

**ST MATTHEW'S PRIMARY SCHOOL  
FULL GOVERNING BODY - MINUTES OF MEETING  
WEDNESDAY 12<sup>th</sup> OF DECEMBER 2018 at 17.30pm**

<b>PRESENT:</b>	Z Thorn C Mills N Perry D Lucarelli L Walker R Herbane A Gurria J Parkin C Bates K Higha J Murphy	Chair Vice Chair	
	T Davies L Steel K Spencer-Allen A Lewis	Headteacher Assistant Headteacher Assistant Headteacher Assistant Headteacher	H
<b>CLERK:</b>	E Silver		

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	<p><b>WELCOME</b> The Chair welcomed everyone to the meeting and all governors were introduced.</p>	
1	<p><b>APOLOGIES FOR ABSENCE</b> There were apologies from: Kevin Blencowe</p> <p>It was noted that the meeting was quorate.</p>	
	<p><b>APPOINTMENT OF GOVERNORS</b> <b>LOCAL AUTHORITY GOVERNOR</b> <i>Carole Mills left the meeting</i> Carole Mills has applied to be reappointed as the Local Authority Governor on the FGB and her application was circulated with the papers.</p> <p><b>Carole Mills was unanimously reappointed as the Local Authority Governor</b> <i>Carole Mills rejoined the meeting</i></p> <p><b>STAFF GOVERNORS</b> <i>Katy Hehir and Julie Murphy left the meeting</i> It was noted that there were 2 vacancies for staff governors on the FGB (1 elected post and 1 Co-opted staff governor) and there were 2 applicants for the posts. Katy Higha (Class Teacher) was elected as the Staff Governor and Julie Murphy (office staff) nominated as the Co-opted staff governor</p> <p><b>Katy Hehir was noted as the newly elected Staff Governor</b> <b>Julie Murphy was unanimously appointed as Co-opted Staff Governor</b></p> <p><i>Katy Hehir and Julie Murphy rejoined the meeting</i></p> <p><b>REAPPOINTMENT OF CO-OPTED GOVERNOR</b> <i>Debora Lucarelli left the meeting</i></p>	

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	<p>It was noted that Deborah Lucarelli had reached the end of her 2-year term of office as a co-opted governor and applied to be reappointed. She and Rosa Mottershead have offered to stand as joint Chairs when the current Chair stands down at the end of the year.</p> <p><b>Debora Lucarelli was nominated by L Walker and seconded by C Mills and unanimously reappointed by the Board</b></p> <p>It was noted that newly appointed co-opted governors are now being appointed for a 4 year term of office in line with other governors. This change was formally approved by the Board last year.</p> <p><b><i>Debora Lucarelli rejoined the meeting</i></b></p>	
2.	<p><b>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTEREST S</b></p> <p>No additional declarations to note in any of the agenda items. It was noted that K Hehir and J Murphy need to complete declaration of interest forms.</p>	
3	<p><b>MINUTES of FGB held on 4<sup>th</sup> OCTOBER 2018 AND MATTERS ARISING</b></p> <p>The minutes of the 4<sup>th</sup> October 2018 were <b>accepted</b> as a true record.</p> <p>The following typos and corrections were noted:</p> <p>Maths (not Math)</p> <p>Present: Noted that D Lucarelli was the note taker and that it should be K Blencowe (not Blanco) and A Gurria (not Guria)</p> <p>Point 3 -Carole Mills (instead of Carol Mill)</p> <p>Point 5 – progress not progresses</p> <p>PREVIOUS ACTIONS (not covered by the Agenda)</p> <ol style="list-style-type: none"> <li>1) Governors have provided photos for the school board.</li> <li>2) Raising Standards was discussed at the TLOC meeting which all governors were invited to attend</li> <li>3) D Lucarelli has been reappointed as a Co-opted governor</li> <li>4) HTPM Committee appointed; A Gurria, R Mottershead, D Lucarelli and meeting took place in November</li> </ol>	
5	<p><b>RAISING STANDARDS</b></p> <p><b>a) Draft Minutes of the Teaching Learning and Outcomes Committee</b> The minutes were reviewed by the meeting and a number of typos identified which will be corrected before circulation to the TLOC Committee.</p> <p><b>b) Headteacher report</b> The contents of the report were noted by the meeting. It was noted that the planned Peer Review will be taking place next term, to help the school think about how we evaluate ourselves. St Matthews will be part of a sub group of 4 primary schools taken from the Parkside cluster of primary schools. Representatives from each school will take part in visits to the other schools either next term or during the first part of the summer term. The purpose of the visits will be to look in a structured way and how the other schools operate in a range of areas to help each school evaluate their own practice. These visits will be funded from cluster money</p>	

