

The Windmill Primary Federation Full Governing Board meeting

4 December 2017

		Action
1	Family Support Unit – lead by Cathryn Farnham	
	<p>Cathryn was welcomed to the meeting and introductions made.</p> <p>Governors received a copy of the Family Support Unit (FSU) leaflet and structure chart which explains the makeup of the team and how it supports pupils with SEN and Disabilities, Mental Health issues including behaviour, Medical Needs and Health Care plans, Looked After Children (LAC), Safeguarding including Child Protection (CP) and Child In Need (CIN), Family Support Process (FSP) and Bereavement (child support).</p> <p>Cathryn is the Family Support Unit Manager and SENDCo alongside being an alternate Designated Safeguarding Lead (DSL)/FSP and LAC Key person. There is also a Pastoral Co-ordinator, Parent Support Advisor (PSA), Pupil Support Leader, members of the Nurture Group Team and Teaching Assistants (TAs) working specifically with pupils with a high level of need.</p> <p>There is a referral process in place for identifying pupils in need. Referrals are also made to outside agencies where applicable.</p> <p>The FSU team has continued to support children and families across the federation this term. Parents and carers as well as the child are fully involved through meetings in the Assess, Plan, Do, Review process by setting up new passports; example copy distributed to governors. Children from all four schools are accessing the nurture group based at WW, with others waiting to join. The Boxhall Profile Assessment is used to assess entry criteria and the child is reassessed on exit. All assessments demonstrate an improvement in behaviour, emotional and social issues as evidenced in the classroom with better behaviour and improved engagement in learning. An additional member of the team is supports two pupils at WW by using British Sign Language (BSL). Three additional pupils have been added to the SEND register this week and it is likely that 7 or more pupils will be added. There is also a monitoring list for other pupils who may or may not be added to the register at a later date. It has been agreed to only include pupils who are at PITA 2 (assessment level) or less. Pupils with medical disabilities, which now includes Asthma, are now recorded as 'Medical' not 'Disability' so numbers for these two groups will vary significantly from previous registers.</p> <p>The table in the Headteacher's report show how the numbers on the register compare to Norfolk Primaries and Nationally with SEND higher than Norfolk and National for WH following the addition of further pupils since the report was made.</p> <p>Cathryn reported that an external SEN Audit had taken place today and the auditor was impressed that she had good knowledge of the pupils on the register and evidenced the holistic approach, the Boxhall profile assessment and programmes of work set for the children shared with staff</p>	

	and parents. It is not always easy to show impact; there are fortnightly meetings with FSU staff to ensure the team is aware of the requirements for all children to provide continuous cover. Governors discussed the need to triangulate the evidence by monitoring of process and impact. Cathryn was thanked for her presentation.	
2	Present and consideration of Apologies	
	<p>Attending: Alison Bailey, Martin Gordon (chair), Tamara Emery, Gloria Joiner, Jessica Welsby, Scott Horsley, Lyndsay Howlett, William Hall, Rose Ward, Nancy Irvine, Nikki Graham, David Harrison, Karen Thorpe, Cathryn Farnham (for item 1 only) and Flick Walsh (clerk)</p> <p>Accepted Apologies: N/A No apologies: Not applicable Resignations: Tony Holden has tendered his resignation, governors expressed their gratitude for his support for the federation in the past and more recently when academisation was under consideration and the appointment of a new headteacher. Chair to write on behalf of the governing body to express their thanks.</p>	MG
3	Notification of any other Urgent Business	
	None.	
4	Declaration of Business interests/Conflict of interest To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting	
	There were no declarations of interest.	
5	Membership of the Governing Board To approve appointment of new governors, note resignations and vacancies and agree the date for the revised membership to be published on the school website. Tamara Emery, Jessica Welsby, William Hall, David Harrison, Lyndsay Howlett and Nancy Irvine were welcomed and appointed by the governing body. As no eligible parent governor was particular about being either a co-opted governor or a parent governor, names were picked out of a 'hat' and William Hall and Jessica Welsby were appointed as parent governors. This left 3 Co-opted governor vacancies; governors agreed to re-appoint Rose Ward as a co-opted governor (only one of the deputy heads could be re-appointed due to the rules on the ratio of staff governors to other types of governor) and Chair to meet with Michelle Napier a member of the community who has expressed an interest in joining the governing board. A governor skills audit will take place to identify any areas of expertise/knowledge that are lacking within the current mix of governors to inform the appointment of the remaining vacancy. Revised governing board membership to be published on the school	FW

