

**ST MATTHEW'S PRIMARY SCHOOL  
FULL GOVERNING BODY - MINUTES OF MEETING  
THURSDAY 11<sup>th</sup> DECEMBER at 18.15 pm**

<b>PRESENT:</b>	R Mottershead (RM)	Chair
	D Lucarelli (DL)	
	A Gurria (AG)	
	N Perry (NP)	
	C Bates (CB)	
	K Hehir (KH)	
	R Herbane (RH)	
	J Parkin (JP)	
	M Tinkler (MT)	
	C Jagger (CJ)	
	T Davies (TD)	Headteacher
	A Lewis (AL)	Assistant Headteacher
	K Spencer-Allen (KSA)	Assistant Headteacher

**CLERK:** E Silver

Item	Agenda Item	Action
	<p><b>WELCOME</b> The Chair welcomed everyone to the meeting and asked the new co-opted governor Chris Jagger to introduce himself. He advised that he is an accountant and the parent of a boy in Year 3</p>	
1	<p><b>APOLOGIES FOR ABSENCE</b> There were apologies from: R Warwick (RW) L Steel (LS) It was noted that the meeting was quorate.</p>	
2.	<p><b>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</b> There were no additional declarations of interest.</p>	
3.	<p><b>MINUTES OF FGB HELD ON 7<sup>TH</sup> NOVEMBER 2019</b></p> <p>The minutes of the FGB held on 7<sup>th</sup> November 2019 were approved as a true and correct record with correction of the following errors:</p> <ul style="list-style-type: none"> <li>• Section 5 - It was the governors that proposed the new local Petersfield counsellor Mike Davey (not the LA)</li> <li>• Section 11 – <u>t</u>erm not erm</li> </ul> <p><b>Matters Arising &amp; Agreed Actions update</b></p> <p>The following matters arising were discussed:</p> <ul style="list-style-type: none"> <li>• <b>Governor appointment</b> – the Head confirmed that there had been no update from Kevin Blencowe as to whether he would be returning to the local area. The FGB agreed that they could not hold the position for an extended period and a decision needed to be made at the next FGB.</li> </ul> <p><b>Action: Head to contact KB for an update/application to be a co-opted governor</b></p> <ul style="list-style-type: none"> <li>• <b>Purchase of books</b> – PTA are in discussion with LS and KH regarding purchase of more books. PTA have suggested that class teachers should consider an Amazon wish list and parents could purchase requested items (possibly to replace</li> </ul>	

