



Full Governing Board Of Courtwood Primary School Tuesday 27 June 2017 @ 7pm Minutes – Part A

<p>Governor: Karen Callaghan (KC) Tricia Farrelly (TF/HT) Jessica Fuller (JF) Kirsten Kendall (KK) Rob Mair (RM) Alastair Roseweir (AR) Craig Rothery (CR) Jo Stawman (JS) Adam Ward(AW) Vacancy Vacancy Vacancy Natasha Grant (NG) In attendance: Sara Scott</p>	<p>Co-opted Governor Headteacher Parent Governor Co-opted Governor (Vice Chair) Parent Governor Co-opted Governor(Chair) Co-opted Governor Staff Governor Co-opted Governor Co-opted Governor LA Governor Associate Member Clerk to the Governing Board</p>	<p>Present Present Present Present Present Present Present Present Present Vacancy Vacancy Vacancy Present</p>
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Agenda item	Item	Action to be taken
1. People	<p>Welcome and Apologies for absence The Chair opened the meeting at 7pm and welcomed all governors.</p> <p>All governors were present and the meeting was deemed quorate.</p>	
2. People	<p>Declaration of Pecuniary Interest There were no additional declarations of interests declared with the agenda, and standing declarations had already been noted.</p>	
3. People, Structure, Evaluation	<p>Governing Board Business <u>Governing Board</u> The Chair and JSt met with a potential governor, Richard Tebbutt, and gave him a tour of the school. His details had been passed on from Octavo Governor Services and SGOSS. Mr Tebbutt has extensive finance skills and is looking at becoming a governor to give something back to the community. The Vice Chair proposed Mr Tebbutt be invited to the September meeting and co-opted onto the governing board. The Chair seconded this proposal and the Full Governing Board agreed.</p> <p>Action</p> <p>There are still an LA and a Co-opted vacancy. The Clerk will continue to ask Octavo for suitable candidates with specifically HR skills. The Chair considered asking local clergy to become the LA representative. The governing board insisted that HR skills were important and suggested that local businesses be considered to see if anyone would be interested. The Clerk pointed out this may not fill the LA representative position as this would need to be agreed by the LA</p>	36-CoG

	<p><u>Training</u> JF had attended Welcome to New Governor training.</p> <p>The Executive Headteacher (EHT) informed governors that Gilbert Scott Governing Board had recently had their Octavo bespoke training based on Ofsted Preparation by Joyce Lydford. Governors were informed that this was a really useful session and it was unfortunate, though understandable at the short notice, that governors from Courtwood could not attend, especially as both schools are due an inspection. There were many great ideas that had come from the training including setting up an Ofsted folder to hold all the relevant information required for Ofsted in one place. The EHT would update Governors fully at the Stakeholders day on preparation and other suggestions that had come from the session.</p> <p>The EHT informed the board that Courtwood Primary School still had a bespoke training session to take and that it would be advised to book this for the beginning of the autumn term once a topic had been agreed.</p> <p>Q If Ofsted are due imminently would it not be best to arrange additional training this term?</p> <p>A The EHT and SLT do not physically have the capacity to take on any further work. Courtwood Primary School are ready but there is still more that can be done. Governors need to know where everything is and basic details if asked.</p> <p>Q I am not sure if I feel confident if they walk in tomorrow. Could there be a preparation sheet? The folder sounds like a great idea.</p> <p>A All the information is in the SEF and the School Development Plan. At Stakeholder day there will be questions for governors and the answers will help identify gaps and action points.</p>	
<p>4. Accountability</p>	<p>Governing Board Visits</p> <p>There were 2 governor visit reports from R Mair and K Callaghan from 17 May 2017. A verbal account of their visit was given at the FGB on 23 May 2017.</p> <p>Q Who owns the land beyond the substation that is next to the school?</p> <p>A This has been asked many times over many years and no-one knows?</p> <p>Q Can we see if we can find out as the land could be part of the Wise Owl Woods?</p> <p>A The school have spent money on cutting back some of the trees in this area and they could have been potentially dangerous. This can be investigated further. Action</p>	<p>37-AR/KK</p>
<p>5. Accountability</p>	<p>Minutes of the meeting 23 May 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> <p>29 Pupil voice questions have been collated and will be circulated by NG for governors to vote on the ones to use. This will be from September. Closed</p> <p>30 Resources minutes were presented at this meeting. Closed</p> <p>31 Additional payments added to parent pay and donations of £14 had already been received. Closed</p> <p>34 2 Pupils modeled the school uniform at reception parents meeting. Closed</p> <p>Part of the discussion in connection with action point 30 was deemed confidential and moved to the Part B – Confidential minutes</p>	<p>38-Clerk</p>
<p>6. Accountability, Strategic Leadership</p>	<p>Curriculum</p> <p>Science, PSHE & SRE were the key topic for this governors meeting</p> <p><u>Science</u></p> <p>Governors were informed that JSq had come back from maternity leave after the Easter break, since then she has been assessing Science across the school. Her report based on strengths and areas for development will carry forward into 2017-2018 academic year.</p>	

