

<p>4. Accountability</p>	<p>Governing Board Visits Governing Board visits for the year have been confirmed as: - 30th January 2018 – Mum’s breakfast 28th February 2018 – Book week 25th April 2018 – Literacy parent workshop 20 July 2018 – Stakeholder day.</p> <p>Several Governors attended a governor day session on 11 October and informed the board that this had been an excellent day. They had started collecting data via the pupil voice. Governors spoke with a group of Pupils from Y1 – Y6, questions were led by RM. Governors thoroughly enjoyed the session, praising the pupils behavior and were impressed with how articulate, enthusiastic and confident they were. Though as it was such a large group some pupils looked a little overwhelmed and governors suggested that next time the pupils were placed in small groups and assigned a governor. The next session will be held in the new Nurture room.</p> <p>Later in the day Governors met with the Executive Head, Head of School and Deputy Headteacher to see how Courtwood Primary fits into the OFSTED criteria for leadership and management, gathering evidence and looking at areas that could be improved.</p> <p>An action from the day was for OpenAir to be contacted with regards to how to extract current pupil data from Sims to be used into a new system to analyse current data. The replacement for RAISEonline, ASP, uses historical data. Data extracted will be able to help, support and back up the School Improvement Plan. ACTION</p>	<p>4-EHT</p>
<p>5. Accountability</p>	<p>Minutes of the meeting 12 September 2017 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.</p> <p>Outstanding Action points 2016-2017 37 The power company own the land by the sub-station and do not want to share this. The headteacher requested contact details so that they can be contacted to arrange work on the overhanging trees onto school land. Action</p> <p>2017-2018 1 Completed</p>	<p>5-EHT</p>
<p>6. Accountability, Strategic Leadership</p>	<p>Curriculum <i>Curriculum reports were placed on the Governor SharePoint for governors to view and prepare questions, prior to the meeting.</i></p> <p>The Key focus reports were History, Geography, Literacy, Phonics & DT.</p> <p>The Executive Headteacher informed governors that it was still early in the academic year for some subjects to be reporting a significant amount of information. Governors acknowledged that the new geography teacher had made a good start to the academic year.</p> <p>Q The theme of mastery is still through all reports are teachers still assessing what mastery is like in their subjects? A Mastery is now clearer in core subjects. Maths and English use ‘greater depth’. Greater depth and mastery are different. Q So mastery won’t be recorded for Maths and English? A Mastery is a skill, greater depth is understanding more complicated skills. Finding the differences and how teachers can introduce into subjects is a difficult concept. Teachers are changing the way they look at the first target set and changing the language used to help understand the difference in levels. This will be overseen by the</p>	

	<p>Deputy Headteacher to ensure consistency and continuity throughout all teachers and reports. ACTION</p> <p><u>DT</u></p> <p>Q What does STEM stand for? A Science, Technology, Engineering and Math.</p> <p>Q Is the cookery club still over-subscribed? A Yes, this term we have already run 2 sessions, it is very popular with all children.</p> <p>Q There are still STEM issues in school's yet some companies have STEM ambassadors in the workplace, can the school use any connections to help the teachers? A BAM Nuttle Ltd run events such as Bridges for Children and this is being investigated.</p> <p>Q Could the school arrange for classes to go to sites and look at working areas? A This could be an option but will depend on cost and if the site is on public transport.</p> <p>Q This could be worked with particular year groups and/or small groups that could be based around PPG? A Specially girls and PPG girls are important to look at.</p> <p>JF mentioned that she would speak to the Science teacher at the school she works at to see if there were any opportunities available to work with the school. ACTION</p> <p>Q The Thames Tideway Tunnel would be a good site to look at and they do presentations? A This is a possibility could you get information, so the school can look into this. ACTION</p> <p><u>Literacy</u></p> <p>Governors were impressed that the football team were used as reading role models.</p> <p>Q What is a special pencil license? A This is an incentive to get children to use a pen, they have to write well with a pencil first and can then move onto a pen.</p> <p>Q There has been a very impressive impact on boys reading that appears to be carrying on throughout the school? A Yes, the class teacher in KS1 has been working hard and the boys enthusiasm is continuing throughout the school.</p>	<p>6-JSt</p> <p>7-JF</p> <p>7-RT</p>
7. Accountability, Strategic Leadership	<p>Head of School</p> <p>This was incorporated into agenda item 9</p>	
8. Accountability, Strategic Leadership	<p>Deputy Headteacher</p> <p>This was incorporated into agenda item 9</p>	
9. Accountability, Strategic Leadership	<p>Executive Headteacher and updates</p> <p>The Executive Headteacher informed Governors that there had been a miss communication with regards to the agenda and reporting of the EHT, HoS & DHT. It had been suggested that the PPG Governor would meet with the HoS SEND Governor would meet with the SEND Teacher and both would feedback to the governing board. The Executive Headteacher would feedback to the Resources Committee on Sports Premium.</p> <p>The Headteachers report would incorporate information from the Hos and DHT each reporting on their specialised areas.</p> <p>DECISION Governors agreed to this reporting format for future meetings.</p> <p><u>Nurture Room</u></p> <p>Governors were informed that the Nurture room was near to completion but had not been a straightforward project. Though ultimately the end result will be a fabulous facility for the school.</p> <p>There have been many issues that have been very time consuming to rectify for the Executive Headteacher and SLT.</p>	

