

Dove Federation FGB Monday 26 February 2018

5.00 pm at Parkers 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 SWS
Sheila Hoyle (Clerk)

Apologies for absence : Pat Precious, Lis Walker, Neil Groves, Jan Munn

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.

3 Minutes of last FGB meeting - Mon 5 Feb 2018 was approved and signed.

Minor correction. SWS said that she had still to register her DBS with the Dove Federation; she and PG arranged a suitable time to meet in order to do this.

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

Laptop password – the laptop had now been accessed.

Governor safeguarding training – HA has still to arrange.

Action

HA

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

The report was circulated at the meeting and PG went through this. *A copy will be filed with the minutes and therefore not replicated in detail in this document.*

Key points:

Self Evaluation Form - SEF (for both schools). This was not yet complete as data not entered. PG explained the headings and evaluation outcomes.

- Progress in meeting the previous Ofsted inspection issues: Inadequate
- Effectiveness of leadership and management : Requires Improvement (RI)
- Quality of teaching, learning and assessment : RI
- Personal Development, behaviour and welfare : RI
- Outcomes for pupils : RI
- Early Years Provision : Good
- Overall Effectiveness of the school : Inadequate/RI

H. L. K...
19/3/18

PG explained that the SEF is a working document and HA stated that the SEF, whilst not compulsory, was a useful document as it gave a snapshot of the school. Ofsted also consulted this document.

Differentiation was denoted with Caston shown in Purple and Parkers shown in Blue.

Governors said that they had never seen a SEF before. BSH asked if it was a big step to go from RI to Good and was told that it was. Parkers last had an Ofsted inspection in 2013 and Caston in 2015.

The predictions for the current YR6 at Parkers was very good.

SWS asked if the nurture groups had improved overall attendance and DS asked if assessment was more reliable. PG confirmed improved outcomes for both but also cautioned that KS1 data was over inflated. PG and HA stated that they had not yet found any evidence to support assessment data eg book scrutiny. DS asked if moderation had taken place with other schools; HA stated that she had spoken with NCC and they are arranging external moderation. PG explained that greater depth pupil predictions were high but that it was too early to be confident of the assessment.

SIDP – PG explained that she is putting in the basic systems to enable it to become a Good school. PG stated that a staff meeting had been held that day and minutes taken for the first time.

Curriculum Enrichment activities were low in number; PG expected to see more..

Staff absence was high but PG thought that this was mainly TAs. PG would investigate further. **Action PG**

PG explained to governors that staff wanted a Headteacher who was in every day and also in class. PG had told staff that she was an **Executive HT** and whose job was set the **strategic direction** of the schools. There was a disconnection between Executive Headships and Federated schools. Parkers and Caston do not work as a federation.

Subject leaders - one per section – are now in place and listed.

Senior Leadership (SL) needs mentoring and further training. PG expects the SLs (Deputy HTs) to develop a larger role – one for assessment and one for Christian distinctiveness. A SIAMS inspection would be due in the Spring Term 2019. HA explained that she expected governors to provide a link between the subject leaders to enable monitoring and to identify any potential issues and concerns.

PG further explained that she had asked the subject leaders to provide and action plan for Sept 2018. A calculation policy is also needed.

Appraisals (performance review and development) only appeared to have been carried out for TAs. PG will set two targets for teachers for next term and she had asked teachers to bring the most recent performance management documentation – if any – to her. HA explained that additional pay was given for additional responsibilities.

Safeguarding – records were mostly completed at both schools. Safeguarding systems were not yet robust but procedures and processes were being put in place.

GDPR compliance – SWS asked about this. HA stated that one data protection request had been received that week. One person in each school needed to be nominated for data knowledge.

Conditon survey for Caston school – PG explained that she had received a DfE for this and had delegated this to the School Business Support Manager.

H.L. Kead
19/3/18

Standards (progress and attainment) – DS asked about this and PG explained that the colour Black denoted actual figures and Red denoted predicted figures. Interventions are in place for SEND pupils but mostly for KS2. BSH asked if predictions can go up or down and PG stated that they should not go down. PG agreed to give a breakdown of groups for the next FGB.

Action PG

6 Financial Report:

HA stated that the **NCC Performance Officer** – Stuart Graver- was now in charge of the budgets of both schools.

BCR and commentary – HA stated that this is stable. The new budget will be set for Caston on Tues 27 Feb and 28 March for Parkers. The school finance support officer will attend as will PG and HA.

Capital BCR – no larger purchases have been made against the capital budget. Again this is externally controlled.

HA stated that governors will receive relevant BCRs and commentary in future. HA will also invite the School Business Support Manager to one to the meetings to discuss budgets.

School Fund audit update for Parkers PS – this had been accepted by NCC and with one suggested future outcome.

SFVS update – Keeping Your balance – HA had circulated this form in advance and went through each question in turn for governor information and approval. SWS approved acceptance of this and SWT seconded this; all were in agreement.

Signing cheques – PG stated that both Deputy HTs were to countersign the cheques.

Refresh – HA explained that this is a NCC IT support system – mainly for hardware - in which schools pay in and then draw down according to need. The four year contract for the Dove Federation was coming to an end. The School Business Support Manager wished to know if this should be renewed. The perceived wisdom was that if the schools were to become an academy within the next four years, then this would not be advised.

BSH asked where the money for this would come from and suggested that money should be set aside instead; all governors agreed with this.

7 Staffing matters

There was no staffing structure chart available and this is essential. PG had asked for one and HR support would develop this. Pay, job descriptions and responsibilities to be made clear.

Action PG

8 Premises – to be carried forward.

9 Safeguarding update – a regular agenda item

Covered under HT report

10 Policies update

These are still to come.

H.L. Adcock
19/3/18

11 Governor matters

HA explained that NCC, on her advice, would not place an **Interim Executive Board (IEB)** within the school although the school was still of concern and had received warning letters. This meant that the governing body would not be removed as the skill base of the existing GB meant that the GB had the ability to bring about improvement of the school.

Improvement Board (IB) – the NCC had set up an IB to assist the schools with their improvement. The first IB would meet on Thurs 22 March 2018 at 8.30 am at Caston PS.

12 AOB

School Improvement priorities – PG stated that these were Senior Leadership, Marking and feedback policy and Maths.

13 Dates of next meetings : Mon 19 March 2018 5.00 pm Caston PS
Mon 16 April 2018 5.00 pm Caston PS

The meeting closed at 7.10 pm

Governor SG training	9	HA
Breakdown of figures	5	PG
Staffing structure chart; staff absence figures	7	PG

H. L. Xoo
19/3/18.