



CLIFTON GREEN PRIMARY SCHOOL

Minutes of the meeting of the Full Governing Body held in the School on Tuesday 8th May 2018, at 6pm

Present:	Mr David Brown (Headteacher) Mrs Lynn Comer (Chair) Mr Jonathan Wilcox Ms Joanne Lunardi Mrs Kathleen Wood Mrs Sue Boyle	Mr Peter Warry Mr Tobie Abel Mr Richard Dacosta Mrs Alison Dewhurst Mr Peter Murray
In attendance:	Ms Nicola Jones (Deputy Headteacher) Mr John Hattam (Community Outreach Worker) Mrs Jess Swarbrick (Governance Support Officer - Clerk)	

	<u>Executive Summary</u>	
1.	<u>Welcome, apologies for absence and declarations of interest</u> Apologies were received from Martyn Stoakes. There were no declarations of interest.	
2.	<u>Minutes from 20th March 2018</u> Previously distributed. The minutes were agreed as a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising</u> Progress against the agreed actions was noted.	
4.	<u>Chair's Report – Governors' Termly Workshop</u> The Chair provided a verbal update from the Governors' Termly Workshop held on 25 th April.	
5.	<u>Committees and Working Groups</u>	
	<u>6.1 Teaching, Learning & Curriculum</u> A verbal update was provided from the meeting held on 24 th April. Please see main minutes for details.	
	<u>6.2 Resources</u> A verbal update was provided from the meeting held on 1 st May. Please see main minutes for details.	
	<u>6.2.1 Start Budget 2018/19</u> Governors unanimously approved the 2018/19 Start Budget, which had been recommended by the Resources Committee.	
7.	<u>GDPR Update</u> The Chair of the Resources Committee provided an update on the school's work towards GDPR compliance. Governors' responsibilities for compliance were also discussed.	
8.	<u>Headteacher's Report</u> The Headteacher provided a verbal report to governors, supported with a number of documents tabled for information. Please see main minutes for details. Governors also conducted a walk round the school, looking at the ways in which the learning environment had been developed to support key priorities within the School Development Plan.	
9.	<u>Governing Matters</u> The Chair raised a proposal to arrange a facilitated self-review of the governing body for the autumn term. It was agreed that this should be discussed in more detail when further information was available at the next meeting.	
10.	<u>Any Other Business</u> Governors noted the draft meeting schedule for 2018/19, which had been previously distributed.	
11.	<u>Date and Time of Next Meeting</u> Tuesday 3 rd July 2018 at 6pm	
		Action
1.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Martyn Stoakes. There were no declarations of interest.	
2.	<u>Minutes of the meetings held on 20th March 2018</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<u>Action Plan and Matters Arising</u> There were no actions or matters arising to report on.	
4.	<u>Chair's Report</u> The Chair provided a verbal update from the LA Termly Workshop held on 25 th April. She reported that the main item on the agenda had been a presentation on GDPR. It was noted that an update on GDPR in relation to the school's work towards compliance would be provided under item 6. The Chair reported that the workshop had also included an update from Maxine Squire, Assistant	

