

	<p>Governors unanimously agreed to accept Mr Roseweirs nomination and elected him as Chair of the Governing Board for 2017-2018. Mr Roseweir was invited back into the room and informed that he had been successfully elected as Chair and the meeting was handed over to him.</p> <p>Mrs K Kendall informed the board that she would be happy to continue as Vice Chair. There were no other nominations and Mrs Kendal was asked to step out of the room. Governors agreed unanimously for Mrs Kendall to become Vice Chair and she was invited back into the room and informed of the board's decision.</p> <p>Governors also agreed that NG would continue as Associate member of the board and it was understood that she would not have any voting rights on the full governing board.</p>																																		
<p>5. People, Structure, Evaluation</p>	<p>Governing Board Business</p> <ul style="list-style-type: none"> The Governing board agreed and approved to adopt the use of The Code of Conduct, Standing Orders and Pecuniary interest best practice guides supplied by Octavo Governor Services. The Clerk would collate the pecuniary/business interest register ready for the next meeting. As discussed with governors at the last meeting Mr Richard Tebbutt had been invited to attend this meeting for governors to appoint him as a co-opted governor. <p>The governing board agreed to appoint Mr Richard Tebbutt for a 4 year term as a Co-opted governor at Courtwood Primary School. RT was welcomed to the governing board and introductions were made.</p> <ul style="list-style-type: none"> There were no further updates on the two other vacancies (LA & Co-opted). Octavo Governor Services were working with the Clerk to help get these filled. The Chair encouraged governors to look at and use the Octavo Governor Services training programme, especially as there were several new courses this term. <p>Appointments for the Academic year 2017-2018</p> <table border="0"> <tr><td>Anti-Bullying</td><td>-</td><td>CR</td></tr> <tr><td>Data/Progress</td><td>-</td><td>AR</td></tr> <tr><td>Early Years Foundation Stage</td><td>-</td><td>KC</td></tr> <tr><td>Pupil Premium</td><td>-</td><td>KC</td></tr> <tr><td>Health & Safety</td><td>-</td><td>RM</td></tr> <tr><td>Healthy Schools</td><td>-</td><td>AW</td></tr> <tr><td>HR</td><td>-</td><td>RT</td></tr> <tr><td>Premises</td><td>-</td><td>AR</td></tr> <tr><td>Safeguarding (including Child Protection, Inclusion, Looked After Children)</td><td>-</td><td>JF</td></tr> <tr><td>SEND and Equalities</td><td>-</td><td>RM</td></tr> <tr><td>Training & development Governor</td><td>-</td><td>CR</td></tr> </table> <p>Committees</p> <p>Resources Committee membership will be - KK (Chair), AR (Vice Chair), KC, RT, H/T, RM</p> <p>HTPM membership will be KK, KC and CR as reserve. Plus a member of the Gilbert Scott GB.</p>	Anti-Bullying	-	CR	Data/Progress	-	AR	Early Years Foundation Stage	-	KC	Pupil Premium	-	KC	Health & Safety	-	RM	Healthy Schools	-	AW	HR	-	RT	Premises	-	AR	Safeguarding (including Child Protection, Inclusion, Looked After Children)	-	JF	SEND and Equalities	-	RM	Training & development Governor	-	CR	
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<p>6. Accountability</p>	<p>Governing Board Visits</p> <p>Governing Board visits for the year have been confirmed as: -</p> <p>11th October 14th November 30th January 2018 – Mum’s breakfast 28th February 2018 – Book week 25th April 2018 – Literacy parent workshop</p>																																		