- Science is taught across the school. It has been recognized that teaching to a higher level/mastery is a developmental point, there is lots of mathematical skills to be considered.
- Pupil voice shows children are really enjoying science in particular the PTFA Super Science Saturday which mainly featured the lower school pupils.
- More equipment is required but staff understand the shortage of funds. Though pupils see special equipment when they visit high schools such as specific science labs, Bunsen burners etc and want them at their school.
- The information supplied on SIMS is difficult to decipher for Science assessment information as this is knowledge based and does not incorporate investigative data. Both are required to get a better picture of how Science is developing and progressing in the school. Lizzy Parks has been asked to return to the school in the autumn term to set up a more user-friendly spreadsheet for Science data on SIMS.

Q What is the 'Extreme Science club'?

A This is where they can blow up things, have volcanoes erupting etc. There is a company that has an amazing science trolley that you can purchase and the products change termly and they provide lessons plans but the cost is astronomical. The school has been in communication with St Peters and are looking at tapping into fundraising schemes to fund Science activities.

Q Why is there such a difference between girls being secure than boys, and is there any measures set to address this, such as school trips to encourage development? What is it that boys aren't getting

A This is being investigated using data analyses. Trips are usually focused around Art, History and Geography. The school will look at having Science focused trips for 2017-2018 to help and place a focus on boys. **Action**

Q There is a company called Sublime Science that go into schools, could this be an option?

A Yes, we will investigate this. The school already uses John Ruskin, Quest and Riddlesdown for Science themed days. We will ensure that under achieving boys are also targeted for extra development.

PSHE & SRE

Q What is SRE?

A Sex Relationship Education

- This year the school have focused on 'Be the Best You Can be'. This was only expected to be a year-long programme.
- JSq has been on a PSHE/SRE course looking at the new scheme put together by Croydon Local Authority.
- The only statutory objective within PSHE & SRE is Science. Parents are allowed to withdraw their child from any PSHE and SRE with non-Statutory objectives.
- This will be taught for 1 hour a week and the report shows a schedule for each year group and for each ½ term. The scheme doesn't have to be taught in order so if there is a relevance to a subject then that will be swapped around.

Q Does the school have any pupils removed from these specific lessons?

A Yes.

Q What happens to the child that is not part of the lesson?

A They are moved into another class. Usually this only occurs on Sex Education.

Q Are parent aware of what is taught?

A Yes, they are invited to a meeting to discuss the lesson and are given links to the videos provided. This has been set up on the 'You Tube' site as a private channel. The school is looking at having a more specific focus on key areas such as FGM, sexual exploitation, radicalisation, gangs and keeping children safe where there appears to be more of a national development of concern.

Q If parents can access this information that means they can also teach/talk to their child about these issues?

A Yes, but the key areas of where parent pull their child out of lessons is puberty, sexual relationships and periods.

