

**MINUTES OF A MEETING OF THE GOVERNING BODY OF
KENNET VALLEY PRIMARY (CE) SCHOOL
HELD ON 14 MARCH 2016 IN THE SCHOOL AT 7PM**

Present: Sarah Till-Vattier (Chair); Raquel Anstee de Mas; Lizzie Daly;
Jane Davies, arrived late; Rob Gittins – left and returned; Ali Jones; Simon Jones;
Emma Russell; Paul Taylor; Maria Shepherdson, left early; Sarah Till-Vattier;
Karen Venner;

**Apologies Received
and Accepted:** None

In Attendance: Laurien Carter – Clerk;

Sarah Till-Vattier welcomed everyone to the meeting.

The meeting opened in prayer

1. Business Interest

There were no changes to business interests and there were no interest in any agenda item. Ali Jones had completed the form.

2. Minutes of the Meeting held on 26 January 2016

The Minutes of the Meeting held on 26 January 2016 were approved and signed accordingly.

3. Matters Arising (not covered in the meeting)

a) Foundation Governor

Maria Shepherdson reported that she was continuing to seek a Foundation Governor.

b) Prevent Training for Governors (3c)

An additional Prevent training session for Governors would be held on 3 May at 6pm, prior to the F&P meeting.

c) Safer Recruitment (3f)

Governors would undertake the online training.

d) Safeguarding Governor (3f)

Maria Shepherdson was appointed Governor responsible for Safeguarding.

e) Legal Requirements (3f)

Sarah Till-Vattier and Karen Venner planned to discuss these items on 18 March.

f) Objectives (3g)

Karen Venner reported that the Objectives 2015-16 were on the noticeboards.

g) Subject Lead Teacher / Link Governor Matrix (3k)

Karen Venner would ensure that the 2015 Subject Lead Teacher / Link Governor Matrix was published on the website.

h) Computing Week Information (5)

The School had published a newsletter entitled Spotlight; highlighting recent events and achievements, including Computer Week details.

i) Questionnaires (7a)

The details would be shared with Governors. There had been 45 responses compared to 46 last year.

See also item 3k

j) Performance Management Training (7d)

Lizzie Daly would be attending training in May.

Jane Davies arrived

k) Parents' Evenings/SATs/Questionnaire (10)

Governors were informed that parents had been updated at Parents Evenings about SATs and most were aware of the changes.

This led to a robust and wide ranging discussion including: whether Year 6 pupils should be given additional work to support SATs preparation over Easter; what the additional in-School support offered; the varying needs of the pupils; the different approaches from parents; the limited resources such as sample questions; the way this was being addressed.

It was accepted that SATs gave a one day snap shot of the School and pupils concerned. The School was addressing the coasting issue raised by some parents and would encourage individual parents to talk to Staff to understand the data in detail. Karen Venner cited an example where parental views had changed following in depth explanation of the data.

Governors then discussed whether such issues had been raised in the Questionnaire responses. It was agreed that the analysis should include the comments. Karen Venner reported that she would collate responses by themes. It was particularly noted that there had not been a significant change in the behaviour responses. The homework question needs clarifying for future years as it can be interpreted ambiguously.

It was agreed that Simon Jones would spend time with Year 6 to report back to Governors.

It was recognised that it was difficult to strike the balance for year 6 pupils and preparation for SATs.

Rob Gittins left the meeting during this item

l) Numeracy Report (10)

Paul Taylor would liaise with Emma Russell to produce a summary for parents.

Karen Venner informed Governors that the calculation event had been cancelled due to low numbers. It would be replaced with a family maths challenge on 19 May, as part of Maths Week. This would be followed by Arts week; giving an opportunity for a different focus, especially for Year 6 pupils following SATs.

m) Traffic (3l)

Jane Davies reported that she had attended both Parents' evenings and had informal discussions with those attending. The metro count had taken place. Jane Davies and Jayne Drew would be meeting with the Parish Council on 21 March.

4. Academies

This would be a standing item for future meetings.

Sarah Till-Vattier and Rob Gittins had met with Patrick Hazelwood and Jane Butler, CEO of Excalibur Trust and Chair of St John's Governors respectively.

She had prepared a paper which would be circulated and she read it out, allowing for questions and discussion. Issues considered included: support offered and current support available, both formal through Wiltshire Council and informally via other Heads and schools; additional meetings for the Head; the current legal requirements as a VA school and the changes that would be required for Excalibur to include VA schools as part of the Trust; the possible involvement of Wiltshire Council/Councillors.

The meeting had also included discussions about admissions. There had been reassurances that pupils attending local non Trust schools would not be affected for the next five years.

Maria Shepherdson updated Governors about Diocesan and DSAT items relating to admissions and academics and further information was awaited following a recent meeting between diocesan representatives and Excalibur.

It was agreed that a similar meeting should be held with representatives from DSAT as that with Excalibur. A meeting should then be considered involving both groups and the FGB.