<p>JF left the meeting at 8pm</p>	<p>This is due to the inefficiency, lack of experience and communication of the management company overseeing the project. At present the school is unaware if the project has come in at the budgeted cost, but there is concerns that the LA, who provided the company, are wasting tax payers money on inefficient companies.</p> <p>Q Was the project arranged on a fixed price? A Don't know, this was all arranged by the LA. Many areas have had to be corrected and these could have been avoided had there been regular meetings between the company, school and LA, which is what happened when the ELP was built. For instance, power assisted doors were ordered and when fitted they were required to tap into the control panel to use a fob. The school doesn't use this facility! The room was built and then they needed to see where they could get the electricity and water from. The disability ramp was put in the wrong place and then steps appeared that weren't even on the plan. The Y2 fire doors were blocked so they decided to turn them upside down, which meant everything was in reverse, which was totally impractical and ridiculous.</p> <p>Q Why did the LA choose/use this company? A Not sure, this is the first time they have been used by the LA, probably the last.</p> <p>Q The windows in Y2 open where the pathway is and someone could hurt themselves walking into them? A This will be looked into, it is probable that the windows can have a lock mechanism to stop them opening too far. ACTION</p> <p>STAFFING This item was recorded under Confidential – Part B minutes</p> <p>Finance The Financial Advisor will be visiting the school next week. Energy bills have been received and there may be some claw back of funds.</p> <p>Any surplus money will be required to replace Projectors and Whiteboards in Y5. Y4 have just been replaced.</p> <p>Lettings are increasing which is giving a small income to the school.</p> <p>Q Is the school satisfied that £15 a week covers costs? A Yes, this is covering costs. A club use the field and there are two that use the school hall. None of the clubs require the caretaker to be on site to lock up.</p> <p>Computing Teachers were asked 3 questions concerning the computing in the school. One of the more common responses was that the Chrome books were not used to their full capacity. There needs to be a computer scheme of works set up which will also focus on the technology to support teaching at the school.</p> <p>Q So, the school has the equipment but needs further training on how to use it? A Yes, ideally in-house training (less strain on the budget), but there also needs to be long-term training. ACTION</p> <p>Pupil Premium Strategy A newly designed Pupil Premium Strategy Statement was presented to governors, this was now producing data and information in a simpler format. This also simplifies the desired out come and the success criteria. Historic data will also be added so that trends can be tracked.</p> <p>Q The data includes EYFS, can Phonics be added as well? A Yes this can be added. ACTION</p> <p>Q Could an end of year supporting statement after benchmarking be added? A Yes, this can also be actioned. Costs are difficult to calculate. The figures are general costs and expectations these might not agree along the way but will all tie into section 1 at the end of the year. ACTION</p>	<p>8-EHT</p> <p>9-CoG</p> <p>10-HoS</p> <p>10-HoS</p>
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	<p>Q The statement is very comprehensive and the information easy to read and understand. Does this follow through into the School Development Plan?</p> <p>A Yes, it is linked to the SDP and produces evidence to the previous years impact.</p> <p>Q Could the same format be used to report on SEND?</p> <p>A No, this is a completely different area and reporting will need to be more specific to the area of expertise. The barriers would be more personalized, linking to EHCP targets. This requires to be more individual and confidential.</p> <p>Q Are the Treehouse children reported on separately?</p> <p>A Yes, they are in an individual group. Classed based children are recorded individually. There is a lot of research and collation of ideas being done on how to report this information and the impact to governors. The reporting system needs to ensure governors understand how and why impact is being made and can hold the school to account.</p> <p>Q How often will the PP strategy statement be updated?</p> <p>A This document will be updated on a termly basis and will also be uploaded on to the school website.</p> <p>Q On the front page of the PPSS it states £77,880 but on the back page it has £55,329, why the difference?</p> <p>A The £77K is for 2017-2018 and the £55 is 2016-2017.</p> <p>Q Can the heading be made clearer?</p> <p>A Yes, this will be incorporated with the other updates. ACTION</p> <p>Q Where does the requirement to publish the report on the website come from?