

OVERSTONE PRIMARY SCHOOL

Minutes of the THE FULL GOVERNING BODY Tuesday 30 April 2019 at 1.00 pm

Present: Kathryn Hamilton (Chair), Janice Mardell (Head), Dee Dawson (part of meeting), Ellen Higgs, Stephanie Welsford, Veronica Trotter, Pat Thompson and Nick Barber

In attendance: Kathryn Berrill (Clerk)

Min No.	Subject	Action
1.	MATHS PRESENTATION	
1.2	Dee Dawson (DD) gave a presentation on Maths initiatives within the school. The main focus has been the maths coaching.	
1.3	DD has been observing lessons with members of staff in Year 3 and 4 and sharing best practice. Teachers have swapped classes to teach maths. TA's have also been involved which allows them to see different teaching styles. DD confirmed that, as the Maths Co-ordinator, it is beneficial to have the opportunity to teach the lower KS2 curriculum. Staff have discussed how to challenge those working at greater depth. These observations will be key in the planning for the rest of the year.	
1.4	There has also been a focus on times tables in the knowledge that the time tables tests will be statutory for Year 4 in June 2020. The school are taking part in the pilot in June 2019. Interventions have been introduced to plug gaps in knowledge, especially as pace will be an issue because they have 7 seconds to answer each question. Governors were advised that The Government will be using the data from the pilot.	
1.5	<i>Governors asked will you carry out the observation/teaching swaps with Year 1 and 2?</i> DD confirmed that this will take place but there will be a different focus. There is a larger gap between the year 1 and 2 curriculum so it will have to be addressed differently and carefully.	
1.6	DD has provided staff with an overview sheet to ensure all of the syllabus and curriculum has been covered. This will prevent gaps in knowledge when children move to their new year group.	
1.7	Reasoning books have been purchased which have different methods of presenting statements to assist with reasoning and problem solving.	
1.8	There was a book scrutiny at last week's staff meeting to make sure there is a secure grounding in the basic understanding and to ensure that challenging questioning is being carried out.	
1.9	Self-assessment has changed and DD explained how this works in practice to ensure that pupils have grasped concepts. Year 5 and 6 pupils carry this out slightly differently to the lower year groups.	
1.10	Once again Higher Achieving Workshops for English and Maths will be carried out with the Cluster schools and will be run and held at Overstone. It also provides peer challenge for high achieving pupils across the cluster and helps raise expectations. In addition, the maths cluster group has been re-established. Discussions have been taking place with cluster schools about moving expected children to greater depth.	

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1.11	The House maths challenge will take place again and will be based on those basics which are slightly weaker.	
1.12	DD was thanked for her presentation and she left the meeting at 1.25 pm.	
2.	ABSENCE AND APOLOGIES	
2.1	Apologies received and accepted from Andy Halliwell and Sue Collins. Bridette Ledgerwood was not present.	
3.	PECUNIARY INTERESTS AND DECLARATIONS OF INTEREST	
3.1	No changes.	
4.	MINUTES OF PREVIOUS MEETING	
4.1	The minutes from the previous meetings were signed as an accurate record by the Chair.	
5.	MATTERS ARISING	
5.1	Item 9.2 Governors having a dedicated Overtone email address: This item is still outstanding. The Governor Hub renewal has been paid for a further year and it was discussed whether to keep Governor Hub or transfer completely to Google Drive. The cost is £120.00 for the year and Governors agreed to keep Governor Hub because it is a superior platform. Policies will continue to be stored on Google Drive.	
6.	HEADTEACHER'S REPORT	
6.1	This had previously been distributed. JM gave a further update following the Teaching and Learning Reviews. The reports from the reviews have also been uploaded to Governor Hub.	
6.2	On areas for development it states for Governors to monitor spending of the notional SEN budget. The reviewer stated that on the SEN register pupils are colour coded for their needs and groupings; the notional SEN budget funds support staff and resources. Governors have noted that there aren't any gaps in their outcomes and they are happy with how the SEN money is being used.	
6.3	30 pupils have been allocated for September in EYFS which is a full PAN. The school is also oversubscribed. Many families are from out of area including Wellingborough and Kingsthorpe which highlights that parents have spent time looking carefully at what is the right school for their child. Governors asked whether the school know how many of the 30 are Pupil Premium? This is not yet known but the benefits of signing up to Pupil Premium will be highlighted at the new Reception intake evenings.	
6.4	Current attendance is 97.1% and has dropped slightly. JM has applications for 6 holiday requests and this is still a concern. JM gave examples of the follow-up conversations she has with parents and explained that attendance is discussed with children during assembly.	
6.5	There are 45 children who had 100% attendance in the last term and they will be celebrated in the forthcoming assembly. Governors agreed that it is essential that good attendance is praised and encouraged but are mindful that those pupils with severe medical conditions would be unable to achieve this. It was discussed that the concerns are with families who take regular one-off days.	