	website by the end of term.	
6	Governors' Register of Business Interests and Code of Conduct To review current information held and create a new register for 2017/2018	
	Register of Business Interests and Code of Conduct completed and agreed by all governors present. To be published on the website by end of this term	FW
7	Committees To review the committee structure in light of new governor appointments, committee reports and agree Terms of Reference	
	<p><u>Committee Structure</u> The following committee membership was agreed: <u>Resources:</u> Martin Gordon, Jessica Welsby, David Harrison, William Hall, Karen Thorpe, Alison Bailey, Rose Ward, Scott Horsley and Gloria Joiner <u>Teaching and Learning:</u> Martin Gordon, Tamara Emery, Lindsay Howeltt, Nancy Irvine, Nikki Graham, Scott Horsley, Rose Ward and Alison Bailey</p> <p><u>Committee Reports</u> Teaching and Learning 14 November 2017 – last paragraph of item 7 was thought to be confusing; Alison and Nikki to respond to clerk's email to check draft minutes for accuracy. Gloria noted that the attendance policy had been agreed and that registers close at 9.20am across the federation not 9.30am. She also requested clarification on the treatment of unauthorised holidays and when parents are fined. Alison explained that parents are not fined for the first round of unauthorised holidays and agreed that this would be reported to parents. Resources 21 November 2017 – no matters arising.</p> <p><u>Terms of Reference</u> – were unanimously agreed by governors for both committees.</p>	<p>AB/NG</p> <p>AB</p>
8	Review Statutory Requirements To appoint new governors and confirm current appointments for delegated responsibilities	
	<p>The following appointments were made:</p> <ul style="list-style-type: none"> • Assessment Governor – Martin Gordon and Nancy Irvine • Cluster Representative – Martin Gordon • Curriculum Governor – Nancy Irvine and Lindsay Howlett • Data Protection Governor – William Hall and Karen Thorpe • Health & Safety Governor – Gloria Joiner and David Harrison • More Able Governor – Jessica Welsby • PE Grant Governor – Tamara Emery and Nikki Graham • Performance Management – Martin Gordon, Gloria Joiner and William Hall • Pupil Attendance – Gloria Joiner 	

	<ul style="list-style-type: none"> • Pupil Premium and LAC governor – Karen Thorpe and Nikki Graham • Safeguarding and E-Safety governor – Martin Gordon and Nikki Graham • SENDCO Link Governor – Lindsay Howlett • Safer Recruitment – Gloria Joiner, Martin Gordon, Alison Bailey, Scott Horsley and Rose Ward <p>It was agreed that Scott provide Safeguarding training for all governors; date to be arranged and disseminated to governors. ‘Governance Now’ training for governors new to the role was recommended.</p>	SH/Clerk Governors
9	Minutes of previous meeting Confirmation of the minutes of the previous meeting	
	Governors agreed that the minutes of 25 September 2017 were a true reflection of the meeting with the removal of NG under item 1 who was not in attendance.	
10	Matters Arising Matters arising from the minutes and review of action taken	
	There were no other matters arising. All other actions have either been completed or are on this agenda.	
11	Headteacher’s report (including SDP and SEF update) For governors to discuss the report and raise any issues/questions	
	<p>Alison explained that her report follows the Ofsted categories in line with the SDP priorities and SEF.</p> <p><u>Admissions:</u></p> <ul style="list-style-type: none"> • Number on roll – remains stable at WW and TSL and increasing in TSJ and WH. • Exclusions - there had been 4 exclusions at WH (2 pupils involved). Attendance - high level of illness typical for this time of year; the federation fogging unit has been used in two schools. Several requests for term time holidays of which the majority have been unauthorised and one family to be fined this week. One exception, where the child has extreme autism and would benefit from being on holiday during the school term when it is not so busy. In answer to governor’s question Alison explained that taking holiday during term time is never authorised unless there is an exceptional reason; however she does not fine on the first occasion of unauthorised absence as it risks alienating the parents/carers. Governors discussed what exceptional circumstances would allow holidays to be authorised such as farmers who have to work across the summer holidays and families with parents in the forces who have no choice when they are able to take a holiday. Governors felt strongly that pupils should not take holidays during term time without exceptional circumstances. It is at the headteacher’s discretion as to what is authorised or not. 	