</p> <p>A The DfE.</p> <p><u>Safeguarding Audit</u></p> <p>The notification from the LA to complete and submit the Safeguarding Audit was emailed out on Monday, the submission date is the 15 December. This needs to be actioned by the School, HoS & DHT and then reviewed by the Safeguarding Governor, CR, before being approved by the Full Governing Board before submission. Though there is not another FGB mtg before the submission date.</p> <p>The Clerk recommended that once actioned and completed the Safeguarding Governor then notifies the Chair of Governors who will approve the audit as a Chair's action on behalf of the FGB and this will then be ratified at the next FGB meeting.</p> <p>DECISION Governors agreed that the Chair of Governors can approved the Safeguarding Audit as a Chair's action on behalf of the FGB and this would be ratified at the next meeting.</p> <p><u>GDPR</u></p> <p>GDPR, General Data Protection Regulations come into force in May and the school needs to be ready and prepared having new policies in place, to replace the current Data Protection policy. The School Secretary has been on a course and the EHT is working with the School Business Manager at Gilbert Scott. There is a lot of work that needs to be done and a governor will need to be assigned this link responsibility. ACTION</p> <p><u>School residential trip</u></p> <p>The school accounts for the residential trip to Sayers Croft were presented to Governors for approval. It was noted that the school made a loss of £10 on the trip.</p> <p>Q Why was there a loss?</p> <p>A Not too sure, there could have been a miscalculation on the costs.</p> <p>DECISION Governors agreed the accounts for the residential trip 2016-2017 to Sayers Croft.</p> <p><u>Attendance</u></p> <p>The DHT informed governors that this term was the first time for recognition letters being sent to pupils for attendance over 95% (Green traffic light letters). These were sent to 188 children</p>	<p>10-HoS</p> <p>11-CoG</p>
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	<p>for the first half of the Autumn term. 25 children received the Amber letter which indicated that they were nearly there.</p> <p>The school is running a new incentive scheme for Attendance, Every Day Counts, which is a class incentive. Each class starts with 30mins at the beginning of the week and 20 seconds are deducted with a child being late to class or for an absence. At the end of the week, each class will spend the amount of time they have left on the Friday fun session. The class with the lowest attendance will be targeted by the SLT to see where they can help.</p> <p>SLT met with the School Council reps (some who had low attendance) and discussed this incentive and they then went back to their classes giving tips and making flyers to support it. An assembly to the whole school focused on this incentive and pupils are now more understanding of the importance of being on time and the impact being late has on them and their classmates. Each class has a Courtwood Tree which monitors the number of lates that the class had last year and the best class out of the year will have a non-uniform day. All incentives will not have a cost implication to the school and/or parents.</p> <p>Q Do they receive certificates? A They were given stickers, this would have been done in the assembly, but there were so many of them so they were given them after.</p> <p>Q Could the congratulation letter be done as a mail merge? A This can be discussed with the school office, a small amount of training may be required. ACTION</p> <p>Q Can the Amber light letters show the percentage of attendance, this can also be set up through the mail merge to save time? A Yes this can be actioned. ACTION</p>	<p>12-COG/EHT</p> <p>13-EHT</p>
10. Strategic Leadership	<p>Chairs Actions or Governor Related Business</p> <p>This was part of agenda item 11.</p>	
11. Strategic Leadership	<p>Academisation</p> <p>This item was recorded under Confidential – Part B minutes</p>	
12. Accountability	<p>Minutes and reports of Committees</p> <p>The minutes from the Resources Committee meeting held on 19 October 2017 were presented to the Governing Board.</p> <p>Chair of the Committee informed governors that there was a more positive picture with the budget with around £10k more income than expected. This is due to the School reducing costs and spending less.</p> <p>At present it will look as if the school will be able to pay off the deficit and carry forward around £3k.</p>	
13. Compliance	<p>Policies</p> <p><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>Antibullying Camera & Image Policy Children Looked After Policy Communications Policy Educational Visits Policy Homework Policy Online Safety Policy (was E-Safety) Pay Policy Safe touch Policy SEND Policy SMSC Policy (was SMSC & PSHE. PSHE is now part of the Curriculum Policy) Teacher Appraisal Policy</p> <p>There were no questions on the above policies</p>	