	<p>Director for Education and Skills at CYC, on the working with schools protocol and the process of determining risk assessment ratings for schools. The Chair noted that all schools were also being asked to undertake their own risk self-assessment at the start of each academic year.</p> <p>The Chair reported that Maxine Squire had also highlighted the DfE’s recent focus on reducing teacher workload. She advised that a poster and pamphlets had been produced by the DfE, which were required to be clearly displayed in the staff room. The Deputy Headteacher agreed to ensure this was done as soon as possible. The Headteacher noted that the issue of teacher workload was something which the Senior Leadership Team (SLT) had been mindful of for some time. He advised that it was often about working smartly, with purpose and impact. The Deputy Headteacher reported that a new system of marking was currently being trialled, with a focus on more immediate verbal feedback for pupils rather than excessive written comments in books. She added that teachers were being encouraged to be confident that teaching time in class was the most important in terms of impact on learning.</p> <p>Governors asked whether this new system and the rationale for it would be documented to explain the change in marking processes. The Deputy Headteacher confirmed that there were clear policy guidelines in place to explain this approach. She further noted that feedback was being collected from staff on how the new system was working for them. In response to a further question from governors, the Deputy Headteacher advised that marking was still being done, but the main difference was a reduction in the amount of written comments.</p>	DHT
5.	<u>Committees and Working Groups</u>	
5.1	<p><u>Teaching, Learning & Curriculum Committee</u></p> <p>Mr Wilcox provided a verbal update from the meeting held on 24th April 2018 and the following points were highlighted:</p> <p>The Chair had completed a safeguarding audit checklist with the Business Manager and Inclusion Support Leader and was confident that everything was in place as required, with only three questions needing further clarification.</p> <p>The Inclusion Leader had provided an update on attendance, persistent absentees and the actions being undertaken by the school to address issues around this. Mr Wilcox noted that his next visit at Behaviour & Attendance Governor would include a meeting with the newly formed attendance working group.</p> <p>Governors had focused on the current Year 4 cohort during the meeting, receiving updates on progress, attainment, SEND and attendance. It was noted that this had been a very useful exercise to gain a better understanding of a specific year group, and would be continued in future meetings.</p> <p>With reference to attendance, the Headteacher agreed to forward the summary breakdown to the Clerk for circulation to all governors.</p>	HT / Clerk
5.2	<p><u>Resources Committee</u></p> <p>Mr Warry provided a verbal update from the meeting held on 1st May 2018 and the following points were highlighted:</p> <p>It had been proposed that the School Fund accounts should be moved to a system which would enable clearer monitoring and management. Mr Warry reported that there was currently around £6,500 unrestricted funds available in the School Fund. He added that the monitoring of this was the responsibility of the Resources Committee as named trustees.</p>	
5.2.1	<p><u>2018/19 Start Budget Approval</u></p> <p>The 2018/19 Start Budget summary had been previously distributed. It was noted that this had been discussed in detail by the Resources Committee and was recommended for approval.</p> <p>Mr Warry advised that delegated funding for 2018/19 did not currently seem to match the increase in pupil numbers, and some percentage increase would be expected in the revised budget in the autumn term when actual Nursery figures were taken into account.</p> <p>With reference to expenditure, it was noted that the most significant element of this related to staffing costs. Mr Warry noted that the plan was to boost teaching staff but in a way that would enable any</p>	

