

Great Wishford Church of England Primary School
Minutes of Great Wishford Academy Council Meeting held on
Monday 12th March 2018 at Great Wishford Primary School at 5:30pm

Governors	Type	Roles & Responsibilities
Sue Bale	Chair and Foundation Governor	English
Jill Farndale	Headteacher	
Stuart Porter	Executive Headteacher	
Yvonne Allen	Foundation Governor	Whistle blowing, RE and Collective Worship
Hugh Bonsey	Foundation Governor	
Mandy Hewes	Staff Governor (subject to agreeing)	
William Hiscocks	Vice Chair and Foundation Governor	Maths, Disadvantaged Learners, Finance
James Melville	Community Governor	Disadvantaged Learners (subject to clarification of the role)
Emily Reed	Parent Governor	
Richard Pillans	Community Governor	Science
Victoria Reynolds	Parent Governor	EYSF (subject to clarification of the role)
Lulu Sparre	Staff Governor	
Anna Tattersall	Foundation Governor	Safeguarding
Diane Wilkinson	Foundation Governor	SEND

Actions	
SB	Item 1: Thank Lesley Schneider
Clerk	Item 2 and 3.3: Send forms to Governance Adviser
RP, LS, AT, MH	Item 3.3: Complete Skills audit
SB	Item 3.5: Discuss SoD queries with Finance Director
RP	Item 3.6: Arrange meeting to discuss AC Effectiveness File
SP	Item 3.7: Establish which non-generic policies the school was responsible for.
SB	Item 3.7: Liaise with office to ensure website Safeguarding documents are up to date
SP	Item 5.9: Update on parental concerns about attendance letters
RP, DW	Item 7.1: Submit visit reports
SP	Item 8.3: Circulate updated SDP
Completed actions	

ITEM	
Time	Meeting opened at: 5:30pm
Present	Yvonne Allen (YA), Sue Bale (SB), Hugh Bonsey (HB), William Hiscocks (WH), James Melville (JM), Emily Reed (ER), Richard Pillans (RP), Stuart Porter (SP), Victoria Reynolds (VR), Lulu Sparre (LS), Anna Tattersall (AT), Diane Wilkinson (DW), F Marshall (Clerk)
Prayer	HB opened the meeting with prayers.
1. Apologies and Resignations	Apologies for absence were received and accepted from Mandy Hewes and Jill Farndale. SB explained that Lesley Schneider had resigned due to other commitments, SB would write to thank her. Governors agreed that the balance of Foundation Governors on the AC was right.
2. Declaration of Pecuniary Interests	2.1 Declaration of Interests and Declaration of Disqualification – the Clerk would send completed forms to the Governance Adviser. It had been clarified by the Finance Director that a shareholding of less than 5% should not be declared. 2.2 There were no declarations of interest that conflicted with items on the agenda.
3. Academy Council	3.1 Elect Chair and Vice-Chair – SB was unanimously elected as Chair, proposed by WH and seconded by YA. WH was unanimously elected as Vice Chair, proposed by SB and seconded by RP. 3.2 AC membership - Foundation Governor appointment forms for YA, SB, HB, WH, AT and DW had been forwarded to the Governance Adviser; the AC appointed JM and RP as Community Governors although JM cautioned that his contribution might be affected by a career change; ER and VR were appointed as Parent Governors; LS and MH were appointed as Staff Governors, subject to MH's agreement. 3.3 Skills audit – outstanding forms should be completed and sent to the Clerk who would forward to the Governance Adviser.

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	<p>3.4 Roles and responsibilities were agreed as listed above. A governor asked whether there was a formal document that identified the roles and detailed the responsibilities.</p> <p>3.5 Scheme of delegation (SoD) – WH asked about responsibility for various aspects of finance as there were some unexpected delegations, such as insurance. Governors noted that the SoD raised a number of questions in other areas and SP suggested that SB should resolve SoD queries by discussion with the Finance Director; SB remarked that the Chairs meeting in April would be another opportunity to find answers.</p> <p>3.6 RP reported on progress with the AC Effectiveness File. He proposed that the next step was for a small group to meet to formalise the content which would then be presented at the next AC meeting; RP would arrange a meeting with SB and SP. SP advised that governors should be prepared for Ofsted with evidence for answers to the <i>Twenty Key questions every governing board should ask itself</i>; RP felt this was in hand as it was incorporated in the Effectiveness File. SB commented that a number of reviews that had previously taken place on a regular basis and should now be reinstated, such as a 360 degree review of the Chair.</p> <p>3.7 School-specific policies – SB questioned whether school policies were being put in place as she had not seen a list from the MAT. SP explained that a number of policies were under review by the MAT. He offered to establish which non-generic policies the school was responsible for. A governor asked whether the website had been updated, SP confirmed that JF and MH had done some work on this. AT highlighted how important it was for Safeguarding documents on the website to be up to date, SB would liaise with the office to ensure this was the case.</p>
4. Minutes of Great Wishford CE VA School FGB (22.1.18) and matters arising	<p>4.1 The minutes were agreed as a true record and signed.</p> <p>4.2 Action 5.4 complete; action 5.5 complete - PSA subscription had been used heavily this year, SP reported that negotiations for a joint PSA subscription for MAT schools had been proposed, governors were urged to take advantage of any free Diocese training available; action 7 – the budget and need for a Parent Support Advisor was under review; action 10 complete.</p>
5. Head's Report - to include standards update	<p>5.1 The Head's Report had been circulated prior to the meeting.</p> <p>5.2 Governors noted the many initiatives that had taken place. A governor asked about TA training, SP clarified the reasons that this had been put on hold and commented that there were other priorities in the short term.</p> <p>5.3 SP reported on the positive impact of class drop-ins that JF and he were doing, one outcome had been for a teacher to get training at short notice.</p> <p>5.4 Governors noted that two Y6 pupils attended AGAT groups for Literacy and Numeracy, SP commented that feedback on this initiative had been very positive.</p> <p>5.5 SP was asked to explain the discrepancy in Y6 targets compared with the targets set in September. KS1 data on the internal system had been used to set KS2 targets, this had indicated that, although attainment would be low, progress would be high. It had recently it had come to light that the data on the internal system was lower than that sent to the DfE, with the effect that KS2 progress scores would be significantly low. Governors asked how this had come about, SP responded that the KS1 results recorded by the DfE were staggeringly high which suggested they were inaccurate and not properly moderated; the alternative explanation was that the published data was accurate and children had made little progress in Years 3, 4 and 5, this was felt to be unlikely.</p> <p>5.6 A governor asked how effectiveness of teaching could be measured in the absence of accurate data and the challenging appraisal targets met, SP assured governors that there were other indicators of the quality of teaching such as observations, QA visits, day to day monitoring, book scrutinies and pupil progress meetings. Governors believed that staff were doing all that was possible and hoped they felt supported, LS confirmed that staff did feel supported and challenged and saw the necessity of what was being done because they all wanted the best teaching possible for the children.</p> <p>5.7 SP anticipated that attainment would be better than last year but cautioned that writing was the weakest link and was difficult to improve quickly if the basics were not embedded.</p> <p>5.8 A governor noted that although the Open Morning had not been reported in the Head's Report it had been a highly successful morning.</p> <p>5.9 SB asked SP to explain parental concerns about attendance letters and what had been done to rectify the situation. SP pointed out that governors had supported</p>

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	<p>measures to address the unacceptably low attendance data. JF and MH had met with the Education Welfare Officer who advised that letters should be sent to a number of families using the LA template. Some parents had been angered and upset at having received letters, some felt the language used was inappropriate. A governor voiced strong concern that the letters did not reflect the school's caring, community ethos and regretted the upset caused. Governors agreed that poor attendance at the school must be addressed and supported raising the bar but asked that common sense was used and individual circumstances taken into account. JF and SP had met with certain parents to address their concerns. SB, JF and SP had met and agreed to use the newsletter to acknowledge the concerns and reassure parents that the school would reflect on the process. ER and VR requested that procedures for parents were clarified; for example there was an expectation that a doctor's note was provided after 4 days absence but VR had been told that short term sickness certification would not be provided for periods of less than 7 days. A governor asked whether SP believed the school would regain the confidence of parents, SP responded that he would reassure the parent body that the school was listening. Governors asked to be updated at the next AC meeting.</p>
6. Safeguarding	<p>6.1 The Child Protection visit report had been circulated.</p> <p>6.2 AT highlighted: the sign-in book had been moved to entrance lobby; another member of staff would be trained to support the DSL/DDSL; staff are better at completing forms of concerns; there is a low number of CP concerns in the school, as had previously been highlighted to governors, AT emphasised the need to be vigilant. A governor asked about incidents since the report, SP reported that there had been nothing major but a couple of instances were being followed up by JF.</p>
7. Governor visits and training	<p>7.1 Visit reports had been circulated for RE, English, Child Protection and Safeguarding Training. Visits for Science, SEND and House activities day had also taken place and written reports would be made. Several governors had been at the Open Morning and remarked that it was a very positive event. A Visit Report Proforma had been circulated.</p> <p>7.2 SB clarified that training would now be done through the MAT, Modern Governor, and the Diocese.</p>
8. School context - developments and changes	<p>8.1 SB and SP reported on the appointment for a Year 5 and 6 teacher from September, the class would be split into smaller groups in the morning, the objective being to improve attainment and progress.</p> <p>8.2 SP advised that the budget was currently £70-80K in deficit; cuts would be necessary to achieve a balanced budget; he was confident that savings could be made, he would share details when known. A governor asked cuts would impact on progress and attainment, SP was confident that learning would not suffer if quality teachers and TAs were in place.</p> <p>8.3 A governor asked about the process of reviewing the School Development Plan (SDP), SP explained that the SDP was shared with governors and questions should be raised at AC meetings. SP would circulate the updated SDP. In response to a question SP clarified that the SDP was written by the Head and included input from governors.</p>
9. Date of next meeting	Monday 14th May 2018 5.30pm
AOB	SP reported that there was an extreme shortage of office staff during current staff absence. He would ask TAs to cover this.
Meeting closed	Meeting closed at 7:10pm.
Documents to be sent	None

Chair of Academy Council: _____ Date: _____