	<p>20 July 2018 – Stakeholder day.</p> <p>Governors had previously been asked to give NG a list of questions that pupils would be asked for pupil voice information. These had now been collated and adapted and this was tabled.</p> <p>DECISION Governors agreed the questions to be used for pupil voice.</p>	
<p>7. Accountability</p>	<p>Minutes of the meeting 27 June 2017</p> <p>There were no comments on the previous minutes, which were formally signed by the Chair as being a true and accurate record of proceedings. The signed minutes were passed to the Clerk to be held in the Governor folder at the school. Action</p> <p>Outstanding Action points</p> <ol style="list-style-type: none"> 1 This is in the hands of Octavo Governor Services and will be closed for the governing board. 22 Annual Governance review has been completed. 36 Induction pack had been sent to RT and Octavo Governor Services would be advised of his appointment. 37 This is still outstanding. 39 Noted by the SLT 40 Completed 41 Completed 42 Noted 43 The EHT had been informed this was a statutory policy. 44 Completed 45 Work in progress. 	<p>1-Clerk</p>
<p>8. Accountability, Strategic Leadership</p>	<p>Executive Headteacher updates</p> <p>In the absence of the Executive Headteacher, this report was presented by the Head of School (NG). Key areas highlighted were: -</p> <p>School Development Plan.</p> <ul style="list-style-type: none"> • Focus has now been moved to track attainment and progress for all years showing the combined results. School staff have been made aware of their part of pupil's results and the impact in ensuring correct data is collated and processed correctly. All data will include the Treehouse pupils. • Last year's Reception last were assessed at very low development and the progress they have made over the last year has been very good. <p>Q How have the changes to Reception been applied to them now they are in year 1?</p> <p>A Status in progress have been handed over and the school work on a continuous development to give continuity to the teaching and pupils.</p> <p>Q Is that why the teacher moved up with the class?</p> <p>A This is one of the reasons. We have moved the whole team up to give the class further support. The school are attempting to remove some of the physical barriers to help with the pupil's development of this particular class.</p> <p>Q The school can't constantly move the teacher and team up with each class?</p> <p>A No the SLT understand this, but this cohort of pupils have more challenges than most and in Year 1 they will be prepared for the year 2 transition and staff changes. Parents have also been informed that the team will change for Year 2. The SLT felt this was the right decision for these pupils.</p> <p>Q Is the SEN provision like this in other schools?</p> <p>A No. The SLT have a passion to ensure children's needs are met. As Courtwood is well known for its Autism provision, families with autistic mainstream children are attracted to the school. The schools SENCo is very good at ensuring children who are suspected of needing a EHCP get a correct diagnosis and additional funding.</p>	

	<ul style="list-style-type: none"> • <u>Pre-Teach</u> is continuing to be imbedded. • <u>Precision Teaching</u> is being introduced and teachers to attend this additional training in October will be identified by DG. • There will be regular progress meetings where teachers will share information and identify any child that may require intervention. Teachers are fully aware of their impact on their pupil's progress. There will be combined targets for all teachers to ensure Y6 is not left to 'catch up' children to pas SATS tests. • Teachers will ensure that at the beginning of new topics/projects pupils will be given incentives, motivated and engaged so they will want to enjoy, challenge and focus more on their new subject. • <u>RIPPLE</u> is being developed further so that pupils move on from not just knowing the works but understanding what they mean. Sometimes the higher achieving children need to learn that its ok to not achieve as long as they learn from it. • There were not many pupils identified as 'mastering' in subjects last year. Teachers are being supported by subject leads to be able to define what 'mastering' means in Foundation subjects. This will allow teachers to identify and define the difference between the top of expected and 'mastery'. • <u>Behaviour</u>, sanctions are being refined to ensure they are evenly applied across the whole school giving a consistent approach. Q How will you monitor the implications of this? A The children will expect the same sanctions. Punishments for the same action will be the same across all year groups and applied evenly by all staff. It had been noted that some staff were sending children to SLT too early. • <u>School Attendance</u> target is now 96%. It has been recognized that Reception and Year 1 are the worst offenders. Children who miss 5% of time at school equates to 4 weeks of education, this makes a huge impact on their learning. There is a new reward system in place. Q Who gets the money from the fixed penalties? A Not sure, but it's not the school. • Emotional Development has been introduced to support children to develop emotional resilience. Two members of staff (TA's not assigned to classes) will be undertaking additional training to support the schools most vulnerable children. These staff will then share good practice with the rest of the school. • <u>Leadership and Management.</u> Governors to run a parent questionnaire and to gather pupil voice information through their governor day visits. Governors are to continue being present at parents evening and to highlight the role of a governor to parents that don't understand what governors and the governing board does. TA's are being given targets to contribute to the whole school improvement. <p>DECISION The School Development Plan for 2017-2018 was agreed and approved by the Full Governing Board. Governors agreed that the SDP could go onto the school website but would need to be anonymised. <i>Part of the Executive Headteachers report has been minuted under confidential minutes.</i></p>	
9. Strategic Leadership	<p>Chairs Actions or Governor Related Business</p> <p>The Chair informed governors that governor information was in the process of being moved from Fronter to a newly set up SharePoint site that could be accessed through office 365. Access has already been emailed to governors and the board will be notified when the new site will be fit to use and replace Fronter.</p>	
10. Strategic Leadership	<p>Academisation</p> <p>Academisation is still a consideration for the way forward for the school and the governing board are still investigating all avenues. Further updates will be at the next meeting.</p>	
11.	<p>Minutes and reports of Committees</p> <p>Resources 19th July 2017</p>	

