

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY
MEETING ON 11 OCTOBER 2017 AT 6.30 pm
MINUTES**

Present:

Yvonne Brown
 Tim Gately (Headteacher)
 Gisele Waterman
 Sam Hakner
 Alexandra Cochran
 Andrew Charlwood (in the Chair)
 Hannah Bailey
 Helen Shay
 Tony Woods

In attendance: Eileen Heylin (Clerk)

| No | | ACTION |
|----|--|-----------|
| 1 | Apologies and consent Apologies were received from Christine Howard and Ellie Baptista. These apologies were accepted. | |
| 2 | Confirm governor Details Done | |
| 3 | Pecuniary Interest Forms Circulated and completed and returned to TG | |
| 4 | Resignations and Elections Governors had received a letter of resignation from Alban Barnes. This left the meeting without a Chairman. The Clerk asked for nominations. AC was nominated but said that he could not fulfil all the duties of Chair but would 'caretake' the post for the time being whilst AC and TG consider recruitment to the position. Tony Woods was co-opted on to the Governing Body. | |
| 5 | To confirm responsibilities and link classes Done It was confirmed that FGB meetings start at 6.30 and Committees at 6-7.15 (Curricular) and 7.15-8.30 (Non curricular) | |
| 6 | Terms of Reference: The Terms of Reference for the FGB, Non-Curricular and Curricular Committee were agreed . | |
| 7 | Minutes of the Meeting of 7 July 2017: Agreed and signed | |
| 8 | Matters Arising: <ul style="list-style-type: none"> i. Governor emails; TG to send out addresses. ii. FTW; TG reported that he had attended the AGM when the Chair stood down. It was noted that there will not be a Christmas Fair this year but the FTW are still active and a number of fund raising activities were planned. | TG |

| | | |
|----|--|---|
| 9 | <p>Confirmation of updated Vision: TG reported on the Vision session held with staff and governors in September. The Governing Body noted that the updated Vision is now linked to the SDP. GW agreed that the Vision statement was a good reflection of the day and it will now go on the school web site. The Governing Body agreed the updated vision.</p> | |
| 10 | <p>School Development Plan 2017-2018: The SDP 2017-2018 had been circulated and TG spoke about it in detail saying that governors should be familiar with the three targets. <i>Q: What was attendance last year?</i> TG: 96.3% but we want 97% <i>Q: Looking at the data on pages 11 and 12, is the base-line that is used to measure performance?</i> TG: A more detailed breakdown is in the school evaluation form. <i>Q: The outcomes against each priority do not seem measurable. How do we know that the actions and activities are making an impact?</i> TG: The success criteria are what we want to see in progress terms. For example, progress measures in Reading, Writing and Maths need to move into positive values. Above zero is a positive figure. Performance measures are detailed in the success criteria. We measure progress as we go and we also have an evaluation each term. Success criteria and outcomes are really the same thing. The targets were set with the HIP and the Governors agreed these so that they can be shared with the school community. There followed a detailed discussion and it was agreed that TG should look at the SDP layout to make it more quantifiable and email the revised copy to Governors. <i>Q: Please can we have last year's SDP so that we can see progress in the 2016-17 academic year?</i> TG: Yes it will also be sent out with the with performance information included. Please refer also to the Headteacher's reports for last year. <i>Q: Some SDP priorities have budget costs including staff training. Is there a sufficient training budget allocated for the training that has been identified?</i> TG: We now try to do most training in-house as the school budget is very tight. It was agreed to look at the training budget required to deliver the SDP priorities in the Non-Curricular Committee.</p> | <p>TG</p> <p>TG</p> <p>TG</p> <p>Non-curricular agenda</p> |
| 11 | <p>Headteacher's Oral report: TG gave his report addressing the following issues:</p> <ol style="list-style-type: none"> i. <u>Pupil Progress and Intervention:</u> <i>Q: Is a half term enough intervention to raise standards or are longer interventions sometimes required?</i> TG: We have looked closely at the intervention and how it should be delivered. TAs have been trained so that during that half term they know what we are trying to achieve. Each half term we evaluate to see what are the barriers to | |

| | | |
|--|--|---|
| | <p>learning for each child. <i>Q: How many intervention children have you got?</i> TG: Difficult to say as some are in one area and some in both Maths and English There followed a discussion and explanation by HS of how the intervention system works.</p> <p>ii. <u>Curriculum</u>: Each topic will have an activity, visit or visitor. We are looking for opportunities for outdoor learning. Year Six have carried out a study of the perception of the curriculum and will be reporting back to which Governors are welcome.</p> <p>iii. <u>Attendance</u>: Attendance this term is 97.6 % compared to 97.4% for the same short period last year There followed a discussion on ways to improve attendance.</p> <p>iv. <u>Safeguarding</u>: All new members of staff have been trained. The school had had a Safeguarding audit that day. There are a few action points to complete but the full report has not yet been received. <i>Q: What are the actions?</i> TG: Governors' references and some references for staff who have been here a long time. TG to email the Governor reference forms to members. When the report is received it will be shared with Governors by email. 2 referrals to the Child Protection Team this term. Details given and questions answered.</p> <p>v. <u>Sports Premium</u>: £17,200 to be spend on PE and information as to how it will be spent is on the website as we aim for a wide range of activities and a high standard of PE. <i>Q: Does that include some capital spend on equipment?</i> TG: Yes, some of it we have already spent. We are proposing to employ a sports specialist to work with the teachers for half a day a week. <i>Q: Is this likely to be a one-off allocation?</i> TG: I do not know how long it will be for <i>Q: How is it worked out?</i> TG: £16,000 plus £10 per pupil</p> <p>vi. <u>Pupil Premium</u>: Pupil Premium strategy is on the website under 'Statutory Information'. Good progress is being made.</p> <p>vii. <u>Exclusions</u>: 3 Separate children have had fixed term exclusions. Each one was for physical abuse of staff. Each child has a Behaviour Support plan and exclusion is always the last resort. There was a detailed discussion about exclusions and behaviour and, in answer to questions about training, it was agreed that the Non-Curricular Committee should look at funding for training for one-to-one supporters so that they are able to deal with instances of physical violence and protect themselves, pupils and staff from harm.</p> | <p>TG</p> <p>Non-Curricular agenda</p> |
|--|--|---|

| | | |
|----|--|-----------|
| | <p>viii. <u>No injuries this term</u></p> <p>ix. <u>No racist incidents</u></p> <p>x. <u>Health and Safety</u>: TW had done a H & S audit. He spoke about the poor workmanship on the newly fitted windows and said he had raised this with HCC who had commissioned the work and that he would continue to monitor the situation. The Caretaker is now to do a weekly walk-round and do a report for TG which will be signed off.</p> <p>xi. <u>School expansion</u>: : TG had spoken to HCC who had confirmed that there will not be any expansion of the school due to site constraints.</p> | TG |
| 12 | <p>Nursery Provision</p> <p>TG has joined a working party of other Heads to try to get agreement on nursery admissions criteria. HCC had stopped managing nursery admissions and there is no central admissions authority for nurseries and schools must allocate their own places. Two Waters' criteria will be similar to the one presently in place.</p> <p>Following the introduction of 30 hours in the new academic year, the financial situation is good; at the moment there are 17 children and the break even point was 8. However there is a lot of extra administrative work so a receptionist has been employed for the mornings and someone for the afternoon is needed. These two will administer the nurser, including admissions. Governors agreed to the appointment of an afternoon receptionist.</p> <p>TG will keep the Governors informed.</p> | TG/Agenda |
| 13 | <p>Reports of Committees:</p> <p>No meetings have yet taken place</p> | |
| 14 | <p>Policies Review:</p> <p>AC to refresh the policy list and AC and TG will meet to allocate policies to committees and people which will then be circulated:</p> <p>The following policies were ratified with the proviso that names and dates are changed to bring them up to date:</p> <p>Health and Safety Child Protection Child Discipline Physical Intervention</p> | AC/TG |
| 15 | <p>Parent Voice:</p> <p>A parent forum had been held and the minutes are on the website.</p> | |
| 16 | <p>Governor Training:</p> <p>HB is now in charge of training and will receive an up to date list of training done. When this is received she will meet with AC to match it to the skills matrix.</p> | HB/AC |
| 17 | <p>Any Other Business:</p> <p>i. There was a discussion on meetings and a revised list to cover November, January, May and July is to be issued by AC.</p> <p>ii. TG gave out Primary Performance Data and said that his report in November will be based on that data.</p> <p>iii. It was agreed that the School Secretary should have unpaid leave of absence over Christmas 2018</p> | AC |

| | | |
|----|---|--|
| | iv. There was a question about staff use of social media. Only certain staff can access school social media for certain reasons and these are password protected. | |
| 18 | Date of the Next Meeting: To be arranged | |

There being no further business the meeting closed at 8.45

Signed..... Date.....