



CLIFTON GREEN PRIMARY SCHOOL
Minutes of the meeting of the Full Governing Body held in the School
on Tuesday 16th October 2018 at 6.00pm

Present:	Dave Brown (Headteacher) Lynn Comer (Chair) Peter Warry Peter Murray Richard Dacosta Joanne Lunardi	Tobie Abel Jonathan Wilcox Martyn Stoakes Arif Khalfe Sue Boyle
In attendance:	Ms Nicola Jones (Deputy Headteacher, Associate Member) Mr John Hattam (Community Outreach, Associate Member) Mrs Jess Swarbrick (Governance Support Officer - Clerk)	

Executive Summary	
1.	<u>Election of Chair & Vice-Chair</u> Lynn Comer was elected as Chair, Jonathan Wilcox was elected as Vice-Chair.
2.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> Apologies were received, with consent, from Kathleen Wood and Alison Dewhirst. There were no declarations of interest.
3.	<u>Minutes of the meeting held on 3rd July 2018</u> Previously distributed. The minutes were agreed.
4.	<u>Action Plan and Matters Arising</u> Progress against the action points was noted, see main minutes for details.
5.	<u>Chair's Report</u> The Vice Chair provided an update from the LA Termly Briefing
6.	<u>Committees & Working Groups</u> i) Committee Membership 2018/19 was agreed; ii) The terms of reference had been reviewed by the sub-committees and were approved; iii) Governors received the minutes from the TLC meeting held on 2 nd October; iv) A verbal update was provided from the Resources meeting held on 9 th October.
7.	<u>Headteacher's Report</u> The Headteacher provided a verbal update with Powerpoint presentation on school context, staffing, the Children's Centre and Ofsted. Staff members then left the meeting to allow governors the opportunity for a full and frank discussion on the recent Ofsted inspection.
8.	<u>Policy Review</u> Previously distributed. Governors approved the Pay and Appraisal Policies. The draft Admissions Policy for 2020/21 was noted.
9.	<u>Governing Matters</u> It was noted that a Full Governing Body Self-Review session was scheduled for Tuesday 4 th December at 6.30pm.
10.	<u>Any Other Business</u> There was no other business to report.
	Action
1.	<u>Election of Chair & Vice Chair</u> Lynn Comer was unanimously elected as Chair of the full governing body for a term of one year. Jonathan Wilcox was unanimously elected as Vice-Chair of the full governing body for a term of one year.
2.	<u>Welcome, Apologies for Absence and Declarations of Interest</u> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Kathleen Wood and Alison Dewhirst. The Chair introduced Arif Khalfe who was being proposed as a co-opted governor. The Chair advised that Mr Khalfe worked in law and would bring strong skills to the governing body. Mr Khalfe had met with the Chair and Headteacher and they were happy to recommend his appointment. Governors approved the appointment of Arif Khalfe as co-opted governor.

