

**GOFFS OAK PRIMARY AND NURSERY SCHOOL**  
**Meeting of the Governing Body to be held at the School on**  
**Wednesday 6 March 2019 at 6.30pm**

**Present** Michelle Matthews (MM) Headteacher Owen White (OW) Chair  
 Jerry Pearce (JP) Martin Skillet (MS)  
 Sarah Willis (SW) Sarah Goldsmith (SG)  
 Giovanni Imarino (GI) Amiee Hart (AH)  
 Kamal Patel (KP)

**Apologies:** Julie Billingham (JB)

**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 JB.	
2	<b>Register of Business Interests and Confidentiality.</b> As per signed forms in the office.  MS arrived: 18.35 JP left 18:47	
3	<b>The Minutes of the Previous Meeting held December 2018</b> Signed as a true copy of the meeting.	
4	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Class visit template. Circulated. Folder to be created in GovernorHub for governors to load completed forms. <b>ACTION: JS</b></li> <li>• Governor day will take place in June.</li> <li>• Constitution. Completed</li> <li>• Governor hub link circulation. Complete. <b>ACTION: ALL.</b> Governors to review Health Check and send to MM to collate. To be discussed at next FGB. <b>ACTION: JS</b></li> <li>• Governor vacancies. SW suggested John Collins as a new governor. SW to pass contact details to MM. <b>ACTION: SW</b></li> <li>• Marking reports. Complete</li> <li>• Visit date. Complete</li> <li>• CHEXS impact report. Complete</li> <li>• GDPR link. Complete</li> <li>• In-house training 20 March. completed</li> </ul>	<p><b>JS</b></p> <p><b>ALL</b></p> <p><b>JS</b></p> <p><b>SW</b></p>
5	<b>Matters Arising (not covered elsewhere on the agenda)</b> <ul style="list-style-type: none"> <li>• Governor day</li> <li>• Governor hub update</li> </ul>	
6	<b>Headteacher Report.</b> Circulated ahead of the meeting.  Governor questions: <b>Q: Denise Musk left after 31 years of service. She asked to leave without fuss, but should we write to her from the governors thanking her?</b> It was agreed for the chair to write a letter of thanks. <b>ACTION: OW</b> <b>Q: Why has attendance dropped?</b> This has been due to sickness bugs and illness. 96% is a marginal drop since the last report. <b>Q: Do we include the nursery attendance?</b> no not when figures are published. <b>Q: Do we have a stand on people being offered a nursery place and not using it fully?</b> MM will speak to early advisors for guidance. <b>ACTION: MM</b> <b>Q: Could you update on First Aid Training?</b> 8 members of staff received first aid training today <b>Q: Can you advise what tweaks to have been made around assemblies?</b> It is around	<p><b>OW</b></p> <p><b>MM</b></p>

British values, as pupils were not able to talk about this. They were unable to use the vocabulary required but could say what it meant without using this vocabulary.

**Q: How are the assessments that JB is supporting, what is happening with Maths?** JB is currently off sick, so we have been unable to look at it with her. MM and AH will be looking at this next week if she is not back.

**Q: Better performing children not being challenged in maths, could you advise some more on this?** There is an issue with more able pupils generally, there are too many times when pupils are sitting through teaching that they already know. This was also highlighted in the SIP report. SW highlighted that this had been highlighted in the last two OFSTED reports. MM advised that it was seen mostly in a class where there wasn't an additional adult. The SIP says that we need to find a way that when pupils can do a task we need to set them off on a higher task. The team are looking a few strategies that would help this. There is some inset time booked in the next term for teachers to discuss and plan for this.

**Q: How are we addressing spelling errors in children books?** There is a project that Downfield school has worked on to assist with this, AH will talk to the deputy head at Downfield to see how we can roll this out in school. We also have several teachers trying different things. **ACTION: AH**

AH

**Q: Can you give an update on the CPD event to investigate curriculum?** MM and AH are to attend an event at Wroxham Academy (learning without limits) to look at how curriculum is working within the school. MM is unable to articulate how all of the curriculum is suited to our school but meets national requirement and this is an area of interest for OFSTED.

**Q: What is the cost for this?** £2.5k. **Q: Does single form entry affect us?** It does but we can have year groups work together on subjects. MM will provide and update at the next S&C Committee. **ACTION: MM**

MM

**Q: There have been 2 racists incidents, can you give an update?** This is very unusual, with both incidents being the same pupil. There have been a lot of stern conversations with the child, and they are now working with CHEXS on their self-esteem. The pupil is being monitored closely and there has been a change of behaviour since these steps have been put in place.

**Q: Can you define most able please?** Those pupils who got greater dept in the previous key stage.

MM advised that PIVOTAL behaviour management training has been received by teachers as part of a cluster session, focusing on respect with teachers/pupils. Teachers now greet children at the door. The committee discussed restorative approach training and the behaviour around the school. The updated behaviour policy was also discussed.

OW asked if governors attend the school staff meeting each Monday after school? MM advised that governors are welcome to attend. A plan will be circulated at beginning of term. It was felt that it would be beneficial for linked governors to attend.

OW also updated that a book review was conducted at the last S&C Committee, it was well received, and the committee felt that there was fantastic value in doing this as improvements could be clearly seen.

AH will conduct a mock phonics test before Easter.

Governors thanks MM for her answers to their questions.

7	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>• Behaviour Policy</li> <li>• Attendance Policy. Governors agreed to fine families for absence. It was felt that the policy was very clear and easy to understand.</li> <li>• CLA Policy</li> </ul> <p>All policies were approved, as were the ones approved within committees that were highlighted in the headteachers report.</p>	
8	<p><b>Reports from committees and link governors</b></p> <p><b>Standards and Curriculum:</b> Circulated ahead of the meeting (copy available in school). The meeting focused on PE, Maths and fluency, everything looks very positive. Governors reviewed books on feedback, the committee was assured of the excellent work. Case studies on progress were also shown to the committee.</p> <p><b>Finance, Premises and Personnel:</b> Circulated ahead of the meeting (copy available in school). KM has reviewed costs to period 10, generally most costs in line with the budget. Some costs that were expected are now being covered by county. Costs for repair work around the playground equipment is being reviewed. The committee are also looking at laptops.</p> <p>Breakfast Club (BC) and After School Club (ASC) costs were reviewed. MM asked if both clubs could be reported as one on the budget. It was agreed to keep them separate as one is making a profit (BC) and the other is running at a deficit (ASC). MM will gain some advice on this and then MM and will discuss the clubs at the next review. <b>ACTION: MM</b></p> <p>The budget is in a better position, with an additional £10k being received for the nursery. Nursery budget costs were also discussed at the meeting.</p> <p><b>SEN:</b> MS has received a thorough report on SEN and courses. Rachel Elliott has been meeting with pupils to look at progress. The team are working towards <i>Healthy Young Minds in Herts</i> kite mark. The team would like to improve communication between pupils and parents of pupils with SEND. A governor is required to link with the team for the work on mental wellbeing. MS will link to this.</p> <p><b>Safeguarding:</b> No changes SG has completed a SCR check. One pupils funding has been resubmitted.</p> <p><b>EYFS &amp; KS1:</b> No visit since last meeting, dates to be agreed to meet. EYS advisor came in and looked at action plan. This will be discussed when GI visits. <b>ACTION: GI</b></p> <p><b>KS2:</b> No update  <b>PPG:</b> Update below in section 9.</p>	<p><b>MM</b></p> <p><b>GI</b></p>
9	<p><b>Pupil Premium / Sport Premium update</b></p> <p>SG had visited for a review. Looked at all progress, specifically Year 6 attainment and progress data. Targets have been set in all areas with 6 out of 8 pupils on target. There is a very clear plan of action with training details and steps in place for each pupil. SG advised that teachers are aware of who the PP pupils are within their class. Feedback has been very positive, and the school are waiting for the next step of testing data to look at targets.</p> <p>Sports Premium updated in committees. Item to be removed from FGB agenda.  <b>ACTION: JS</b></p>	<p><b>JS</b></p>
10	<p><b>GDPR</b></p> <p>MM has received a FOI request from a Woodside parent, asking for information on communications with Woodside or Ivy Trust trusts.</p>	

11	<b>SFVS</b> This is on schedule.	
12	<b>Governor Visits</b> Covered in item 8.	
13	<b>Governor Training requirements for 2019/20 &amp; reports of courses attended</b> OW and MS attended for maths training. Inhouse training on Governor visits taking place on 20 March. Safer recruitment, a reminder that this needs to be updated every 5 years. Safeguarding. OW to book on due to training expiring soon. <b>ACTION: OW</b>	<b>OW</b>
14	<b>AOB</b> Governor training is not linked to Governor Hub, MM will update all training to date, governors are asked to update any attendance at course going forward. <b>ACTION: MM</b>  Governor day to be held on 19 June 2019. Followed by FGB meeting at 4pm	<b>MM</b>
15	<b>Date of next FGB meeting:</b> 19 June 2019 @ 4pm  <b>Committee meetings:</b> F&P. 22 <sup>nd</sup> May 2019 @ 6.30pm Curriculum. 1 <sup>st</sup> May 2019 @ 6.30pm  Meeting closed 20:03	

Approved by:.....

Date:.....