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	<p>buying the teacher a gift). The Head expressed concern that it did not feel comfortable to potentially tell staff that parents would be directed to not buy them gifts for Christmans. The staff governor said they liked the idea of a list that gave them access to an alternative source other than Scholastic (purchases funded through book fair sales), since sometimes the most up to date books are not on the available list. It was noted that the school can sometimes get cost reductions if purchased in bulk so research should be carried out to find most cost-effective way of doing this.</p> <ul style="list-style-type: none"> <li>• <b>School Funding update</b> – updates were given at both the TLO and Resources Committees. Based on the feedback from the Resources committee the school has already responded to the School Finding consultation questionnaire.</li> <li>• <b>Early Years Link Governor visit</b> – will be scheduled before the end of February</li> </ul> <p><b>Action: Early Years Link Governor visit to be scheduled before end of February</b></p> <ul style="list-style-type: none"> <li>• <b>Head Teacher’s Performance Management</b> –Val Palmer has provided availability and will be scheduled in the near future but may have to be early in the Spring term.</li> <li>• <b>Traffic update</b> – still waiting to find out if the school has been chosen to be part of the pilot study in January. If not will ask the Council to carry out a H &amp; S assessment at peak traffic time with possibility of using this information to launch a “Stop Idling” campaign.</li> </ul>	
4.	<p><b>RAISING STANDARDS</b></p> <p>a) <b>Draft Minutes of the Teaching, Learning and Outcomes Committee – 28 November 2019</b></p> <p>In the absence of the Chair the Head took the meeting through the minutes. The school had a very positive set of results in the summer which were reviewed at the meeting. The meeting also agreed the updated Terms of Reference and reviewed the new Curriculum statement. A potential interest from the Centre for Cognitive Research is still outstanding and will be followed up. The meeting reviewed the new targets being set and the rationale behind the proposed targets. Both this meeting and the Resources Committee looked at the school’s proposals for new hardware but since these meetings another cheaper option has become available; buying slim laptops from Microsoft which have limited storage on the machine, so the bulk of files are saved to the cloud. Advantages are that the cost is similar to Chrome books and Microsoft will connect to our server where pupil information is stored. The meeting also reviewed progress on the Pollution survey. RH added the additional meeting that he is meeting with the Chief Environmental scientist at the Council to discuss how the school can work with the Council on this problem.</p> <p>b) <b>Curriculum statement</b> - the work for this was done at a staff training day at the start of term as part of the work to slim down the statement bank. All teachers were given the opportunity to decide what they felt children needed to learn from the curriculum whilst at St Matthews. The Head reported that he felt it had been a valuable exercise and it is being referred back to when making decisions. It also fits with OFSTED looking to schools to be able to explain the intent behind their curriculum. The document will be added to the website and used at the start of the curriculum frameworks for each year group. In addition, it will be launched at the next Meet the Head meeting. The TLO Committee had reviewed the document and recommend it the FGB for approval</p> <p><b>The FGB unanimously approved the Curriculum Statement</b></p> <p>c) <b>Headteacher’s report</b></p> <p>The Head presented his report highlighting the following points:</p> <ul style="list-style-type: none"> <li>• <b>Peer Review</b> – this had been a good experience for the school. The report will be circulated for discussion in more detail at the next meeting alongside the rubric document. It had been a valuable experience to sit in on the conversations about teaching in classroom and hear the member of staff talking about what was going on in a lesson and why they had chosen to do it in particular ways. He had</li> </ul>	

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	<p>been pleased to observe a consistent message from the children, staff, parents and governors who had taken part and the visitors had been very impressed with what they had seen at all levels of the school. The meetings had been very positive and generated lots of ideas for the school development plan including suggestions from other schools of fresh ways to do things. He is proposing that in future something similar should be done focusing on individual subjects. There is still some credit left with the NAHT which could be used to run this extension if other schools were interested in taking part.</p> <ul style="list-style-type: none"> <li>• <b>Exclusions</b> – 1 fixed term exclusion in report and additional one had happened that day.</li> <li>• <b>Cross- country</b> -St Matthew’s continues to be successful. This is in part due to the size of the school (4 boys and 4 girls need to take part at every level) and in part because the school likes to make a feature of the event by holding trials etc. so there is a high level of participation.</li> </ul> <p>d) <b>School development plan (SDP)</b></p> <p>1. <b>Update</b> – an updated version of the plan had been circulated prior to the meeting showing key actions which have been identified from the Area Actions plans that each subject leader is required to write. This information is then used to schedule Staff meetings throughout the year to ensure that this meeting is directly linked to the SDP. He noted that some flexibility has been left for staff meetings in the summer to enable review of the curriculum development teams work or for preparation if Peer review of subjects takes place. The following 3 areas have been chosen for the first round of Curriculum development meetings:</p> <ul style="list-style-type: none"> <li>• Art – looking at a number of ongoing concerns e.g. loss of skills development – is the work for each year group building on what was done in the previous year?</li> <li>• Science – looking at how best to ensure investigation skills etc. are embedded</li> <li>• RE – new syllabus – needs to develop the planning</li> </ul> <p>Each team is made up of 1 teacher from each year group led by the subject leader(s). If this first cycle is successful, then it will be run again with 3 further subjects although at this point it is not clear if all teams will require the same amount of time. One of the suggestions for the next cycle is ICT – looking at maximizing the use of the new hardware and learning platform that will be sourced in the Spring term.</p> <p>In answer to questions for the governors the Head talked about the following areas:</p> <ul style="list-style-type: none"> <li>- <b>Charanga</b> – scheme of work for Music teaching – further training planned as refresher training including new skills and training for new staff. This software provides support, so all class teachers feel confident about Music teaching.</li> <li>- <b>“My Concern” training</b> – new online system for recording child protection and behavior /SEN issues. This software collates all the relevant paperwork and puts into a central file in correct order. The information is held in the cloud and can be easily forwarded if the child moves school. It can also be used for sorting data on groups of children e.g. Pupil premium children.</li> </ul> <p>2. <b>Planning Link Governor Visits</b> It was noted that as discussed at TLOC there are a number of Link Governor visits that need to be arranged in the Spring term including the Pupil Premium visit that is now taking place in February.</p> <p>e) <b>SEND Policy and Information report 2019</b> The Head advised that the policy had not changed since the previous year. One of the governors noted that on Page 4 – link to Cambridge local offer</p>	

