

**GOVERNING BODY OF THE FEDERATION OF ST. NICHOLAS C OF E MIDDLE
SCHOOL, PINVIN, AND PINVIN C OF E FIRST SCHOOL**

Minutes of a FGB meeting held 22nd September 2015 at 7:30pm

Present:

Kevern Oliver KO GB Chair	Zoe Corfield ZC
Judy Dale JD	Andrew Best AB EHT
Sue Townley ST	David Manning DM
Jean Ounsted JO GB Vice Chair	Jenna Greenfield JG
Richard Elliott RE	Karen Broughton KB
Claire Lording CL	James Montgomery JM
Debs Schindler DS	Jim Kehoe JK (Associate)
Sara Marklew SM Clerk to Governors	

Governor questions indicated in bold

1	Welcome	Action
	<i>Opening prayer: CL</i>	
2	Apologies	Action
a	<ul style="list-style-type: none"> • WB, NW and SR absent with approval • WB seriously ill. Governors sent their best wishes 	
3	Election of officers	Action
a	<ul style="list-style-type: none"> • Governors asked to nominate a colleague/self-nominate to the Clerk in advance of the meeting. • Nominations only accepted at the meeting if none received in advance 	
b	<ul style="list-style-type: none"> • KO unanimously elected Chair and thanked Governors for the vote of confidence • JO unanimously elected Vice-Chair • KO highlighted the need for succession planning 	
c	<ul style="list-style-type: none"> • KO thanked Governors for excellent achievements in 2014/15 • New membership has further strengthened GB • Challenge for 2015/16 is to keep pace with change, determine strategy and be focussed and efficient in reducing meetings 	
4	Items to be raised under any other business	Action
a	<ul style="list-style-type: none"> • Health and safety issues arising • Safeguarding issues arising • Revisions to safeguarding policy 	
5	Declaration of interests	Action
a	<ul style="list-style-type: none"> • JO - husband a Governor at Fladbury CE First School. • ST - neighbour audits school fund account. • DM - employee of Wychavon District Council • ZC – manager Pinvin Pre-school • KB – member of pre-school management committee 	

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6	Committees	Action
	<i>JK arrived at 7:45pm</i>	
a	<ul style="list-style-type: none"> • Committee structure to remain Teaching & Learning, Pay, School and Community and Resources Committees • Chairs and vice-chairs of committees to be elected by committee members for later ratification • Hearings and appeals panels to be convened on demand from full GB membership subject to provision for any conflict of interest (normally excludes the Head and GB Chair) • Existing membership was carried forward with the addition of CL, ZC and DS to S&C and ZC to T&L • Full details are available via the GB database 	
7	Delegations/approvals	Action
a	<ul style="list-style-type: none"> • Authority was delegated to the Resources Committee to approve budgets for the academic year • John Smith was appointed auditor to the school fund account • Full powers were delegated to the Pay Committee to implement the pay policy • Pay policy matters requiring immediate attention and communication were delegated to the EHT • Responsibility and authority was delegated to the EHT to dismiss staff for straightforward situations • LA recommended procedures for the handling of discipline or grievance or any other staffing related issue and school non-curriculum complaints were adopted • Additional notes within the meeting pack regarding the appointment of co-opted positions were agreed 	
8	Minutes of last meeting	Action
a	<ul style="list-style-type: none"> • Minutes of the 7.7.15 meeting were approved subject to typo correction 	Clerk
	<i>Refer to action log for matters arising update</i>	
b	<ul style="list-style-type: none"> • Resignation of DB and PN announced creating SNMSP Parent Governor and Co-opted Governor vacancies. • Letters of thanks sent • Parent Governor election required before half term with SNMSP parents only involved • Need to reassign DB and PN responsibilities 	Clerk/KO
c	<ul style="list-style-type: none"> • EHT parent information sessions 22.9.15 and 28.9.15 to provide clarity on key changes to policy on behaviour, curriculum and assessment • Governors welcome to attend the above plus parent forums. • PowerPoint to be circulated and covers material in an accessible manner • AB reported good attendance and positive feedback 	AB
9	EHT presentation	Action

