

Great Wishford Church of England Primary School
Minutes of Great Wishford Academy Council Meeting held on
Monday 14th May 2018 at Great Wishford Primary School at 5:30pm

Governors	Type	Roles & Responsibilities
Sue Bale	Chair and Foundation Governor	Health & Safety, English
Jill Farndale	Headteacher	
Stuart Porter	Executive Headteacher	
Yvonne Allen	Foundation Governor	Whistle blowing, RE and Collective Worship
Mandy Hewes	Staff Governor	
James Melville	Community Governor	Disadvantaged Learners
Emily Reed	Parent Governor	
Richard Pillans	Community Governor	Science
Victoria Reynolds	Parent Governor	EYSF
Lulu Sparre	Staff Governor	
Anna Tattersall	Foundation Governor	Safeguarding
Diane Wilkinson	Foundation Governor	SEND

Actions	
DW	Item 7.1 12 th March: Email SEND visit reports again.
YA SP ER LS	Item 3.2: 360° review of the Chair.
SB	Item 3.3: Ask JM to be Foundation Governor .
SB	Item 3.5: Circulate draft governance questions for parent questionnaire.
MH	Item 4.2.2: Adapt and publish Trust Complaints Policy.
MH	Item 4.2.3: Liaise with JM on policies.
MH	Item 4.3: Circulate dates of Student Leadership Meetings.
MH	Item 4.3: Ask the Friends Chair whether governors would be welcome at meetings.
MH	Item 5.7: Arrange governor login for FFT.
SB	Item 10.2.1: Circulate questions for governors to ask during visits.
All	Item 10.3: Governors to do Modern Governor Introduction to Governance modules.
DW	Item 10.4: Liaise with SENCO about SEND report and policy.
Clerk	Item 10.5: Circulate Vision, ethos and strategic direction PowerPoint.
SB	Item 10.6: Annual Governance Report and share with PCC.
All	Item 10.7: Email SB if interested in informal discussion of HT appointment.
Completed 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: had been raised with Governance Advisor and were in hand.
RP	Item 3.6: Arrange meeting to discuss AC Effectiveness File: see item 4.2.
SP	Item 3.7: Establish which non-generic policies the school was responsible for.
SB	Item 3.7: Liaise with office to ensure online Safeguarding documents are current.
SP	Item 5.9: Update on parental concerns about attendance letters: see HT report.
SP	Item 8.3: Circulate updated SDP

ITEM	
Present	Sue Bale (SB) (Chair), Yvonne Allen (YA) from 6:00pm, Jill Farndale (JF), Mandy Hewes (MH), Emily Reed (ER), Richard Pillans (RP), Stuart Porter (SP), Lulu Sparre (LS), Anna Tattersall (AT), Diane Wilkinson (DW), F Marshall (Clerk)
Time	Meeting opened at 5:30pm
Prayer	SB opened the meeting with a prayer.
1.Apologies and Resignations	Apologies for absence were received and accepted from James Melville (JM) and Victoria Reynolds. William Hiscocks and Hugh Bonsey had resigned.
2.Declaration of Interests	There were no new declarations of interest and none that conflicted with items on the agenda.
3. Governance including	3.1 RP was unanimously elected as Vice Chair, proposed by AT and seconded by DW. SB explained that both RP and JM had agreed to support the Chair.

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Election of Vice Chair	<p>3.2 YA, SP, ER and LS would complete a 360° review of the Chair once the most appropriate template had been agreed.</p> <p>3.3 An additional Foundation Governor was needed to restore the 50/50 balance, SB would ask JM if he was willing to be appointed. Another governor was needed for the SIAMS group. Governor roles would be reviewed in September in light of the skills audit.</p> <p>3.4 MH had been elected as Staff Governor.</p> <p>3.5 It was agreed that questions to parents about governance would be amalgamated with the annual/ biennial school questionnaire for parents. SB would circulate draft governance questions for feedback.</p>
4. Minutes of meeting 12.3.18 and matters arising	<p>4.1 The minutes were agreed as a true record and signed.</p> <p>4.2 Governor Effectiveness – RP reported that he had met with SB, JM and AT to review the Governor Effectiveness File template and review the evidence. Minutes of the meeting; and the resulting document had been circulated.</p> <p>4.2.1 The file clarified the responsibilities of the AC and identified areas where governor focus could be improved. It was a live document that would be updated frequently and would help governors locate evidence they might need for an Ofsted inspection. Areas of uncertainty were flagged in red, such as compliance with the Health and Safety Policy. The intention was to review the document annually, or as appropriate.</p> <p>4.2.2 RP summarised the significant actions: populating the skills matrix; updating governor roles; 360° performance review of the Chair; Headteacher to be challenged on vision of the school; clarification about increased visibility of governors at school – SP felt that as Parent Governors were accessible to parents, others were not expected to be involved day to day. Governors were happy to attend events and would be guided by the Headteacher. It was felt that a governor forum would not be helpful unless there was a clear purpose. In response to a question SP emphasised that there must be a clear Complaints Procedure on the website for parents. MH was asked to ensure that the trust Complaints Policy was adapted for Great Wishford and published.</p> <p>4.2.3 Governors were not confident that policies were coherent, current and published, JM had agreed to review the situation. SP believed that the policies would already exist within the Trust, some could be adopted with no changes, some adapted from a Trust model and a few would be individual to Great Wishford but could be based on policies from other schools. MH had a comprehensive list of policies and would liaise with JM.</p> <p>4.3 The Chair asked whether that AC members could attend Student Leadership Meetings as observers, JF was happy with this and MH would circulate dates. The same was suggested for Friends meetings, MH would ask the Friends Chair whether governors would be welcome.</p>
5. Headteacher's Report	<p>5.1 The Headteacher's Report had been circulated prior to the meeting.</p> <p>5.2 A governor asked about the impact on attendance data of a child who had left, this was thought to be no more than half a percent. A governor asked how attendance compared with this time last year, and whether the introduction of the flu vaccination had increased attendance – SP felt this had not made a difference. He believed that 96% was a realistic target for this school; across the trust attendance was an issue but it would be interesting to look at what was being done at the school with good attendance. Governors requested that the Home School Agreement was updated to include expectations about attendance, expectations should also be made clear at New Parents' Evenings. LS reported that conversations with parents about the importance of attendance had been successful with number of families. SP emphasised that conversations and letters were not always successful, in which case a tougher approach was needed often including EWO involvement. JF explained that some children were consistently late and therefore marked as absent, other families took days here and there which made it hard to cover the work missed and inevitably affected their results. The Chair asked for reassurance that the school was continuing to make efforts to improve attendance, focussing on the real problem areas. A governor asked whether reporting absences split by groups (persistent absence, free school meals, SEN) helped to form a conclusion – JF and SP responded that this was useful information, they highlighted that persistent absence should be below 10%.</p>

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	<p>5.3 A governor asked whether there had been any training for iPads – not yet as they had only just been set up. LS reported that children who needed an iPad to access learning now had these and they were proving very successful. Governors took the opportunity to celebrate the difference that iPads were making.</p> <p>5.4 Receipt of £8K from the Healthy Pupils' Capital Fund was also celebrated, this was to improve physical and mental health, the plan was for a hard footpath to be created for a 'daily mile', and a water fountain.</p> <p>5.5 Governors discussed the reported data predictions. A governor asked how the predictions compared. JF commented that these were lower than national average but were realistic. Year 6 SATS had begun and LS remarked that the children were positive and happy and enjoyed their sociable breakfast. SP highlighted that high, aspirational targets had been set for Year 6 to show improvement on last year. He demonstrated how challenging those targets were by circulating a FFT Aspire report showing predictions for this year based on contextual data such as prior attainment. A governor asked why the FFT prediction for combined was so much lower than the school target of 46%, SP explained that FFT took no account of the improved monitoring and quality of teaching that had taken place. Governors acknowledged that there had been a lot of progress in Year 6, it was on an upward trajectory.</p> <p>5.6 Governors were concerned about the confidence and self-esteem of individual children in Year 6, a Parent Governor reassured governors that the teacher had prepared the 'on the cusp' group, they knew they had done well irrespective of results.</p> <p>5.7 The need for accurate assessment in Early Years and KS1 was emphasised. SP reported that next year FFT Aspire would be used alongside the Classroom Monitor assessment system, with test points in November, March and June, supported by uniform pupil progress meetings, and with data reviewed by the Standards Committee. Access to FFT for all governors was requested, MH would arrange for a governor login. SP recommended that the next AC meeting should look in depth at the new assessment procedures so that governors were prepared and fully <i>au fait</i>.</p>
6. Safeguarding	<p>6.1 The Safeguarding governor had circulated her report on the termly visit to update on safeguarding matters which had taken place on 30th April.</p> <p>6.2 There had been very few Encompass forms, this police initiative related to domestic violence. There had been an increase in Child Protection concerns but no children on a CP Plan.</p> <p>6.3 AT requested that two students were selected to do a learning walk around school with her next term.</p> <p>6.4 She recommended that the entry buzzer on the main door was moved above child height. The library emergency exit onto the main road was discussed, this had been risk assessed.</p> <p>6.5 LS was interested in doing Looked After Children training.</p> <p>6.6 There had been some low level 'bullying' incidents that had been dealt with promptly, RP asked why these were not reported in the Headteacher report, JF commented that they were one-off incidents and therefore not categorised as bullying.</p>
7. School Development Plan (SDP)	<p>7.1 The February version of the SDP had been circulated straight after the previous meeting and the May version had just been circulated.</p> <p>7.2 A governor asked about the appraisal system – SP explained that all teachers had been set quantitative and qualitative targets which included outcome targets, they had an interim appraisal and a review the following academic year. Observations provided a snapshot view and were tempered by the data and the overall contribution made by the teacher to the school; specific progress and attainment targets were negotiated with each member of staff; if these were not being met it was up to the Headteacher to step in with support. It was also the responsibility of individuals to hold themselves accountable for achieving their targets. TA appraisals were more challenging as they did not have the same quantitative targets, however a new appraisal format was being introduced by the Trust which would address specific objectives on how effectively children were supported. A Staff Governor was asked her views on the new appraisal system – she responded that staff were encouraged and supported and felt accountable for what they were doing. SP explained that staff did not always know what a</p>

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	<p>higher level looked like, or how to achieve this, coaching and support for staff was key to this and ultimately to giving the children better life chances.</p> <p>7.3 A governor asked whether leadership and development opportunities were being provided - JF explained that Subject Leadership was work in progress, to build on this there were network meetings with other Subject Leaders, staff then fed back and shared good practice in staff meetings. JF emphasised that the current focus had to be on classroom teaching and learning, subject knowledge was critical and development of the Subject Leader roles would come in time.</p> <p>7.4 A governor asked whether there was sufficient evidence that staff were checking progress against targets - SP and JF agreed that it was not happening as much as they would like, there had to be a change of mindset so that staff felt accountable for progress targets. A governor questioned whether there was a link between attendance and progress, SP reported that this had some impact and would be identified in pupil progress meetings, but was not the overarching explanation.</p> <p>7.5 A governor asked whether the new assessment system would increase staff workload, SP and LS responded that initially this was something new to learn but very soon assessments would be clearer and quicker and it would not involve more work, staff viewed the new system in a positive light. Governors appreciated the huge contribution by Keevil School of resources.</p> <p>7.6 A governor asked about the relationship with the pre-school - LS reported that this had improved, she had met with staff and would keep communications open. SP had led an EYFS working party to coordinate views from across the Trust on expectations for children when they join school, this would be used in conversations with pre-schools.</p>
8. Standards Committee Report	Notes from Standards Committee meeting of 27 th April had been circulated, this had been covered in the discussion on data and there were no further questions.
9. SATS examples	SP explained that the level of current Year 6 work is at the level that used to be covered at Year 8. A selection of KS1 and KS2 SATS papers were lent to governors on the proviso that they were returned.
10. Governor visits and training	<p>10.1 Visit reports had been circulated for:</p> <p>10.1.1 Safeguarding 30/4/18 (AT);</p> <p>10.1.2 Health & Safety 18/4/18 (SB);</p> <p>10.1.3 YA reported verbally on her RE visit with the Subject Leader: RE action plan had been discussed, a list of searching questions had been circulated to staff, the updated Discovery RE Years 3 and 4 syllabus with reference to British Values had to be used by all teachers, a date for the SIAMS meeting had been agreed, the RE policy was being finalised, JF clarified that there had been a discussion on how evidence would be kept. YA had held back from RE observations as she was mindful of the many other observations taking place; JF emphasised that RE was a core subject in a VA school; however it was felt that the priority was for the Subject Leader to build up her evidence and feedback to YA; quality dialogue could not always be shown in books, but evidence could be recorded in other ways. YA offered to help with parts of the curriculum if helpful, such as Question and Answer sessions.</p> <p>10.2 Training feedback had been circulated for:</p> <p>10.2.1 <i>Governors' contribution to Teaching and Learning</i> 14/3/18 (SB), a list of suggested questions for governors to ask during visits would be circulated;</p> <p>10.2.2 <i>Safeguarding briefing for School Governors</i> 5/3/18 (AT);</p> <p>10.2.3 <i>Update on Sex Relationships and Pornography</i> 19/4/18 (AT).</p> <p>10.3 The Chair reminded governors about online learning with Modern Governor and encouraged governors to look at the two <i>Introduction to Governance</i> modules before the next AC meeting. Certificates were available on completion of courses and should be sent to the Clerk for evidence. SP remarked that post-conversion there had been gaps in including governors in Acorn training opportunities, but this had now been resolved.</p> <p>10.4 DW would liaise with the SENCO about the end of year SEND report and the SEND policy.</p>

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	<p>10.5 <i>Vision, ethos and strategic direction</i> 10/5/18 (JM, AT) – SB and SP suggested that Vision was an agenda item at the next AC meeting, the PowerPoint presentation would be circulated in advance. A governor asked who was responsible for the Vision – SP responded that this was driven by the Headteacher/Executive Headteacher although it was valuable for governors to be involved to ensure that all shared the focus and direction of the school.</p> <p>10.6 SB would write the Annual Governance Report, possibly with guidance from Acorn, and this would be shared with the PCC.</p> <p>10.7 The Chair offered to meet informally with governors not involved in the Headteacher interviews to share details of the day, anyone interested should email SB.</p> <p>10.8 JM had offered to host a social for staff, including the new Headteacher, and governors towards the end of the school year, date to be confirmed.</p>
11 Date of next meetings	Monday 18 th June 2018 5.30pm - new HT hopes to attend. 2018/19 dates: 15 th October 21 st January, 1 st April, 1 st July
AOB	There was none
Meeting closed	Meeting closed at 7:25pm.

Chair of Academy Council: _____ Date: _____