimous vote. Mr Goss would remain as Vice-Chair until the Summer term meeting in 2017.

Committee Chairs would be agreed at the next FGB meeting.

CCC	Resources
Darren Guttridge	Darren Guttridge
Hana Issa	Agnieszka Sanchez-Sawicka
Aalaa Al-Memar	Aalaa Al-Memar
Cory Smith	David Goss
Mary Amayo	Ed De Minckwitz
Tom Jennings	

Mr Brogan and Mr Mair would attend a meeting of each committee before making a decision.

Link Governors:

Mathematics	Shane Brogan
Literacy	Simon Mair
Early Years	Agnieszka Sanchez-Sawicka
Safeguarding and SEN	Mary Amayo
Governor Training	David Goss
Premises, Health & Safety	Cory Smith
Parents	Hana Issa & Aalaa Al-Memar
Children	Ed De Minckwitz or Tom Jennings (TBC)

The Chair agreed to prepare the visits schedule for 2016-17 and circulate to Governors.

RESOLUTION

Mr Brogan and Mr Mair co-opted for a four year term

Ms Lockett elected as Chair for one year

Mr Goss elected as Vice Chair for one year

Committee membership and link areas noted

4/16

CHAIRS ACTION

Nothing to report.

5/16	MINUTES OF THE PREVIOUS MEETING	
	<p>The Minutes of the meeting held on 16th March 2016 were agreed as an accurate record of the meeting and were signed by the Chair.</p> <p>The Minutes of the EGM held on 19th May 2016 were agreed as an accurate record of the meeting and were signed by the Chair.</p> <ul style="list-style-type: none"> It was clarified that the 38k referred to the inclusion budget 	
	RESOLUTION	
	FGB Minutes – 16th March 2016 approved	
	EGM Minutes – 19th may 2016 approved	
6/16	MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA	
	<p><u>Actions</u></p> <p>Re Item 6/16 - Mock-Sted report to be sent to all Governors.</p> <p>Re Item 6/16 – Collaboration – The H/T explained that there was a new opportunity with a similar cohort. JL agreed to contact the Chair and the H/T agreed to progress with this opportunity.</p> <p>Re Item 13/16 _ Pupil premium – This was on going and would be an item on the next CCC agenda.</p> <p>Re Item 17/16 – Training log – The Chair agreed to obtain the most recent log following SP resignation and liaise with Mr Goss moving forward.</p> <p>Re Item 19/16 – Away Day – date to be agreed and training for Governors to be suggested.</p> <p>Re Item 20/16 – The Key – H/T to action ASAP, membership to be renewed.</p> <p>All other actions were complete.</p>	<p>H/T</p> <p>H/T & JL</p> <p>Clerk</p> <p>JL & DG</p> <p>JL</p> <p>H/T</p>
	RESOLUTION	
	See above	
7/16	BUDGET UPDATE AND FINANCIAL MATTERS	
	<p>It was noted that the budget that was reviewed had not been included within the agenda pack. It was agreed this was to be included with the papers for the next meeting.</p> <p>The budget had been updated to reflect the costs of replacing emergency lighting throughout the school (£15,000), the extra costs of the toilet floor (now £7,500), plus the provision of after school music lesson through the Music Hub (£6,500). It was noted that some funding may be available from the Local Authority but this would be determined once all quotes had been received.</p> <p>The H/T updated Governors on the current staffing position and the effects on the budget.</p>	H/T & John