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	<p>Is not working and need to be fixed before it is put on the website. The following acronyms need to be added in full; CCLD and SEMH since only abbreviated versions in document. Also, the hyperlink for Early Support at the end of the document has changed.</p> <p><b>The FGB unanimously approved the updated SEND Policy with these corrections</b></p> <p><b>Action: RH to email list of changes needed to TD so links can be fixed before uploading to the school website</b></p> <p>f) <b>School Complaints School Policy</b></p> <p>The Complaints policy has had minor amendments since last brought to the Board based on updated guidance from DfE. This is a policy that is used infrequently by the school since most issues can be settled informally before escalation to this level. This policy however is very valuable since it has been designed to bring serious conflict to an end and puts a formal time frame in place for managing the complaint.</p> <p>There is one decision that the Board need to make; when a complainant is still unhappy, they are allowed to ask for a review of the investigation. The purpose of this review is to look at whether the process has been properly handled. Schools have a choice as to whether this is handled as either a</p> <ul style="list-style-type: none"> <li>i) face to face meeting or</li> <li>ii) paper based exercise – local authority recommendation.</li> </ul> <p>In answer to a question about the process the Head explained that if a complaint is at classroom teacher level, he would normally ask one of the Assistant Heads to carry out the investigation so that he is able to make the final decision. In cases where he does the investigation himself, then he reports to the Chair of Governors. If the complaint is about the Head then it would need to be made to the Board, through the Clerk and would normally be managed by the Chair. If the complainant is not happy with the outcome, then they have the option of asking for a review of the process and governors who have not been involved to date would review the process. They are not reopening the complaint but asking whether due process was followed as outlined in 3.16:</p> <p><i>“The committee can uphold the complaint in whole or in part, or dismiss the complaint in whole or in part. Because the review is not an appeal, the Review Panel cannot reverse the earlier decision of the Chair of Governors.”</i></p> <p><b>The FGB unanimously approved the decision that any review should be a paper-based exercise.</b></p> <p>In answer to a question TD confirmed that the school would try to deal with all complaints as quickly as possible and certainly well within the suggested 10 days. Within the process there is plenty of opportunities for staff to discuss the matter with the complainant. The Chair noted that the school is required in paragraph 2 to ensure that third party service providers have a Complaints procedure in place and asked how this is done. TD advised that for major providers such as the After-School Club this would be done but it is not possible for checks to be made for every small provider of an after-school activity. The purpose of the statement is to ensure that the school does not get involved in handling other complaints. Governors requested that if it is not possible to check every provider then the wording should be changed to indicate that third party providers would be expected to manage their own complaints procedure. A minor typo was also noted in the Chair’s email address. It was also suggested that to ensure that any complaints logged via the Clerk were followed up in a timely way they should be submitted in writing FAO The Clerk via the school office address.</p>	