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6.6	Governors were advised that the hall floor has been re-polished.	
6.7	<u>Pupil Premium</u> This had been addressed in detail at TLS. There are now more Pupil Premium pupils than before and more are due.	
6.8	<u>Sports Premium</u> This information is contained in the HT report. The insurance certificate has been received and the mini-bus should be delivered within the week.	
6.9	Sports Premium had been discussed at Resources and TLS committee meetings. JM explained about local sports links, such as golf and cricket. It is proving beneficial in encouraging participation in different sporting activities.	
7.	GOVERNORS' IMPROVEMENT PLAN	
7.1	The outstanding areas are:	
7.2	1.11 Foundation subjects: this item must be addressed this term.	BL
7.3	1.12 Science: this item must be addressed this term.	AH
7.4	2.1 Governors newsletter: The approach has been changed and JM will write a brief overview of Governor activities and will send to the TLS committee who will add more detail. This will be distributed to parents by the end of the school year. In future, the newsletter will be sent termly and will allow parents to see the work of the governors and its impact.	JM TLS
7.5	2.3 Website: Further to the last minutes, the staff list has not yet been uploaded to the website. The school are talking with the website provider regarding this issue. It was agreed that the photos will be updated to include the new building. Stephanie Welsford carried out a thorough review before Christmas and once the photos are uploaded this item will be marked as completed.	
7.6	3.1 Mapping of governor roles: This item is still outstanding. Blank templates will be given at the next meeting to be completed.	VT
7.7	3.2 delegation of responsibilities: To be completed in this term to ensure it is ready and in place for September. It will be an Agenda item for October.	AH Clerk
8.	RENEWAL OF CO-OPTED GOVERNORS	
8.1	Following re-constitution 4 years ago, the terms of office for Sue Collins, Veronica Trotter, Stephanie Welsford and Pat Thompson will be ending at the end of June. The Clerk will email the Governors in question and ask if they wish to renew their term of office. The Governing Body will ratify the terms of office at the next meeting.	Clerk
9.	SCHOOL IMPROVEMENT PLAN	
9.1	This has been evaluated and discussed and reviewed at the TLS committee meeting. There were no questions.	