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	<p>rather than the school budget. If the process is thought to be valuable then it could be repeated in the future. The visits will not be focused on looking at evaluation of impact and based on professional trust amongst the senior leaders of the schools involved. There should not be huge workload commitments (e.g. the gathering of lots of documentary evidence).</p> <p><i>Liz Steel joined the meeting at 5.45pm</i></p> <p>In answer to a question the meeting was informed that there are 8 or 9 primary schools in the Parkside cluster (feeder schools) and that there are additional schools in the South of the River meeting since it includes primary schools that feed into Netherhall. It was noted that now St Matthew's is 3 form entry and Parkside is only 4 form entry that a significant proportion of the children at Parkside could come directly from St Matthews. The Headteacher noted that last year was the first year that St Matthews had been 3 forms in Year 6 and there had been a significant increase in the numbers going to Parkside. The new secondary school in Trumpington had also opened in part to address this. It was noted that with the increasing number of new developments in the area including on Mill Road depot that there is likely to be significant pressure on secondary school places in the future with insufficient capacity to meet expected demand. Currently there are very few out of catchment area places offered. However the local birthrate has just dipped so the situation may stabilize, but is forecast to rise again in the coming years</p> <p>Governors congratulated the school on winning the cross-country championship for the 5<sup>th</sup> year running.</p> <p>Governors asked about how the improvements in attendance figures have been achieved. They were advised that there is a robust methodical set of measures, including graded letters, operated by both the office staff and teaching staff. This includes teachers on the gate to greet parents and have conversations about matters including the impact of holidays in term time. In addition a phone call is made home on the first day of every absence to discuss why the child is not in school. Penalty notices have been issued where it is felt that a family is not engaging with the support offered to improve their child's attendance. Lots of work has been done with persistent offenders to identify the issues and reduce both absence and lateness. This includes staff meeting with parents to discuss why the child is not in school and provide solutions for issues such as administration of medicines. It was noted that there are parents who are still willing to risk penalty notices because this is cheaper than booking the same holiday in school holidays.</p> <p><b>c) Updated Self Evaluation Form (SEF)</b></p> <p>It was noted that the biggest updates in the SEF had been discussed in detail at the latest TLOC meeting. OFSTED have said that they have a growing concern that schools could become too focussed on chasing perfect outcomes data for Ofsted at the expense of a broad and balanced curriculum. It was noted that the school currently uses Ofsted headings but this is not mandatory and changes could be made as a result of the Peer Review work. It was noted however that apart from the over emphasis on data that the Ofsted schedule is a useful way of evaluating the overall effectiveness of the school.</p> <p><b>Action: At the request of the governors it was agreed that the SEF should be brought termly to the Board meetings</b></p> <p>The following items were discussed at the meeting</p> <ul style="list-style-type: none"> <li>- Number of places in nursery low because of timing of report – in the Autumn term there are less children registered for Nursery.</li> <li>- Link Governor for Financial checking confirmed as L Walker</li> </ul>	<p style="text-align: center;"><b>Head Teacher</b></p>