39-EHT

- Q Are the Tree House pupils included in this?
 A Yes, Mark Brown is an expert in SEN and he has visited the school and speaks to the pupils on an educational appropriate capacity. The school will be looking at engaging his services every other year to ensure all pupils have the right form of communication on this subject.

Questions from Governors on other Curriculum Subjects

Inclusion

- Q Is there a strategy in place for the use of the new Nurture Room?
 A There is strict guidance for the use. This is being looked at and a plan will be put together once the building work starts. The EHT is also interested in attending specific Nurture training.
- Q There appeared to be a lot of needs with this year's Reception, does the school know what the levels are for September 2017?
 A The September 2017 Reception pupils are a very local group stemming from returning and existing parents. There is 1 pupil with medical difficulties which unfortunately the school does not benefit from extra funding, the LA have agreed to a medical room as the child requires access to a toilet and parental support will be required. A child has recently been diagnosed with PANDA (Pediatric Autoimmune Neuropsychiatric Disorders) the child will require antibiotics and the school are working with the parents to find out more information, how this can be managed, and the impact it may have on the child at school.
- Q I have not heard of this before is it fairly new?
 A We don't know. Both children, though with medical concerns, are bright confident children. Overall, looking at nursery reports, the new Reception class looks promising
- Q What will happen to the support for the new Y1 class?
 A The support from Reception will follow the class into Y1. The caretaker is working on preparing the classroom. Though this will become more challenging as the pupils move through the school.

Arts

- Q Can the tables have headings attached?
 A These tables are lifted directly from SIMS and are just a summary of information. Yes, titles can be added.
- Q Can other subjects submit the same information in the table format?
 A Yes, if it is relevant to the action plans. If not, no.
- Q The information will help to get a good understanding of pupils achieving, not achieving and at mastery levels?
 A Pulling of this information is very time consuming if it is not relevant to the action plan. Most schools don't assess foundation subjects. There needs to be a purpose and value why it is required. Reason, purpose and value. Teachers will be working on further development on understanding pupils at mastery levels.
- Q Can you explain the levels again?
 A Secure = Met national expectation, Mastery = has a deeper breadth of knowledge in the subject, this is difficult to measure through assessment. Terminology is deeper rather than harder, reasoning a depth of knowledge. This is harder to monitor and assess.
- Q Are the subject reports just for Governors or do they have a dual purpose? The Governing Board don't want to add any extra unnecessary workload onto the teachers.
 A Yes, the action plans are set by all subject leads and there is no extra work as they stand to share with governors.
- Q The new style curriculum reports are great and makes it so easy to read what is happening in each subject. Thank you.

	<p>A The new system works for everyone.</p> <p><u>Maths</u></p> <p>Q Who will be looking at Maths? A Y6 teacher Helen Stone.</p> <p><u>Outdoor Learning</u></p> <p>Q Will this fit into a report? A Maybe this is something governors can look at on their governor visits.</p> <p><u>DT & PE</u></p> <p>Q Are there any parents that have skills in these areas that could help/support the school? A Yes, we will investigate this. Claire is completing a STEM course and the school are looking at working with 'Bridges for Schools'.</p> <p>DECISION The Governing Board will have a conversation before the next reports are actioned to ensure all the information requested is in the reports and if anything else is required. Action</p>	40-CoG
7. Accountability, Strategic Leadership	<p>Executive Headteacher updates</p> <p>The EHT went over the Summer term 2017 data headlines.</p> <ul style="list-style-type: none"> • KS1 results had been validated. The school were very pleased with the Y2 results. Reading had dipped but Maths and Writing were on track. • The school had set accurate and realistic targets. There had been challenge over some targets set but the SLT set achievable and aspirational targets of greater depth and are very pleased with the results. • EYFS – 69% of pupils received a Good Level of Development (GLD) against a target of 72%. This was an excellent result and there has been some fabulous work done in this year group. • Phonics screening 2 children missed the pass mark by just 1 mark. 86% of pupils in Y1 & Y2 passed the phonics screening. Q Do you know who the 2 pupils are? A Yes we are aware 1 is an EAL pupil and the other is new to the school. • Progress data is consistent across the school with majority of pupils making expected progress. Progress data gives a better picture than Attainment data. • There is a high percentage of pupils in Y2, Y5 & Y6 that have made accelerated progress for reading and writing. • There is a concern over progress in Y6 on Maths. This is because of the high level of Sen in the class as well as the high level of mobility of pupils. Q If the school doesn't get a good level of attainment will Ofsted also look at progress? A Yes absolutely. Floor standards will be set, though the school don't know what these are at the moment. Progress is another measure of how well the school is doing. Next year's data is looking really good. Q Can SLT give a break down further on stable pupils in Y6? A The school doesn't want to break down further this information there doesn't appear to be a valid reason for this. Pupils are pupils. They are still working on expected standards. Some children though are not included in progress. <p><u>Nurture Room</u> Disappointingly work is now due to start on 1 September, which means the Infant school playground will be out of bounds for the first part of the autumn term. There has been extra funding of £500 given to the school for the inconvenience and this is going towards a new notice board at the school entrance.</p>	