- Special Educational Needs (SEN) – see item 1 of the agenda.

Effectiveness of leadership and management:

- Monitoring – rigorous monitoring has taken place by subject leaders, with high level monitoring of Computing/e-safety and PE and low level monitoring of Art/Design and Technology (DT) and Modern Foreign Languages (MFL). Reports will be available in the Spring term and with more governors appointed, visits can be made to endorse/challenge the findings.
- Website – under review to ensure it meets all statutory requirements, is informative and easy to navigate

Quality of Teaching, learning and assessment:

Improve standard of teaching – observations look at 5 areas of teaching and learning including ‘Pace and depth’, ‘Use of TAs’, ‘Level of challenge’, ‘Assessment and support for groups’. Judgements are ‘major strength’, ‘strength’, ‘needs development’ and ‘priority for development’. In the vast majority of cased judgements were either ‘strengths’ or ‘major strengths’. Where this was not the case required improvements were made, following support, for the majority. Where improvements have not taken place restructuring within the federation will take place. Maths is a high priority for the federation; a structured programme of support will be implemented led by Scott. Outcomes will be closely monitored to ensure best outcomes for pupils and action taken if there is no improvement.

Curriculum Review – Read, Write Inc (RWI) WW’s phonics scheme will no longer be followed by Year 2 who need to produce more extended pieces of writing. Rose is looking into vertical planning for the other schools where mixed aged classes are more challenging.

Moderation – first in house moderation starts this week focusing on ‘turrets to tiara’ on writing; this will be followed by external moderation with another school.

Personal Development, behaviour and welfare:

Behaviour – 1, 2, 3 magic has been introduced across the federation. Recent training focused on making the right ‘choices’, showing ‘respect’ to all and being ‘kind’ to everyone. The new ‘Marvellous Me’ app which provides positive engagement with parents has proved to be popular and take up is expected to increase when word spreads to parents/carers who have not accessed it yet.

Parental engagement – Scott will be leading on learning cafes following recent training; he explained that rather than being called reading or maths cafes this will be avoided as it puts some parents off, making them into learning/curiosity cafes. In answer to governors’ question grandparents, carers, other significant adults would be welcome. Letters have been sent out to obtain parent representatives at all schools.

Outcomes for pupils:

Raising attainment in writing and maths across the federation – the impact of the literacy focus on Turrets and Tiaras (discussed above) will be known following moderation.

The effectiveness of Early Years Foundation Stage (EYFS) provision:

Percentage achieving ‘Good Level of Development’ (GLD) needs to be at least in line with national at 70%. Currently WW and TSL are above