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10.	<p data-bbox="172 208 517 237">POLICIES AND DOCUMENTS</p> <p data-bbox="172 277 328 306">TLS policies:</p> <p data-bbox="172 315 1390 383">10.1 The TLS committee presented the following policies to the FGB and they were duly ratified: Inclusion and special educational needs and Supporting pupils with medical conditions.</p> <p data-bbox="172 423 411 452">Resources policies:</p> <p data-bbox="172 461 1362 562">10.2 The TLS committee presented the following policies and documents to the FGB and they were duly ratified: Budget/ 3 Year plans, Menu Compliance, Whistleblowing Policy, Service Level contracts/ annual agreements and Asset management plans/ condition survey.</p> <p data-bbox="172 602 1398 669">10.3 Governors were advised that the budget last year was £631,939 and budget for next year is £619,920. This is the base level figure and 120,000 of top ups will be received.</p> <p data-bbox="172 710 1225 739">10.4 The 3-year plan shows a deficit of £46,000 by year 3 but this will be covered by top ups.</p> <p data-bbox="172 779 1233 846">10.5 With regards to the carry forward of £71,887, £17,000 has been allocated to repairs and maintenance. £2,264 has also been allocated to IT and £2,930 for the playground.</p> <p data-bbox="172 887 1362 954">10.6 Governors asked will we get more money for new members of staff? No, but there will be money from the growth fund. This has been budgeted for in the 3-year plans.</p> <p data-bbox="172 994 1390 1240">10.7 Governors noted that there is a significant carry forward. How is this being used to support the teaching learning and outcomes of pupils? The carry forward from last year was £51,000. Less was spent on repairs and maintenance but there are several requirements for the following year, such as the boys' toilets, carpets and lockers. In addition, every year the school will have to take on more staff and, because the growth fund will not last, there needs to be sufficient in the carry forward to support this. Last year's staff percentage was 75% and, for the 2019/2020 budget, it is 84.45%. The increase is because the unqualified teacher is now qualified and is, therefore, on a higher pay grade.</p> <p data-bbox="172 1281 1401 1382">10.8 Governors were advised that the school receives additional deprivation funding, based on post coding, of £2,931. Additional prior attainment funding is provided because last year's Reception were low attaining. This equates to £5,307.</p> <p data-bbox="172 1422 1398 1523">10.9 Governors are satisfied that the school has outstanding financial management and thanked JM, Helen Ash and Isabel Dobson for providing a positive and healthy budget. Governors are satisfied that they are strategically looking at the future and planning for the rising costs ahead.</p>	
11.	<p data-bbox="172 1570 347 1599">COMMITTEES</p> <p data-bbox="172 1639 1177 1668">11.1 Committee meeting minutes have been distributed and uploaded to Governor Hub.</p> <p data-bbox="172 1709 312 1738">Resources:</p> <p data-bbox="172 1747 1369 1960">11.2 Governors asked why are Year 5 and 6 not taking part in swimming? Barry Road is not a suitable pool and Moulton College's pool is a better option. There is a requirement for pupils to be able to swim 25m by the end of Year 6. Swimming starts in Year 3 and, if they don't achieve this requirement, they carry on in Year 5 and 6. Therefore, those who swim at Moulton College will be Year 3 and 4 and those Year 5 and 6 pupils who still need to achieve their goal. For those not swimming, they will still have PE provision and the time is better spent learning another skill.</p> <p data-bbox="172 2000 1219 2029">11.3 Moulton College is also closer and the mini bus can be used which will be a cost saving.</p>	

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11.4	TLS: Data and the Governors' Improvement Plan had been reviewed in detail.	
11.5	Governors also reviewed the summary of the parent questionnaire. At the intake day it was agreed to highlight Parent Hub in preparation for September.	
12.	GOVERNOR VISITS, TRAINING COURSES, FUTURE TRAINING PLANS	
12.1	<u>Governor Visits:</u> Pat Thompson <ul style="list-style-type: none"> Attend school every Friday morning from 9.30 to 12 to assist in Class2 until 10.30 and then class 4. Attend school every Tuesday afternoon for 1:1 support. 26 and 27 February: Parents' Evening. 20 March: SEN meeting with SENCo. Sue Collins <ul style="list-style-type: none"> Reading with Class 3 every Tuesday. April: Visit to West Farm, Desborough with Reception. Ellen Higgs <ul style="list-style-type: none"> 7th Feb: Meeting with Isabel Dobson regarding computing, followed by a classroom visit Stephanie Welsford <ul style="list-style-type: none"> Meeting with SBM on 23 April 2019 	
12.2	<u>Future training plans:</u> Sue Collins will be attending Safeguarding training in June.	
13	CORRESPONDENCE	
13.1	None received.	
14.	ANY OTHER BUSINESS	
14.1	Governors expressed concern at the cleanliness in some areas of the school. JM will investigate.	JM
15.	DATE AND TIME OF NEXT MEETING	
15.1	The next meeting will be held on 13 June 2019 at 1.00 pm. Apologies received from Kathryn Hamilton and Pat Thompson. The meeting will be chaired by Veronica Trotter.	
15.2	The meeting on 10 July will address the SATS results (as opposed to having a separate meeting) as well as the usual business of the FGB.	

There being no further business the meeting closed at 2.55 pm.

Signed: (Chair)

Date: