

**Kennet Valley School Governing Body Action Sheet  
27 June 2016**

<b>Item</b>	<b>Action</b>	<b>By Whom</b>
3a	Circulate pupil questionnaire results	KV/ER
3f	Governor/Staff social – 15 September	ALL
6b	Inform Governors when fire drill undertaken	KV
6c	Help with School Council work	LD/AJ
8	Consider OFSTED documents for discussion at next FGB	ALL
10	Consider Objectives for 2016/17 Safer Recruitment training Modern Governor	RG/STV LD/RG LC

**NB 28 September meeting 7pm start**

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
KENNET VALLEY PRIMARY (CE) SCHOOL  
HELD ON 27 JUNE 2016 IN THE SCHOOL AT 6PM**

**Present:** Sarah Till-Vattier (Chair); Raquel Anstee de Mas; Lizzie Daly; Rob Gittins, arrived late; Ali Jones; Simon Jones; Emma Russell; Paul Taylor; Sarah Till-Vattier; Karen Venner;

**Apologies Received and Accepted:** Jane Davies

**In Attendance:** Laurien Carter – Clerk

Sarah Till Vattier welcomed everyone to the meeting.

The meeting opened with a reflection around a candle holder presented to all schools by the Bishop, based on the font in Salisbury Cathedral focussing on ‘renewing hope’. Maria Shepherdson reminded Governors that the candle was a sign of commitment to the pupils in the School both now and in the future.

**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 16 March 2016**

The Minutes of the Meeting held on 18 May 2016 were approved and signed accordingly.

**3. Matters Arising (not covered in the meeting)**

**a) Collation of Pupil and Staff Questionnaires (3h)**

The graphs from the Pupil Questionnaires had been prepared; the comments had yet to be collated. They had proved to be very positive. The results would be circulated.

The Staff questionnaires had yet to be distributed.

**b) SATs Update (4)**

The thresholds for Key Stage 1 had now been published. In response to a question, Karen Venner reported that all cluster Heads were concerned about the SATS as a whole.

Rob Gittins arrived

Key Stage 2 writing had been moderated; without any issues.

Responding to a question Karen Venner reported that she and other staff had been unable to confirm the date when the results would be published. She would contact a helpline to ascertain more.

It was also noted that a teachers’ strike had been called for 5 July. It was not yet known if the School would be affected. It is usual for a letter to be issued for use by schools from Wiltshire Council. The School had been assured that the transition day at St John’s would continue. It was not known how much parents were aware of this due to the other high profile news stories following the Brexit vote.

As in the past, Governors recorded their support of staff, whatever the decision about striking.

**c) Governors' Award/Roll of Honour (7a)**

Governors had considered the nominations, prior to the meeting. It was agreed that all those nominated would receive a certificate including the citation for their nomination.

The Roll of Honour should be in place by the end of term. It was agreed to back date to 2015 when the current format had been introduced.

**d) Data Meeting Notes (7b)**

The notes had been circulated.

Concern was expressed about 'The trend is that you are not supposed to worry about those children who are not 'expected', however we will continue to ensure progress is made', which had come from the County moderation meeting. A concerned discussion developed.

Karen Venner and Emma Russell emphasised that this was not the case at Kennet Valley. Governors thought that this was 'appalling' and reiterated the mission and ethos of the School which looks for all pupils to attain the fullest possible achievements.

**e) Subject Reports for Parents (11)**

It was agreed to send out all the outstanding reports in September; SEN, RE, EYFS (Early Years Foundation Stage) and Safeguarding.

It was noted that EYFS had been moderated in May; a very positive report, parts of which would also be shared with parents.

**f) Staff/Governor Social (13)**

It was agreed to hold a social on 15 September; details to be agreed.

**4. Head Teacher's Report**

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

Karen Venner reported that the class structure letter would be sent out later in the week. In response to a question she explained how the splits had been made between year groups. There would also be a change in rooms for two classes.

Responding to a question Karen Venner confirmed that there had been two exclusions and eight reported behaviour issues but this continued a downward trend.