	<p>There were no declarations of interest. The Clerk asked governors to complete and return the annual register of business interest forms, which were circulated at the meeting.</p>	
3.	<p><u>Minutes of the meeting held on 3rd July 2018</u> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.</p>	
4.	<p><u>Action Plan and Matters Arising</u> With reference to the Action Plan:</p> <ol style="list-style-type: none"> 1. Update governor email addresses on Governance Service database Completed. 2. Circulate data summary to all governors ahead of 17/07/18 meeting Completed. 3. Review SEF and send any feedback to Headteacher Completed. It was noted that this would be revisited as part of the post-Ofsted discussions later in the meeting. 4. Confirm date for Governing Body Self-Review with Headteacher and Chair The Chair advised that the proposed date for the self-review would be Tuesday 4th December from 6.30pm to 8.30pm. It was agreed that governors should meet at 5.30pm to discuss any urgent full governing body meeting issues before the start of the self-review. <p>There were no matters arising.</p>	
5.	<p><u>Chair's Report</u> Jonathan Wilcox provided an update from the LA Termly Briefing which had taken place on 18th September.</p> <p>He reported that there had been a presentation from the School Wellbeing Service, which aimed to secure good mental and emotional health for all children and young people across the city. The Deputy Headteacher advised that training had been booked for pupils in Years 1, 2 and 3 through the service, focused around coping mechanisms.</p> <p>An update on the apprenticeship levy had also been presented. Mr Wilcox reported that the Business Manager had been praised in the way she had led the school's approach to this in the previous year, maximising the benefits for staff and the school. It was noted that the next round of applications would close on 9th November.</p> <p>Updates had also been provided on citywide outcomes for 2018, a reading project being rolled out in the city and the Virtual School for children in care or who had previously been in care.</p>	
6.	<p><u>Committees & Working Groups</u></p>	
6.1	<p><u>Committee Membership 2018/19</u> Previously distributed. A number of amendments to the document were noted:</p> <p>Arif Khalfe to be added to the Resources Committee. John Hattam should be included on the Resources Committee. Jonathan Wilcox to be added to the Steering Group. Cross-check committee list and FGB list to ensure specific roles and responsibilities match across both.</p>	

	<p>The Clerk agreed to update the list accordingly and re-circulate with the meeting schedule.</p>	<p>Clerk</p>
<p>6.2</p>	<p>Committee Terms of Reference Previously distributed.</p> <p>Terms of reference for the TLC Committee were recommended for approval unchanged from the previous year.</p> <p>Terms of reference for the Resources Committee were recommended for approval with one amendment:</p> <ul style="list-style-type: none"> - To change the quorum of the committee from at least four to at least three members not employed by the school. <p>The terms of reference for both committees were approved unanimously.</p>	
<p>6.3</p>	<p>Teaching, Learning & Curriculum Committee</p> <p>The minutes from the meeting held on 2nd October had been previously distributed. Tobie Abel provided a verbal update, and reported that the majority of the meeting had comprised a full and frank debate about the outcomes from the recent Ofsted inspection and the proposed strategy of the school to take this forward.</p> <p>Mr Abel advised that governors had challenged the Senior Leadership Team (SLT) about the school's outcomes, and had asked whether the school was doing all it could in three key areas to improve this:</p> <ul style="list-style-type: none"> - Quality of Teaching - Time and Resources - Behaviour <p>It was noted that details of this discussion were available in the minutes of the meeting.</p> <p>Mr Abel reported that the SLT had been robust in their response that everything was being done to address these three areas, whilst trying to ensure a balanced approach. The Headteacher had advised there were no plans to make significant changes to the School Development Plan following the inspection, though updates had been made to clearly mark where actions already in place linked to the inspection report.</p> <p>Mr Abel reported that the committee had agreed to set up a smaller working group of governors to look specifically at outcomes for Reading, Writing, Maths and Grammar on a more regular basis each half term. This group would report back to the committee, and would look specifically at those pupils who were borderline or not meeting the expected level. Mr Abel advised that the first of these focused meetings would take place after half term, with the purpose of looking more regularly and consistently at data to ensure an increased oversight for governors.</p>	
<p>6.4</p>	<p>Resources Committee</p> <p>Peter Warry provided a verbal update from the meeting held on 8th October. He advised that the meeting had not been quorate, and therefore a number of decisions had been carried forward to this meeting for approval.</p> <p>Peter Warry had been proposed as Committee Chair and Alison Dewhirst proposed as Committee Vice-Chair. Governors approved these proposals unanimously.</p> <p>The Headteacher had provided an update on staffing. It was noted that further detail on staffing</p>	

would also be provided in the Headteacher's report under item 7.

Mr Warry reported that significant work had been undertaken in school to find a new budget management tool, as ongoing issues with the LA system continued to make accurate monitoring difficult. He advised that the Business Manager had completed a separate piece of work by hand in order to provide an accurate outturn. It was noted that new software was being piloted through the LA, and the school had signed up to part of this initial trial.