	<p><u>DECISION</u> The Governing Board agreed, approved and ratified the above policies. More Able/Gifted and talented Policy was not presented as this was now incorporated into the Curriculum Policy.</p> <p><u>Attendance Policy</u></p> <p>Q In the policy under punctuality, lateness it states that ‘Children will then have to come to the main entrance to be signed in’, is this a consequence of being late? A No, the main gate is closed shortly after the bell is rung at 8.45am so anyone late must come through the main entrance to enter the school. Q The wording needs to be amended to state that, as it does sound like a consequence. A This will be reworded. Q The wording on the Leave of Absence Request Form reply slip says ‘the absence is authorised as it complies with the reason above; and there isn’t a reason above?’ A This part of the policy has already been amended and there is a revised version presented. The ‘reasons above’ is the reasons in the policy, this will be stated in the letter sent to parents.</p> <p><u>DECISION</u> Governors agreed the Attendance Policy subject to the above amendments.</p>	
<p>14. Evaluation</p>	<p>Future Meetings</p> <p>Dates agreed for 2017-2018 16 January 2018 7pm – Biscuits - KC 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 – 19 December 9am</p> <p>Resources – Date for Q3 to be set. Resources meetings will now be clerked.</p>	
<p>15. Evaluation, Strategic Leadership</p>	<p>Any other business This item was recorded under Confidential – Part B minutes</p>	
<p>16. Evaluation, Strategic Leadership</p>	<p>Confidential Items agreed to be minuted separately under Part B Part 2 Business</p>	
	<p>The meeting closed at 9.05pm</p>	

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

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	Actioned. CLOSED
From meeting on the 14 November 2017				
2	Governor emails to be linked to Office365	CoG	ASAP	
3	Vacancy for LA Governor to be chased up with Octavo Governor Services	ASAP	ASAP	Octavo Governor Services contacted 16/11/17
4	OpenAir to be contacted with regards to extracting information from SIMS	EHT	ASAP	
5	Power station next to the school to be contacted about over hanging trees into the school. Contact details from CoG	EHT	Update at next FGB	
6	Updates to curriculum reports to be consistent throughout.	JSt	Update at next FGB	
7	STEM connections and information to be followed up and given to EHT, HoS and/or DHT	JF & RT	Next FGB	
8	Y2 windows opening to be looked at.	EHT	Update at next FGB	
9	Training on Chrome books to teachers	CoG	Update at next FGB	
10	Updates to the Pupil Premium Strategy Statement	HoS	Next FGB	

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11	Governor to be assigned responsibility for GDPR	CoG	Next FGB	
12	School office to mail merge Attendance letters. CoG to be informed if training required.	COG / EHT	Update next FGB	
13	% of attendance to be added to amber light letters	EHT	Update next FGB	

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

Chair's initial