



# Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Full Governing Body  
held on 20<sup>th</sup> March 2017 @ 5.30pm**

<b>Present:</b>	Ms Marilyn Toft (Chair)	Trust	MT
	Mrs Emma Clifton	Trust	EC
	Mrs Patricia Dobson	Trust	PD
	Mrs Janet Shanks	Teacher	JS
	Miss Trudy Stannard	Trust	TS
	Mr Colin Tapscott	Headteacher	CT
	Mr Jamie Webber	Staff	JW
	Mrs Sally Wright	Trust	SW
<b>Apologies:</b>	Mr Daniel Bloomfield	Parent	DB
	Mr Gavin Fisk	Parent	GF
<b>In Attendance:</b>	Mrs Liz Talbot (Clerk)		LT

No.	Item	Explanation	Who	When
1.	<b>Apologies/Welcomes/Resignations:</b>	Apologies were received from <b>GF</b> and <b>DB</b> . Consent to absence was given by Governors and <b>MT</b> welcomed all to the meeting.		
	<b>Membership:</b>	There were no changes to report.		
2.	<b>Confirmation of previous minutes</b>			
		The minutes of the previous meeting held on 6 <sup>th</sup> February 2017 were agreed as a true and accurate record of the meeting with no additional updates required.		
	<b>Matters Arising from 6<sup>th</sup> February 2017</b>			
		The following matters arising updates were noted: <b>Governor numbers</b> - The party interested in becoming a Governor has been advised there is currently no vacancy. <b>Single Central Record</b> - <b>PD</b> has undertaken the Audit of the Single Central Record on 08/03/17 and was happy with the outcome. She will review again in May 2017 as agreed at the recent Personnel Committee meeting. <b>Guest Speakers</b> - <b>LAL</b> - It was agreed that it was no longer necessary to invite Gemma to provide a presentation as the topic had been fully covered by Natalie. <b>CT</b> agreed to follow up with Caroline and Louise in May 2017 – their focus is pupil leadership. <b>DBS Check</b> - It was acknowledged that the DBS check for <b>EC</b> is now completed and Certificate provided. <b>PD</b> noted that <b>LT</b> is to provide a copy of her DBS check certificate which is already held on record at Hillside CP.		

	<p><b>RSC Letter</b> - Further to the School and Trust's response, the RSC has now confirmed they are content with progress and no further action will be taken. No formal letter as yet.</p> <p><b>Pupil Premium/Non Pupil Premium statistics, Staff Meeting Outcomes and Pupil Premium Visit Report</b> - These items are all covered later in this Agenda.</p> <p><b>Governor Handbook (Hard Copy)</b> - LT agreed to print a copy and save in the Confidential Minutes folder held at the school, before the next FGB Meeting.</p> <p><b>Renewal of Safer Recruitment Training</b> - CT confirmed that his training has been set for 4<sup>th</sup> May 2017 and also noted that Keith Greenwood from Chantry has now agreed that he can provide the Safeguarding level 2 training for all staff.</p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>▪ Review audit of Single Central Record to be conducted in May, after 2<sup>nd</sup> May 2017.</li> <li>▪ To provide copy of DBS Certificate for Gusford records.</li> <li>▪ Governor Handbook (Hard copy) to be stored in Confidential FGB Minutes folder.</li> </ul>	<p><b>PD</b></p> <p><b>LT</b></p> <p><b>LT</b></p>	<p>15/05/17</p> <p>15/05/17</p> <p>15/05/17</p>
3.	<p><b>Pecuniary and other interests</b></p>		
	<p>No new or relevant interests declared.</p>		
4.	<p><b>Chair's Actions</b></p>		
	<p>Nothing relevant to report at this meeting.</p>		
5.	<p><b>Headteacher's Report [Standing Item]</b></p>		
	<p>CT circulated his March report via email in advance of the meeting and invited questions. The questions raised, together with CT's responses are below:</p> <p>There were no particular areas that CT wished to highlight other than acknowledging that the choir's performance at Snape was something to be very proud of and this was acknowledged by Members.</p> <p><b>Page 4 - Pupil premium - Yr 6 Maths.</b> <u>MT noted that the gap doesn't appear to be diminishing and is much wider than other areas, can this be explained and how are we responding?</u> CT advised that there is a high level of SEN pupil premium and this impacts. There are still some parts of the curriculum which need to be taught and this will impact positively. In addition, input on reasoning, problem-solving and analytical skills from Sarah Clayton will help.</p> <p><u>PD noted that in the SEF summary you advise that disadvantaged pupils are not making sufficient progress and more able pupils need to be challenged more. Could you please advise what is being done to improve these two areas of learning?</u></p> <p>CT advised that this reflects the findings from the last inspection two years ago that, with regards to the 'disadvantaged' group, have been improved upon and are shown in an additional chart provided at the meeting. With regards to the 'more able' group, on learning walks this is improving. Quality of Provision reports show pupils more engaged. There are still not many Y6 children working at higher than expected, mainly owing to these children only having had 2 years of the new 4 year curriculum and so we need to embed the curriculum first. This is an area we are working on, for example the Y6 project that focuses on 'more able' and 'more able' Pupil Premium children. Gemma Makin is taking this group and doing a project with them about re-organising the museum in Ipswich, including an Architect visit to work on planning.</p> <p><u>MT asked if members are happy with the information now provided for Boys and</u></p>		