	<p>Nursery admissions had reduced, this would result in one Nursery class instead of two. Ratio: 3 staff for 39 children. If in January there were more than 39 children within the Nursery then the school would need to recruit. This was approved by Governors. Funding would be reduced due to the reduction of nursery admissions. In response to a question the H/T confirmed that the reduction came as a result of families moving out of the area and the Academy that had opened. Falling numbers was a borough wide issue.</p> <p>Governors felt that the school needed to look into marketing to ensure they were the school of choice.</p> <p><u>Emergency Lighting</u> The emergency lighting update was noted. The H/T proposed that the Governors approved the cost of up to £20,000. A Governor questioned why the school was responsible for the costs when the Local Authority (LA) had ownership of the building. It was explained that maintenance costs were included within the schools budget. Structural issues such as subsidence etc, were the LA's responsibility. The LA was leading the tendering process and if the costs were over £10,000 the LA may contribute to the expense. This was approved by the GB however the school would look to recoup some of the funding back from the LA. Work would take place over the summer holidays.</p> <p><u>Cleaning Contract</u> The current cleaning contract period had expired and in line with costs greater than £10,000 the Premises Manager invited two other companies to tender for the contract:</p> <ul style="list-style-type: none"> • G+P Cleaning Services - £57,500.50 • JPD Cleaning Services - £58,156.77 • Julius Rutherford - £62,356.30 (current provider) <p>Although the current provider was the most expensive it was proposed that the school continue with their services. It was felt that the current contractor provided a good service of a high standard.</p> <p>The Chair advised that she was not happy approving the company with the highest quote without good reason. Following discussion on the Children's Centre and the funding received for the redundant care taker position which would soon diminish, it was agreed that the school split the cost and ask for separate invoices for the Children's Centre and the School premises. The school were also to seek a competitive price. The revised figures were to be presented to Governors at the next FGB meeting.</p>	
	<p>RESOLUTION</p>	
	<p>Revised Budget to be included in the next agenda pack</p> <p>Governors approved the reduction from two nursery classes to one and this would be reviewed in January 2017</p> <p>Governors approved the cost up to a maximum of £20,000 for the emergency lighting with the proviso that the school look to recoup a contribution from the LA</p> <p>Seek competitive quote from Julius Rutherford, splitting the C/C from the School premises</p>	

	Revised quotes to be presented at the next FGB meeting for decision	
8/16	SLA/CONTRACT UPDATE	
	<p>This item had been covered.</p> <p>The School would continue with the current Clerking SLA for 2016/17.</p>	
	RESOLUTION	
	Noted	
9/16	MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES	
	<p><u>Children, Community and Curriculum Committee</u></p> <ul style="list-style-type: none"> • Ms Claire Metcalfe gave a presentation of Safeguarding • Early Years profiles were reviewed by Governors and these looked at the journey children undertook • Attendance and inclusion was discussed – attendance was strong putting aside sickness • The Lebanese event was a success • Community engagement was strong • Data was positive throughout the year and gaps were reviewed • Summer fair was taking place on 19th July 2016. Mayor did not respond and the zoos were booked out which meant no animals were available as hoped. Lots of other activities were planned for the event. • Medical needs policy was reviewed • Mission statement reviewed and was to be uploaded to the website <p><u>Resources</u> The Minutes were not yet available but were within the SLA deadline. Ms O'Sullivan had stepped in at last minute due to unforeseen circumstances and Governors expressed their gratitude.</p> <p>The following areas were discussed at the meeting:</p> <ul style="list-style-type: none"> • Budget changes • Lighting proposal • Pay Committee agreed for 19th July 2016 • Nursery places proposal • Decorating – Agreed to keep on the agenda for the next meeting and review for next year • SDP • Link Governors – identify ways Governors can link with Staff and build in more • Introductory tour 18th July 2016 breakfast meeting Governors welcome • H/T to share asbestos report which feeds in to maintenance plan • Doodle poll for away day • SDP and Academy conversion to be discussed at away day • Staff feedback very positive • Audit taken place earlier in the year, larger audit anticipated later in the year – noted laptops 	
	RESOLUTION	
	Noted	
10/16	HEADTEACHERS REPORT TO GOVERNORS	

