



**Minutes of the meeting of Pulford V.A. Lower School Governors held
On Thursday 18th October 2018 6.30pm 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, Mrs Emma Grimm (EG) and Mrs Lisa Jacobs (LJ) .</p> <p>Mrs Alison Quick (Clerk).</p>	
2.	Apologies for Absence	
	Apologies were received from Bex Howe (BH).	
3.	Welcomes and Resignations	
	PW welcomed Emma Grimm (EG) and Lisa Jacobs (LJ).	
4.	Declaration of Pecuniary Interests / Training Update / Contact Lists	
	<p>AQ handed out the pecuniary interest forms. Discussions followed then governors completed the forms as necessary. No new interests were declared.</p> <p>AQ has started a training log for this year. Governors were asked to inform AQ of any training they received – course name/dates. PW suggested EG and LJ consider which training (other than Induction) may be appropriate, after the meeting.</p> <p>A new contacts list was completed with governor mobile numbers to aide any emergencies/administration. This will be held by AQ.</p>	
5.	Amend Terms Of Reference to reflect agreed committee members	
	<p>AQ advised the Governing board that they need to review any changes to the members of the relevant committees. It was confirmed that the committee members are as follows:</p> <p>Disciplinary Committee – PW, LJ, BM</p> <p>Resources Committee – EB (Chair), AW (RO Vice-Chair), AB, DH, JC, BW, PW, AQ (Clerk)</p> <p>Curriculum and Standards – BM (Chair), BH (Vice-Chair), RH, DF, JC, TR, DH, AQ (Clerk)</p> <p>Pay Review Committee – EB (Chair), AB, DF, BM</p> <p>Admissions and Appeals Committee – PW (Chair), DH, TR (Clerk)</p>	
6.	Matters Arising from Previous Meeting	
	The minutes of the meeting held on 17 th April 2018 were circulated to all governors in their pack prior to the meeting. No questions or outstanding comments.	

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7.	Actions required from the Previous Meeting	
	As above, no further actions.	
8.	Agree and sign the Previous Meetings Minutes	
	The committee were in agreement with the previous meeting minutes, which were signed by the chair and passed to DH for filing.	
9.	Chairs Report: PW	
	<p>The Chair's report had been distributed prior to this meeting. PW highlighted the following points:</p> <p>The governor's role is to be a supportive, critical friend.</p> <p>We are an outstanding school so why not look at becoming an attributed 'outstanding Governing Body'.</p> <p>Governors to sign up for one visit and one training session per year. Visits to be arranged with school. Governors to focus on the SIP. PW will make up a proforma template to assist understanding of this observational role. DH clarified that these visits are to look at the books etc not to judge our teaching. DG suggested this could be done in groups.</p> <p>Curriculum and Standards – Focus across the school is maths.</p> <p>Schools for the Future – working party summary follows. Very early days.</p> <p>Ofsted Readiness – as we have not had an Ofsted inspection for 8 years, it is becoming more likely that we may have one. Governors should consider appropriate areas to look at/help with. Probably via the curriculum and standards committee.</p> <p>FIP – BW is looking more closely at the cash flow. Budget information was sent out with pack prior to the meeting. BW has colour coded the sheet to enable concise interpretation. No questions have been forthcoming.</p> <p>There were no further comments or questions from the FGB.</p>	
10.	Head Teachers Report: DH	
	<p>A short report was circulated in advance of the meeting. DH provided a summary covering the following:</p> <p>For new governors, our curriculum and standards is our main focus.</p> <p>Finance update later in the meeting; summer works completed.</p> <p>DH drew attention to the SIP and SEF which were also sent out with the pack prior to the meeting. The School Evaluation Form refers to how the school performed last academic year. The School Improvement Plan (SIP) has been agreed with our external advisor, Mr Bob Hopcraft. This document considers last year's performance and sets aspirational targets for this current academic year.</p> <p>With regard to both school and church life, Father Grant has now retired and moved away. School are doing as much as they can to support All Saints whilst they fill the vacancy.</p> <p>Attendance – Autumn term just under 97% (with 97% is deemed outstanding). If attendance remains under 97% we will take a more robust approach. DH advised again that 97% is still very high. The stats relate to statutory age children only.</p>	

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11.	Safeguarding Report; EB	
	Safeguarding Policy was circulated prior to the meeting in the governor's pack. DH/EB stressed that it is the responsibility of all governors to understand safeguarding. AQ circulated forms to all governors to sign to confirm they had read and understood Part 1 of the Keeping Children Safe in Education. These were passed to AQ to file.	
12.	Policies	
	<p>The five updated policies were circulated before the meeting. TR highlighted the following:</p> <ul style="list-style-type: none"> a) Pay – teachers' pay rises included b) Child Protection – mobile phones (roaming – no 'nanny net'. Children on site need to be aware. <ul style="list-style-type: none"> - Children with SEN are potentially more vulnerable. - DBS checks are undertaken in a timely manner (most in last policy following latest draft). c) Accessibility – path around the all-weather pitch is accessible for all Q: The wooden steps between the Silverbirch classroom and the playground seem a little slippy? Any plans to change these? A: Conditions from LMS historically are that they need to be 'non permanent' steps. They will be replaced as part of the 2019 building plan. d) Charging and Remissions – no substantial changes. e) Governor Allowances – no substantial changes. <p>All policies were agreed and signed by PW and passed to TR for filing.</p>	
13.	Committee Reports	
	<p>The sub-committee reports were circulated prior to the meeting.</p> <ul style="list-style-type: none"> a) Curriculum and Standards Committee Report highlights from BM: SEF is a good way to use narrative to look through data/standards. Positive results last year. Above National Average. Currently looking deeper in to how cohorts progress through the school system. BW is tracking and providing matched data, where possible. Middle schools consider our data to be robust. Q: How do we read this data? A: Continuing progress/improvement over time. Robust data, exit data (Y4) is realistic. Most data is from Foundation Stage through to Middle school. Good teacher assessment. Q: Are there any trends as they move to middle schools? A: We are generally too conservative with our results; this has been over a long period. BW/RH external tests but this has had the same response; too conservative. <p>Each year data is used to set aspirational targets for following year/cohort. Maths area of focus, particularly the differentiations.</p>	

	<p>Looking at the newest EYFS class, teachers have flagged up that initial data shows 11% below the average baseline. Note that a high number are not from our pre-school hence unmatched data. DH highlighted that we currently have 27 languages across the school. Overall, school is performing well. The next data leadership meeting is on 6th November. Any staff/governors are welcome. SEN – TR noted that there are four stages of support/reports before an Education Healthcare Plan (EHC) is put in place. It is only at this point that school receive any additional funding. DH thanked TR at this point for all her hard work, as an EHC had been granted today. It is to be noted that any SEN data also includes Pupil Premium (PP) children. Parents do not always declare Free School Meals, which means our PP numbers are lower at this point. For clarification, LA children are fostered/adopted; EAL English Additional Language; MA is More Able. There is a complication with MA on the data as it does not show the variety of areas children are more abled in ie sports/music. Therefore, the decision has been made to only show MA for academic subjects as this will then be relative to the specific data.</p> <p>Q: How is the SEND pupil’s data? A: SEN pupils have done well in terms of their progress. There are no gaps between PP children and their peers.</p> <p>The SEN WP met today for the first time. After much discussion is was agreed that school undertake a huge amount of SEN work but we need to be better at our public relations. All input from governors will be much appreciated. Discussion followed regarding PR in general. Historically, this had a separate sub-committee. PW clarified that this now sits with the sub committees themselves. DH will review and revisit at a later point.</p> <p>b) Resources Committee highlights from PW: Pre-school numbers are lower this term but the budget reflects that. The teacher’s pay rise is accounted for in the budget. The sub-committee’s focus is how to function most effectively as a group, now BW is on board. Highlighting major changes, not too detailed but supporting. Overall, not concerned at this moment. Cash flow is the area of improvement for which BW is focussing. Buildings – all OK. AW in now vice-chair as well as RO. He reported that all works carried out over the summer have been completed to a good standard. EB has completed her safeguarding and Health and Safety visits. School now has a new site agent which is helpful to keep track of maintenance etc.</p> <p>Full Governing Board happy for DH to submit the half yearly budget review. Procedures have improved.</p>	<p style="text-align: center;">DH</p> <p style="text-align: center;">DH</p>
<p>14.</p>	<p>Working Party Summaries</p>	
	<p>PW/DH clarified that all Full Governing Board Meetings are open.</p> <p>Schools for the Future WP – The LA are reviewing the 2/3 tier system across the Central Bedfordshire County. The Working Party will update the Board as soon as more details</p>	

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	are released. SEN WP – TR chaired a very positive meeting. Focus will be improving positive communications throughout the community; better PR.	
15.	SEF	
	The School Evaluation Form (SEF) was circulated in the pack prior to the meeting. DH outlined this information is from work carried out last academic year. Q: Has this been validated? A: Yes, at the end of the academic year when data was completed. Written by management. Q: If Ofsted read this, would we remain outstanding? A: We are on track, yes. Bob Hopcraft (school advisor) has also backed this up. The Chair commented that as a governing board, we are also focussing to be Ofsted ready.	PW/ Governors
16.	SIP	
	The School Improvement Plan (SIP) was circulated in the pack prior to the meeting. DH highlighted the objectives of which we should be aware: Ob 1) Maths at greater depth – continue to look at differentiation and extension tasks. A snapshot of KS1 was passed round for information. Ob 2) Understand tracking – BW is looking at aligning Pre-school / Early Years data so it can be read in a similar format to that of KS1 and KS2. Ob 3) Schools for the Future – to ensure Pulford are kept fully informed and at the forefront of any changes within the town/county re 2/3 tier restructuring. Ob 4) We are the only school to use Parent View annually (information from our website straight to Ofsted). There were some contradictory areas, but overall positive feedback. We have asked for more detailed feedback from parents to clarify some of the areas, but nothing has been received to date. Communication is an area of continued improvement. Ob 5) Brand new Religious Education syllabus, from county. It hopes to increase the children’s theological understanding. Q: What is SIAMS? A: Statutory Inspection for Anglican and Methodist Schools. The diocese equivalent of Ofsted but only in the areas of Leadership/ Church School ethos/ RE/ Collective Worship. No further comments from governors.	
17.	PTA Update	
	PW informed the Governors that DF will now take on the role of PTA liaison. The upcoming dates for PTA events were given and governors encouraged to support where possible. Last year, £10,000 was raised by the PTA for school. An excellent effort.	
18.	AOB	
	PW will co-ordinate Saints Alive articles. PW and AW to write next articles, respectively.	
19.	Date and Times for next terms meetings	
	FGB: Thursday 7 th February 2019 at 7:30pm Thursday 23 rd May 2019 at 7:30pm	

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	Resources Committee: Thursday 17 th January 2019 at 7:30pm Thursday 25 th April 2019 at 7:30pm Curriculum & Standards Committee: Tuesday 22 nd January 2019 at 6:30pm Tuesday 14 th May 2019 at 6:30pm (amended date)	
20.	Grace	
	The meeting closed as Grace was said together.	

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