Karen Venner informed Governors that Patrick Hazelwood would be addressing the Area Heads' meeting in April.

5. Head Teacher's Report

The report, previously circulated, had been considered at both Committee meetings.

Karen Venner updated Governors.

The New Barn residential trip had gone well. The development of pupils had been noted. Parents had been positive in their comments following both residential.

Governors recorded their thanks to the Staff for undertaking the residential.

Breakfast Club was proving successful.

In response to a question Karen Venner explained about the previous lesson observations and the plan for the next round. Emma Russell explained that Staff found peer observations useful.

Responding to a question Governors were informed that the Marking Policy had not been reviewed but it was a refresher session for Staff in its use.

Behaviour information was noted; there was a discussion about the different behaviour patterns on a Monday morning when parents were present, distorting their impression of behaviour. It was agreed to include a behaviour question/s in the pupil questionnaire. Pupils were now more able to support others should issues develop, not only behaviour.

Governors noted that there was less data available to be used for monitoring and challenging the School. A data review meeting would be held in April.

6. Chair's Report

Sarah Till-Vattier reported that she and Rob Gittins had met regularly and had met with the Head Teacher as required.

Sarah Till-Vattier had been on call during the residential should Staff require support.

She was in correspondence with a parent

Rob Gittins would be attending the Open Meeting of Governors; Sarah Till-Vattier would be attending the Chairs networking meeting.

7. Appointment of Associate Governors

Sarah Till-Vattier proposed that three Associate Governors be appointed to undertake specific roles, details previously circulated. It was agreed that those appointed should not receive all the FGB papers to maintain confidentiality, as their roles did not require such detail; they should undertake induction to ensure that they understand their role; they were not required to attend FGB meetings unless to present a report. With these caveats the proposal was seconded by Raquel Anstee de Mas and approved.

Sarah Till-Vattier proposed that Kate Fry (website), Karen Jones (science) and Neil Witcombe (marketing) be appointed to fill the three Associate Governor positions as their skill/experience enabled them to fulfil the brief for each role. The appointments would be for one year from 11 April, with a review in 2017. This was seconded by Simon Jones and approved.

Maria Shepherdson left the meeting

7. Reports from Committees

a) Staffing and Curriculum (S&C)

The Minutes from 29 February were noted.

The meeting had reviewed the policy document. The final version was agreed.

Rob Gittins returned to the meeting

b) Finance and Premises (F&P)

The Minutes from the 2 March were noted.

The SFVS (Schools Financial Value Statement) was approved and signed accordingly.

The Health and Safety Policy had not been circulated due to technical issues. It was agreed to approve by email.

The Pupil Premium and PE funding statements had been updated for the website to reflect the way in which each was used.

Emma Russell reported that she was now attending the Disadvantage Lead Network meetings

c) IT Working Party

A meeting was planned for 22 March.

d) School Council

The 4 March Minutes were noted. The tuck shop was going well. It was hoped to make the windmills during the following week. Cake sales were proving very successful. Plans to use the profits to support work relating to the Queen's 90th Birthday were being considered and outlined to Governors.

8. Policy Approval

The updated County HR Policies were adopted:

- Disciplinary policy
- Disclosure and Barring Services (DBS) policy
- Probationary policy for support staff
- Redundancy policy
- TUPE policy.

9. FGB Annual Planner

The Annual Planner was agreed.

10. Governor Items

Link Governor Subject Report - Literacy

Emma Russell informed Governors of the details from the report. She had been unable to circulate it due to technical difficulties. Raquel Anstee de Mas would visit again to see class teaching of literacy.

Emma Russell explained about the various aspects of literacy and the provision of additional resources for reading, guided reading and the library.

A joint report from Emma Russell and Raquel Anstee de Mas would be produced for Governors. Raquel Anstee de Mas would also prepare a summary report for parents.

In response to a question Emma Russell and Karen Venner explained how Staff monitor pupils' reading and the use of the library, especially as older pupils were expected to use the library independently.

Mission Statement

A joint Staff and Governor session was planned for 17 June 9-11am. It was hoped that as many Governors as possible would be able to attend; comments to be submitted by those unable to attend.

Training

There was no training to report.

OFSTED Preparation Group

Following discussion, it was agreed to enlarge the Data Group to form the OFSTED preparation Group; the first meeting to be held on 26 April at 1.15pm. Jane Davies and Rob Gittins would join the current Data Group personnel.

Skills Audit

The Skills Audit would be circulated to be completed for analysis over Easter.

11. In Memory of Judith and John Woodget

The outcome of the application for funding was still awaited.

12. Correspondence

The list was noted.

13. Other Business

None

14. Dates of Meetings 2015/16

FGB

Wednesday 18 May 7pm

Monday 27 June 2015 at 6 pm

F&P

7pm Tues 3rd May 16

6pm Tues 14th June 16

S&C

Wednesday 27th April 5:30pm

Monday 20th June 5:30pm

J. L. Gittins
18/5/16.

The meeting closed at 8.45pm