



**Minutes of the meeting of Pulford V.A. Lower School Governors held
On Thursday 7th February 2019 7.30pm at Pulford V A Lower School, Leighton Buzzard**

1.	Registration and Prayer	ACTION.
	<p>Present: Mr D Heather (DH), Mr Paul Whittington (PW - Chair), Mrs T Rees (TR), Mrs Emma Birtles (EB), Ms Beci Morley (BM), Mr Andrew Wood (AW), Mr Bill Webb (BW), Mrs Rosie Horsfield (RH), Mr Dave Farlam (DF), Mr Alan Brandham (AB), Mr Jon Chadwick (JC), Mrs Emma Grimm (EG), Mrs Lisa Jacobs (LJ) and Mrs Bex Howe (BH). Mrs Alison Quick (Clerk). No absences.</p>	
2.	Declaration of Pecuniary Interests / Training Update / Contact Lists	
	<p>No new pecuniary interests were declared.</p> <p>The governor matrix, including the governor training log, had been circulated prior to the meeting. This included training that has been carried out since the previous FGB. AQ thanked those who have booked training thus far and asked that governors continue to keep her informed in order for the matrix to remain current. PW reminded governors of the National Governance Association (NGA) website which offers some free training.</p> <p>AQ informed the board that Mr Brandham and Mrs Rees' governor terms had just expired. Mr Brandham confirmed that he is happy to stay on the governing board and will inform the Local Authority of his intension. Mr Heather outlined the benefits of re-electing Mrs Rees as a co-opted governor, with her SEN knowledge being a particular strength. The FGB were happy to support this and voted that Mrs Rees continues as a co-opted governor.</p>	
3,4,5.	Previous Full Governors Meeting Minutes	
	<p>The minutes of the meeting held on 18th October 2018 were circulated to all governors in their pack prior to the meeting. No questions or comments. The committee were in agreement with the previous meeting minutes, which were signed by the chair and passed to DH for filing.</p>	
6.	Chair's Report including 'link' governor election	
	<p>The chair's report was circulated as part of the pack, prior to the meeting. PW highlighted the three core functions of the governing board:</p> <ul style="list-style-type: none"> a) Ensuring clarity of vision, ethos and strategic direction. b) Holding leaders to account for the educational performance of the school, pupils and management of staff. 	

Signature of Chair of Governors:.....

Date:.....

	<p>c) Overseeing the financial performance of the school making sure its money is well spent.</p> <p>PW thanked EG and LJ for carrying out their Learning Walk this half term. Both governors concurred it was an extremely helpful tool. It provided good insight for them both and it was good to be able to give some great feedback to the staff.</p> <p>PW named the 'link' governors currently in situ and asked if anyone had considered the new role of RE link governor. EG showed a keen interest; a vote was taken and she has been unanimously voted in to this post. EG offered support in the future to the new SIAMS framework.</p> <p>Ofsted Readiness –look at areas of focus to get things right. Q: Where do we go to get information/become 'OFSTED ready'? A: Our website has a huge amount of information regarding specifics of the school. Governors were also pointed to the Ofsted Framework website/governors tab.</p> <p>Financial Improvement Plan – PW asked governors to keep notice of how the Sports Premium and Pupil Premium is spent (details on our website).</p>	
7.	<p>Head Teacher's Report – SEF,SIAMS & SFTF (Schools for the Future)</p>	
	<p>SEF – an evaluation of our attainment last academic year.</p> <p>Q: Should the teaching and learning data be added to SEF? Useful details behind the judgement.</p> <p>A: What specifics would governors like? Following discussion, BH to compile a format. The report needs to remain anonymous to protect pupils, whilst still being meaningful to governors.</p> <p>Further discussion regarding learning walks/observations/performance management may also add substance. Possibly more links to teaching. DH/BH to discuss further at a later time.</p> <p>Q: How can we rely on data?</p> <p>A: Bob Hopcraft (External advisor) uses other data to substantiate /ensure our data is quality assured.</p> <p>SIAMS DH produced a first draft document which portrays the vision of our school with regard to the 5 main headers from the new SIAMS framework. They are: Community, Wisdom, Respect, Hope and RE/Collective Worship.</p> <p>The new framework only has two categories. Good church school or not yet a good church school.</p> <p>DH asked all governors to look at the one page document and feedback to him. The document needs to be succinct as the aim is to have it displayed around school.</p> <p>SFTF No specifics yet. DH will keep the board informed as and when information comes</p>	

Signature of Chair of Governors:.....

Date:.....

	<p>through.</p> <p>DH had circulated a statement regarding SFTF in the governor pack which was agreed by governors. This will now go forward to Central Bedfordshire Schools for the Future Team.</p> <p>Discussion followed regarding detail of the SFTF. DH confirmed that we will not reduce our PAN. As a body, it is vital that we also protect our staff from what may be a stressful time ie possible new extension/new structure etc. Further decisions regarding details cannot be made until a town wide plan is secure.</p> <p>Attendance – whole school attendance is at 97.3%. DH advised that this is still very high. The stats relate to YR – Y4 children. No exclusions.</p>	
8.	Safeguarding Report	
	<p>EB brought her report following her visit to school last week. The main points of which are:</p> <p>a) three governors attended the safeguarding training on the January training day along with staff.</p> <p>b) we require another governor to attend the safer recruitment training which is led by CBC. BH to find link and complete training along with EB and PW.</p> <p>c) the Single Central Register was checked and signed.</p> <p>d) following on from the Health and Safety audit school now holds an up to date central register of works. This is held in the front office.</p> <p>To clarify, the safeguarding lead training is undertaken every 2 years. As DSL's, Mrs Major has undertaken the latest training in November 2018 and BW in December 2018.</p> <p>Safeguarding reports are provided termly to the Safeguarding Governor. The safeguarding audit is annual. The date on the report has the incorrect year. 2017 should read 2018.</p> <p>EB to update document as above.</p>	<p>BH/EB/PW</p> <p>DH</p> <p>EB</p>
9.	SEN Report	
	<p>BM brought a short update.</p> <p>1 new EHC plan supported by 1 new member of support staff.</p> <p>TR has continued huge works with Edwin Lobo in attempts to receive EHC for 2 other children.</p> <p>SEN WP met. BM/LJ are in the process of putting together a questionnaire for parents of children on the SEN register. TR continues to add regular SEN updates/information in our school newsletter.</p>	BM/LJ
10.	Committee Reports	
	<p>Resources</p> <p>The Resources Sub Committee minutes were circulated in advance of the meeting. No questions or comments other than DH/EB concurred that given all the current financial</p>	

	<p>pressure the budget looks positive. The cashflow is being monitored more closely. There is no scope at the moment for contingency but this is being regularly reviewed.</p> <p>The governors ratified the schools finance manual and scheme of delegation.</p> <p>Data School continues to focus on the maths groups (current new format being trialled in KS1). The next staff/data meeting is on Tuesday 19th February 2019; DH confirmed that governors are welcome to attend.</p> <p>Curriculum and Standards The Curriculum and Standards Sub Committee minutes were circulated in advance of the meeting. No questions or comments.</p>	
11.	Report from PTA	
	<p>As PTA 'link' DF brought the following update. The PTA raised a staggering £10,000 from January – December 2018. Another £2,000 which has been banked in January 2019. Following the AGM, here are the new PTA committee: Chair - Mr Alasdair Darbyshire, Vice-Chair – Mrs Lisa Davies/Ms Lisa Spence; Treasurer – Mrs Katie Harvey; Secretary – Mrs Suki Joy(Pre-school). The governors were encouraged to continue to support the PTA events. After discussion, it was agreed that a gift should be purchased for Mrs Emery/Mrs Wood (outgoing PTA) for their immense hard work over their time served on the PTA. AQ to organise.</p>	AQ
12.	Governor Visit Report	
	<p>PW used the draft template on his recent monitoring visit/learning walk and it was considered a useful guide/tool in order to make the visit meaningful/supportive/constructive. This has been circulated previously. PW particular focus was maths. DH commented that this should be a teaching and learning tool. These visits are extremely useful for governors to see day to day within school. Q: Would it be useful for DH to go through the learning walk with governors/give pointers? A: Governors to book 1 hour slots for learning walks.</p> <p>EG/LJ to monitoring visit training. EG to give feedback.</p> <p>At the next curriculum meeting, governors/staff to write a crib sheet for governors to use in class. RH (literacy lead) will join one of the governors on their learning walk as it was considered that this would be helpful to both parties.</p> <p>EG/LJ gave the following feedback after their recent learning walk, carried out in January.</p> <ul style="list-style-type: none"> - Positive atmosphere around the whole school, in class/worship etc. - Looked at new maths system. Lots of topic linked lessons. - Good examples of speaking and listening from the children. - Good, capable TA's supporting/covering sick days. 	<p>EG/LJ</p> <p>RH/ Governors</p>

	<p>Two queries that have been brought forward and are being considered: -Could we use the outdoor learning classroom to better effect prior to the 3rd term in which pre-school use it? How? By which key stage/group? - when teachers/staff are off and they are covered, we need to understand how school ensure the welfare of staff and children.</p> <p>DH/PW confirmed that the learning walks are for observation only, which is helpful to all concerned.</p>	DH/SLT
13.	Review new and existing policies	
	<p>No substantial changes to the policies.</p> <p>TR noted the only change to the Child Protection Policy document was the reference to our updated mobile phone policy. Governors asked that the wording at the end of the Learning Support policy to be amended from 'ratified' to 'responsible'. TR to change. PW agreed.</p> <p>Both policies were agreed, signed and passed to TR for filing.</p>	TR
14.	Any other business	
	<p>Saints Alive Articles to be written by the 15th of the month: March – DF April – AB October – PW November – BH</p> <p>Governors thanked staff for their immense effort in keeping the school open during the bad weather and water shortage problem which affected the town. Pulford's ethos is to stay 'open for business'. So whilst the school has staff, heat and water we will remain so. The resourcefulness of staff was commended in order for the children to remain in school.</p>	DF AB PW BH
15.	Date and time of next terms meetings:	
	<p>Resources – Thursday 25th April at 7.30pm Curriculum & Standards – Tuesday 14th May at 6.30pm Full Governors - Thursday 23rd May 2019 at 7:30pm</p>	
16.	Grace	
	The meeting closed at 9pm as Grace was said together.	

Signature of Chair of Governors:.....

Date:.....