

OVERSTONE PRIMARY SCHOOL

Minutes of the THE FULL GOVERNING BODY Tuesday 1 October 2019 at 6.30 pm

Present: Kathryn Hamilton (Chair), Janice Mardell (Head), Andy Halliwell, Dee Dawson, Ellen Higgs, Stephanie Welsford, Veronica Trotter, Pat Thompson, Nick Barber and Bridette Ledgerwood.

In attendance: Kathryn Berrill (Clerk)

Min No.	Subject	Action
1.	PRESENTATION ON THE NEW CURRICULUM AND THE NEW OFSTED FRAMEWORK	
1.1	The new Ofsted education inspection framework relating to a Section 5 inspection was tabled and Janice Mardell (JM) explained that this is the type of inspection which Overstone can expect. JM explained that for schools with less than 150 pupils the inspection will be for one day and there will be a two day inspection for a school roll which exceeds 150.	
1.2	JM highlighted relevant points. Grading scales are still ‘outstanding’, ‘good’, ‘RI’ and ‘inadequate’. Those schools who were ‘outstanding’ will now have more frequent inspections.	
1.3	The main change is the quality of education and the emphasis on the curriculum. Inspectors will look at the intent of the curriculum which is designed to give all learners, particularly the most disadvantaged and those with special educational needs and/disabilities or high needs, the knowledge and cultural capital they need to succeed in life. The curriculum must be sequenced and planned for pupils to acquire knowledge and build upon this. Learners must receive a full curriculum, a full range of subjects for as long as possible and specialising only when necessary. Governors were advised, however, that Overstone already have this in place.	
1.4	Governors need to be aware of the three I’s in the curriculum – intent, implementation and impact. The three I’s form the basis of the quality of education.	
1.5	There must be a conducive environment to focus on learning. There needs to be a rigorous approach to the teaching of reading to develop confidence and enjoyment. JM explained that Ofsted will carry out ‘deep dives’ into reading, maths and one or more foundation subjects.	
1.6	JM explained other areas which will be reviewed:	
1.7	Behaviour and attitudes: There are high expectations of behaviour, attitudes to learning, attendance, lates and a positive respectful culture.	
1.8	Personal development: There needs to be broader development of the child to develop interests and talents. This includes resilience, independence, physical and mental health and confidence. JM confirmed that this is taught in PSHE, RE and assemblies	
1.9	Leadership and management: Ofsted will look at the effectiveness of leadership and management. They will expect the Governing Body to look beyond the data and see how the school are assessing what the children’s needs are.	
1.10	JM is working with the curriculum coordinators who are putting together a curriculum map whilst	

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	ensuring that the national curriculum is included. Topics have been changed to be incorporated into the curriculum map.	
1.11	The new framework contains a significant amount on protecting staff and looking at their well-being and workload.	
1.12	Governors must ensure the school follows their statutory duties.	
1.13	EYFS: still has a separate section.	
1.14	Sample questions were tabled which inspectors might ask. The Clerk to send information from The Key for School Governors regarding potential Ofsted questions and how to prepare for these.	Clerk
1.15	The summary of the changes to the Governance Handbook were tabled. The 'Making Data Work' document was tabled for information.	
1.16	JM gave an overview of a recent inspection which took place at a cluster school. Inspectors have a 90 minute call with the Headteacher and, within the call, they discuss the process of the inspection. On the day, they deep dived into two subjects (one core and one foundation). School data was not asked for. Safeguarding checks took place and any case studies were addressed. All members of staff were asked about Safeguarding. Inspector met with Governors. The Inspector did a slight dip into PSHE and PE. The Inspector talked to leaders, middle leaders and carried out classroom visits on their own.	
1.17	<i>Governors asked does the new framework have percentages of how many schools will be in each grading category?</i> It will be more difficult for schools to be outstanding. <i>Governors asked how do they grade a failing school if there is no data?</i> Evidence comes from talking to the staff and the children.	
	<u>Governor Improvement Plan</u>	
1.18	The GIP is taking the headings from the Ofsted framework: <ul style="list-style-type: none"> • Quality of education and matching this with the SIP. Curriculum link governors need to be allocated. Book scrutinies to be scheduled appropriately and that there is a clear plan in place. • PSHE – links to mental health • Exceeding writers (at a recent Moderation, the moderators didn't agree with the school's judgements). • PP and Sports premium. • Leadership and management. • Coaching. • Personal development – linked to PSHE. • Website audit. • Communication with parents. • Audit of SCR (Single Central Record). • Evidence file. • Mapping of roles and skills. • SIP. • Delegation of responsibilities. 	
1.19	Governor link responsibilities were agreed as follows: <ul style="list-style-type: none"> • Geography, History, GIP: Ellen Higgs 	