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	<ul style="list-style-type: none"> <li>- Noted that Val Palmer is still the local authority assigned inspector although the job title has changed</li> <li>- Noted that there is a correction required on page 1 since the Headteacher's term as elected Chair of Cambridge Primary Heads has come to an end.</li> <li>- Noted from page 1 bullet 4 that number of children in school with an ECHP is in line with national average (1.4%)</li> <li>- Governors noted that there are 38 different languages spoken in the school and 18 different ethnic groups indicating the diversity of the school population.</li> </ul> <p><b>d) Behaviour Management Policy</b></p> <p>L Steel advised the Board on implementation of the updated policy in the school. There will be STEPS training for all staff since it is important that the ethos is maintained by joint working throughout every part of the school. Midday supervisor training will be taking place in January. Whilst the policy has started to be implemented it is recognised that it will take a longer period for staff to adjust their methods of behaviour management and that this will require an extended implementation period before achieving full implementation. It was noted that there will be support available for staff to help them change current practice. Parents have not yet been given detailed information about this change although feedback from staff that are also parents has been very positive. Children are likely to notice small changes such as the fact that stickers will no longer be given out as a reward. It was noted that whilst there will not be stickers for medical attention that children who have had a head injury will still be given a bracelet to make the parents aware of the incident. Children will be aware of the 5 Golden rules that they are expected to follow. These are communicated to them in a variety of ways usually at the start of each term and they are used as a tool to help children understand why an action was wrong. In addition they are used positively so if children line up well they will be congratulated for all being in the right place at the right time. The Golden rules are communicated to parents in the Induction packs that parents sign to confirm they have read. The 5 Golden rules will also be on the website.</p> <p>It was explained to the governors that behaviour is now managed therapeutically by helping children to develop the feeling of well being that good behaviour gives them rather than through a rewards or punishment based system. The policy moves away from shaming practices (like having a picture of a rain cloud with names of those who have misbehaved) and reward practices like putting marbles in a jar for good behaviour. The current policy includes the background and theory and is a working document for staff to use and develop. For clarity, the document also includes a section on the things that the school does not do. Whilst bad behaviour is not punished there are some logical consequences that result e.g. if you knock over the rubbish bin then it is your responsibility to collect the litter up. The aim is that children should be aware of what they have done wrong and what needs to be done to put it right. There are 2 types of consequences</p> <ul style="list-style-type: none"> <li>- Educational consequences e.g. when work is not done</li> <li>- Protective consequences e.g. when a child behaves in an unsafe way</li> </ul> <p>It was agreed that it is a lengthy document but staff have reviewed and feel that all the information included is important.</p> <p>Governors noted that it refers to STEPS and asked if there was a supporting document about this. It was explained that there is no other document but that it is planned to add an appendix at the end to clarify what STEPS refers to.</p> <p>The policy also includes advice on the importance of all staff modelling required good behaviour e.g. smiles and greetings for everyone. It was noted that the introduction of this policy has also led to some rethinking about Golden time. This</p>	

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	<p>should be available for all children but may have a more directed format for older children e.g. project work.</p> <p><i>Neil Perry arrived at 6.15pm and apologised that he had been delayed by bad traffic</i></p> <p>Governors asked whether children would find it confusing if these rules are very different to the rules at home e.g. authoritative. It was noted that the advice given in many parenting courses is also different to what is now being practiced in the school. Staff advised that children quickly adjust to different requirements for behaviour in different settings. The rules and behaviour management policy will be explained to parents in detail as appropriate e.g. when they are asking for children to be punished and teachers can use this time to help parents find more closely aligned ways of managing behaviour at home. The practice of celebrating things that have been learnt outside of school or at home will be continued.</p> <p>It was suggested that behaviour management training should be offered to all parents. L Steel noted that the level of training done in school was for professionals but the theory and principles are logical and could be discussed at a Meet the Head meeting.</p> <p><b>Action FGB to be updated at the end of the year on implementation of the new Behaviour Policy. New policy ratified by governors.</b></p> <p><b>e) School development plan</b></p> <p>2018 updated draft executive summary was circulated for the meeting. It was noted some of the staff meetings in Spring 2019 have not been allocated a topic to allow for the finalisation of the maths training that is being organised. All scheduled items are on track for completion by end of Spring term.</p> <p><b>Link Governor visits Plan</b></p> <p>It was noted that Link Governor visits were discussed at last FGB and TLOC and the following schedule needs to be updated on the plan.</p> <p>Angel Gurria: Literacy  Angel Gurria - SEND  Rosa Mottershead: Maths meeting to take place in January  Debora Lucarelli: Science – to Be done in January and end of summer term  John Parkin – ICT – new curriculum leader David Trent – Summer term 2019  Neil Perry: Pupil premium - meeting taken place  Neil Perry: Character Education (to include Equality and Diversity) – Spring term  Lucy Walker: Safeguarding (twice a year) and Finance Checking (done)  Ricardo Herbane: Outdoor learning – Spring 2019 – reporting to TLOC  Zoe Thorn: Aspects of leadership – to arrange meeting with Headteacher early in Spring term  John Parkin: Early Years – Spring term</p> <p>The procedure was reviewed for new governors. Governors should contact the relevant curriculum leader (if known) by email to arrange a date for the visit – otherwise contact the head teacher. A short report should be prepared after the visit using the format in the circulated Link Governor visit document and circulated to staff involved to check for accuracy. After review it should be sent to the Headteacher for circulation to the relevant governing body meeting. It was noted that on the plan English, Maths, SEND and Pupil premium are scheduled for every term and it was agreed that this may not be a realistic workload and should be reviewed. Ideally visits should take place at the start and end of the year so progress and achievements can be assessed.</p>	<p><b>L Steel/ T Day</b></p>