**5. Chair's Report**

Sarah Till-Vattier reported that she had attended the Taking the Chair training and found it very informative. She had shared information with Rob Gittins. She informed Governors of the items of interest. Governing Bodies should support before challenging to create a positive feeling going forward. The importance of skills audits was reiterated. There is a need to remember that Governors are volunteers and that they need motivation to cover all aspects of the role.

The mid-year review of the Head Teacher's performance management had been undertaken. Sarah Till-Vattier would work with Lizzie Daley, who had undertaken the required training, to move to the next stage in due course.

The Queen's Birthday party had proved very successful, especially as there was not going to be a School summer fayre. Years 5 and 6 had run stalls; a lot of the community had attended. It was noted that not all schools/communities had marked this event.

The meeting to discuss the Mission Statement had been held involving staff and some Governors. Sarah Till-Vattier announced that it was 'One family learning for life on a journey towards our potential'. The reasoning behind the wording was explained. Consideration of how this would be used was the next step. Sarah Till-Vattier was thanked for facilitating this event.

## **6. Reports from Committees (1)**

### **a) Staffing and Curriculum (S&C)**

The Minutes from 20 June were noted.

There were no questions.

### **b) Finance and Premises (F&P)**

The Minutes from the 23 June were noted.

Rob Gittins reported that the side door had been made more secure; paid for by Dragon Club.

The fire drill was still outstanding for the term; Karen Venner to inform Governors when undertaken.

Rob Gittins and Karen Venner explained about the WOW book. It was agreed to publicise its use in the Newsletter. Examples already included: the work with Opera Luna; comments from the Maths evening.

Karen Venner informed Governors about the very successful work with Opera Luna and the hope to extend it in 2017. She also explained that music tuition would be undertaken by an external teacher from September 2016, in a similar way to sports provision.

### **c) School Council**

Lisa Morgan had been involved in the EYFS induction and had limited time in School so the School Council notes had not been available.

The amount of work undertaken by the School Council during the year was noted, including the tuck shop.

Governors suggested ways in which this work could be supported by others, parents, grandparents and members of the community. Ali Jones and Lizzie Daley offered to help.

## **7. Budget Approval**

Rob Gittins reported that the F&P Committee had gone through the paperwork in detail. There had been subsequent minor amendments, following the visit of the Accounting Technician. These had been circulated prior to the FGB meeting. There were no key differences to the papers discussed. It was noted that some information relating to future numbers was pre-entered by County using their own data.

Rob Gittins proposed that the budget be approved, seconded by Simon Jones and agreed. The paperwork was signed accordingly.

## **8. OFSTED**

The two documents previously circulated were noted.

Karen Venner and Emma Russell reported on the SIA (School Improvement Adviser) visit the previous week which had contributed to the planning.

Governors were reminded that their role was considered as part of the Leadership aspect of the inspection.

Governors were encouraged to consider the documents and the responses to the possible questions. Evidence is required to prove statements. A discussion would be held at the next FGB to review the position. Governors were reminded that not everyone was required to know all the answers but where to find it/who should be asked.

It was also recognised that the School should continue to focus on the day to day role and not be overtaken by OFSTED issues.

#### **9. Policy Approval**

F&P had considered Administration of Medicines Policy. Following clarification on a few small items relating to those involved, the Policy was approved.

The Child Protection and Safeguarding Policy was approved.

Karen Venner and Maria Shepherdson informed Governors of the role of the nominated Child Protection Governor, Maria Shepherdson. A review had been undertaken earlier in the day; a set of questions and then a rating scale. The annual audit takes place in the autumn. Maria Shepherdson explained that often her role overlaps with her beneficence responsibilities which can improve the support for and awareness of issues. Maria Shepherdson was available to support staff in a pastoral way as safeguarding issues can be draining for those involved.

#### **10. Governor Items**

##### **15/16 Governor Objectives Review**

It was agreed that the majority of the objectives had been met.

There was a discussion about each one.

##### Raising standards in spelling

The whole School spelling programme had gone well.

It would be reviewed at the end of term and adjusted accordingly.

Ways in which spellings were checked was explained.

Some non visual learners need a different approach.

This had been addressed due to a dip in the SPAG (Spelling Punctuation and Grammar) results. This year pupils had been more confident about the tests as they were more accustomed to undertaking such tasks.

It was recognised that a focus on spelling would form part of a cycle.

##### Inspiring all our pupils to 'Be the Best they can Be'

This was an holistic approach. It was embedded into PSHE (Personal Social Health Education and could be seen in action at the Kennet Valley Hall sessions.

It was suggested that an opportunity for older pupils to inform parents of the programme should be considered in the autumn.

The School had finished sixth in the recent Quad Kids competition, last year they were fifteenth.

Attitudes were hard to quantify.

Groups should be questioned to provide evidence eg the School Council; those more spiritually aware.

How to capture conversations where pupils challenge themselves, especially the higher achievers.

It was recognised that it had been more successful with Key Stage 2 and would be continued. It may need adapting for the younger pupils.

Suggestions were made of other ways in which the programme could be evidenced.

Governors noted that David Hemery (it was his project) had changed his plans to be available at the Sports Day on 28 June. His involvement had been key in running the initiative.

Increasing the use of computing in all classes

Year 1 of three was completed.

There were mixed results. The infra structure had been improved. Coding Club had been established. There had been more use of the iPads; but greater use could be made of them.

Teaching needs to use the ITC tools to transform learning. Sarah Jane Chalker was looking at ways in which this can be spread to the other classes.

Karen Venner reported that lesson observations showed different opportunities to use IT equipment and should tie in with Staff looking to wider ways in which to embed such use.

Next year's topics includes story telling which would allow stories to be recorded.

It had been difficult to maintain the blogs but it was agreed that they could be used for special weeks or trips.

Emma Russell gave an example of a pupil engrossed in steering a bluebot to the extent that he did not realise how far he had travelled.

Developing the Science focus

Baseline understanding should be in place for all pupils for Science and RE by the end of July 2016.

The Associate Governor had been appointed.

There will be two experiment days per term.

Next year the question 'so what?' will need to be asked.

Rob Gittins and Sarah Till-Vattier will give thought to the Objectives for Governors for 2016/17.

### **Link Governor Reports**

The reports for RE and Safeguarding would be held over until September

### **Training**

Sarah Till-Vattier had attended the Taking the Chair training; see item 5.

Emma Russell had undertaken advanced Child Protection training.

Lizzie Daley and Rob Gittins would undertake the online Safer Recruitment training.

The Clerk would update Governors about the Modern Governor training available.

### **11. In Memory of Judith and John Woodget**

An alternative gazebo would be sought. A plaque would be added to remember Judith and John Woodget. It was suggested that fund raising includes the wider community.

It was noted that two of the grandchildren would be joining the School in September.

### **12. Jenny Haines' Retirement**

Governors were invited to join others on 15 July to celebrate Jenny Haines' forty two years at the School. Other events were also planned.

### **13. Correspondence**

The list was noted.

### **14. Other Business**

The Chairs would meet with Governors to review the work of Governors. A 360 review of the Chairs would also be undertaken.

A recent paper on a review of minutes, especially financial matters, was noted.

Raquel Anstee de Mas and Paul Taylor would be resigning as Governors at the end of the School year. Their service was recognised.

## **15. Dates of Meetings 2016/17**

### **FGB**

Wednesday 28 September 7pm;

Tuesday 29 November 6pm;

Tuesday 31 January 7pm;

Monday 20 March 6pm;

Wednesday 17 May 7pm;

Monday 26 June 6pm

### **F&P**

Tuesday 13 September 7pm

Thursday 17 November 6pm

Wednesday 18<sup>th</sup> January 7pm

Thursday ?? March 6pm

Tuesday 2 May 6pm – NB now moved to Wednesday 3 May

Wednesday 14 June 7pm

### **S&C**

Monday 19 September 5pm

The meeting closed at 7.50pm