

Dove Federation FGB Monday 19 March 2018

5.00 pm at Caston Primary School

MINUTES

NB Items in red denote governor challenge, comment and/or support as well as governors seeking clarity for decision making.

Present: Helen Adshead – (Chair) HA	Pat George (Acting HT) PG
Ben Schadla-Hall BSH	David Saunders DS
Sylvia Wright SWT	Sarah Williams arr 5.45 pm SWS
Pat Precious PP	Lis Walker LW
Jan Munn JM	Sheila Hoyle (Clerk)

Apologies accepted for absence, Neil Groves

HA as Chair welcomed everyone. The meeting was quorate.

1 Prayer . This was lead by DS.

2 Declaration of Business Interests

DS declared that he is a Diocesan School Support Officer. JM declared that she is an employee of NCC. SW declared that she has a grandchild attending the school.

3 Minutes of last FGB meeting - Mon 26 Feb 2018 were agreed as a true record and signed.

4 Matters arising from the minutes if not a separate agenda item

Governor safeguarding training – HA explained that she would forward the link to Keeping Children Safe in Education and that governors must confirm that they have read this.

Action Governors

A training evening would also be arranged for 25 April 2018

5 Acting Headteacher update –Verbal report and to include data on progress and attainment, attendance, bullying incidents

•**Attendance from Sept 2017 to date:**

Parkers PS 96.37% Attendance has dropped.

Attendance Caston P 96.2% Attendance has improved.

Both schools are at the national expected level.

•**Breakdown of Numbers of vulnerable groups**

Total for Parkers PS is 23 pupils and 22 pupils for Caston PS

DS considered these to be high numbers but PG thought that this was due to better reporting.

LW asked about the keeping of records under the new GDPR rules. HA and PG stated that records can be kept whilst the child is still attending school. Information is shredded when a pupil goes on to High School or is handed on to another data processor. PG explained that

*H. L. Adshead
16/4/18*

she was currently clearing out old data held in the school. HA further stated that the Dove Federation does not yet have a Data Policy. **Action HA, PG**

PG has received **Caston Yr6 predictions**. These would be updated and PG would post on G Hub. **Action PG**

● **Book Scrutiny** – PG had looked at Maths and Writing (English) but had not yet seen any writing on for RE or topic writing. Marking does not appear to have any impact on pupils.

● **A Calculation Policy** has been agreed by staff and will be used from 16 April 2018. A copy of the policy will come to governors. **Action PG**

● **A planning format** for Maths and English had been agreed for both schools and a **commonality of curriculum** across both school would be put in place.

● **A pupil progress** meeting is planned for 22 March 2018 for everyone. Examples and

Subject link governors

English: Pat Precious	Maths Ben Schadla-Hall
Assembly Lead : Neil Groves	Science : Sylvia Wright
Christian distinctiveness and SIAMS ; Lis Walker	EYFS Sarah Williams
SEND David Saunders	PE Jan Munn
MFL Pat Precious and Lis Walker	

HA explained that one visit per school per term was expected. She explained what was to be observed but stressed that it was not to comment on teaching. HA and PG would inform the staff of the link governors. **Action HA, PG**

● **Staff appraisals** – only one form had been received to date.

● **Website** – this is now compliant. Curriculum objectives for each year are still needed.

● **Worship** – a review of worship is needed and this would involve a **change to the school timings at the beginning and end of the day**. Governors supported PG in the new outline timings:

8.45 – 8.55 am pupils enter school site/playground and line up – staff to be present

Breakfast club to go into playground at this time

8.55 am Bell and Gate is shut

9.00 am School day starts

8.55 – 9.05 am Registration

9.10 – 9.25 am Worship

3.10 pm Gate opens

3.30 pm Gate locked.

NB Parents are not to enter the school buildings at beginning or end of day but can speak to staff member on site.

Parental behaviour on school premises would be observed by governor/s.

H. L. [Signature]
16/4/18

LW commented that consistency and cohesion would provide a more effective start and increase learning time.

HA would write to parents about the new timings.