	<p>national, TSJ is in line and WH below at 66% however it has improved from 44% last year.</p> <p>Governors were also provided with a basic overview of Attainment and Achievement Data.</p> <p>Governors were reminded of the need for confidentiality on any item discussed at governing body meetings as stated within the governors code of conduct.</p>	
12	Proposal to change the start and finish times of the school day to 8.45am – 3.00pm for all federation schools	
	<p>Following discussion it was agreed to change WW’s start and finish times to 8.45am and 3.00pm, but not the other schools. As it would affect families with pupils at WW Nursery with a sibling in one of the other schools. If they closed at the same time. Comment was made that it would assist with the parking issues and ease congestion around pick up time when both the high school and WW finish at the same time and with the health and safety issues of bad parking that is currently a concern at WW.</p>	
13	Proposed changes to INSET days for 2018-2019	
	<p>Governors agreed to the proposal change in INSET days for 2018-2019 see attached calendars. It will also allow staff to visit other schools to share good practice. Parents to be informed as soon as possible.</p>	AB
14	Small Schools Review To consider the vulnerable pupils in our schools and the federation’s capacity to meet their needs	
	Governors agreed the Small Schools Review response provided.	
15	School Policy Review To report any policies reviewed/approved by committees and to review and agree the following policies	
	<ul style="list-style-type: none"> • WPF Accessibility Plan – this pulls all the individual school plans together into one document; agreed by governors • WPF Managing Medical Conditions and Administering Medication policy – reviewed with no changes; agreed by governors • WPF Code of Conduct for Parents/Carers – in answer to governor’s question it is not a compulsory policy but many schools now have one in place following a growing number of issues with parents being aggressive/disruptive and using ‘facebook’ inappropriately. Parent governors felt that it would not be contentious to any parent/carer who was happy to abide by the rules which were not unreasonable; governors agreed the policy. Governors went on to discuss the particular parking issues at WW and were advised that the local police had been contacted to assist with setting up a junior PCSO scheme to 	

	encourage parents to park safely.	
16	Governor monitoring, development and training	
	<p>a) To receive any reports from governors who have undertaken monitoring visits to schools since last meeting – discussed under item 8 and 11 with the allocation of roles to new governors; Alison to provide monitoring template and guidance on monitoring</p> <p>b) To receive a report from the Link Governor (i.e. governors linked to the priorities in the SDP) – as above</p> <p>c) To receive feedback from governors who have attended training: <ul style="list-style-type: none"> • Gloria has completed Performance Management training • Nikki is booked on Safeguarding training • Governors new to the role to access ‘Governance Now’ training • In house Safeguarding training to be arranged by Scott for all relevant governors; Clerk to inform governors of dates. • General Data Protection Regulation training to be arranged in house for relevant staff and governors • Vulnerable groups training accessed by Karen; Nikki to do the same Clerk will assist with access to training on governorhub if necessary.</p> <p>d) Review of Skills Matrix – to be completed by all governors and returned to the clerk</p>	<p>AB</p> <p>Governors</p> <p>SH/Clerk</p> <p>NG</p> <p>Governors</p>
17	Any other urgent business (not for lengthy discussion or anything requiring a vote)	
	There was no urgent business.	
18	Dates of future meetings 2017-2018	
	LGB meeting dates all at WW at 6pm: 22 January 2018, 19 March 2018, 14 May 2018 and 2 July 2018.	
	Meeting finished at 8.00 pm	

Table of actions required

Item	Action	By when	By whom
2	Chair to write and thank Tony Holden for his time as governor.	asap	MG
5/6	Information on Governors Register of Interest, attendance and statutory information required to be added to the federation website.	19/12/17	FW
7	<ul style="list-style-type: none"> • Teaching & Learning draft minutes – chair of committee and headteacher to respond to draft prior to publication on governorhub • Parents to be informed of the fining procedure for unauthorised family holidays and formalised across the federation 	19/12/17	AB/NG AB
8/16c)	Safeguarding in house governor training dates to be agreed Governance Now training to be accessed by relevant governors	Asap	SH/Clerk Governors

16d)	General Data Protection Regulation training to be arranged in house for relevant staff and governors Vulnerable groups training - Nikki to access Review of Skills Matrix – to be completed by all governors and returned to the clerk		NG Governors
13	Changes to INSET days – parents to be informed asap	Asap	AB
16	Governors monitoring template to be provided by Alison	Asap	AB/Clerk

Signed by Chair of Governors.....

Date