**Girls in relation to Pupil Premium/Non Pupil Premium data.**

**TS highlighted the data for Year 6 boys in relation to Writing (22% & 0%) in comparison to girls (11 & 36%) and asked if there is any intervention.** CT

responded that there are a large group of SEN pupils that affect this data. These pupils are having a lot of intervention and he hopes that in the March data capture this targeting by teachers will be evident. This is a change from using Teaching Assistants for this.

TS added that she is interested in this as they are about to go up to Senior school and the writing is so important. CT noted that writing should be about the joy of writing and the new framework is grammar heavy, which is challenging for boys – the expectation for 10/11 year olds is very high.

TS advised how they are encouraging writing for length of time by looking at the pens they are using and adding 5 minutes to extend and push for more resilience.

MT noted the need to provide skills to do the tests focusing on exam literacy

CT advised they don't have the same issue as they are judged on portfolio so it is more about what knowledge they have to pack in. He added that they are doing work on handwriting and strength of hand muscle.

CT noted that the results do vary for example in Maths, where traditionally girls would do worse, in some groups they are doing better and alternatively in Reading and Writing where traditionally girls do better, this is true for most groups but there are odd changes. He acknowledged that Pupil Premium boys' results had most negative impact on data but this is the same in most schools.

TS agreed that the impact was the same in her school.

SW noted that Y6 is a challenging year group but they are doing very well in this data and this shows the extra work that is being done. She added that Booster reading is an example of this work and she is coming into the school to support this.

CT noted that there are difficulties targeting all vulnerable pupils and as they are working with all groups to raise standards that means the gap doesn't necessarily narrow.

**Page 7 - Attendance. SW referred to the very detailed breakdown of attendance, clearly highlighting the issues facing the school and asked if there is any external officer working within the hub who monitors attendance and visits those families who are not receptive to the school's efforts to improve their child/children's attendance? Or is there a designated EWO to carry out this work?** CT

advised that Kim Wright is the FET member who monitors and follows up attendance. She has recently tackled parents with letters that have assisted the recent improvement (4 weeks in a row in the green zone 96%+). We currently have an EWO who has followed up some with letters, however the FET Manager and I have discussed how there have been some frustrations with the follow up, e.g. a parent that went to court for non-attendance and has repeated this and the EWO has started from the beginning rather than fast tracking. We will raise this and are considering using the cost of the EWO to spend otherwise from September.

**MT asked what is the explanation behind improved attendance as clearly the situation has been changing since you collated the data for your report?** CT advised that the letters have been sent out from the FET. This, combined with the drop in illness, has helped. (although a bout of Chicken pox has started recently). He added that at half term the school data was showing attendance at 94.6% and now 95.1% and aiming for 96%.

**PD noted with regard to attendance, for the last two half terms that this seems to be on a downward spiral. She can see that sickness is one reason for this, but asked if there are any other significant reasons that were causing this dip.** CT responded that they had two school refusers in the Autumn and agreed that sickness was high and mirrored the pattern in two other local schools. The other issue being parents keeping their child off when a little unwell and could possibly be well enough to attend. This is a particular issue in Reception where they are below statutory school age and legally there is no follow up action that the school can take. This is being looked at by the FET Team

and Kim Wright is chasing these families up.

**Page: 14 - Nursery provision - SW asked to be reminded of the current hours offered to nursery children and asked if, by offering 30 hour spaces as per government recommendation, this would be an increase on current provision and there would be a staffing implication to consider? Could the school meet this need?**

CT advised that the school has 15 hours places that are AM or PM places and also offers a number of flexi spaces (M-W & W-Fr). He added that they could offer 4 x 30 hour places with no effect on total places available as they are currently far from full. The only staffing impact would be recruitment of a Midday Assistant for Wednesday lunchtime, as all other lunchtimes currently have one. 30 hours would only be available for those within the Income threshold (PP income related/eligible for Free School Meals). CT acknowledged the need to balance this offer to ensure they aren't blocking any part time possible attendance and confirmed that currently there are 35 attending nursery out of a possible 52 places.

