



**Minutes of the meeting of Pulford Lower School Full Governing Board held
On Thursday 23rd May 2019 7.30pm at Pulford 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 Bill Webb (BW), Mrs Rosie Horsfield (RH), Mr Dave Farlam (DF), Mr Alan Brandham (AB), Mrs Emma Grimm (EG) and Mrs Lisa Jacobs (LJ).</p> <p>Mrs Alison Quick (Clerk).</p> <p>Apologies were received from Mr Jon Chadwick, Mrs Bex Howe and Mr Andrew Wood.</p> <p>Mr Webb opened with prayer.</p>	
2.	Declaration of Pecuniary Interests	
	No new pecuniary interests were declared.	
3,4,5.	Previous Full Governors Meeting Minutes	
	<p>The minutes of the meeting held on 7th February 2019 were circulated to all governors in their pack prior to the meeting. The following comments were noted: PW and EB are yet to complete the safer recruitment training. A 'crib sheet' was discussed that governors could use to aide any monitoring visits that they make. RH had not yet put anything together as it was felt that when she and DF had their recent English monitoring visit, RH verbally guided DF through the visit. DF agreed that this was most helpful as they were able to discuss differences in each class. It is to be noted that the monitoring visits are to support and compliment the teaching and learning of the pupils. It also assists governors to gain a fuller understanding of how school pupils achieve their targets – academic and personal/social. PW had previously circulated a governor monitoring template which should be used for all Monitoring Visits.</p> <p>The committee were in agreement with the previous meeting minutes, which were signed by the chair and passed to DH for filing.</p>	DH
6.	Chair's Report including 'link' governor election	
	<p>The chair's report was circulated as part of the pack, prior to the meeting.</p> <p>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. c) Overseeing the financial performance of the school making sure its money is well spent. <p>PW noted that it is the responsibility of the FGB to know what parents, pupils and staff think of our</p>	

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	<p>school. On the Parentview survey (see website homepage) of the 100 participants 94% would recommend Pulford to another parent which is great. The children have currently filled out a survey of 12 questions set up by the school council. The results were circulated in the packs. Again, some really positive results on a range of areas from school lunches, to school pets and provision of cushions for all! BW will be carrying out another staff well being survey in June and will feedback accordingly.</p> <p>PW thanked governors for carrying out their Learning Walks/monitoring visits this half term. PW asked governors to continue to consider what, as a Governing Board, can we do more/less of in order to remain supportive/effective. Governors were asked to consider for the next FGB if it would be helpful to extend our link governors to include Pupil Premium and the Sports Premium. It was noted that this is covered mainly by the SEN link governor (BM) in her regular meeting with TR. The Working Parties are working well and will remain in place whilst they add substance.</p> <p>Ofsted Readiness – PW/DH believe we are in good shape but we should not get complacent. BW attended a recent update regarding the new OFSTED framework. BW will feed this information back to staff on the training day in September (Monday 2nd September 2019). Governors are welcome to attend this session. Please let AQ know if you want to be included. PW is looking at an online Governance training course. Feedback at next meeting.</p>	<p>BW</p> <p>AQ</p> <p>PW</p>
<p>7.</p>	<p>Head Teacher’s Report – SEFSFTF (Schools for the Future)</p>	
	<p>SFTF – 2023 is the date given by Central Bedfordshire Council. CBC have asked schools in the county to give their view on the primary/secondary model outlining any preferences they may have. A letter of response was circulated for governors to consider. The letter will be one of the ‘open’ responses requested by each school, where they will be able to make clear their own aims for the future. The key points of our response are: Pulford are committed to a town wide system of education and would be open to considering thoroughly any specific options which demonstrated that they would improve the educational outcomes for the children. Three challenges to be considered and resolved by CBC, before any changes could be considered would be land, capital funding and revenue funding.</p> <p>Q: If changes are to be made where would the capital come from?</p> <p>A: CBC have said ‘106’ money (related to new housing) and possibly funds via council tax/Department of education. Caveat – relying on the ‘106’ money relies on the speed of development.</p> <p>Q: Plans for 2025/2026 shows further increase in new housing in Leighton Buzzard but this did not show the increase in housing in Houghton Regis which may affect the figures for schooling in the town.</p> <p>Discussion followed regarding new build homes throughout the town.</p> <p>PW outlined what was being asked by CBC. The governors agreed the letter of response. This will now be passed to CBC by DH/PW.</p> <p>DH will keep the board informed.</p>	