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	<p><b>f) SEND Policy and Information Report 2018</b>  The meeting were advised that there are no significant changes to the policy but there will be further review next year. There are a small number of changes in the terminology used. This policy is published on the school website and the Headteacher advised that the S Barratt, who is responsible for SEND in the school would like to do a more parent friendly version for general publication. She has recently written a parent friendly version of the Pupil Premium leaflet and this has been well received. One of the governors who has previously acted as the SEND Link Governor confirmed how helpful the Policy is but asked about its impact on parents since one it provides the Link Governor as a contact point for Parents but she was never contacted. The Headteacher advised that this is an area that the current SENCO would like to investigate further with a specific questionnaire that would be given to parents after meetings. Communication is critical since some parents find SEND a threatening label but it can be used in a wide range of circumstances and indicates that there is at least one area where a child is having difficulty learning. SEND includes children with social and emotional needs.</p> <p>One of the governors noted that the hyperlinks in the document are not linking directly to the websites but go to the SENCO's personal drive</p> <p><b>Action: Hyperlinks to be corrected before publication</b></p>	<p><b>SENCO</b></p>
6	<p><b>RESOURCES FOR LEARNING</b></p> <p><b>Draft Minutes of the Resources Committee – 29 November 2018</b>  The meeting reviewed the minutes of the Resource Committee and noted one correction to the hours that the caretaker works which should be 7.30-10.00am (not 10.30).</p> <p>Governors asked if there was any feedback from the new French teacher's sessions. The Head advised that there will be a meeting the following week but staff reported informally that her lessons were being well received and the only complaint is that they are not long enough at 40 minutes.</p>	
7	<p><b>GOVERNANCE</b>  <b>PARENT GOVERNOR ELECTION</b>  Election for parent governor vacancy was scheduled for this term but has been postponed to January because the Returning Officer (Headteacher) has been ill.</p> <p><b>GOVERNOR TRAINING</b>  The meeting was advised that J Parkin has already attended the new governor Induction course but that K Hehir and J Murphy need to attend. C Bates advised that she had not attended and will join them at the training.</p> <p><b>Action: Governor Induction training to be booked</b></p> <p>New governors agreed to be appointed to the following Committees:  K Hehir and J Parkin – TLOC  J Murphy – Resources (and elected Parent Governor  C Bates confirmed that she was happy to move from TLOC to Resources</p> <p>The Chair has attended Governor Performance Review training.</p>	<p><b>Head teacher</b></p>
8	<p><b>AOB</b>  <b>Dates for next meetings:</b>  Resources: 13 February at 17.30  TLOC: 7<sup>th</sup> March at 18.15- minutes will need to be tabled separately for the meeting but earlier dates not possible because of Parent's evenings</p>	

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	<p>FGB: 14<sup>th</sup> March at 18.15</p> <p><b>Pollution Working Group</b></p> <p>R Herbane asked if there was any progress on the setting up of the Pollution Working group with local residents that had been discussed at the Resource meeting. The purpose of this group was discussed and it was agreed that it could look at monitoring and reduction of pollution in the local area e.g. by encouraging safe cycling to school. Governors noted that the pollution had been particularly bad recently because of the near-by roadworks. It was noted that there is also work planned for the Mill Road Bridge during 2019.</p> <p>RH advised that the PTA did not feel it was part of their remit to be involved with the Working group of this nature. Governors confirmed that they see the value of the working group and RH indicated that he was willing to be involved. R Mottershead had previously indicated that she might be interested in being involved. The Chair of the FGB suggested that she call a meeting for all interested parties to find out peoples view and concerns. A survey could also be sent to parents to gauge the level of interest</p> <p>Action: ZT/RH to initiate work for setting up the Pollution working party</p>	<p>RH/ZT</p>

The meeting closed at 19.05

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