	<p><u>School Trips</u></p> <p>A school trip into London had been cancelled due to the recent atrocities. There was concern and anxiousness from parents and also staff. Initially pupils were going to use public transport, the school had considered using a coach instead but only 50% of parents were happy with this and there was also the additional cost so the trip was cancelled.</p> <p>There were no further questions for the Executive Headteacher.</p> <p><i>Part of the Executive Headteachers report has been minuted under confidential minutes.</i></p>	
8. Strategic Leadership	<p>Chairs Actions or Governor Related Business</p> <p>The Chair presented governors with a very draft version of the Governors Annual Report. Several governors had already contributed to this and a couple of items were still being drawn up. The EHT was asked to add a small paragraph at the beginning of the documents. Action</p> <p>The Chair will circulate to governors once completed and then to parents and stakeholders of Courtwood Primary School.</p> <p>Q Will this now have to be completed annually? A Yes, this needs to be kept up.</p> <p>Q The governors at Gilbert Scott have a lunch and learn with parents? When governors have specific visit days they could have an open morning with parents to attend perhaps a coffee morning. A That would be a great idea. Action</p> <p>The Chair informed governors that the Tutoring list had been published. This was no longer required to be seen by governors and would need to be kept up to date and in the safeguarding folder.</p>	<p>41-EHT</p> <p>42-NG/EHT</p>
9. Strategic Leadership	<p>Academisation</p> <p>This item was minuted under Part B – confidential section</p>	
10. Accountability	<p>Minutes and reports of Committees</p> <p>The minutes from the meeting held on 23 May were presented to the governing board. A verbal account of the meeting had already occurred at the FGB on 23 May 2017.</p> <p>There was one penned amendment made to item 4, where the food Flagship sentence was deleted.</p> <p>DECISION The minutes were signed by the Chair of the Resources Committee.</p>	
11. 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>Attendance will be presented at Septembers meeting. PSHE will become PSHE & SRE and will be presented at Septembers meeting. The Clerk is to advise the EHT if SRE is a statutory policy. Action Outdoor Learning is no longer required as a separate policy as it is incorporated in the Curriculum Policy.</p> <p>Food Policy and Medical Needs policy was presented. As a non-statutory policy the Food policy was agreed by the Headteacher and presented to the governing board for information.</p> <p>Q The wrist bands for children that need to be administered medicines is a great idea. Is it worth getting the parents to initial this as well or someone else to double check the</p>	<p>43-Clerk</p>