Action HA

• **Bullying incidents** – there were none to report

• **Leadership structure** – this was being reviewed by HA

6 Financial Report:

BCR and commentary. HA showed a BCR report but said that she did not have a commentary to support this. HA will post the BCR and commentary on the Hub. There are separate budgets for each school. Any questions should be emailed to HA. **Action HA**

Supply costs showed a higher spend but PG explained that teachers are no longer booking supply without HT approval. JM asked if insurance covered supply and HA explained that it did but it did not cover enhanced HT support.

Budget for Caston PS – HA will be attending the budget setting with the NCC performance officer. The staffing structure will be dependant upon budget affordability.

Contracts – the school business manager works 2 days per week at Parkers and 2 days at Caston. The position will now be put into a Dove Federation contract. All staff will be given job descriptions.

Bad Debts - PG stated that there were 3 outstanding bad debts for catering and gave the amounts. Governors discussed this and thought that the higher debt could be written off and charitable sources investigated to support some hardship cases.

Services to Schools:

ICT solutions – will now provide technical support. LW asked if this was value for money and was assured that it was. The school business manager sought competitive providers and observed best value.

Teacher insurance was for 6th day cover.

Educational Psychologist – this is currently paid for by the cluster up to Sept 2018 and the future is uncertain. There is no additional money in the schools budgets.

Junior librarian programme – governors did not consider this essential

Music Service – Music lessons took place in school but details were unknown. The parental contribution was unknown.

7 Staffing matters

Breakdown of staff absence figures

TAs had a total of 25 sickness absence since Sept 2017. There have been 2 days of teacher sickness absence in the same period.

The substantive HT has been signed off sick since Nov 2017 and had 7 days absence in one term.

H. L. Adkins
16/4/18

Governors considered TA absence to be high and DS asked if staff absence has improved since half term and PG confirmed that it had.

Dove Action Plan – PG had circulated this in advance but she explained that staff had not yet seen this. The action plan had been sent to the performance officer and the NCC Lead Improvement Officer (Doug Dale). Both will monitor this plan. HA, on behalf of governors thanked PG for her work on this.

8 Premises – not covered at this meeting.

9 Safeguarding update – a regular agenda item

Covered under HT verbal report.

10 Policies update

All statutory policies are in place. Other policies will follow for the next FGB meeting.

11 Governor matters

HA outlined the main areas of **governor responsibility**:

- Finance
- Strategic direction of the school, vision and ethos.
- Holding the HT to account.

HA suggested that a small group of governors should work with pupils on the vision and ethos for church school values. DS, LW, SW, PP and HA agreed to undertake this.

Governor training -Bespoke training arrange for We 25 April 2018 5.00 pm at Caston school

Governor monitoring – see under subject link governors.

Governor action plan – this will be in place for April 2018.

7.15 pm BSH left the meeting

12 AOB

LW raised the **planning application** for five houses behind Caston PS. The builders had offered to build a new car park but governors did not think this appropriate and they would have to own and maintain this. Also it would not be a big enough space. It was understood that the builders/planners had spoken with someone at the Diocese and LW agreed to investigate further. **Action LW**

School Fete – PP on behalf of the PTFA asked for governor permission to use the field behind the school at Caston PS as the original venue was no longer available. All Governors agreed to this request but PP abstained from the vote. The caretaker, if available, would be asked to open and close the gates.

H.L. Head
16/4/18

Parent Forum and staff meeting with governors – 16 April 3.45 pm for staff and after FGB at 7.30 pm for parents. Both at Caston PS.

Complaints – HA said that she had received 3 complaints and was dealing with them.

13 Dates of next meetings – Mon 16 April 2018 5.00 pm Caston PS

Training day Wed 25 April 2015 5.00 pm at Caston PS.

The meeting closed at 7.30 pm

Confirm read Keeping Children Safe in Education	4	All Governors
Data policy	5	HA,PG
Caston Yr 6 predictions	5	PG
Staff WB questionnaire	5	HA
Calculation policy to governors	5	PG
Inform staff re link governors	5	HA, ,PG
Leadership structure	5	HA
Write to parents re timings	5	HA
BCR and commentary	6	HA
Church school vision and ethos	11	DS, LW, SW, PP, HA
Contact Diocese	12	LW

H. L. [Signature]
16/4/18.