	<p>The report was included within the agenda pack and was read and noted by Governors.</p> <p>A discussion took place on the reduction in Nursery admissions and on marketing of spaces. It was agreed that the remaining spaces be advertised on the website.</p> <p>There were currently 412 pupils on roll, the overall capacity was 440.</p> <p>Attendance figures were noted:</p> <ul style="list-style-type: none">• 2015/16 = 94.8%• Minus 1st week = 95.0% (holidays, unauthorised absence)• Minus 72 cases of chicken pox = 96.0% <p>Fixed penalties continued.</p> <p>The H/T provided an explanation on the GLD:</p> <ul style="list-style-type: none">• 2013 = 20%• 2014 = 27%• 2015 = 56%• 2016 = 65% <p>The school was now much closer to the National average.</p> <p>The quality of teaching was noted:</p> <ul style="list-style-type: none">• Outstanding = 38%• Good = 62%• RI = 0%• Inadequate = 0% <p>Judgements were made using a triangulated model consisting of lesson observations, book scrutiny and classroom learning environments. A Governor asked if improvements could be seen and this was confirmed.</p> <p>Staffing update was noted.</p> <p>Performance management process was being finalised and completed. Evaluations would be ready for the Pay committee.</p> <p>Staff Disciplinary process – appeal taking place.</p> <p>Term dates for 2016/17 agreed and noted.</p> <p>SDP – now closed. All actions with exception to two which would be carried forward. The SDP had been extremely effective this year and the Early Years data was the highest it had been. 83% in Phonics this year which had increased from the dip last year. Children were moving through the school at a higher standard. Staff were settled and attendance was rising. Overall feedback was extremely positive.</p> <p>The Chair thanked Ms Sanchez-Sawicka for all her time and hard work on the website project.</p> <p>A discussion took place on the PTA. The support from parents had increased and was very positive. A letter would be circulated to get more parents involved.</p>	
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	Community engagement was going extremely well. Ms Issa would take this forward with the help of Mr Smith, although he would take a step back now due to other commitments.																																														
	RESOLUTION																																														
	Noted																																														
11/16	SATS AND ASSESSMENT																																														
	<p><u>SATS Results 2016</u> A focus of the current year's SDP was to raise standards in reading. The Teaching and provision of reading had hugely improved across the school however the pupil outcomes outlined below show that at the end of KS2 results are well below the National average. Concern was raised as there was a significant drop in Reading. Teaching this year in Reading was good but there were concerns on the gaps identified in the results. The school had heavily resourced in this area. Improving Reading outcomes would continue through the next year and remain high priority. A review of teaching strategies and test technique would take place immediately to ensure that standards in Reading were as high as other core subjects. A review of books and the monitoring system was schedule to take place and a co-ordinator was coming in. There was a 10% gap previously which had now increased to 33%. The school would now teach to the test and this would include going through SAT papers. It was certain that a different approach was needed.</p> <table border="1"> <thead> <tr> <th></th> <th colspan="2">Reading</th> <th colspan="2">Grammar</th> <th colspan="2">Writing</th> <th colspan="2">Maths</th> </tr> <tr> <th>% at expected</th> <th>National</th> <th>School</th> <th>National</th> <th>School</th> <th>National</th> <th>School</th> <th>National</th> <th>School</th> </tr> </thead> <tbody> <tr> <td></td> <td>66%</td> <td>46%</td> <td>72%</td> <td>75%</td> <td>74%</td> <td>73%</td> <td>70%</td> <td>73%</td> </tr> <tr> <td></td> <td colspan="2">Below National</td> <td colspan="2">Above National</td> <td colspan="2">In line National</td> <td colspan="2">Above National</td> </tr> <tr> <th>Average Scales Score</th> <td>103</td> <td>99</td> <td>104</td> <td>104</td> <td></td> <td></td> <td>103</td> <td>100</td> </tr> </tbody> </table> <p>Due to the changes in the curriculum and assessment results were not comparable to that of previous years. Progress could not be demonstrated until the tools were available in September.</p> <p>Y2 this year was in line with the GLD. Children across the country found the paper extremely difficult.</p> <p>The H/T was putting together a case for mitigating circumstances: 1 x child unwell, 1 x child unfortunate family situation, 3 x Children in Need. A Governor asked if the above circumstances were removed would the 46% dramatically change. Looking at the special cases this was 16% overall. The H/T felt extremely upset and disappointed that the work put in for Reading including the wrap around was not what was included within the test. He expressed that the result was not good enough. The school needed to know how to prepare for the test. Workshops for Reading would be increased and test practice would commence earlier.</p> <p>It was suggested that parents be invited to read with their child and crib sheets with what questions to ask be circulated. The previous Reading workshops were very well attended but Reading needed to be continued at home.</p> <p>Governors noted that these results were being seen across the board and that overall they should be pleased with what had been achieved. It was obvious that something had changed that had impacted on results. Case studies would be built of children who made progress throughout the year but had not made expected.</p>		Reading		Grammar		Writing		Maths		% at expected	National	School	National	School	National	School	National	School		66%	46%	72%	75%	74%	73%	70%	73%		Below National		Above National		In line National		Above National		Average Scales Score	103	99	104	104			103	100	
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	<p>Governors were aware that this would be an issue with Ofsted and the H/T wanted Governors to understand that this was not good enough and required addressing. It was asked if this could trigger the Ofsted inspection. Ofsted has been expected since March 2016. Before these results the H/T was confident the school would undertake the one day inspection, however now he felt a longer inspection could be possible but he was confident in the teaching that would be seen.</p> <p>CCC would discuss the results and follow up actions and this would be a priority on the SDP.</p>	
	RESOLUTION	
	SAT results were noted	
	Action would be taken to address the disappointing result in Reading	
12/16	SCHOOL DEVELOPMENT PLAN	
	<p>2015/16 SDP was now closed and Governors were satisfied with the progress.</p> <p>The 2016/17 SDP was in draft format. It was noted that the text in the first box was core priorities.</p> <p>Subject Leaders presented at CCC, it was agreed that Phase Leaders would present too.</p> <p>The 2016/17 SDP would be reviewed, interrogated and finalised at the September away day. The H/t asked Governors what they felt should be included: long term strategy and finance, monitoring of in year budget plan.</p>	
	RESOLUTION	
	Noted	
13/16	ANNUAL SAFEGUARDING REPORT	
	The safeguarding report carried out and written by Ms Amayo was read and noted by governors.	
	RESOLUTION	
	Noted	
14/16	HEADTEACHER'S PERFORMANCE MANAGEMENT PANEL	
	<p>The Panel was agreed – Ms Jude Luckett, Mr David Goss and Mr Ed De Minckwitz.</p> <p>The previous external adviser was Ms Lynne Hargreaves from the LDBS. There were concerns regarding the length of time it had taken to produce the report from the meeting and therefore the panel needed to agree if Ms Hargreaves would continue or a new consultant would be appointed. The Chair would make the necessary arrangements.</p>	JL
	RESOLUTION	
	Panel agreed	
	External consultant to be agreed and dates to be set	
15/16	GOVERNORS MONITORING AND VISITS	
	Ms Al-Memar – Nursery parents – review of progress made. Positive feedback received. Ms Al-Memar agreed to write a report on the visit.	AA

