

**GOFFS OAK PRIMARY AND NURSERY SCHOOL**  
**Meeting of the Governing Body to be held at the School on**  
**Wednesday 19 June 2019 4pm**

Present Michelle Matthews (MM) Headteacher  
 Sarah Willis (SW)  
 Amiee Hart (AH)  
 John Collins (JC)

Owen White (OW) Chair  
 Giovanni Imarino (GI)  
 Kamal Patel (KP)  
 Julie Billingham (JB)

**Apologies:** Martin Skillet (MS), Sarah Goldsmith (SG), Jerry Pearce (JP)

**In Attendance:** Jo Smith, Clerk to the Governing Body

No.		Who
1	<b>Welcome and Apologies for Absence. Declarations for Conflict of Interest.</b> Apologies were received and accepted from MS, SG and JP. The chair welcomed John Collins who has joined the school as a new co-opted governor.	
2	<b>Register of Business Interests and Confidentiality.</b> As per signed forms in the office. JC completed a new form.	
3	<b>The Minutes of the Previous Meeting held March 2019</b> Signed as a true copy of the meeting.	
4	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Governor visit folder in GovernorHub (GovHub). Complete</li> <li>• Governor day. Complete</li> <li>• Health check to be discussed later in the meeting.</li> <li>• Governor vacancies. Complete</li> <li>• OW to write letter to member of staff. Complete</li> <li>• Query of nursery place use. Complete</li> <li>• Spelling progress scheme discussed, this is non-transferable. Liz Jackson is going on subject lead visit to investigate further. This is in the action plan and will work on its strategy to suit this school</li> <li>• Costs. Complete</li> <li>• Breakfast Club and After School Club budget reporting and costs. Discussed at F&amp;P Committee. Complete</li> <li>• EYFS and KS1 visit by GI. Complete</li> <li>• Sports Premium removal from agenda. Complete</li> <li>• Safeguarding training for OW. <b>ACTION: OW to book.</b> Governors asked to look at their training records in Governor Hub, to identify any training required. <b>ACTION ALL</b></li> <li>• Update of Governor training records in Governor Hub. Complete</li> </ul>	<b>OW ALL</b>
5	<b>Matters Arising (not covered elsewhere on the agenda)</b> <ul style="list-style-type: none"> <li>• JC to join a committee</li> <li>• Chrome books</li> </ul>	
6	<b>Head Teacher report</b> (circulated via Governor Hub). Governor questions and highlights. <b>Q: The moderation of KS2 and EYFS, what does this mean?</b> Someone from the council checks our data to make sure accurate. <b>Q: Could we have an update from the local head forum discussion regarding holidays in term time?</b> The heads did have the conversation and talked through the criteria, which was different to what we were aware of. It is a long process that most families won't meet the criteria for action. Governors discussed the criteria for acceptance of holidays. <b>Q: Do you feel more supported?</b> No, but I understand the process more. <b>Q: What is the process, what support do they give?</b> There is a set of criteria, and the headteacher needs to meet with the family at certain stages of continued absence to put in place action plans. If attendance doesn't improve then we can put forward for family to be fined. MM advised that she is	

following up with some parents when some incidents happen.

SW congratulated the school for applying for the wellbeing award. Thanks, were expressed to Bridget Kaal (Yr6), for her all the work and additional time she has put into applying for this award.

Thanks, were also expressed to Glenna Perry and Bridget Kaal who volunteer to work in gardens with the children. Grow club day is taking place on 6 July at Grundy Park, where pupils will sell the produce they have grown in school.

KP mentioned about the extra hours staff put in doing planning, MM explained that teachers are paid to do this, but TA's are not. Teachers get 10% PPA (planning preparation and assessment time) per week.

The new OFSTED framework due in September and work life balance was discussed.

**Q: GDPR, a plan has been created but you have not been able to review this with SW?** This is on the agenda for today. **Q: Could you explained about the moderation week changes?** The format has been changed to notify teachers that over a 2-week period MM will visit a class to observe work in action. MM reported that teaching in school is consistently good with much more ICT used. There is more focus on strategies for more able pupils being trialled to stop them sitting through lessons which are not of benefit to them. JP and AH did a learning walk with very positive feedback from pupils who say that they are moving forward with these methods being used. The area of weakness currently sits in the foundation subjects like humanities, with not much progress in this area as there is not enough opportunity to extend learning, this will be reviewed. **Q: Is this something the school is doing or in general?** Most schools will be considering it, but we only be focussing on our school. **Q: Fluency lesson, what is it?** This was a lesson for parents on Maths and showed them how we teach maths now. Only 17 out of 30 parents attended in Year 6. There was better attendance in younger years.

Pupil movement was highlighted. **Q: What is the effect on school with pupils coming and going?** We have a new pupil in Yr2 with SEN needs, this has affected percentages. **Q: Does that have impact on reporting?** It means that provision has be changed to meet that requirement and we must adapt to meet that pupils needs. MM gave an updated on what provisions mean: Wave 1 is all pupils; Wave 2 provision is for some pupils not all and Wave 3 is one to one support for a pupil. Numbers are so small that any change makes a big difference. The school is now full apart from 2 spaces in year 4.

**Q: How is school attendance?** Excluding nursery, it is 96.5% with an increase in attendance for reception and Yr 1. This fell just below in autumn as lots of reception pupils came with lots of holidays. **Q: Is 96% good enough?** In the local heads group we have one of the highest attendance, we are striving to improve but it is not an area of concern.

**Q: Do we want to write a card or go to the retirement do for the retiring member of staff?** It was agreed that governors should visit the member of staff during school hours and leave the retirement party for the colleagues to attend. MM advised that the school are paying for the food to celebrate the 31 years' service for the school.

**Q: What is happening with the breakfast club and After School Club?** New staff have been recruited to replace the member of staff who has secured a new job in the school office.

KS2 data being published 9 July, this will be discussed in the S&C Committee. A plan for middle leaders will also be discussed in this committee.

	<p><b>Q: What is the plan for the decoration of the school?</b> This is not within caretakers abilities; Friends of Goff's Oak are doing a database on parents' skills, so they can set up a collective to help with decoration. However there is some internal decoration planned as part of the current budget.</p> <p>The chair highlighted the sports coach provision and passed on his thanks, as after speaking to staff and parents who were very positive added that this service is a good asset and is adding value. The sports premium is being used to give CPD for teachers. The coach is a good male role model and works well with pupils. This provision ensures the PE curriculum is taught correctly and has a big impact on pupils. MM advised that the prices are to increase by £22.50 a day, but in the Autumn term his services will reduce to 3 days a week. The school is renting the field to the sports coach in the summer, so we are also making funds from the company. They have been given a 28% discount for their rental. The sports scheme will be offered throughout the summer holiday.</p> <p>MM also advised that the windows will be changed in the hall, this is major work with the whole wall being replaced due to rotting wooden supports.</p> <p>No recorded racial or bullying incidents.</p>	
7	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>- EYFS</li> <li>- Assessment</li> <li>- Career Break</li> <li>- Relationships at work</li> <li>- Time off work</li> <li>- Redundancy <b>Q: How do we pay for redundancies?</b> we pay out of our budget.</li> <li>- Probation</li> </ul> <p>All approved.</p> <p>The following policies have been approved via Committees:</p> <ul style="list-style-type: none"> <li>- Family Provisions</li> <li>- Adoption</li> <li>- Maternity Leave</li> <li>- Parental Leave</li> <li>- Paternity Leave</li> <li>- Shared Parental Leave</li> </ul>	
8	<p><b>Reports from committees and link governors</b></p> <p><b>Standards and Curriculum:</b></p> <ul style="list-style-type: none"> <li>• Minutes in GovHub. MM gave an update on computing and time was spent looking at the SDP.</li> <li>• Trips and visits were also discussed.</li> </ul> <p><b>Finance, Premises and Personnel:</b></p> <ul style="list-style-type: none"> <li>• Minutes in GovHub. KP reported that the budget was in a far better situation. <b>Q: Do governors feel they get enough of an update on the budget?</b> Yes, we use the minutes to get updated.</li> <li>• Working on finance reports to make them more user friendly. Part of today's governor day was used to look at this.</li> <li>• The 3-year plan looks good and was discussed at length in the committee.</li> <li>• Budget was approved and signed off by Chair.</li> <li>• JC will join this committee.</li> </ul>	