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	<p><b>With these minor changes the Complaints Policy was unanimously approved by the FGB</b></p> <p>In answer to a question TD advised that the GDPR Policy indicates how the length of time that the school is required to hold complaint files.</p> <p><b>Policy for managing Serial and Unreasonable Complaints</b></p> <p>TD noted that this is a new DfE policy and it seemed sensible to adopt it. In a small number of complaints, the person responsible can go on to make serial complaints or contact multiple teachers and in this case the sensible way to handle it is to push them towards using the formal complaints procedure which manages the process and the time frames. One of the Assistant Heads noted that where multiple complaints are made to different people this is usually picked up quickly and managed well by the school to prevent excessive use of staff time and duplication of effort. This policy will be published on the school website</p> <p><b>The FGB unanimously approved the Policy for managing Serial and Unreasonable Complaints</b></p>	
5.	<p><b>RESOURCES FOR LEARNING</b></p> <p><b>DRAFT MINUTES OF THE RESOURCES COMMITTEE – 5<sup>TH</sup> December 2019</b></p> <p>The Chair of the Resources Committee reported that there were no decisions to come to the FGB. The meeting had looked at Terms of Reference, an update on the School Funding situation, reviewed and approved a number of policies with minor changes and carried out a review of the Teacher Appraisal process for 2019. He noted that the FGB has an action to agree future Committee dates for the Spring term.</p>	
6.	<p><b>GOVERNANCE</b></p> <p><b>a) Consideration of appointment of Co-opted governors</b></p> <p>The meeting noted that they had seen application forms from Angel Gurria and Rosa Mottershead to be co-opted governors. Both applicants are currently serving as Parent governors and are coming to the end of their term of office. They both have relevant skills, have been active governors and have agreed to take on leadership roles on the Board; Rosa Mottershead has been elected as one of the Co-Chairs and Angel Gurria is Chair of the Teaching and Learning Committee.</p> <p>Debora Lucarelli took over chairing the meeting</p> <p>Rosa Mottershead was proposed by Ricardo Herbane and seconded by Tony Day</p> <p><b>The FGB unanimously approved the appointment of Rosa Mottershead as a Co-opted Governor</b></p> <p>Angel Gurria was proposed by John Parkin and seconded by Rosa Mottershead</p> <p><b>The FGB unanimously approved the appointment of Angel Gurria as a Co-opted Governor</b></p> <p><b>b) Parent Governor Elections</b> to take place in Spring term to appoint 2 new parent governors. If electronic voting is possible then this will be used – RH updated the meeting regarding the complexity of ensuring that an electronic system is secure.</p> <p><b>Action: Parent governor election for 2 Parent governors to be held in Spring term, with electronic voting if technically possible.</b></p> <p><b>c) LAC Link Governor</b> – RH volunteered to take on this role and will liaise with LS regarding visiting the school. Will also contact School Governance Services to make them aware of the appointment</p> <p><b>d) Governor Training</b> – governors were reminded of the termly briefings and the recent email from RM regarding online training.</p>	

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7	<b>AOB</b> There was no other business.	
13	<b>DATES OF FUTURE GOVERNING BODY MEETINGS 2019/20</b>  FGB – Wed 11 March 2020 at 18.15 FGB – Wed 6 May 2020 FGB – Wed 8 July 2020  Resources Committee – 6 February 2020 Teaching, Learning and Outcomes Committee – 13 February Resources Committee – 30 April 2020 – Approval of budget	
13	<b>SCHOOL IMPROVEMENT ACTIONS AND OUTCOMES FROM MEETING</b>  <b>The FGB voted unanimously to approve</b> <ul style="list-style-type: none"> <li>- the Curriculum Statement</li> <li>- the updated SEND Policy (with minor corrections)</li> <li>- the Complaints Policy with paper-based review exercise</li> <li>- the Policy for managing Serial and Unreasonable Complaints</li> <li>- the appointment of Angel Gurria and Rosa Mottershead as Co-opted Governors</li> </ul> <b>Actions</b> <ul style="list-style-type: none"> <li>- Head to contact KB for an update/application to be a co-opted governor</li> <li>- RH to email list of changes to SEND Policy to TD so links can be fixed before uploading to the school website</li> <li>- Early Years Link Governor visit to be scheduled before end of February</li> <li>- Parent governor election for 2 Parent governors to be held in Spring term, with electronic voting if possible.</li> </ul>	

The meeting closed at 20.00

Signed:..... Date:.....