Mr Warry reported that current figures showed a positive variance of around £10,000, in line with start budget predictions. He advised that this was a very close margin, and **the Resources Committee continued to challenge the SLT about the need for accurate figures in order to monitor this effectively.**

The Resources Committee had begun a review of the LA Services to Schools buy-in for 2019/20, to look at where savings could be made. Mr Warry advised that a number of questions had been raised, which the Business Manager would be investigating and reporting back on.

Mr Warry also reported that the committee had requested a more detailed discussion into the catering budget at their next meeting. He advised that clarification had been sought on the amount of funding for Free School Meals and Universal Infant Free School Meals compared to the actual full cost of producing a meal. Mr Warry advised that governors wanted to ensure that this wasn't being subsidised inadvertently, whilst at the same time ensuring that all children had access to a hot meal.

The Resources Committee had received a proposal regarding the second phase of the Clifton Wood development, which included putting in a pond. Mr Warry reported that the school had the opportunity to have this work fully funded as part of the CYC Hidden Corners Scheme, and would be supported in the work by The Conservation Volunteers. Mr Warry advised that governors had asked about insurance implications, and the Business Manager confirmed that she had received assurance from the LA that there would be no additional requirements to existing insurance, though a detailed risk assessment would need to be in place.

Mr Warry advised that the committee had recommended the proposal for approval, subject to two points from the risk assessment, which they had asked the Business Manager to check. The need to manage the depth of the pond, and any potential cost for the maintenance of the grass around the pond.

The Headteacher advised that whilst there was no formal maintenance of Clifton Wood at present, the site was part of the remit of the Grounds Manager who could ensure the grass was maintained immediately around the pond. The Headteacher added that two teachers also had responsibility for Clifton Wood, and checking this would also be part of their remit.

A concern was raised regarding the risk of pollution and littering, as the site was open to the public. The Headteacher advised that concerns about inappropriate and anti-social behaviour had been a challenge from governors when the wood was set up five years ago, though this had been outweighed by the benefit to the school and community of having the space developed. The Headteacher advised that there had been a small number of issues over this period but these had been minimal, and were all addressed in the existing risk assessment. He advised that he did not feel that a pond would increase the chances of anti-social behaviour increasing, but this would continue to be part of the risk assessment going forward.

Governors approved the proposal for the development of a pond through grant funding in Clifton

	<p>Wood.</p> <p>Mr Warry reported that the Resources Committee had also approved a request for expenditure from the School Fund, in their capacity as trustees. It was noted that these items included:</p> <ul style="list-style-type: none">- Upgrading lights in the hall- Replacing and legalising frequencies of radio mikes and a new mixer for the hallReimbursing the cost of dining tables which had been obtained at a reduced price from another school- Christmas costs, support for drama work and to guarantee funding for the Year 6 play- Marketing and some resources for the planned Activity Week at Children's Centre to promote uptake of the space and services available- Contributions as in previous years towards subsidising school trips for those who would find it most difficult to meet these costs. <p>In total the agreed expenditure was £8,140.</p>	
7.	<p><u>Headteacher's Report</u></p> <p>The Headteacher presented a verbal update to governors with an accompanying Powerpoint presentation.</p> <p><u>School Context</u></p> <p>The Headteacher reported that there were currently 429 children on roll including Nursery, with 16 new Nursery children, 53 in Reception, and 5 pupils new in school.</p> <p>It was noted that there were currently 134 children with Pupil Premium funding and 82 pupils on the SEND Register.</p> <p>The Headteacher reported that attendance was currently at 96.09%, which was in line with the national average.</p> <p><u>Safeguarding Update</u></p> <p>The Headteacher provided a summary of the number of children currently identified in each safeguarding category. He reported that so far this year there had been 22 concerns logged on the Safeguard software and 4 referrals made to Children's Services. Overall last year there had been 157 concerns logged on Safeguard and 13 referrals to Children's Services.</p> <p>Governors asked whether the Headteacher had a sense of how these figures compared, as they seemed high for this point in the year. The Headteacher advised that there were a number of families with some particular needs which had been identified. The Deputy Headteacher added that she believed there would be a higher number of concerns logged this year, as staff were now using the Safeguard software more effectively in terms of how things were recorded. She added that work had been undertaken to ensure there was a consistency of approach in this.</p> <p><u>Staffing Update</u></p> <p>The Headteacher provided an update on the current class structure and teaching staff, noting that four new teachers had started in school at the beginning of the autumn term, in Early Years, Year 3, Year 4 and Year 6. The Headteacher reported that due to a number of reasons, including personal circumstances, the Year 4 teacher had left the school on 5th October. He advised that several meetings had taken place regarding this, and an agreement had been reached by both parties to terminate his contract immediately. The Headteacher advised that this had resulted in a tricky start to the year for</p>	