	<p>information?</p> <p>A There is already an extra checking mechanism before the wrist band goes on the child, this is just another layer.</p> <p>Q It is quite scary how much medical intervention staff now have to do in place of the School nurse?</p> <p>A All staff are trained and there is specific training by the assigned school nurse for staff likely to be dealing with more complex issues.</p> <p>There were no further questions on either policy.</p> <p>DECISION The Governing Board agreed, approved and ratified the Food Policy and Medical Needs Policy</p>	
<p>12. Evaluation</p>	<p>Future Meetings</p> <p><u>FGB mtgs</u> 21 July 2017 - Stakeholder day – 9am start</p> <p><u>Resources Committee</u> 19 July 2017 5pm – Q1 + Teacher Pay</p> <p><u>Governor Visits</u> 5 July pm – New Reception</p> <p><u>HTPM meeting date</u> 19 July 2017 6.30pm</p> <p>Dates agreed for 2017-2018 12 September 2017 7pm – Business mtg, SEF & Data Biscuits by Craig 14 November 2017 7pm - Curriculum 16 January 2018 7pm 20 March 2018 7pm – Curriculum 17 April 2018 6.30 – End of year accounts and New Budget 2018-2019 22 May 2018 7pm 26 June 2018 7pm – Curriculum Stake Holder Day.</p> <p>Q Is the Stakeholder day to help structure the development plan? A Yes, this needs to be a priority along with Ofsted preparation. Governors and staff will look over 2016-2017 and see what has gone well, or not, and focus on setting objectives for 2017-2018.</p> <p>Q Should subjects be set against the Curriculum meetings? A NG & JSt will inform the Clerk of the subjects to be looked at in further details at the November, March and June meetings. Action</p>	<p>44-NG/JSt</p>
<p>13. Evaluation, Strategic Leadership</p>	<p>Any other business</p> <p>It was requested that allocation of biscuit buying for the meetings be added to the meeting date information on this list and Fronter. Action</p> <p>Items were minuted separately under Part B confidential minutes.</p>	<p>45-Clerk</p>
<p>14. Evaluation, Strategic Leadership</p>	<p>Confidential Items agreed to be minuted separately under Part B Part 2 Business</p>	
	<p>The meeting closed at 9.10pm</p>	

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

Chairsinitial

Action List Summary for meetings 2016-2017

No	Action	Who	When	Comment / Update
From meeting on the 13 September 2016				
1	Governor Services to be contacted to organise replacement LA Governor and Co-opted Governor	Clerk	Feedback at Nov mtg	Governor Services have been contacted with the skills requirement. 15/11/16 Contact made now chasing ONGOING
2	Skills Audit to be emailed to governors and collated onto a single document	Clerk	By Nov mtg	ONGOING 15/11/2016 Clerk to chase - CLOSED
3	Parent election process to be started	Clerk	Election in Oct	New Governor to be in place by next meeting. CLOSED
4	Minutes and supporting documents to be filed in Governor Folder held at the school	Clerk	End of Sept	Completed. CLOSED
5	Teacher Appraisal Policy to be looked into with regards to parent governor being on HTPM	Clerk	Nov mtg	A parent governor can be on the HTPM, though the Policy is not a Croydon HR policy and will be required to be resubmitted at Novembers meeting. CLOSED
6	Bio/Pen portraits to be collected by Clerk	Clerk	Nov mtg	CLOSED 15/11/2016 – Clerk to chase
7	Finance and Pay policy to have the Resources ToR taken out to stop duplication	H/T & Clerk	September	Completed. CLOSED

Chairsinitial

No	Action	Who	When	Comment / Update
8	Policy folder added to Fronter and Policy lists to be updated and added	Clerk	ASAP	Actioned. CLOSED
From meeting on the 15 November 2016				
9	Parent election process to start in January. Parents to be approached to apply or position	Clerk & HT	January	In process. CLOSED
10	Minutes and supporting documents to be filed in Governor Folder held at the school	Clerk	ASAP	Actioned. CLOSED
11	Governors to read all the reports that had been presented at Nov meeting and to prepare questions	All Gov	10/1/2017	CLOSED
12	Governor visits to be added to agenda under Chairs updates	Clerk	10/1/2017	Actioned. CLOSED
13	To check to see if the Teaching and Learning is a statutory policy on the DfE list.	Clerk	ASAP	Actioned. CLOSED
14	Anti-Bullying policy to be re-presented at January meeting with a paragraph on online bullying and referenced to the online safety policy	HT	10/1/2017	Actioned . CLOSED
From meeting on the 10 January 2017				
15	Minutes to be filed in the governor folder	Clerk	ASAP	Actioned. CLOSED
16	Governor visit form to be sent to the Clerk for presenting at the next meeting	HoS/ Clerk	21/3/2017	Actioned. CLOSED
17	Resources minutes to be presented at the next FGB mtg	KK	21/3/2017	Verbal update given. CLOSED