	<p><b>SEN / Safeguarding:</b></p> <ul style="list-style-type: none"> <li>MS is meeting with MM this Friday to do a safeguarding &amp; SEN visit and to do a learning walk. The report will go into the folder in GovHub</li> <li>MM advised that the school is submitting a 3<sup>rd</sup> application for one to one funding for a pupil in reception. The parents are very supportive and are working with the school, the pupil is making good progress.</li> </ul> <p><b>EYFS &amp; KS1:</b></p> <ul style="list-style-type: none"> <li>GI visited today. Nursery has now gone full time and the school can see positivity feeding down through staff.</li> <li>EYFS advisor visited the school and gave feedback on the early years provision, which was positive.</li> <li>Phonics testing happened last week, schools will be advised of the pass mark on Monday, it hasn't changed in 6 years so expected to be 89%, which would mean very positive phonics data. Last year the school received a letter from Nick Gibb as we were in the top 5% schools nationally.</li> <li>The cohort has changed this year with more SEN pupils.</li> </ul> <p><b>KS2</b></p> <ul style="list-style-type: none"> <li>SW reported back on her visit today. Year 5 were on the sports field having a great time</li> <li>Had a good introductory chat with Miss Elliot and was updated on SEN work. She fed back that she was well supported.</li> <li>Pupils were well engaged and well behaved.</li> <li>There had been a couple of questions regarding more interaction with the governors.</li> </ul> <p><b>DPO</b></p> <ul style="list-style-type: none"> <li>External auditor has audited this area. SW reported that out of 15 questions, 9 are complete, 5 are part complete and 1 has not yet been started. <b>Q: When do we have to have this completed by?</b> No date, but we must demonstrate progress.</li> <li>The plan is in the governor folder in GovHub. It is in plain English and easy to understand. Thanks, were expressed to SW and GI for their work in this area. SW has sent an email to MM with her views on what needs to be done.</li> <li>There was a question on a CCTV policy, MM advised that we refer to this in the GDPR policy so does not need a separate one.</li> <li>SW suggested reviewing this area twice a year in October and March.</li> <li>There is need for a process to manage statutory requests and Freedom of Information (FOI) requests. <b>ACTION: MM/SW</b></li> <li>MM and SW to meet to complete an audit before the new FGB. <b>ACTION: MM/SW</b></li> </ul> <p>JB joined the meeting at 17:19</p>	<p>MM/SW</p> <p>MM/SW</p>
9	<p><b>Pupil Premium</b></p> <p>SG had a meeting with MM, a report will be uploaded to GovHub. <b>ACTION: MM/SG</b></p> <p>OW reminded the meeting that funding of around £10k will be lost when 8 year 6 pupils leave the school this summer.</p>	<p>MM/SG</p>
10	<p><b>New OFSTED Framework</b></p> <p>This comes into effect in September 2019. Highlights produced by MM have been placed in GovHub for governors to read. Changes to outcomes, they will now be: Quality of Education, Behaviour and Attitude, Personal Development and Leadership &amp; Management. MM advised that the Quality of Education objective is: "How are you meeting the needs of your pupils" Heads are being asked about the strengths and areas of development within their school, they then visit classrooms to see that it is being taught and that teachers are delivering this in the same way, so all staff must teach in the same way. Staff and subject leaders are looking at this to address it. Internal data will not be looked at in the same way as they used to. British</p>	

	<p>values are also being addressed.</p> <p>MM added that pupils are very fortunate at this school, but there is a lot of pressure from families on pupils to do well in school and do extra curricular activities. There is a high number of pupils with anxiety and low self-esteem, teachers feel pupils are over scheduled. Teachers are working to address this and are looking at the curriculum to take some pressure of the pupils.</p> <p>There is also a change in the way that inspections happen. Inspections for good schools will take place over 2 days with the first afternoon spent with the head and the second day inspectors going into the classrooms. Inspectors will do a “deep dive” on areas highlighted as a weakness. If a school is graded good after this visit they will have a section 5 inspection which will take place in the next 6 - 18 months. Work has started with teachers as the school is into an OFSTED window next year.</p> <p>There is an increase focus on reading and a focus on teacher workload and what leaders are doing to support teachers. The Headteachers report will be changed to address these new headings. MM added that she is very positive that it is not data driven but based on pupils.</p>	
11	<p><b>Governor Visits (feedback from Governor day)</b></p> <p>Thanks to were expressed to MM for organising the day, and to staff for allowing us into their classrooms for the day. It was suggested that this take place twice yearly with a half day visit each time.</p> <p>Feedback from governors:</p> <p>GI: Good work was seen in EYS and KS1 lead. Everyone is happy, polite and competent, which shows in how safe pupils feel in this environment. There were positive comments from pupils on the new marking strategy. They enjoy marking one another’s work and prefer working with their friends in this way as they feel they learn more by doing this.</p> <p>KP: Class observation was good to watch, with pupils engaged with teachers’ questions. Enjoyed lunch with pupils. School Council meeting was very good, with pupils confident enough to ask questions of the governors. Positive feedback from pupils and teachers. Pupils especially enjoy the pyramid. There was a sense of teachers enjoying their job and being passionate about what they do.</p> <p><b>Q: School council, could they do more?</b> They do need to be more proactive, we will look at this for next year.</p> <p>SW: Pupils were confident to ask questions of the governors visit. <b>Q: Pupils are in houses named after animals, is there an opportunity for pupils in houses to join/work together more?</b> Yes, there is more work to do, we will consider for next year. Pupils were asked if they liked their lunch, pupils preferred Fridays. MM advised that the menu is reviewed regularly in spring and summer and if pupils are not eating something it is addressed, and menu is changed.</p> <p><b>Highlights of school council meeting</b></p> <ul style="list-style-type: none"> <li>• Like to be involved more together as they only get together for events</li> <li>• Couldn’t articulate what your friends wanted, this could be change with an improvement to how the school council meet.</li> <li>• Equipment outside is good</li> <li>• Science learning is good, outside learning is good.</li> <li>• ASC getting more popular</li> <li>• Rewards in assemblies was mentioned. MM addressed this as the previous headteacher</li> </ul>	