this class of teacher, but he felt that ultimately this had been the right decision. He noted that the other three new appointments had all settled in well, but it was unfortunate that this one had not worked out.

The Headteacher advised that in the short term, the SLT had moved quickly to put provision in place for this class. He reported that he had approached two agencies who had put forward a total of four candidates for supply. Following a shortlisting process, the preferred candidate had been asked to come in and teach for a morning to enable observation to take place. The Headteacher advised that this candidate had then started that week, initially on a supply basis. He further advised that if this worked well, it would turn into a fixed-term appointment for the rest of the year. It was noted that the supply teacher had spent the last year working on long-term supply at another local school with a similar context to ~~Burton~~ ^{Clifton} Green.

Governors were advised that the Deputy Headteacher and Inclusion Lead would also be providing support for the Year 3 and 4 phase, as this was a large, challenging year group with a high level of need. The Headteacher advised that the SLT were aware of the unsettled start for this cohort, and that some catch up was needed, but he felt that there were things in place to ensure that this happened.

Governors asked how many TAs were in each class in Year 3 and 4. The Headteacher advised that this was dependent on need, but all classes had at least one TA.

Governors asked how and when it would be known if this class had caught up to where they needed to be. The Headteacher advised that some children had dipped in progress, though not all. He explained that there had been a deterioration in behaviour from a small group of boys, which had affected other children in the class. The Headteacher advised that the first formal data capture would be taken just before Christmas, and at this point there would more clarity on the extent of any issues still to address. He added that book scrutinies and classroom observations would continue to be carried out regularly as well, to monitor the situation.

Governors asked whether it was feasible to put additional TA resources into the class if it was felt that the supply teacher was not moving progress along as fast as required. The Headteacher advised that this was definitely something to consider if it was felt there was a need. He added that the Inclusion Lead was also supporting the class at least twice a week, and the Deputy Headteacher was also taking smaller groups and working with particular children on additional interventions.

The Headteacher advised that what he did not want to do was to move other teaching staff around as had been done in the past, as the other year groups felt settled and the teams were strong. He advised that the supply teacher had already had time out booked to spend with the Inclusion Lead on SEND requirements, and also to observe Year 5 classes, in order to set the bar in terms of expectations.

Governors asked whether there was a challenge to the school about the level of support for the teacher who had left, and whether this had been enough. A question was also raised about whether an exit interview had taken place, to look at any key points and whether things would have been done differently had these been highlighted sooner. The Headteacher advised that there was possibly something around expectations in terms of the level of need in the class, and a lack of strategies on how to deal with some of the issues there. He advised that the teacher had challenged the school about whether the induction process had been as effective as it could have been, and this had been considered. However, the Headteacher stated that he felt the induction process was robust, and added that the other three new teachers had settled well and were positive in their feedback

about the school.