Chairsinitial

No	Action	Who	When	Comment / Update
18	Intimate Care Policy and Health and Safety Policy to be presented at next FGB mtg	EHT / Clerk	21/3/2017	Completed. CLOSED
19	HTPM dates to be arranged and the Clerk informed	EHT	ASAP	Ongoing. CLOSED
20	SEN to be added to the agenda for 21.3.17 and EHT to invite the SENCo to attend	EHT / Clerk	21/3/2017	Actioned. CLOSED
From meeting on the 21 March 2017				
21	Card to Peter from Governors to say thank you.	CoG	ASAP	Address to be obtained from the EHT. CLOSED
22	Statements for Annual Governance Review to be drafted and sent to Chair for collation and review at Stakeholder day	All Govs	Stakeholder day	Ongoing
23	Minutes to be filed in the governor folder held at the school	Clerk	ASAP	Actioned - CLOSED
24	Expense break down to be added to school trip letters	EHT	ASAP	Actioned - CLOSED
25	Letter to be sent to parents regarding reduced funding for schools	KK	18/4/2017	Discussed under agenda item 3 18/4/17. To be drafted by EHT/NG/JSt - CLOSED
26	Resources Committee mtg for Q1 in July to be set. Clerk to be informed	KK/ EHT	18/4/2017	Actioned 19/7/2017 at 5pm- CLOSED
From meeting on the 18 April 2017				
27	Minutes to be filed in the governor folder held at the school	Clerk	ASAP	Actioned - CLOSED
From meeting on the 23 May 2017				

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No	Action	Who	When	Comment / Update
28	Minutes to be filed in the governor folder held at the school	Clerk	ASAP	Actioned - CLOSED
29	Pupil Voice questions to be drafted and collated	All Gov	27/6/2017	Actioned - CLOSED
30	Resources minutes for mtg held on 23.5.17 to be presented at next FGB mtg	KK	27/6/2017	Actioned - CLOSED
31	Extra section on Parent Pay for additional payments to be added and parents informed in the newsletter	EHT	27/6/2017	Actioned - CLOSED
32	Agenda item for next FGB mtg	Clerk	27/6/2017	Actioned - CLOSED
33	Food, Outdoor Learning and PSHE policy to be presented at next meeting	Clerk	27/6/2017	Actioned - CLOSED
34	Pupils to model the school uniform at reception parents meeting on 14 June 2017	EHT	14/6/2017	Actioned - CLOSED
35	2017-2018 FGB meeting dates to be drafted and submitted for the next FGB mtg	Clerk	27/6/2017	Actioned - CLOSED
From meeting on the 27 June 2017				
36	Mr Tebbutt's details to be passed to the Clerk for Induction pack to be sent out	CoG	ASAP	
37	Find out who owns the land by the sub station	CoG / KK	ASAP	
38	Minutes to be filed in the governor folder held at the school	Clerk	ASAP	Actioned - CLOSED

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No	Action	Who	When	Comment / Update
39	School trips forv2017-2018 to have a Science focus	SLT		
40	Requirements of Curriculum reports for governors to be discussed	CoG / EHT	Sept 2017	
41	Paragraph to be written for Governors Annual report	EHT	ASAP	
42	At next governor visit invite parents for a coffee morning	NG	Autumn 2017	
43	Is SRE a statutory policy, inform EHT	Clerk	ASAP	
44	Curriculum subjects to be added to the agenda and clerk informed	NG / JSt	July 2017	
45	Biscuit buying to be annotated to agenda and Fronter	Clerk	July 2017	

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

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