**MT asked do we do anything to publicise the nursery places and should we explore more methods?** CT suggested that offering flexi spaces helps and they use their Twitter page.

**SW noted that the playgroup is in the grounds and asked what is the age group at Brookside Pre-School?** CT advised that they are younger as full time supervision can be provided there (8.30 to 3.30) but the school would not be able to charge extra if they offered this provision. CT acknowledged they could promote the nursery more and added that Marnie Cable is continuing to examine methods of getting more younger children into the nursery.

**MT asked about the Yr2 missing marks** and CT advised that either someone hasn't entered the scores or the on-line software has not linked the data correctly. We need to investigate this further and are in the process of discussing with providers as we have been having difficulty with the software.

**Staff Well Being - SW noted that Staff well-being is clearly a key issue and we must endeavour to reduce anxiety about the changing leadership from September.**

**Please refer to Part B Confidential Minutes for further discussion in relation to this item.**

**Staff retention** - This was discussed in the previous FGB meeting and JS advised that members had talked about whether there was any mileage in setting up a Working Group for this and acknowledged that an existing Well Being group was already set up in school. This group met a couple of days before the FGB (Members - Richard Dediccoat, Louise Hughes, Mike Davis and JS) and provided feedback to SLT. They concluded that the overriding issue is workload and there are no wonderful solutions. Some ideas had been raised but as everyone works in different ways, what you might put in place may help some but add stress to others e.g. opening hours changing. It was acknowledged that everyone has to take control themselves. The subject of peak times and necessity for meetings at these times was an issue and CT confirmed that they are trying to reduce meetings during peak periods but noted that they are battling something beyond school i.e. government pressures. He reassured that they will keep reviewing and are currently considering, for example, email protocol and reducing late night and weekend emails. TS concurred that in her experience this change and no emails after 7pm was helpful, adding that it is much easier for staff to come in on Monday when they aren't bombarded with emails at the weekend.

JS advised that she has also tried to reintroduce the method of organising your emails 1-3 of importance (1=Urgent response needed, 2= Response needed & 3= Information only) and noted that when you remember to do this it helps.

MT noted the need for the members of the Well Being Group to make sure they are picking up and following up on any stress they notice day to day.

	<p><b>TS</b> noted that her school use the HR service provider Education Personnel Management (EPM) for Well Being provision that works very well. <b>CT</b> added that they do pay for staff to have up to 6 sessions of counselling where appropriate.</p> <p><b>SW asked, when there is a big incident do you have an immediate group follow up for that?</b> <b>CT</b> responded that if someone has a problem he will try to find a way of helping. Aggression towards staff is always followed up and parent written to where appropriate etc. Day to day the behaviour support team observe and will try to ensure that the staff member gets time away from that. <b>JW &amp; JS</b> acknowledged that individuals have specific people that they wish to lean on in or out of school.</p> <p><b>MT referred to the Summary SEF, Termly Plan and At a Glance reports included as part of the HT report, confirmed that these were all important items to include and that all governors need to be aware in advance of imminent Ofsted inspection and asked how often CT will update them.</b> <b>CT</b> confirmed updates will be provided as follows: At a Glance Reports - every 7 weeks, SEF and Termly Plan - Termly.</p> <p>Governors acknowledged that the HT Report was a very detailed report.</p> <p>Governors then discussed the preparation they need to undertake for the imminent Ofsted inspection, recognising that there are many new members and that Ofsted will want as many governors as possible to attend. <b>CT</b> advised that he had produced a document for governors highlighting the questions they need to be prepared for answering at an Ofsted inspection and suggested that they need to agree a strategy for their preparation. This document was sent to <b>LT</b> to circulate to all Governors asap.</p> <p><b>PD</b> reassured members that, with regard to the likely questions, if you are a specialist e.g. Safeguarding governor, you should be able to confidently answer the questions in relation to your specialist area.</p> <p><b>MT</b> suggested Members should arrange to meet after the Easter break and asked <b>LT</b> to contact members by email to find a suitable date for all to meet. <b>MT</b> would then ask Anne McCarthy – the ALT hub lead - to attend and support the discussion.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>▪ To circulate Ofsted questions document to members and arrange a date for all to meet in preparation for Ofsted inspection.</li> <li>▪ Invite Anne McCarthy to attend and assist with Ofsted preparation meeting.</li> </ul>	<p>LT</p> <p>MT</p>	<p>ASAP</p> <p>ASAP</p>
<p><b>6.</b></p>	<p><b>Trust Business [Standing Item]</b></p> <p><b>Headship Appointment</b> - <b>MT</b> advised that this had been discussed at the Personnel Committee meeting and summarised as follows for Governors who are not on that Committee:</p> <ul style="list-style-type: none"> <li>▪ <b>SW</b> and <b>MT</b> attended the interview as representatives for the Governors and interviewed one candidate.</li> <li>▪ 4 possible candidates visited the school but only one applied and the one applicant was suitable for interview.</li> <li>▪ <b>CT</b> will meet with the appointed Head in the Summer term and the Personnel Committee agreed to invite her to meet the Governors at one of the next two FGB meetings in the summer.</li> <li>▪ Members also agreed it would be good for her to come in and meet all the Staff and this has been arranged for 27<sup>th</sup> April 2017.</li> </ul> <p><b>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</b></p>		
<p><b>7.</b></p>	<p><b>Committee Meetings</b></p> <p>Two Committee meetings have taken place since the last FGB and headline content was</p>		

	<p>summarised as follows:</p> <p><b>Finance 6<sup>th</sup> March 2017 (summarised by CT in GF absence)</b> - Owing to a range of factors including increased NI contributions, pay rationalisation, increased Pension contributions and other increased staffing costs beyond the school's control, the school needs to save £90k next year and beyond that needs to make more savings. The gap between income and expenditure is considerable and the school Bursar and CT have done some work today on reducing that. Income lines have been affected in part by reduction in deprivation funding.</p> <p><b><u>MT noted the earlier conversation about the EWO service and asked if this could be looked at as a possible cost reduction.</u></b> CT advised that this would only amount to £2K reduction as this is a one off cost. For example the Pay rationalisation has moved a large number of staff into a different pay banding which means their pay has potential to rise over the next few years and this has a big impact with the number of staff involved. A graph covering 5 years was provided at the Personnel Committee meeting showing the huge gap between income and expenditure but initial work on this has improved the earlier years. In the short term the staffing pay changes will wipe out the carry forward. MT noted that all are aware that the National Funding Formula is currently out for national consultation.</p> <p>MT advised that the Budget must be an agenda item for the next FGB Meeting in May.</p> <p><b>Personnel 16<sup>th</sup> March 2017(summarised by PD)</b> - The Pay Rationalisation exercise for Support Staff implemented by ALT was explained in detail and discussed at length. There are some anomalies that still need reviewing by CT and ALT for example what this school expects of an HLTA is different from what is expected at other schools. Whilst it was agreed that the principle of rationalisation is correct the concerns of some support staff was noted.</p> <p><b>Please refer to Part B Confidential Minutes for further discussion in relation to this item.</b></p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>▪ To ensure Budget is an agenda item for the next FGB.</li> </ul>	LT	15/05/17
8.	<p><b>Schools Visits and Link Governor Reports</b></p> <p>The listed School Visits have been undertaken since the last FGB and copies of the reports can be found in the Appendix of these minutes:</p> <ul style="list-style-type: none"> <li>▪ <b>Pupil Premium - SW.</b> Comments/Questions were as follows:</li> </ul> <p>JS noted a correction required to the Visit Report on named person and role that will be made by LT before publication as an Appendix to these minutes.</p> <p>SW noted that the aim of her visit was to understand how this funding is generated, how it is used and who is responsible for deploying the funding as well as its impact. She has provided a very detailed report to fill knowledge gaps.</p> <p><b><u>MT was interested to hear more about the Sports Clubs</u></b> and JW advised that clubs are provided after school and lunchtime. At lunchtime they use the Cage with a year group and in Summer provide 4 sports on the fields so that the majority of children are doing something active. He confirmed that PP clubs are for all years. Tasters are provided in lesson time which have encouraged take up.</p> <p><b><u>MT asked if this is seen as a reward</u></b> and JW advised not but it encourages confidence. JS added that she would not say there were no behaviour issues but JW observed that he can see some improvement owing to boosted confidence and the increased physical exercise can only be seen as positive.</p>		

	<p><b>JW</b> advised that he is going to meet with <b>TS</b> at Chantry in relation to this and <b>TS</b> agreed they do similar things and will arrange a date soon.</p> <ul style="list-style-type: none"> <li>▪ <b>World of Work workshop - PD.</b> Comments/Questions were as follows:</li> </ul> <p><b>CT</b> noted that ‘World of Work’ was really well received. The providers were brilliant and it was acknowledged that Governor contacts had been very helpful in this area. <b>PD</b> noted that watching the interaction with the children was great to see and she explained how well it worked with the group that she had supervised. Interest was shown in a range of occupations including accountancy and midwifery. One child had also written and thanked her.</p> <p><b>MT asked why this event is for Year 5 pupils only</b> and <b>CT</b> advised that it had been designed for year 5s and was actually introduced by <b>TS</b> at a time when the subject had historically been left to Senior School curriculum. <b>TS</b> added that she was very pleased to see how it has progressed and was happy it had expanded to 12 providers. <b>CT</b> added that all schools in the area are still interested in providing this annually so they work together on it (last year had to be postponed owing to too few participants). They are planning to arrange one for Year 6s later this year.</p> <p><b>PD</b> noted that when she asked her group what they had enjoyed most, they particularly liked the Midwifery, Accountants and BT presentations. <b>TS</b> added that the children will never forget that experience and will support raised aspirations.</p>		
	<p><b><u>Actions Agreed</u></b></p> <ul style="list-style-type: none"> <li>▪ To make amendment to Visit report as requested by <b>JS</b>.</li> <li>▪ To arrange visit to Chantry for <b>JW</b> to look at how they provide PP Sports Clubs.</li> </ul>	<p><b>LT</b> <b>TS</b></p>	<p><b>ASAP</b> <b>ASAP</b></p>
<p><b>10.</b></p>	<p><b>Safeguarding</b></p>		
	<p>Safeguarding audit has been completed by <b>PD</b>.</p> <p><b>CT</b> noted that he has a meeting arranged with the FET and Marie Cridge on 25/04/17.</p> <p>Level 2 Training has been provided for all staff and <b>CT</b> has approached and confirmed now with Keith Greenwood at Chantry to provide externally-led training in May 2017. There has been a change of requirement meaning that this must be updated every 2 years.</p> <p><b>CT</b> is aiming to get Marie Cridge and Sarah Walker trained to provide this in future.</p> <p>ALT Safeguarding Policy - some changes to note and approve. <b>CT</b> confirmed that the School policy is totally aligned with the ALT Policy and a new form has been designed to replace the previous and will be included in training.</p> <p><b>Governors approved these amendments and adopted these policies.</b></p>		
<p><b>11.</b></p>	<p><b>Health and Safety [Standing Item]</b></p>		
	<p>There were no updates to provide in <b>GF</b>'s absence.</p>		
<p><b>12.</b></p>	<p><b>Policies and Papers for Approval</b></p>		
	<p>There were minor or no amendments to the following policies which required annual review at this meeting:</p> <p><b>Scheme of delegation - Governors approved this updated Policy.</b></p>		

	<p><b>Performance Management Policy - Support Staff - Governors approved this updated Policy.</b></p> <p><b>Performance Management Policy - Teachers - Governors approved this updated Policy.</b></p>		
<b>13.</b>	<b>Governor Critical Friends</b>		
	<p>It was agreed cards would be sent to:</p> <ul style="list-style-type: none"> <li>• Year 5 team for leading the event on the ‘World of Work’.</li> <li>• English Team (Kay, Danielle &amp; Sharon) for their work on World Book Day.</li> <li>• Sarah Ingram and Cath Sparrow for their work with the Choir.</li> <li>• Well Being Group (Mike Davis, Louise Hughes, Richard Marlowe and Janet Shanks).</li> </ul>		
<b>14.</b>	<b>Any Other Business</b>		
	<p><b>SW</b> gave her early apologies for the 15<sup>th</sup> May FGB Meeting which Governors accepted.</p> <p><b>PD</b> volunteered to help with the Y6 SAT’s observation and <b>CT</b> gratefully accepted this offer. <b>TS</b> also offered to come in on Tuesday 9<sup>th</sup> May to observe process at 8 am that <b>CT</b> also gratefully accepted. <b>CT</b> confirmed that SATs are w/c 8/05/17 Yr 6 and 15/05/17 Yr 2.</p> <p><b>JS</b> notified Members that next week is the Y3/4 performance on the afternoon of Wednesday 29<sup>th</sup> at 2pm and evening of Thursday 30<sup>th</sup>. The production is ‘Ye-ha!’ a cowboy musical extravaganza. Dress rehearsal is on Tuesday 28<sup>th</sup>.</p>		
	<p><u><b>Actions Agreed</b></u></p> <ul style="list-style-type: none"> <li>▪ <b>Governors to observe this year’s SATs process as discussed.</b></li> </ul>	<b>TS/PD</b>	08/05/17 to 15/05/17
<b>15.</b>	<b>Date and Time of next meeting</b>		
	Monday 15 <sup>th</sup> May 2017 @ 5.30pm		

The meeting closed at 7.30pm

**Minutes Agreed**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_