Governors asked for clarification of the plan for this class between now and the first data capture in December, and asked whether this could be shared with them. The Headteacher advised that a plan had already been in place due to the size of the cohort and the range of abilities within it. He advised that the SLT had looked at all books, observed lessons and had put a plan of support in place for the class moving forward before the resignation of the previous teacher. The Headteacher advised that this plan focused on consistency across the year group and classroom management.

Governors asked for further detail of how the impact of the plan would be measured. The Headteacher reported that this was being recorded already, and that behaviour in class had already noticeably improved. He advised that there were a range of measures to look at including quality and quantity of book work, which would be analysed before the first formal data capture in December. He advised that the key measure would be if areas which had been raised as a concern had improved. The Headteacher further advised that SLT had been clear from the start with the supply teacher about the issues which needed to be addressed.

Governors asked how the school was communicating with parents about the situation. The Headteacher advised that information had been sent out, once confirmation about the supply teacher had been put in place. He added that the school had tried to ensure that communication was clear and included the opportunity for parents to ask further questions if needed.

Children's Centre Update

The Headteacher provided an update on the Children's Centre, following a suggestion from the LA in July that the school should consider taking on and running this provision. He advised that there was a potential long term benefit to getting provision right with younger children through the centre, before they started in school. However, he emphasised the importance of ensuring that this would not distract focus from the improvement of outcomes for children already in school.

The Headteacher reported that an Activity Week had been planned from 22nd to 26th October, to encourage families in the community to access the Children's Centre. Following this, the plan was to re-launch with a new name and social medial presence. The Headteacher advised that the Activity Week would involve sessions being run by school staff, though some external providers had been brought in and were providing their services either free or at cost.

The Headteacher advised that the aim was to ensure that the provision through the Children's Centre was effective and meaningful, and had an impact longer term on children and families. He added that a feedback system would be in place during the Activity Week, to look at what was working well and what was not.

Ofsted

The Headteacher advised that the inspection report had now been shared with parents, and was due to be made public on the Ofsted website this week. He advised that the school had offered three meetings for parents on Thursday 18th October for anyone wishing to share any comments, concerns or questions. The Headteacher emphasised the importance of getting the balance right in reassuring parents whilst not coming across as either complacent or defensive about the report.

The Headteacher advised that feedback so far from parents had been overwhelmingly supportive and positive. He noted that some questions had been raised already, and these would be addressed as part of the parent information sessions. Governors were asked to attend at least one of the meetings if possible.

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A school that has family and community at its heart".

Governors asked how staff had reacted to the inspection report. The Headteacher advised that there had been initial disappointment, understandably, but he felt that staff had recovered quickly and were keen to move forward and rise to the challenge of further improvement. He added that morale in school was good

Copies of the summary updated School Development Plan had been tabled for information. The Headteacher explained that this now included extracts from the Ofsted report of what was needed to improve, alongside statements from the school about where these points were already set out in the plan. In addition, the plan now included actions which were for introduction and implementation post-Ofsted, as well as those which had already been identified before the inspection.

The Headteacher advised that space had been included within the School Development Plan to show actions to be taken to increase the level of governor challenge, and what would be done differently to make this more effective. It was noted that this should include the additional TLC working group and the plan for more strategic discussions at Steering Group level.

[Dave Brown, Nicola Jones, John Hattam, Richard Dacosta and Peter Murray left the meeting at 7.35pm]

The Chair explained that she had requested an opportunity for governors to have a frank discussion about the inspection and report without staff members present.

Governors agreed that a key challenge going forward was that ultimately, outcomes were not good enough, which had resulted in a judgement of Requires Improvement. It was noted that the context of the school was a challenge, but a question was raised as to whether this was being used as a caveat by the SLT. **Governors felt that there should be an expectation that all children would reach the standard, with clear strategies to support this and address learning barriers.** A point was raised that two thirds of children in school do not have these barriers to learning, but outcomes were not being reached for all of these children either.