	Chair agreed to produce the 2016/17 visits schedule	JL
	GB Self Evaluation – look again at Skills matrix. Chair to circulate summary before the away day and forward visits schedule to the Clerk	JL
	RESOLUTION	
	Noted	
	2016/17 Visits schedule to be produced and sent to the Clerk	
	Circulate summary of GB self-evaluation	
16/16	APPROVAL OF STATUTORY POLICIES	
	Statutory policies were uploaded on the School website.	
	Clerk to check the policy schedule against minutes. Chair to forward policy schedule.	JL & Clerk
	RESOLUTION	
	Send policy schedule to Clerk	
	Clerk cross match with minutes to ensure policies are up to date	
	Policy schedule to be aligned with future agendas	
17/16	ACADEMY UPDATE AND WHITE PAPER	
	To be discussed at the away day. Keen to explore to ensure aware of all available options. Look at benefits and disadvantages.	
	RESOLUTION	
	Noted	
18/16	DBS CHECKS	
	Mr Brogan and Mr Mair to undergo DBS checks. All other Governors completed on the SCR.	
	RESOLUTION	
	DBS Checks to be undertaken	
	Clerk to find out how often DBS checks are to be updated	
19/16	GOVERNOR TRAINING AND DEVELOPMENT	
	Previously Mr patel maintained the record of Governor training. The Vice Chair would now take on this responsibility.	DG
	Ms Al-Memar recently attended Head Teachers Performance Management training.	
	Mr Goss recently attended Safer Recruitment training.	
	Chair to forward up to date training schedule to the Clerk.	
	RESOLUTION	
	Noted	
	Forward up to date training schedule to Clerk for information	

20/16	DATES OF FORTHCOMING MEETINGS	
	Meeting calendar noted and agreed. Away Day agreed – Monday 12 th September 2016 4pm.	
	RESOLUTION	
	Noted	
21/16	ANY OTHER BUSINESS	
	One Picture Art Project – Gallery Monday 11 th July 2016 1.30pm-3.30pm. Governors and Parents welcome.	
	RESOLUTION	
	Noted	
	CONFIDENTIAL	
	See confidential minutes.	

The meeting closed at 8.25pm

CHAIR _____ DATE _____