

Saltford CofE Primary School  
 Academy Governance  
 Committee Meeting  
 Monday 19<sup>th</sup> March 2018  
 6-8pm at Saltford School



**Saltford**  
 CofE Primary School

## Minutes

<b>MEETING TITLE</b>	<b>Saltford AGC Meeting 4</b>
<b>DATE OF MEETING</b>	19 <sup>th</sup> March 2018
<b>MEMBERS PRESENT</b>	Megan Jackson (Co Chair) Richard Rowland (Co Chair) Dawn Sage (Head Teacher) Ian Freemantle, Kathryn Hamlen, Richard May, Liz Spincer, Sian Tucker, Ben Whittle, Jen Evans, Dan Carter Lucy Bees (Clerk)
<b>MEMBERS NOT PRESENT</b>	Paul Nicholson
<b>DATE OF NEXT MEETING</b>	Tuesday 22 <sup>nd</sup> May 2018

### EXECUTIVE SUMMARY;

- The success of the Governor Day that the school hosted for St. Johns Primary School was celebrated
- Workload and Wellbeing were discussed as areas that are being looked at in greater detail
- The AGC receives detailed overviews from Curriculum and Resources WP's
- The school receives an Outstanding SIAMS inspection, the first outstanding rating from that Inspector

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies - Quorum</b>	
	The meeting was opened by IF with reflection of the value 'Honesty'  Apologies not received from PN so MJ to make contact to ensure he is ok	<b>MJ</b>
<b>2.</b>	<b>Governance Issues</b> <ul style="list-style-type: none"> <li>- <b>Declaration of Business/Personal Interest</b></li> <li>- <b>Governor visits to school since last meeting</b></li> <li>- <b>Governor training attendance and feedback</b></li> <li>- <b>Skills audit – to be completed</b></li> <li>- <b>Governor Roles and Responsibilities</b></li> </ul>	
	2.1 No declarations were made.  As her term expired, KH needed to be re-elected. No objections were made so it was noted that KH starts a new term as of 19/03/2018 as a Co-opted Governor.	

	<p>Update website with new title (previously Parent Governor)</p> <p>2.2 PN has visited to school to help with work in the gardens – thanks from DS. Whilst onsite, he also walked around the school seeing children and overseeing lunch service.</p> <p>2.3 JE attended SCR Training. SEND training that ST was due attend was postponed, to be rearranged. ES and DS are attending the BET Conference re Wellbeing on 17th April. IF has completed Diocese training on GDPR. IF, PN, BW and DS attended ‘Human Flourishing - Vision and Values’ DS, IF, PN, BW attended ‘Governance - how to improve your school’</p> <p>Confirm with SH re mandatory training</p> <p>2.4 ST &amp; RM completed during meeting, file now fully complete.</p> <p>2.5 Already agreed previously, Clerk to check Link Governor info to confirm. Details to be passed to SH for Audit.</p>	<p><b>JE</b></p> <p><b>DS</b></p> <p><b>Clerk</b></p>
<b>3.</b>	<b>Minutes of previous meeting and Matters Arising</b>	
	<p>It was noted that the numbers quoted when discussing number of hours worked by teaching staff was minuted incorrectly. Amend from 60-100 to 60+</p> <p>Other than this, the previous minutes were agreed as an accurate and true record and signed by the Co-Chairs.</p> <p>MJ to collate personal bios and send to JE to upload to website.</p> <p>Clerk highlighted that Governor Term start dates can be changed to the date that the school joined the WMAT - clarification required, does this have to happen? Chairs to discuss and decide best course of action.</p> <p>Arrange Ofsted briefing with MC</p> <p>Link Governor Feedback – DS thanked BW for the Link Governor documents that have been created. ST to provide Link Governor feedback later in the meeting. RM &amp; IF to arrange meeting with staff link and present at next AGC.</p> <p>Risk register overhaul started, ongoing. Update at next AGC.</p>	<p><b>Clerk</b></p> <p><b>MJ / JE</b></p> <p><b>RR / MJ</b></p> <p><b>DS</b></p> <p><b>RM / IF</b></p> <p><b>RR</b></p>

	DS provided a brief overview of the SCA survey results – some success but still ongoing as not all agreed.	
<b>4.</b>	<b>Chair of Governors verbal report (inc Trust Board Meeting Executive Summary) Governor Day and joint meeting with St Johns Parents Forum</b>	
	<p>RR provided an overview of the Trust Board Meeting exec summary, highlighting the 2 points that are relevant.</p> <p>Governor Open Day with St Johns – RR very impressed and expresses thanks to all involved with STEM week. Feedback received from all parties really good. Children really enjoyed it according to parents.</p> <p>Governors compared notes and shared best practice, subjects discussed include Working Party system, data and Stakeholder Questionnaire.</p> <p>No feedback from St Johns to date, they will discuss at their next AGC.</p> <p>It was discussed about using the Governor Away Day to visit St Johns next year. Thanks from RR and DS to all that attended.</p> <p>DS welcomes Governors to attend school at any time, not just for organised meetings.</p> <p>IF mentions how well he thought the trainee Teachers were doing when he attended to observe.</p> <p>Parent forum – RR provides overview, thanks for lengthy response from DS. Although it wasn't attended by lots of parents, it was heavily promoted so people had the opportunity to attend if they wanted to.</p> <p>Parents' expectations need to be managed In line with budgets.</p> <p>Lots of what parents were asking for in terms of information was there but they needed help with where to find it. DS signposting to appropriate channels.</p> <p>No major concerns from parents though, MJ highlights how lucky we are that nobody has any bigger issues to report.</p> <p>IF passes on comments that he has received from parents, advised that it has all been addressed in the minutes from that meeting.</p> <p>KH suggests setting structure to future parent forum sessions.</p>	
<b>5.</b>	<b>Head teacher written Report including updated KPIs, SEF and School Improvement plan highlighted red, amber, green re progress</b>	

Busy two terms. DS confirms that the SEF has been tweaked slightly and the SIP has been highlighted with RAG. No major concerns, just FYI.

Workload and Wellbeing highlighted in HT's report. Any questions relating to that?

**Where do we go from here?**

Currently working on it, breaking it down, will know more when it has been unpicked.

MJ and Sam Honeybell attending Wellbeing event in Bath, will feedback after.

**Have you done anything like this in the past?**

It's something we have always worked on but needs more focus now as there has been lots of change – Academisation being a big change.

**Do people feel that's had a negative impact?**

I couldn't talk about that, it's not designed for that.

Pulse survey highlights lack of awareness as appose to negative view of WMAT.

Pick up in next RWP Meeting.

Government have recognised it, not this school in isolation but the Profession in general.

Teachers are encouraged to share best practice re working efficiently – DS & ES have shared new Government guidelines.

Currently still exploring, not ready to present fully to governors.

RR / BW

**How does the European Working Time Directive come into this?**

Currently working far more hours than that.

**As an academy are we exposed to any legal issues?**

No knowledge of any.

**Can extra curricula activities be handled more by parents?**

PTA is a team, parents AND teachers. All staff encouraged to attend so the same people aren't doing it all of the time.

Staff are needed for certain tasks to ensure safety of children and school site.

KPI questions;

Year with greater depth dip, **If resources were diverted into years where we know the dip happens, would the children rebound stronger in Yr 6 if they didn't have that dip?**

Not had dip in 5 before, bear in mind, teachers new to year group.

Last year group to be recorded under levels and then curriculum changed.

Various reasons as to why it might be highlighted, John Godwin unpicking, updating in staff meeting next week.

	<p><b>Absence rate has crept up?</b> Due to illness and unauthorised holiday</p> <p><b>Is that concerning?</b> Anything below 90% is concerning although only a small minority for real concern and referral. Attendance discussed at Consultation Evenings for the first time last week. 1 pending referral and 1 fine for unauthorised absence during term time.</p> <p><b>What is the cut off for bringing parents in?</b> 96% and below – look for patterns and ask questions, sometimes very good answer, S&amp;L for example. Double check everything with parents and always be proactive.</p> <p><b>38, is that high?</b> About right, lots of flu, summer evens it out. 98% overall target, high but will continue to work towards it.</p>	
6.	<p><b>Curriculum Working Party feedback</b> <b>Spring Data feedback</b> <b>SEND report</b></p>	
	<p>KH provides overview and reads email received from John Godwin re letter sent to him from Governors thanking him for his support and acknowledging the Y6 data from last year.</p> <p>PE Premium – thanks to Gemma Godwin for ongoing for work and thanks to DS and ES for making data available at short notice.</p> <p>CWP objectives, terminology requires clarification. Co-ordinator or chair? Board agrees that WP's are led by coordinators. KH coordinator of CWP.</p> <p>CWP using AGC minute template, RWP to do the same.</p> <p>Good last meeting, lots of challenge.</p> <p>ST provides an overviews from her meeting with GG - Current numbers on record are 43 SEND registered, down from 67 2 years ago.</p> <p>It was highlighted that the outside agencies the school were using included Phycologists, CAMHS, S&amp;L, Autism Outreach and Paediatrics to name but a few. Lots of children needing support of outside agencies.</p>	

	<p><b>How do they get paid for?</b>  All different but most by referral, hence the long waiting list.  Referral = no additional cost  Educational Psychologist we buy in along with S&amp;L.</p> <p>Flags up red in data but 50-60% are still achieving their expected goals. High targets to challenge so although below 85%, they are still above the national average of 83%</p> <p>Lots of WMAT links across curriculum plans, really good to see so soon.</p> <p>No data to discuss at next AGC so maybe curriculum can pick up another subject</p>	
7.	<b>Resources Working Party feedback</b>	
	<p>BW provides an overview of Stakeholder consultations – 3 groups; pupils, parents and staff – all 3 are due to receive questionnaires.  Pupil survey being drawn up by school council. Going out beginning of term 5 electronically.  Parent questionnaire is going to WMAT for approval. Tried to cut down no of questions to encourage more to complete  Same timings as pupil questionnaire.</p> <p>Staff survey – previous pulse in Dec 2017, next one in May 2018. Hopefully questions will be similar so it can be tracked against the last one. Interested to see results.</p> <p><b>Where do they come from?</b>  They are generated by HR.</p> <p><b>Is there an opportunity to ask specific questions?</b>  Prior to December survey yes.</p> <p>If you want to look at outcomes, they are on the GVO in 'Resources' folder.</p> <p>Staffing update  Student teachers bring 3 real benefits – financial benefit as funding is received, extra pairs of hands, welcomed avenue of development for staff to act as mentor. Lots of work however, not a small task to have extra responsibility.  Looking at whether we continue or less numbers, or take a break, staff can't have someone to mentor every year.</p> <p>JE leaves the meeting at 7.30pm</p>	

	IF asks whether the parent survey can be completed multiple times for different children at the school? Yes, by year group. DS to promote this.	
<b>8.</b>	<b>Finance (Management Accounts) &amp; Risk register</b>	
	No updates, DS and team doing great job keeping on track. Not received budget for this year.  Risk Register being covered by RR in RWP	
<b>9.</b>	<b>Foundation Governor feedback</b>	
	DC confirms that the school have received an Outstanding SIAMS inspection, the first Outstanding rating from that Inspector. Great work.  Assemblies are being taken by IF & Rev Dale.  SACRE report – no significant content requiring action.  Summer term services being arranged, possibly Arch Deacon or IF.  PN ex officio status removed, currently Foundation Governor	
<b>10.</b>	<b>Any Other Business</b>	
	Link Gov feedback from IF and RM at next AGC  LB to resend 'Keeping Children Safe in Education' and updated Code of Conduct for Governors to read and sign at next meeting	<b>IF / RM</b>  <b>Clerk</b>
<b>11.</b>	<b>Date of next meeting – 22 May 2018</b>	
	RWP – 1 May 2018 CWP – 8 May 2018	

#### Action Record – Exclusions Basis

Action	By Whom	Meeting Date	Due Date
Contact PN as no apologies received	MJ		ASAP
Update website with new Governor title for KH	JE		ASAP
Confirm with SH re mandatory training	DS		ASAP
Inform SH of named Governors	Clerk		ASAP
Collate personal bios and send to JE to upload to website	MJ / JE		ASAP

<b>Update previous minutes</b>	<b>Clerk</b>		<b>ASAP</b>
<b>Confirm re Governor Term start dates</b>	<b>RR / MJ</b>		<b>ASAP</b>
<b>Arrange Ofsted briefing with MC</b>	<b>DS</b>		<b>ASAP</b>
<b>Arrange meeting with staff link and present at next AGC.</b>	<b>RM / IF</b>	<b>22 May</b>	<b>ASAP</b>
<b>Risk register overhaul started, ongoing. Update at next AGC</b>	<b>RR</b>		<b>22 May</b>
<b>Pulse survey highlights lack of awareness as appose to negative view of WMAT. Pick up in next RWP Meeting</b>	<b>RR / BW</b>	<b>1 May</b>	
<b>resend 'Keeping Children Safe in Education' and updated Code of Conduct for Governors to read and sign at next meeting</b>	<b>Clerk</b>		<b>ASAP</b>

Signed :

Date :

Co-Chair

Signed :

Date :

Co-Chair