Governors agreed the need to be intrusive in the level of detail they were requesting from the SLT, in order to challenge the quality of teaching and actual outcomes. It was further agreed that what was needed was a clear strategy of how the school was planning to improve in order to deliver the results needed.

Governors asked whether children were being challenged enough to achieve that next level, and raised a question about whether all staff had the skills to do this, given the barriers and issues in place for many of the pupils in school. **It was agreed that it was essential for governors to challenge further on the quality of teaching in school, as this was linked to outcomes.**

Governors discussed whether further investment was needed in teaching Years 3 and 4, to ensure that the onus was not on Years 5 and 6 to get children where they needed to be for the end of Key Stage 2. It was suggested that if high quality and experienced teachers were put into Years 3 and 4, this would ensure that the foundations were right at the start of the key stage to improve the level of progress being made. A further question was raised regarding the additional resources which would be needed to make this investment.

It was agreed that there were key challenges which needed to continue to be raised about the school's attainment outcomes, and this had been a question raised by governors in July 2018 when results were published. It was noted that outcomes had dropped significantly over the last two years,

	<p>and governors needed to continue to challenge and question the reasons for this.</p> <p>A question was raised regarding process for quality assurance and performance management of staff. The Chair noted that there was a rigorous system in place, which included day to day monitoring through learning walks and book scrutiny, as well as targets and regular review. She added, however, that the level of external scrutiny offered by the LA had diminished in recent years.</p> <p>Governors asked how they should look at ensuring more emphasis on the structures already in place to improve outcomes, and whether more fundamental changes were needed to achieve this. It was agreed that progress was a key element, and all children should be supported to achieve to the best of their abilities. Governors agreed that if they could be confident in the progress being made, such that all children were making expected or higher than expected, this would then have a positive impact on outcomes.</p> <p>Governors asked whether enough was being done for children who were average or more able, as well as the support being provided for children with a high level of need. A question was raised about what detail governors should be asking the school to track in order to provide the answers to these questions.</p> <p>Governors agreed that it would be helpful to have further opportunities to continue these discussions without staff members present, to enable a frank and open debate. The Chair agreed to arrange another date and time for this, potentially using the Children's Centre as a meeting venue.</p> <p><i>[Dave Brown, Nicola Jones, John Hattam, Richard Dacosta and Peter Murray re-joined the meeting at 8.10pm]</i></p>	LC
8.	<p><u>Policy Review</u></p> <p>8.1 Governors approved the Pay and Appraisal Policies, which had been previously distributed.</p> <p>8.2 Governors noted the draft Admissions Policy for 2020/21 which was currently going through a consultation period.</p>	
9.	<p><u>Governing Matters</u></p> <p>9.1 Governors were encouraged to access the free training available through the LA Governance Service. It was noted that details of sessions available this year had been emailed out to all governors.</p> <p>9.2 As discussed under item 4, it was noted that the Governing Body Self Review session would take place on Tuesday 4th December at 6.30pm (with a short full governing body meeting preceding this at 5.30pm).</p>	
10.	<p><u>Any Other Business</u></p> <p>There was no other business to report.</p>	
11.	<p><u>Date and Time of Next Meetings</u></p> <ul style="list-style-type: none"> - Tuesday 4th December 2018, 5.30pm (to be followed by Governing Body Self-Review at 6.30pm) - Tuesday 19th March 2019, 6pm - Tuesday 14th May 2019, 6pm - Tuesday 2nd July 2019, 6pm 	

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	- Tuesday 16 th July 2019, 6pm (informal meeting to review SATs outcomes) TBC	
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The meeting closed at 8.15pm

Lynn Comer
Mrs Lynn Comer, Chair

04.12.18
Date

Clifton Green Primary School - Action Plan following the meeting of the Full Governing Body held on 16th October 2018

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Update and re-circulate committee membership and meeting dates	6.1	Clerk	With minutes
2	Arrange further governors' meeting to discuss the Ofsted report	7	Lynn Comer	30/11/18