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	<i>AB presented on the data headlines for 2014-15 summarising key strengths and weaknesses. These notes supplement a PowerPoint later circulated to Governors and a revised SEF.</i>	
a	<ul style="list-style-type: none"> • New baseline assessment introduced in 2014/15 • Children are making good progress from baseline but not as good from KS1 data sets 	
b	<ul style="list-style-type: none"> • Whilst GRT attainment is not strong progress is good. • Lessons to be learnt from specific GRT success stories within the federation need to be applied throughout • GRT is a significant percentage of the school population especially in PFS • Attendance is an issue for GRT. • All SNMSP GRT are from PFS 	
c	<ul style="list-style-type: none"> • AB encouraged Governors to read Government commissioned results on AWOL assessment to help understanding • A good test result does not necessarily mean pupils are applying skills and have 'mastery' • Children must not be allowed to coast; a small percentage are capable of working beyond the year curriculum 	
d	<ul style="list-style-type: none"> • GPS is a federation wide issue and greater integration with writing is required • Phonics teaching is good • Maths progress in strong but there is concern that teaching is moving too rapidly from concrete to abstract concepts and a change in approach is being considered • KO noted that KS1 L2c/2b pupils are at risk and asked if they were a targeted group. – AB confirmed this 	
e	<ul style="list-style-type: none"> • Y6 results raise concern at high numbers exceeding expected progress against EYFS • Insufficient numbers achieving NARE at Y6 from KS1 and more accountability required in Y3/4 • JM asked if Y6 data points to weakness in particular feeder first schools – AB confirmed data variations but adamant it should not be an excuse • JM suggested that establishing patterns could strengthen feeder performance – AB noted an identified weakness in maths in some feeders as well as in SNMSP • DM clarified that 18% of Y6 pupils not making expected maths progress against KS1 is a concern – confirmed • Better outcomes are evident over Y5-Y7 with high progress percentages, some a whole level, in Y7 • SNMSP has narrowed the gap in progress achieved against Y5 entry in reading and writing but not in maths • AB highlighted the importance of being able to trust data received from first schools in achieving a good start to each new academic year • KO acknowledged the above as a major historic issue 	

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f	<ul style="list-style-type: none"> • PFS demonstrates low above expected progress in comparative first school data. • AB would like above figure to increase given significant numbers of PFS pupils in SNMSP • Some data concerns in first schools make comparisons difficult • Healthy relationships with Fladbury, Flyford Flavell, Crowle and Himbleton • A weakness in writing identified at Tibberton • Relationships with other minor feeder schools are progressing less well • JM asked how many children this represented in SNMSP – ranges from 4-14 • KO expressed alarm at data for other feeders group – AB highlighted need to look at these children on an individual basis to give appropriate support • JD asked if different teaching methods were behind this – AB highlighted possibility of social factors and need to look at induction • DS asked whether education in Y5, term 1 was tailored – JK acknowledged improved recognition of the issues and subsequent focus on inclusion delivered by improved transition processes • AB agreed other feeder pupils should be classified a vulnerable group • JM noted that PFS pupils will have formed a social group unlike non traditional feeders so integration could be an issue and suggested a buddy programme • KB enquired how effective SNMSP is at working with parents • JK suggested that other feeder pupils are canvassed for their experiences on transition to improve processes and could deliver valuable information for a learning council initiative in development • KB noted the importance of looking at integration in the playground and JG suggested a governor visit approach • JM enquired about home-schooled pupils on roll – there are none but such children would be classed as a vulnerable group • AB suggested there could also be too much emphasis on nurture at the expense of academic development • JM asked if there was an Ofsted target for expected and above expected progress at Y6 – DS indicated that the aim was to narrow the gap and take progress above and beyond without set indicators • AB highlighted how difficult this can be for a Middle School when sit is not accountable for a complete KS2 education • KO pleased that data has been used to identify new groups and potential actions, asked S&C to continue to explore the subject, and noted the significance for a review of education provision locally 	
g	<ul style="list-style-type: none"> • A greater focus of staff subject expertise is expected to pay dividends • New performance measures policy will be presented to parents in January 2016 • GL assessments will give an external measure to compare to teacher scores and provide important independent assurance • Teachers were last year encouraged to raise expectations for pupils; some may now being too cautious in their assessments 	