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8.	Safeguarding Report	
	Following her recent meeting with DH EB found all Safeguarding matters to be in order. A written report will follow. This will include any Health and Safety improvements. EB will check and sign the Single Central Record at her next visit to school.	EB
9.	Committee Reports	
	<p>Curriculum and Standards Report</p> <p>Overall the school is broadly on target in all year groups to meet their targets. Teachers are working hard to use specific interventions and teaching approaches, especially supporting children who are on the cusp of making expected progress.</p> <p>KS2 - Year 4 data is looking very positive for this year, with 100% of pupils on target to reach the expected standard or above in Reading, 84% in writing and 82% in Maths. The school confirmed this is an exceptional year group and gave us (unmatched) data to help us understand progress. This current year 4 had 64% GLD (Good Level of Development), 71% passed phonics first time in Y1. At Key stage 2 89% of them were expected or above in reading, 71% in writing and 78% in maths. This shows good progress, even with the caveat that this is unmatched data. (There has been some movement of children out and into this year group). The school will show progress in the form of a graph next term covering the whole year.</p> <p>KS1 - SATs in Year 2 are in the process of taking place and being marked. Currently the year is broadly on target for meeting their targets.</p> <p>Year 1 - At time of meeting 80% of their pupils were working at expected level for Phonics. The target is 84% and the school is aspiring to still meet this.</p> <p>EYFS - The school's target for Good Level of Development is 78%. Currently 76% were currently predicted to reach this.</p> <p>Maths intervention - The school reports the success of a key intervention – the 4 teacher method - to support progress in maths in KS1 and KS2. This involves Mr Heather or another teacher as an extra teacher for maths lessons. It is proving successful and the school hope to find a way to continue this method next year. Whilst it raises some challenges, Mr Heather is very passionate about ensuring this can work, as children and teaching should be at the forefront of priorities.</p> <p>RE - The school has a visit from a SIAMs advisor coming on Monday 3rd June. EG will try to attend also as RE Link Governor.</p> <p>SEND Report</p> <p>At present, SEND pupils make up approximately 11% of the whole school population. (Stage 1, 2 and statement)</p>	

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PreSchool	Stage 1 (meet criteria for support)	Stage 2 (SEN support plan)	Monitored	Statement /EHC (Education and Health Care Plan)	Pupil Premium	LAC (Looked after child)	EAL	More Able (formerly G&T)
2 x stage 2 1 x stage 1 3 children with other languages 1 child previously LAC	14 stage 1 pupils 10 stage 2 pupils		34	1 EHC plan and 1 application recently rejected 2 new applications getting ready to submit	13 (10 FSM, 2 previous LAC and 1 Ever6)	0	15	20

Updates since last meeting: The application in progress for an EHC Plan has been turned down. The feedback was that the child is progressing well and so doesn't need an EHC Plan. The school has received some funding for the child from Central Beds Education Panel, however, which has been extended to help cover transition to middle school.

A questionnaire has been sent to all SEND parents and governor Working Party met on 14th May to discuss interim results with some actions for school to consider. The deadline has not yet passed but the responses thus far are extremely positive.

Staff skills and training and impact on quality teaching and learning

Cache Level 2 in child mental health or ASD is being rolled out to more staff and also parents. Other staff being trained in speech and language and attachment theory. ASD training taking place w/c 20/5/19.

TR is still completing a lot of ongoing Edwin Lobo referrals. Whilst they wait for responses, the school are working hard to implement likely recommendations.

The Educational Psychologist is still visiting, paid for by the school.

The Speech and Language Therapist is continuing to work in school with new referrals (backlog on existing pupils however).

ND is continuing to run interventions every lunchtime except Thursday, focussing on areas such as anger management; speech and language; emotional welfare; fine and gross motor skills; processing and eye tracking/ games to support dyslexic children.

LC2 family support worker is still coming in to support children with play therapy type of activities.

Work experience students and future games help to free up teacher time for interventions.

Pre-school - There are still 3 children being monitored, 2 at stage 2 and 1 at stage 1. There are also 3 children who speak other languages in addition to English and 1 previously LAC (Looked After Child).

More Able (previously Gifted and Talented) - The list is continually being updated, but currently has 20 pupils which includes talents and academic ability.

Progress of SEND and Pupil Premium pupils - Whilst basic data is presented at Curriculum and

Standards Committee, the SEND working party are asking for ‘the story behind the stats’ to understand progress better. The school will take actions forward, such as anonymous case studies. Pupil Premium children are generally doing well and appear to mirror their peers.

Resources Report

1. Year End: The 2018/19 financial year ended with a small surplus of £874, resulting in a carry forward deficit of £6,718. However, following submission, a further debtor accrual of £3,222 was identified, which means a true in-year surplus was £4,096, and the carry-forward deficit of £3,496. The difference between the budgeted surplus of £8,005 and the adjusted out-turn of £4,096, is primarily due to building compliance works that were identified through a compliance audit commissioned by CBC, which included an additional asbestos survey, tree survey/work and replacement of the hotplate in the kitchen.

2. Budget: The 2019/20 budget includes the carry-forward deficit of £6,718 in the submitted yearend report together with the accrual of £3,222 referred to above. The budget for the increase in non-teaching staff is based upon the 2nd year of the 2-year NJC pay-deal (further details are given in the meeting minutes). The budget does not include any allowance for the proposed increase in the Teachers’ Pension scheme employer contribution rate, from 16.4% to 23.6%, which may become effective 1/9/19 as it is anticipated that the DfE’s consultation on the funding of this will recommend that the Government will fund schools that receive public funding. Overall, the budget position remains tight, but it is anticipated that there will be a surplus of £7,686, which clear the deficit and allow a small carry forward of £968.

3. Maintenance: The anticipated additional funding for the Teachers’ Pay Review will result in a small contingency that will cover the remaining works from the tree survey and any other unexpected costs that arise during the year.

4. Staffing: Mrs Tew is on secondment, which started in February 2019 and is scheduled to end in March 2020. To cover this a temporary re-structure for the office function has been implemented to balance workloads during this time and a new member of staff, Mrs Nicholls, has joined the admin team for 2.5 hours per day to support Mrs Godden in the front office and Bill Webb with some basic finance inputting. Mr Webb and Mrs Quick have split various other duties to ensure all tasks are undertaken during this time.

5. Capital Works: DH is in the process of submitting a funding bid of £30,000 to the Pulford Trust for a range of works, which include: a. Refurbishment of the library to enable it to be used more effectively for teaching and learning, especially for the four maths sets in KS1. This also includes the purchase of books. b. Construction of outdoor staging c. Play equipment – We will be receiving the ‘space ship’ after it has been used at the church summer camp. d. Work to the west side of the Victorian building to improve and enhance the brickwork along that side of the building. e. Improved access to EYFS. Replace the steps going from the playground up the hill to Silverbirch classroom.

Governors were pleased with the more positive outcome regarding finances in general; including the explanatory notes that are now produced alongside the figures.

Appeals and Admissions – not met.
Discipline Committee – not met.

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	<p>PTA Report</p> <p>DF thanked governors for their support at the recent football festival. Over 50 lower school teams (YR – Y4) played during the day. The atmosphere was great with positive feedback from visiting families. £4,500 was made on the day. A huge thanks to the PTA, staff and parents for helping to make this annual event a huge success. Profits from this will go towards the outdoor staging which was requested last year by the school council.</p>	
10.	<p>External Advisor Report</p> <p>The School Improvement Visit Report was circulated prior to the meeting. Bob Hopcraft (external advisor) met with the Headteacher (DH), Chair of Governors (PW), Assistant Head (BW) and English Subject Lead (RH) on 31st January 2019.</p> <p>All items on the report were discussed and explained. The key actions are: Ensure that marking of topic work/foundation subjects in KS2 also relates to expectations in English where appropriate. This is to be followed up through monitoring by the English subject leader.</p> <p>English subject leader to ensure that she has access to data about the proportions of pupils on track to be working at greater depth cross the school, as well as those on track for the expected standard.</p> <p>Continue to focus on developing mathematical fluency, particularly in KS1, so that pupils are better able to select the correct mathematical operation for a task.</p> <p>Continue to provide targeted support for ‘cusp’ pupils in writing and maths in Year 2 to accelerate the progress of this group and improve the proportions on track to meet targets at the expected standard by June 2019.</p> <p>Bob Hopcraft only looks at curriculum. His next visit will be in July 2019.</p>	
11.	<p>Governor Training and Development Update</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 outlined the training that has been undertaken by governors since the last FGB meeting and asked that they continue to keep her informed of any further training booked in order for the matrix up to date. AQ thanked governors for their willingness to undertake these tasks. The training, information gathering and visits ensure we offer maximum support to the school. PW reminded governors of the National Governance Association (NGA) website which offers some free training.</p>	
12.	<p>Governor Visit Report</p> <p>DF gave the following highlights from his recent English monitoring visit: 6 classes were seen during the 2 hour visit. Good observations all round/positive atmosphere throughout the school. Especially encouraging to see the ‘small’ things put into effective practice ie calm music helping some SEN children to settle back in to their session after play for example. The variety of teaching styles used to engage the pupils in their learning ie story telling / descriptive language etc. DF had lunch with the children in the dining hall; it was again good to see the stories behind the data as well as the enjoying a good lunch with them.</p>	

13.	Review new and existing policies	
	<p>The following policies had been brought by TR, then discussed and agreed at the Curriculum and Standards meeting on 14th may 2019:</p> <p>NQT MA&T Mental Health and Wellbeing Maths Equality and Diversity Curriculum Intent statement School Trips</p> <p>No further comments regarding the above.</p> <p>All policies have been signed off and filed by TR.</p>	
14.	Any other business	
	<p>Saints Alive Articles to be written by the 15th of the month: October – PW November – BH</p> <p>DH will bring a new rota to the FGB in October. Governors will be able to sign up to slots for the next academic year.</p> <p>PW had been asked if it would be feasible to start all governor meetings at 6.30pm. A vote of all present was taken and was split evenly. AQ will contact the three absent governors and inform governors of any changes should that be appropriate. Subsequent note: The majority, overall, falls in favour of the governor meetings remaining at 7.30pm.</p>	<p>PW BH DH AQ</p>
15.	Date and time of next term meetings in the next academic year:	
	<p>Resources – 7.30pm</p> <ul style="list-style-type: none"> • 26th September 2019 • 16th January 2020 • 30th April 2020 <p>Curriculum and Standards – 6.30pm</p> <ul style="list-style-type: none"> • 1st October 2019 • 21st January 2020 • 5th May 2020 <p>Full Governing Board – 7.30pm</p> <ul style="list-style-type: none"> • Thursday 17th October 2019 • Thursday 13th February 2020 (previously noted as the 6th) • Thursday 21st May 2020 	
16.	The meeting closed at 8.50pm as Grace was said together.	

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