	<p>supply to be covered internally to save on agency costs. He advised that the Resources Committee had discussed and challenged this approach, and were confident that this could be managed effectively. It was further noted, however, that the situation would be carefully monitored.</p> <p>It was also noted that staffing costs had increased due to the moving of cleaning services in-house, though there had been a reduction elsewhere in the budget against external contracts which offset this.</p> <p>Mr Warry reported that the biggest risk in the budget was utilities costs, set at £16,000 less than was spent last year. He added that there was still no clear explanation as to why the costs of water and gas had been so high the previous year, though the Bursar continued to investigate this. Governors noted that expenditure would be closely monitored, and it was expected that a clearer prediction on total costs would be available by the revised budget in the autumn term.</p> <p>Mr Warry concluded his summary by noting that the budget was tight, with plans to spend over income by around £43,000, which would be taken from the cumulative carry forward balance. He advised, however, that the risks balanced against each other and the Resources Committee were confident in recommending the budget for approval. Mr Warry further advised that the committee would continue to hold the SLT to account and monitor the budget closely.</p> <p>Governors unanimously approved the 2018/19 Start Budget and a copy was signed by the Chair. (Proposed: Peter Warry; Seconded: Alison Dewhirst)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Revenue income:</td> <td style="width: 10%; text-align: right;">£</td> <td style="width: 60%;">2,092,297</td> </tr> <tr> <td>Revenue expenditure:</td> <td style="text-align: right;">£</td> <td>2,135,640</td> </tr> <tr> <td>In year balance:</td> <td style="text-align: right;">£</td> <td>(43,343)</td> </tr> <tr> <td>Balance brought forward:</td> <td style="text-align: right;">£</td> <td>54,044</td> </tr> <tr> <td>Cumulative carried forward:</td> <td style="text-align: right;">£</td> <td>10,701</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Capital income:</td> <td style="text-align: right;">£</td> <td>8,551</td> </tr> <tr> <td>Capital expenditure:</td> <td style="text-align: right;">£</td> <td>15,400</td> </tr> <tr> <td>In year balance:</td> <td style="text-align: right;">£</td> <td>(6,849)</td> </tr> <tr> <td>Balance brought forward</td> <td style="text-align: right;">£</td> <td>8,835</td> </tr> <tr> <td>Cumulative carried forward:</td> <td style="text-align: right;">£</td> <td>1,986</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Total in-year balance</td> <td style="text-align: right;">£</td> <td>(50,192)</td> </tr> <tr> <td>Total brought forward</td> <td style="text-align: right;">£</td> <td>62,879</td> </tr> <tr> <td>Total cumulative carry forward</td> <td style="text-align: right;">£</td> <td>12,687</td> </tr> </table>	Revenue income:	£	2,092,297	Revenue expenditure:	£	2,135,640	In year balance:	£	(43,343)	Balance brought forward:	£	54,044	Cumulative carried forward:	£	10,701				Capital income:	£	8,551	Capital expenditure:	£	15,400	In year balance:	£	(6,849)	Balance brought forward	£	8,835	Cumulative carried forward:	£	1,986				Total in-year balance	£	(50,192)	Total brought forward	£	62,879	Total cumulative carry forward	£	12,687	
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<p>6.</p>	<p><u>GDPR Update</u></p> <p>Mr Warry reported that an update had been provided to the Resources Committee on work towards GDPR compliance. It was noted that the Bursar had been appointed as Data Protection Officer for the school and would report to the Resources Committee on a regular basis.</p> <p>Governors noted that the Bursar in her role as Data Protection Officer was compiling an Information Asset Register as part of the compliance process.</p> <p>It was noted that one of the key issues with GDPR in terms of governor compliance was access to data, particularly where this included reference to an individual. Governors agreed there was a need for a retention policy and guidelines, both on how long to keep minutes and other documents, and how these should be destroyed. Mr Warry advised that the Bursar and Business Manager were investigating how this issue should be dealt with, and the possibility of governors bringing documents into school to be disposed of.</p> <p>As a first step towards compliance, it was noted that the Resources Committee had discussed the creation of school email addresses for all governors. The Headteacher advised that the Business Manager was looking at setting these up as soon as possible, and would be providing information and guidance on this.</p> <p>Mr Warry reported that the 2018/19 budget included the cost of a meeting management software such as MinutePad, which was being offered through the LA Governance Service. He added that the Resources Committee had raised a number of questions about how the software could be used between meetings, for example for document storage.</p>	<p>LG</p>																																													

	<p>Mr Warry advised that the Bursar and Business Manager had reported to the Resources Committee that the school was on track to have a clear plan in place for compliance by the 25th May.</p>	
<p>7.</p>	<p><u>Headteacher's Report</u> The Headteacher presented his report as a Powerpoint, and highlighted a number of key points for information.</p> <p>Website The Headteacher reported that the school website had been recently restructured, and had been confirmed as fully compliant following a check by the LA Compliance Team. Governors were encouraged to visit the website and review the changes and information provided there.</p> <p>Early Years The Headteacher reported that an update on Early Years provision had been provided at the Resources Committee meeting on 1st May. It was noted that following the update at the last meeting on ongoing investigations into under 3s provision, the school was looking to pursue a pilot scheme from September 2018, offering four places to 2 year olds in the Nursery. The Headteacher advised that the pilot would be for morning provision initially, fifteen hours per week. He reported that he had a further meeting with the LA in the next month, where he would present a business plan for the pilot, and would provide further updates to governors followign this meeting.</p> <p>Governors asked how long the pilot was intended to be. The Headteacher advised that initially, it would be for two terms for the first four children. He explained that after two terms they would have reached the age of 3 and would be able to access the school Nursery anyway. Governors asked whether the children would be targeted from within catchment. The Headteacher confirmed that the school planned to target children for the pilot who were siblings of current children in school, who were not already accessing childcare provision.</p> <p>Building work The Headteacher advised that an update had been provided at the Resources Committee on the planned building work to the school. He further advised that the total planned works were considerable, amounting to a cost of around £750,000 through the LA, and would cover rewiring, roofing and the replacement of the majority of the windows in school.</p> <p>The Headteacher reported that the work would be done in stages, with the first phase taking place over the summer holidays. He noted that there were some identified issues with asbestos removal before the roofing works could take place. The Headteacher advised that in order to maximise the amount of time for the work to take place, the plan was to ensure the Year 2 and 3 classrooms were completely cleared and boxed up in the last two weeks of the summer term. He noted that this was not ideal in terms of the school's transition programme, and acknowledged there would be some disruption because of this. However, he explained that the intention was that this preparation would enable completion of this phase of work by September. It was noted that window replacement would be done on a rolling programme throughout the year.</p> <p>St Olaves & Clifton Pre-Prep The Headteacher reported that he had recently met with the Headteachers at St Olaves and Clifton Pre-Prep, who were keen to develop an informal but hopefully mutually supportive relationship with the school. He advised that this could be a really positive experience for the school, both in terms of the benefit of accessing facilities, and also staff development for teachers from all of the settings. Governors agreed that it would also be positive for children from the different schools to have the opportunity to mix together at organised events.</p> <p>Safeguarding The Headteacher advised that there were no issues to report.</p> <p>Staffing The Headteacher reported that the cleaners had now been brought in-house from 1st April, and the transfer had gone well. It was noted that a further update on this had been provided to the Resources Committee.</p> <p>The Headteacher further reported that recruitment was currently underway for two teachers for September 2018. He advised that there had been a very high number of applications, of which six had been shortlisted. The Headteacher reported that he had been to observe all six shortlisted candidates in their current setting, which had been helpful to get a feel for their style, as well as an understanding of the context of their current school. It was noted that interviews would take place on Friday 11th May.</p> <p>Governors asked what year groups the newly appointed teachers would be assigned to. The Headteacher advised that it was likely to be lower Key Stage 2, but this would depend to some extent</p>	

The Headteacher advised that this had been a very useful development, and allowed a specific and detailed focus on the needs of each set of children, and how to best support them.

Mr Abel reported that he had also asked whether it was possible to go further and look at the flight path for individuals at any one time. He explained that this may be able to show where interventions had been successful or had not had the required impact for specific pupils.

Mr Abel reported that he had also visited school to observe a number of specific interventions. These included a lunchtime Maths class; a session with the SENCo on IDM, a web based software to help with literacy skills; and also an emotional literacy support (ELSA) session. Mr Abel noted that all sessions had been very positive.

Mr Abel advised that he had raised a question with the Headteacher about the school's level of ambition around closing the gap between disadvantaged and non-disadvantaged children. He asked whether the school should be aiming to eliminate the gap, and if this was not possible, to articulate why not, as well as setting out what realistic ambitions should be set out for these children.

The Headteacher referred to the Pupil Premium Principles and Plan 2016-18, which had been tabled and which he also agreed to email out for information. It was agreed that this should be reviewed in detail at the next meeting. It was noted that this document was also published on the school website.

With reference to Mr Abel's question about the school's ambition for disadvantaged children, the Headteacher advised that the rationale within the plan set out some of this. He referred to the results of a study into early language experience from 1995. This showed a significant difference in the number of words which a child from a professional family would have heard by the age of four, compared to a child from a working class family or a welfare family (around 45 million words compared to 13 million words). The Headteacher advised that essentially that this gap in language was key to the issue, and this increased as children got older. He advised that one of the areas for development to address this was the way in which language was addressed from Early Years entry.

The Headteacher noted that in total, children spent 13% of their waking hours at school compared to home. He added that the school could continue to strive to address the barriers to learning in school, but if these barriers were still in place at home in terms of language and other issues, this was a continuing struggle. The Headteacher emphasised that this was not an excuse, but provided the context of language barriers and what the school could realistically do in the time children were with them. He added that more work was needed in order to find a way to address this.