	<p>gave numerous awards which meant that at times they felt very forced and did not feel this suited the school environment any longer.</p> <ul style="list-style-type: none"> <li>• UNICEF award was popular.</li> <li>• DoJo awards, this is only used in year 5. JB added that she felt this clashed with the house award scheme.</li> <li>• Homework was discussed.</li> <li>• More technology was requested.</li> </ul> <p>OW: There is an increased focus on reducing workload. 4 classrooms were visited, behaviour was good and the look and feel in the classrooms was fabulous. Pupils were engaged, and classroom expectations were very clear. Independent reading with all pupils in groups was observed and the Mayan Guy who visited today was very engaging. Teachers were asked what “ideal” would look like, their response was more resources. OW will send his days report to MM.</p> <p>The chair added his thanks to the staff for the visit. He felt that the environment of the school was very positive and felt this was down to having a stable deputy and SLT who the headteacher can rely on to allow the school to progress.</p> <p>SW: 17:55pm left</p>	
12	<p><b>Governor Training requirements for 2020 &amp; reports of courses attended</b></p> <p>All governors to review their training in GovHub and book themselves onto training. MM will also look at requirements with MS when completing the safeguarding visit. <b>ACTION: MM</b></p>	<b>MM</b>
13	<p><b>Governor Hub Health Check</b></p> <p>MM collated everything sent back, the check list was shared with meeting. The FGB ran through the check list and agreed feedback. MM will update GovHub. <b>ACTION: All to look at GovHub to look at where MM has placed the consolidated feedback, then contact MM to give feedback if necessary (do not update GovHub individually) This will be used to compile a governor action plan.</b></p>	<b>ALL</b>
	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• JC will join the F&amp;P Committee.</li> <li>• Chrome books: Discussion took place on the purchasing of new Chrome books. There are not enough laptops to allow pupils to work together. MM would like to purchase Chrome books for teachers and pupils. Costs are in the region of £12,130 for touch screen and £9,350 for non-touch. MS uses these in his school and will be asked for feedback on them. Chromebooks are cheaper than computers and are cloud based storage. It is proposed to use capital budget to purchase these. MM advised that the only other proposed building work is the main water quote of £2.5k but this expense may not have to be paid for by the school, if the bid that MM has submitted for funding to replace the boiler is successful.</li> </ul> <p>If they are not purchased, then a plan will be needed to replace ageing IT equipment. The chair added that he felt these were needed to help pupils. MM advised that HfL are coming in to talk to her about the required build for the Chromebook. Governors discussed this at length and agreed to the spend from the capital budget for non-touch Chromebooks at the costs of £9,350. Kit in the IT Suite was also discussed, but it was felt that this would keep going for another 2 years.</p> <ul style="list-style-type: none"> <li>• The PTA has donated £5k to for the Pyramid, thanks were expressed for this.</li> <li>• MM asked for governor agreement for Lydia Chapmen to replace the retiring member of staff for cheque signatory. MM can sign up to £2.5k but over this amount needs 2 signatures. This will also allow cheques to be signed in MM absence by 2 members of staff. This was agreed by the FGB.</li> </ul>	

<p><b>Dates of next FGB meeting for 2019/20</b></p> <ul style="list-style-type: none"><li>• 27 November 2019<ul style="list-style-type: none"><li>○ F&amp;P Committee - 13 November 2019</li><li>○ S&amp;C tbc</li></ul></li><li>• 11 March 2020</li><li>• 17 June 2020 @ 4pm this will follow the Governor visit day.</li></ul> <p>Mtg finished 18:25</p>	
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Approved by:.....

Date:.....