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	<ul style="list-style-type: none"> • High levels of mastery in English and insufficiently high in maths noted • Important to provide opportunities to develop mastery • DS noted that over cautious assessment could hold pupils back – JK stressed that pupils must demonstrate back up knowledge and application to achieve mastery • AB highlighted the importance of ensuring an alternative system of levels does not emerge from SAS scores • DM commented that mastery must be encouraged if children are to perform beyond their year group and asked how this would happen • AB stated that children need to be secure every year and that mastery should not be targeted in a subsequent year simply because of secure performance currently as that equates to linear levelling • DM asked how coasting was then avoided – AB is looking for depth of learning evidenced via pupil voice, book scrutinies etc • DM appreciated the value of SAS scores but saw risks if they were shared too widely – AB is keen for parents to be informed of pupil scores as they are routinely published at Y6, and felt sharing ground rules with parents was key • DM questioned whether sharing scores when terms was they way forward was appropriate and suggested further discussion at T&L • AB stated that parents need clarity. Declining scores are an instant trigger for concern • DM referenced the bell chart and noted that pupils obtaining mastery would be a small percentage to those achieving secure – AB noted the potential for variance according to year group • AB feels the school is slightly ahead of the game in terms of approach to AWOL 	
h	<ul style="list-style-type: none"> • Summer 2014 saw a dip in performance standards at Y6. This did not happen in 2015 due to a tighter timetable and rescheduling of some activities • DS asked if it was a case of too much coasting at the end of the year – AB agreed momentum was lost 	
i	<ul style="list-style-type: none"> • DM noted Y4 attainment as a concern for what was an able cohort in Y2 and asked if this was attributable to staffing issues – AB indicated that the new teacher has turned the group around and advised of some concerns regarding Y2 assessments for the cohort • DM asked if this was the last cohort to be affected by over levelling – this was confirmed 	
j	<ul style="list-style-type: none"> • JO asked if there was a link between attendance and attainment – AB confirmed this especially for GRT. Some GRT have good achievement but could excel if attendance improved. He questioned whether expectations were sufficiently high • JG highlighted some dual registered pupils • ZC enquired as to levels of communication between schools – JG highlighted that communication has to work both ways 	
k	<ul style="list-style-type: none"> • KB asked if less able pupils are appropriately stretched and challenged – AB indicated that this was class dependent in 2015 in SNMSP and that opportunities for reinforcement are required • AB careful to match teacher and needs of children appropriately 	

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	<ul style="list-style-type: none"> Consolidation/pre-teaching classes are on offer for vulnerable groups 	
I	<ul style="list-style-type: none"> AB welcomed a stimulating and beneficial discussion KO asked as to morale – JG commented on a smooth start at PFS but noted the lack of WB AB has a stronger presence on PFS in view of HoS absence SNMSP staff welcome the opportunity to work across the federation AB had previously flagged issues with culture and ethos but now feels school is at its most positive ever with engaged staff KO noted some initiative fatigue at the end of the summer term AB felt Ofsted before half term would be tough 	
10	Vision and aims	Action
a	<ul style="list-style-type: none"> JK conducted a session with teachers on the future of the federation via a simple 6 question format Bullet point summary distributed shows forward thinking with a vision of a specialist centre of excellence, possibly one school, with greater cluster and community involvement GB encouraged to see staff excited and aspirational for the future KO noted comment that Governors should have a higher profile KO to circulate full report to Governors AB will lead with other stakeholders/staff DM to attend parent forums on 13.10.15 (SNMS) / 15.10.15 (PFS) 	<p>KO</p> <p>DM</p>
b	<ul style="list-style-type: none"> Governor input to be established via a format similar to that for teachers 	KO
c	<ul style="list-style-type: none"> EHT happy that strategic vision for GB is a balance between the forward direction of the school and what stakeholders believe is right for the school 	
d	<ul style="list-style-type: none"> KO to attend pyramid consultation group meeting on 28.9.15 	KO
11	Governor visits	Action
a	<ul style="list-style-type: none"> Individual governor responsibilities for visits linked to specific areas of the SEF were agreed as at the foot of these minutes SIP highlights areas of action and possibilities for Governor input EHT annual diary plots suggested schedule for visits KO thanked Governors for their willingness to participate in the programme stressing that visits should be short, sharp, avoid operational matters and minimise interference with school activity Governors can either observe and report or meet with subject leaders Aim is to gather evidence indicating that initiatives and systems are effective Initial contact should be via EHT who will signpost further contact Fellow governor support is available as required via JO, DS, CL or KO JG to liaise with SR regarding role and expectations 	JG
12	Any other business	Action

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a	<ul style="list-style-type: none"> RE to assume responsibility for Esafety JO to assume responsibility for positive handling AB to assume responsibility for PREVENT as liaison person 	
b	<ul style="list-style-type: none"> Governors approved the revisions to the safeguarding policy following new advice from Sally Mills No safeguarding issues to report 	
c	<ul style="list-style-type: none"> No health and safety issues to report KB enquired as to access arrangements for the defibrillator at the village hall; RE was asked to make enquiries JO advised of a network of trained responders in the village 	RE
13	Meetings	Action
a	<ul style="list-style-type: none"> S&C Committee to meet 14.10.15 at 5:15pm to accommodate staff Meeting planner as per briefing pack to be developed to incorporate key agenda items and activities Chairs meeting (29.9.15, with RE, DM, JO, KO, AB, NW and Clerk attending) will consider detail for governor visits, vision and aims and operational issues particularly the role of committees RE leading the implementation of Google diary by half term to facilitate GB planning Next meeting - 6:30pm on 7.12.15 	RE
	<i>JG, AB, JK and ST left the meeting at 9:50pm</i>	
	<i>Refer confidential item</i>	
	<i>The meeting closed at 9:50pm.</i>	

Governor Visits: Lead Responsibilities - September 2016

SEF Section		Lead Governor
4	Effectiveness of Leadership and Management	KO
5	Teaching Learning and Assessment	KB
6	Personal Development and Welfare	ZC
7	Outcomes	NW, DS
8	KS3 Provision	DM
9	SMSC	CL
10	British Values	JD
11	Safeguarding	JO (PFS), DS (SNMS)
12	Transition	DM (Y7), ZC (EY)
13	English	DM
14	Maths	NW
15	Science	KO

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16	Curriculum	JM
17	Sports Premium	KB
18	Significant Groups, including Pupil Premium	DS, SR,
19	Stakeholder Feedback	RE

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FEDERATION FGB ACTION LOG POST MEETING 22.9.15

Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
9/100914/10c	Review meeting assessment form	KO DM Clerk	14.10.14	Draft complete - presentation to governors? To be tested in committees Testing underway Need to arrange annual review	75%	L
26/141014/14a	Committees to meet statutory policy responsibilities	DB RE NW	9.12.14	Under discussion Ongoing Sex ed and H&S outstanding Sex ed and H&S for presentation 7.7.15 Present H&S policy in autumn - JK Sex ed fit for purpose in SNMS. Policy to be federated. H&S policy to be presented to S&C 14.10.15	90%	H
44/100215/7c	Pupil Parliament to talk to Governors	AB Agenda		RE and DM attended May meeting of SNMSP School Council Need to attend PFS Pupil Council Propose 2 school Pupil Parliament reps and Head Boy/Girl speak to FGB 6:30-7 for pupil voice insight	0%	L
65/070715/6d	Benchmark GRT attendance and practice	AB		To submit to S&C 14.10.15		H
66/070715/6f	Request first school feedback on transition	AB	asap	Very positive feedback. More in year meetings requested and further links to be develop as per Hugh Evans input	100%	
67/070715/8b	Chairs to discuss vision content before September FGB	Chairs	Early September	Chairs Committee to meet after FGB meeting on 22/09/15. Preliminary work by AB and KP has identified parent and Pupil forums, which will take place in first half of autumn term, as an efficient means of gathering pupils and parents views.	25%	H

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Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
68/070715/9a	Coordinate governor visit responsibilities	Chairs		See comment above about Chairs' meeting. KO and AB have developed provisional list of responsibilities which has been shared with Chairs.	25%	H
69/070715/9a	Draft gov visit schedule for year planner	AB	Early September	AB's year planner contains suggestions for suitable times and dates for governor visits. Actual visit schedule yet be set up Proposed visit schedule and governor responsible incorporated into year planner post chairs meeting 29.9.15	50%	H
70/070715/11b	Produce questionnaire summary for website and parent circulation	RE	17.7.15	For completion by 6.10.15. Important to share conclusions and feedback		H
72/070715/13a	T&L and R committees to allocate policy ownership	NW DB	NW 13.7.15 T&L autumn			M
73/070715/15a	Discuss nativity figures for Pinvin PCC with DT subject leader	AB				H
74/220915/8a	Amend minutes of 7.7.15	Clerk	asap	Actioned	100%	
75/220915/8b	Recruit SNMSP Parent Governor and Co-opted Governor	KO Clerk				H
76/220915/8c	Circulate parent information session PowerPoint	AB		Actioned		
77/220915/10a	Circulate feedback from teachers on the future of the federation questionnaire	KO				L
78/220915/10a	Attend parent forums	DM	13.10.15 15.10.15			H
79/220915/10b	Develop questionnaire for governors cf. exercise for teachers	KO	asap			H
80/220915/10d	Attend pyramid consultation meeting	KO	28.9.15			H

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Ref. No.	Action/Issue	Lead	By	Progress to Date	% complete	High Medium Low rating
81/220915/11a	Liase with SR regarding governor visit role and expectations	JG				H
82/220915/12c	Establish protocols for defibrillator	RE				M
83/220915/13a	Lead in implementation of Google diary	RE	Autumn half term			H

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