Governors noted that other schools with similar contexts appeared to be successful at closing the gap, and questioned what good practice could be learned from these settings. The Headteacher agreed, and also noted that there was an issue within the city as a whole in terms of closing the gap, which needed to be addressed.

The Headteacher advised that the challenge provided by Mr Abel in his role as Pupil Premium Governor had been really valued by staff, particularly the request to provide a more detailed analysis of barriers to learning by cohort. He noted that their next meeting would involve a review of the Pupil Premium Plan, updating outcomes and planning for the year ahead.

Governors asked whether there was any good practice which had been a benefit from visits to other schools. The Headteacher advised that the key area for development was progress, but emphasised that these should not be at the expense of attainment outcomes. He noted that the Deputy Headteacher had been working analysing different measures of progress, year on year and from entry level as well as from the end of Key Stage 1 to end of Key Stage 2. He further noted that this had shown progress from entry level at Reception was strong, though there was still more work needed to convert results at Key Stage 1 into strong Key Stage 2 outcomes.

Governors asked whether there was a need to provide more support and opportunity for parents in Key Stage 2 to better understand the curriculum. The Headteacher agreed this may be beneficial, particularly as the process of teaching was very different now to the experience most adults would have had at school.

The Headteacher reported that the school was planning to roll out a pilot for ten disadvantaged pupils in Year 5 to have their own Chromebooks to use both at school and at home. He noted that many

HT/ Clerk

	<p>children in school did not have access to computers at home, and this may help to enhance their learning experience. The Headteacher advised that the pilot would be monitored closely to see whether it had an impact.</p> <p>The Headteacher reported that stability levels in school also made a difference to outcomes, and presented a breakdown of the amount of mobility for each year group from Reception to Year 6. Governors asked how the school handled transition of new pupils into school. The Headteacher noted that this was something that could be developed further, with the potential for an induction week or fortnight to set out clear expectations of learning and behaviour for both new pupils and their parents and carers.</p>	
8.	<p><u>Governing Matters</u> The Chair proposed the completion of a governing body self-review, as this had not been undertaken since April 2017. She advised that the Governance Service were now recommending a facilitated session, which would provide a detailed and focused action plan for governors to inform their development for the coming year. The Chair proposed that this should be discussed in more detail at the next meeting, with a view to arranging a date for the review in the autumn term.</p>	Clerk / Agenda
9.	<p><u>Any Other Business</u> <u>9.1 Meeting Dates 2018/19</u> Governors noted the proposed meeting dates for 2018/19, which had been previously distributed. The Chair asked governors to forward any comments on the proposed dates, so that a final version could be agreed at the next meeting.</p>	All
10.	<p><u>Date and Time of Next Meetings</u> * Tuesday 3rd July 2018 at 6pm</p>	

The meeting closed at 8.20pm

Mrs Lynn Comer
Chair

Date

**Clifton Green Primary School - Action Plan following the meeting of the Full
Governing Body held on 8th May 2018**

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Ensure teacher workload posters displayed in staff room	4	Deputy Headteacher	ASAP
2	Circulate attendance breakdown to all governors	5.1	Clerk	ASAP
3	Set up school email addresses for all governors	6	Business Manager	ASAP
4	Set up informal meeting date for governors to review SATs data when published on 10 th July	7	Chair / Headteacher	
5	Review SEF and send any comments/feedback to Headteacher	7	All Governors	ASAP
6	Forward Pupil Premium Plan to Clerk, for inclusion on next FGB agenda	7	Headteacher / Clerk	25/06/18
7	Look at potential dates for Governing Body Facilitated Self-Review for autumn term	8	Chair / Clerk	25/06/18
8	Provide feedback on proposed 2018/19 dates to Clerk	9.1	All Governors	04/06/18

*“A school where children not only have high achievement, but experience opportunities to enrich their lives.
A school that has family and community at its heart”.*

Future Agenda Items:

SEF and Ofsted

Academy conversion

Safeguarding (standing item)

Pupil Premium (standing item) – Principles and Plan 2016-19

Governing Body Self-Review