

**Kennet Valley School Governing Body Action Sheet  
16 May 2016**

<b>Item</b>	<b>Action</b>	<b>By Whom</b>
3c	Safeguarding and RE Link governor reports - June FGB	MS & KV
3d	Re-send parent Questionnaire report to Governors	KV
3h	Collate staff and pupil questionnaire responses	KV
4	School to arrange pre SATs results meeting with parents in July	KV
5	Draft OFSTED Grid for June FGB	KV
7a	Agree re-wording of item 7 in S&C minutes Agree Governors' award before FGB 27/6 Staff nominations for Governors' Award Board for Roll of Honour	ER ALL ER RG
7c	Circulate notes from Data Meeting	STV
9	Associate Governors to be invited to June meeting	RG
11	Circulate electronic version of SEN Report Publish Report on SEN for Parents Report on EYFS	LD LD SJ
13	Organise a Staff and Governors social in September	RG / STV

**NB 27 June meeting 6pm start**

**MINUTES OF A MEETING OF THE GOVERNING BODY OF  
KENNET VALLEY PRIMARY (CE) SCHOOL  
HELD ON 16 MAY 2016 IN THE SCHOOL AT 7PM**

**Present:** Rob Gittins (Chair for part of the meeting) left early; Sarah Till-Vattier (Chair for part of the meeting); Lizzie Daly; Jane Davies; Simon Jones; Emma Russell; Sarah Till-Vattier; Karen Venner;

**Apologies Received and Accepted:** Raquel Anstee de Mas; Ali Jones; Maria Shepherdson; Paul Taylor;

**In Attendance:** Laurien Carter – Clerk; Sarah Jayne Chalker for item 4

Rob Gittins welcomed everyone to the meeting.

The meeting opened with a reflection

**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 16 March 2016 were approved and signed accordingly.

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

**a) Prevent Training for Governors (3b)**

Karen Venner reported that all Governors, Teachers and TAs had been trained.

**b) Safer Recruitment (3c)**

Emma Russell and Sarah Till-Vattier had completed the training. Lizzie Daley would also take the online training.

**c) Subject Lead/Link Governor Matrix (3g)**

This had been uploaded and is available on the school website. Maria Shepherdson had arranged to meet Karen Venner to review Safeguarding and RE ready for June FGB presentation.

**d) Parent Questionnaire (3k)**

A final report had been sent to Parents but not received by Governors who were not parents. It would be re-sent.

There was a brief discussion about the key issues; especially the middle achievers. Karen Venner explained that termly newsletters for each class would be sent to ensure parents are informed of ways in which pupils can be supported. The recent information letter to parents from the Chairs of Governors had been well received.

**e) Subject Reports for Parents (3l, 10)**

It was agreed that it was too late to send out the report on Numeracy. Rob Gittins would check with Raquel Anstee de Mas about the Literacy one.

**f) Meet with DSAT (4)**

Rob Gittins and Sarah Till-Vattier were planning to meet with Keith Clover from DSAT. They were continuing to seek information about academies, despite the change in emphasis by the Government recently.

Once they had met, meetings would be held for Governors about DSAT and Excalibur, with representatives present.

**g) Health and Safety Policy (8b)**

This had been approved.

**h) Questionnaires**

It was agreed that Karen Venner would circulate the Staff and Pupil questionnaires and a Governor would be involved in their collation.

**4. SATs**

Sarah Jayne Chalker was welcomed to the meeting to explain to Governors with Emma Russell about the SATs tests for 2016.

They had both attended the County moderation training and were disheartened by the requirements.

The Year 2 SATs had now been completed and appeared to be in line with expectations but the questions were hard.

In response to a question, it was noted that all pupils attended on the days when the tests were undertaken.

The threshold was not yet known.

The Year 6 reading paper was difficult and a few pupils did not finish it. The Spelling Grammar and Punctuation (SPAG) paper was more as expected. There had been a lot of practice for the Maths papers.

The Year 6 pupils had coped very well and the provision of toast every morning was a good way to start the day.

Karen Venner reported that they had applied for special consideration for one pupil; the outcome was awaited.

The writing element was teacher assessed. Pupils had to complete a set of criteria. Governors were informed that there were concerns about the way in which this could skew the data and it was not known how it would be represented if it was published. The writing information has to be submitted by 28 June. It was not yet known if the School would be moderated.

Results were expected early July but it was not known how this would be presented.

Emma Russell and Sarah Jayne Chalker suggested that the School, together with others in the Cluster, may hold a meeting so that parents were prepared for the results and that expectations could be managed. It was recognised that the media coverage could have fuelled concerns. The proposition of a meeting would be considered.

Governors had been given all the information about SATs as there had been so many concerns including the various changes and challenges and late receipt of information.

Governors recorded their thanks to Staff and pupils for the way in which they had approached and dealt with the SATs. It was known that Year 6 parents had also recognised this.

Sarah Jayne Chalker was thanked for her attendance and input.

**5. Head Teacher's Report**

The report, previously circulated, had been considered at both Committee meetings. Karen Venner updated Governors.

The end of the day arrangements for bus pupils was working well. Although there were still a number of forms outstanding, the key ones had been received. It did require a daily review to ensure the information was correct.

The form would be included in the Induction Pack for new starters and updated on an annual basis.

The Head and Chair of Governors briefed the governing body in general on several formal concerns raised by parents with regard to Pupil safety and behaviour, and the steps being taken by the school team. Following a request from the Chair, County confirmed that the School was following the correct processes and procedures. Governors were reassured that everything was in place to address the various issues. Details of individual issues could not be shared. The data relating to the behaviour and red book log was noted; the numbers had fallen.

Karen Venner also explained that she and Maria Shepherdson would use collective worship to further inform pupils about blame and the way in which matters are dealt with as sometimes this was not visible or obvious to others.

Karen Venner and Emma Russell were working on an OFSTED grid to be overseen by the Data Committee. It was agreed to bring the draft to the June FGB.

## **6. Chair's Report**

Rob Gittins reported that he had attended a County Governors' meeting, addressed by Dave Clarke, which had been interesting and informative.

He had also attended the Parish Council AGM and gave a short presentation about the School and its part in the community.

Concerns had been raised by neighbours about the level of noise from the rear of the School. Ways to address this would be considered but it was recognised that noise arose from playing and learning.

The academy issue had been covered in item 3f.

It was noted that the Bishop Wordsworth Bid for funding for the garden had been unsuccessful. It was agreed to see if contact could be made with a successful bid to learn about the requirements for future applications.

Friends were looking at ways in which a gazebo could provide a suitable memorial to John and Judith Woodget with a back and sides to reflect the noise back to the School grounds.

Sarah Till Vattier was in discussion with Maria Shepherdson about the existing and future Foundation Governor vacancies and some of the skills sought, to support those of existing Governors.

Sarah Till Vattier would be attending the Taking the Chair course on 20 May.

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

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

The Minutes from 27 April were noted.

Emma Russell had been appointed Assistant Head; Governors extended their congratulations.

The minute in item 7 would be re-worded before approval at the next S&C meeting.

It was agreed that the Governors' Award nominations would be considered at 5.30pm on 27 June prior to the FGB meeting. Emma Russell would organise the staff nominations. Rob Gittins would follow up a roll of honour board, as previously agreed.

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

The Minutes from the 5 May were noted.

**c) Data**

Sarah Till-Vattier would circulate the notes from the meeting.

She explained that the information would be slimmed down to highlight the key information. The pupils would be categorised to pinpoint issues eg vulnerable pupils; boys; girls; pupil premium pupils etc. The interventions and initiatives would be reviewed to see if they had been effective.

The Group would oversee the OFSTED preparations and documents from The Key were being used to inform this.

Jane Davies expressed interest in being involved in the Data Group.

**d) ITC Working Party**

A meeting would be convened.

It was noted that Paul Taylor would be resigning as a Governor as he would be moving away. Governors recognised his IT and Strategic thinking skills and it would be beneficial to find another Governor with such skills, accepting that the Parent Governor position was elected by the parent body and open to all parents/carers to be nominated.

**d) School Council**

A meeting was due to be held. The pupils would be considering how to spend the money raised from the tuck shop – about £50.

**8. Policy Approval (1)**

The finalised Scheme of Delegation/Terms of Reference had been circulated. Comments had been taken into consideration and updates included. It was agreed that this was a document steering the work of the FGB and was not required to be published on the website.

The document was welcomed as well written and comprehensive and with its amendments were approved.

Rob Gittins left the meeting; Sarah Till Vattier took over as Chair

**9. Reports from Committees (2)**

**Associate Governor Reports**

The reports had proved informative and recommendations supported. Governors recorded their thanks to the Associate Governors for their work. They would be invited to the June meeting to discuss their work further.

**10. Policy Approval (2)**

The F&P Committee had considered the Freedom of Information Policy and Statement of Internal Control and recommended them for approval. These were agreed by FGB.

The S&C Committee had considered the following Policies: Complaints; Intimate Care; PSHE; RE. They were recommended for approval; agreed by FGB.

The County HR Policy, Employment of Children and Young Person's Policy was adopted.

**11. Governor Items**

**Link Governor Subject Report - SEN**

Lizzie Daley tabled her report. It was her first visit and the various items were noted.

She and Karen Venner had also considered the SEN SEF, the relevant summary had been previously circulated. They highlighted the ranking of the different aspects and the actions and 'next steps' would be undertaken.

Lizzie Daley would write a short report about her visit.

### **Link Governor Subject Report – Early Years Foundation Stage**

Simon Jones referred to his report, previously circulated. It had not yet been seen by Jacqui McQue.

Simon Jones explained that he had been very impressed with the way the pupils were keen to help one another and Jacqui McQue had been in aware of all the various activity within the classroom

A report would be drafted for parents with the help of Jacqui McQue.

### **Training**

Lizzie Daley had attended the Head Teacher Performance Management training.

Sarah Till-Vattier, Karen Venner and Emma Russell had attended the Dealing with Difficult People course.

### **Skills Audit**

The Skills Audit summary had been circulated. It was agreed that there were gaps (limited experience or reliance on one Governor) in governing body skills in financial, project management and organisational skills.

Those with appropriate skills would be sought where possible, but it was noted that there were limitations in making Governor appointments.

It was agreed that the Committee allocation may be reconsidered to increase knowledge and build additional skills.

## **12. Friends' Report**

The Report was welcomed and noted. Thanks were expressed to the chair.

Governors expressed concerns that a School fayre would not be held.

It was also noted that the main Committee roles would need to be replaced in September and that additional publicity would be needed to fill these posts.

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

See also item 6

It was suggested that the refurbishment of the bell could be a project in memory of Judith and John Woodget. Simon Jones was seeking information and quotes for the work.

## **14. Correspondence**

The list was noted.

## **15. Other Business**

It was agreed to organise a Staff and Governors social in September.

Link Governor allocations would continue into 2016/17. Sarah Till-Vattier reported that she had received a letter of resignation from Jennie Haines. She had worked at the School for 42 years. Governors expressed their thanks for her service to the pupils of the school. A suitable celebration would be planned.

Karen Venner explained that she was reviewing the office job descriptions before recruitment. It was agreed that a handover period should be arranged if possible.

**16. Dates of Meetings 2015/16**

**Mission Statement Session** – 17 June at 9am

**FGB**

Monday 27 June 2015 at 6 pm

**F&P**

6pm Tues 14<sup>th</sup> June 16

**S&C**

Monday 20<sup>th</sup> June 5:30pm

The meeting closed at 9.20pm