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1.20	<ul style="list-style-type: none"> • RE and Chair of Governors: Kathryn Hamilton • Music, Maths and Coaching: Veronica Trotter • PP, MFL and DT: Bridette Ledgerwood • Science, SCR: Andy Halliwell • PE, website compliance and Sports Premium: Stephanie Welsford. • English (exceeding writers), Safeguarding, Coaching: Sue Collins. • PSHE, Art, EYFS: Pat Thompson. • Computing and on-line safety: Nick <p>Ellen Higgs (EH) confirmed that she will produce the Governor Improvement Plan and upload to Governor Hub. Governors are asked to check this and fill any gaps.</p>	
2.	ABSENCE AND APOLOGIES	
2.1	Apologies received and accepted from Sue Collins.	
3.	PECUNIARY INTERESTS AND DECLARATIONS OF INTEREST	
3.1	New forms were completed and returned to the Clerk.	
4.	<p>GOVERNANCE</p> <p>Chair and Vice Chair</p> <p>4.1 JM nominated Kathryn Hamilton as Chair of Governors. The nomination was seconded by Dee Dawson and all Governors voted in favour.</p> <p>4.2 EH nominated Veronica Trotter as Vice Chair of Governors. The nomination was seconded by Pat Thompson and all Governors voted in favour.</p> <p>FGB Terms of Reference</p> <p>4.3 The Terms of Reference were adopted.</p> <p>Committee TORs</p> <p>4.4 The Committee Terms of Reference were adopted.</p> <p>Delegation of Responsibilities</p> <p>4.5 Governors were advised of one slight change: The ‘appeal if there was a concern with admissions’ has been changed. Based on this change, the Delegation was adopted.</p>	
5.	MINUTES OF PREVIOUS MEETING	
5.1	The minutes were signed as an accurate record of the meeting by the Chair.	
6.	<p>MATTERS ARISING</p> <p>Confidential Minutes</p> <p>6.1 This item is confidential</p> <p>EH left the meeting at 7.50 pm.</p>	

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7.	HEADTEACHER'S REPORT	
7.1	Headteacher's report had previously been distributed.	
7.2	The HT report states that there is one racist incident, is this correct? JM gave details of the incident which took place in KS1. The child has been spoken to and the issue has been resolved.	
7.3	Attendance: JM reported that there had been several holidays at the start of the term. Currently attendance is 98.1%. Last year's final figure was 96.7%.	
7.4	What is new age curling? Similar to ice curling and it is on the floor not on ice.	
7.5	Sports Premium and Pupil Premium were dealt with at the recent Committee Meetings.	
7.6	Discussion took place about the Schools Strike for Climate and the children's involvement in climate awareness.	
8.	SCHOOL IMPROVEMENT PLAN	
8.1	This has been uploaded to Governor Hub and discussed at the recent committee meetings	
9.	POLICIES AND DOCUMENTS	
9.1	Pupil Premium Strategy was presented by the TLS committee and ratified by the FGB.	
9.2	TLS policies ratified at their meeting: Terms of Reference, Safeguarding Audit and Policy, Behaviour and Sex and Relationship Education.	
9.3	Resources policies ratified at their meeting: Pupil Premium Report, Accident Report, Benchmarking charts, Income Policy, Staff Absence, Staffing Structure Workforce Review, Teachers Appraisal, Terms of Reference.	
10.	COMMITTEES	
	Resources:	
10.1	The school are looking at transitioning to using EPM policies as opposed to NCC, because EPM is the payroll and HR provider. It costs £1,000 to continue using NCC's policies. It is agreed to look at the policies beforehand and decide whether to adopt wholesale or not.	
10.2	There were no virements or aged debtors. DD and JM left the meeting at 8.00 pm.	
10.3-10.5	This item is confidential JM returned to the meeting at 8.07 pm.	
10.6	Teachers' pay award: This item is confidential DD returned to the meeting at 8.10 pm.	

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10.7	<p>TLS meeting: The meeting discussed July results and analysed the test paper to check whether pupils are age appropriate.</p>	
11.	<p>GOVERNOR VISITS, TRAINING COURSES, FUTURE TRAINING PLANS</p>	
11.1	<p><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. 27 September: MacMillan Coffee Morning. Sue Collins <ul style="list-style-type: none"> 10, 17 and 24 September: Reading with Class 3. 12 September: Headteacher Performance Management meeting. Ellen Higgs <ul style="list-style-type: none"> 18 July: Meeting with Bridget Roberts regarding Pupil Premium 18 September: Meeting with Janice Mardell regarding Governors' Improvement Plan Stephanie Welsford <ul style="list-style-type: none"> 26 July: Premises inspection 26 July: Meeting regarding Parent Code of Conduct. 9 September: Premises inspection Andrew Halliwell <ul style="list-style-type: none"> 12 September: Headteacher Performance Management meeting 19 September: Premises Meeting 10, 17 and 24 September: Reading with Class 4. </p>	
12.	<p>CORRESPONDENCE</p>	
12.1	<p>None.</p>	
13.	<p>ANY OTHER BUSINESS</p>	
13.1	<p>KH asked for a contribution to the Governors' Christmas Hamper.</p>	
14.	<p>DATE OF THE NEXT MEETING</p>	
14.1	<p>The date of the next meeting is Wednesday 4 December 2019 and will start at 6.30 pm.</p>	

There being no further business the meeting closed at 8.20 pm.

Signed: (Chair) Date: