

Haslingfield Primary School

Minutes of the Governing Body Meeting

Held at the School, at 6.45pm on 12th November 2019

Governors present: Graeme McLeod (Head) Paula Durrant – Chair (PD) Donna Peck (DP) Jenny Reavell (JNR) Pam Collis (PC) Sandra Lee (SL), Janet, Reinemann and Tim Robinson

Also in attendance: Kathleen Baptie (Clerk KB)

1. Welcome and Apologies

Apologies from BG.

2. Declarations of Interest

None.

3. Matters Arising and Approval of Minutes of the meeting of FBG held on 17th September 2019

- Election of Vice Chair – A proposal by JR to recommend JNR as Vice Chair was agreed and all members were in favour.
- Membership of Committees were agreed as follows:
Resources Committee – JNR (Chair), PC and JR.
Standards & Attainments Committee – PD (Chair) BG and TR.
GM explained that DP would soon be taking part in a staff election; Staff Governors being assigned to Standards & Attainments Committee.
- Governor Leads
TR has agreed to lead on GDPR, and it was agreed to check with BG that she is happy to take on PP and LAC and possibly give up EYFS. The following was agreed;
SEND – BG
PP & LAC – (tba, check with BG)
Safeguarding and H & S – PD
GDPR – TR
EYFS – (tba, check that BG is happy to give up)
Literacy – JNR
Maths – PC
Artsmark – JNR
SMSC - JNR
HT Appraisal – PD & JNR

The minutes of 17th September 2019 were agreed and signed.

4. Website

PD has been in touch with Solvik to update the Governor pages. TR has agreed to take on responsibility for this and members were asked to send their profiles and photos to him.

<p>5. Safeguarding The annual review of Safeguarding and Child Protection is due to be carried out on 15th November, and an online annual review has also been submitted to CCC. There are currently no issues that the school is aware of.</p> <p>6. Pupil Premium SL explained that at this time of year herself and CK usually look at the fund available and discuss how it will be used to support PP children. Then later in the year they will look at the impact. It was also noted that information about how PP funds are used should be on the website. JNR and JR agreed that they would arrange to meet with CK.</p> <p>7. Reports from:</p> <p>(i) Head teacher – KIT (Keeping in touch) visit GM explained that the school subscribes to a package of support from County Council which includes 5 days of visits. The school provides an indication of its expected outcomes and CC will recommend targeted support. CC’s categories for support are rated as high, medium and low and GM was pleased to advise that our school was rated as requiring low support. During the recent visit the progress of the new teachers was discussed. GM will request that one of the visits is used for monitoring and evaluation purposes.</p> <p>(ii) & (iii) Governor Visits & Learning Walks JNR will support DP by taking part in the Book Scrutiny and Learning Walk during LM’s (CCC) visit. 17th Dec 2019 TR and PD will take part in a Learning Walk with DP. Governors were advised to record a log of their visits.</p> <p>(iv) Resources Committee JNR gave a brief report of the recent committee meeting, noting;</p> <ul style="list-style-type: none"> • PC will work with NP on the school’s internal audit mechanism. • A financial request to the United Charities was considered. <p>(v) Standards & Attainment Committee SL gave a brief report of the recent committee meeting including;</p> <ul style="list-style-type: none"> • Election of Chair • Approved TOR (apart from membership) • Storage of Governor documents on website • Reviewed policies <p>(vi) HT Performance Management GM & DP left the room for this item. Membership of the panel was discussed and it was agreed that PD would chair the review with JR. It was noted that the Appraisal for 2018/2019 has recently been carried out and the new objectives for 2019/2020 have been set. The Governors will meet for staff appraisals on 19th November. GM and DP rejoined the meeting.</p> <p>(vii) Governor Training JR completed the Governor training for Head teacher Appraisal Review in July. PD will look at available training.</p>	
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8. Agree a calendar of Governing Body/Committee meetings & Governor Visits for next academic year.

Already discussed.

9. Approval of any policies including;

Standards & Attainment Cttee

- Calculation Policy
- Keeping Children Safe in Education
- Mathematics Policy

Resources Cttee

- Appraising Performance and Dealing with Capability Issues for all school staff
- Bullying and Harassment Policy
- Probation Procedure for Support Staff
- Public Sector Equality Duty Statement
- Statement on the Recruitment of Ex-offenders
- Special Leave of Absence
- Social Network Policy
- Photographic Images

Following a recommendation from the Standards & Resources Committees, the above policies were ratified and signed by the chair. Those policies which need to be accessible will be uploaded to the website.

10. Review Governor Terms of Office/Appointments and Vacancies/Training Update

Already discussed.

11. How writing is taught at Haslingfield – Donna Peck (Deputy) to provide overview for Governors

DP's report outlined resources used which include Jolly Phonics, No Nonsense Spelling and Spelladrome. Whilst there is a separate focus on spelling, punctuation and grammar is a focus during English lessons. There is a huge range of interactive games and tools for grammar which is available to the children.

There is a big focus on handwriting in the school and taking pride in presentation of work. The aim is for the children to get their pen licence by the end of Year 3. The school are using Letterjoin this year to introduce consistency throughout the school. It was also decided this year to start EYFS on cursive.

The Big Write takes place every 2 weeks and is all about producing quantity of writing and working independently. The children prepare in the 2 weeks prior by working on the tools they need such as punctuation, perspectives of writing etc.

KS2 are encouraged to edit their work by firstly swapping with a Friend (Blue Buddy marking) and then with their Purple Polishing pens, before submitting it to their teacher.

A Cold write takes place every half term and is often linked to cross

<p>curriculum topics. The children’s work is celebrated on a ‘Wonderful Writing Wall’ – any work which appears on the wall will merit a Star of the Week. The writing is monitored by Book Scrutinys, work displays on the wall, regular talks with the children and ‘blink observations’. Reading is very well embedded within the school with support from parents and books are banded for ability. The Reading River is a new idea for children to show which books they have read and the direction their reading is going. It raises discussion with friends and shows whether they need to expand their genre. There is also a reading display wall in the library where the children can recommend or review books they have read.</p> <p>DP was thanked for giving a very informative insight into the way Literacy is taught in the school.</p> <p>12. AOB GM has updated the staffing structure for 2019/2020, with names and job titles which was agreed by the Governors.</p> <p>Meeting finished at 9.15pm</p> <p>Next meeting scheduled Standards Wed 22nd Jan 4pm Resources Wed 29th Jan 4.30pm FGB Wed 12th Feb 4.30pm</p>	