Accountability	<p>There were no comments on the minutes from the meeting.</p> <p>DECISION The minutes were signed by the Chair of the Resources Committee.</p> <p>The Chair of the Resources Committee had revised the 2017-2018 Terms of Reference and these were presented to the Governing Board.</p> <p>DECISION The Governing Board agreed the 2017-2018 Terms of reference for the Resources Committee</p>	
12. Compliance	<p>Policies <i>All Policies were placed onto Fronter for Governors to read at least a week prior to the Full Governing Board meeting.</i></p> <p>School Governor Visit School Governor Allowance Code of Conduct for Safe Practice</p> <p>DECISION The Governing Board agreed, approved and ratified the School Governor Visit and Governor Allowance policies and the Code of Conduct for Safe Practice.</p> <p>Pay Policy Finance Camera & Image policy Children Looked After</p> <p>The above policies will be presented at the next meeting</p>	
13. Evaluation	<p>Future Meetings</p> <p>Dates agreed for 2017-2018 14 November 2017 7pm - Curriculum focus - Literacy, Phonics, History, DT, Geography Biscuits KK 16 January 2018 7pm 20 March 2018 7pm - Curriculum focus - Maths, Art, RE, SEND 17 April 2018 6.30 - End of year accounts and New Budget 2018-2019 22 May 2018 7pm 26 June 2018 7pm - Curriculum focus – Computing (e-safety), PE, Science, PSHE, Outdoor Learning. 20 July 2018 - Stake Holder Day.</p> <p>HTPM – dates TBD</p> <p>Resources – dates TBD</p>	
13. Evaluation, Strategic Leadership	<p>Any other business</p> <p>The medical room was completed over the summer but the EHT & SLT are not impressed by the quality of work. There are still issues with the wrong door being fitted, bad painting and the toilet has not been fitted correctly. Governors will be updated at the next meeting.</p>	

	ETA for the Nurture room is 31/10/17, though there are serious concerns over the quality of work as the company is stretched over several school sites. Again, governors will be updated at the next meeting.	
14. Evaluation, Strategic Leadership	Confidential Items agreed to be minuted separately under Part B Part 2 Business	
	The meeting closed at 9.	

Signed by.....Mr A Roseweir, Chair of Governors. Date

Action List Summary for meetings 2016-2017

No	Action	Who	When	Comment / Update
From meeting on the 27 June 2017				
37	Find out who owns the land by the sub station	CoG / KK	ASAP	

Action List Summary for meetings 2017-2018

From meeting on the 12 September 2017				
1	Minutes for 27 June 2017 to be filed in the governor folder held at the school	Clerk	ASAP	
2				

Chairsinitial

Signed by.....Mr A Roseweir, Chair of Governors. Date

Chairsinitial