Roman Way Primary School
Governing Body

Minutes of the Meeting of 5th February 2019 at 6pm
Held in the Year 5 Classroom

Present

Mrs Tanya Hampton (TH) - Chair
Ms Sarah Jones (SJ) - Headteacher
Mrs Natasha Jones – (NJ)
Mrs Andrea Fraser (AF)
Mrs Laura Skeates - (LS)
Mr Ian Grocott (IG)

In attendance

Mrs Lucy Couch (LC) – Clerk
Mrs Philippa Stewart – School Finance Officer (SFO)

Agenda Items

Ref	
1.	**Apologies for Absence** Apologies were received from Mr Mackey due to work commitments and Mr Peebles due to injury.
2.	**Declaration of Interests** TH reminded Governors that if they have any pecuniary or personal interests, relating to items on the agenda, they must be declared during the meeting.
3.	**Notification of Items for AOB/ Matters Arising from Minutes** SJ advised she wanted to talk about the school building. TH said she was yet to write a Chair Welcome message. TH confirmed she was still working on a recruitment pack. LS asked TH to send her the recruitment information as she has connections with TVBC. IG confirmed he had completed his second Senior Leadership Monitoring visit. LC confirmed she had uploaded a copy of the Admissions Policy on to the website SJ confirmed she had sent the Prevent leaflet out to parents.
4.	**Minutes of Last Meeting (1/9/18)**

	The Board agreed the minutes of the meeting dated 20/11/18 to be true and accurate record. A copy was signed by the Chair. The Chair advised the Board that prior to meeting LC had noted that the minutes from the EFGB on 25/11/18 omitted the approval of the Complaints Policy. The Chair confirmed she would get this amended in time for the next FGB on 26/3/19
5.	**Finance and Premises** **5.1 FO to Present the Schools Current Budget for Governors to Monitor** The budget CFR report and accompanying notes were distributed prior to the meeting SFO advised the CFR report is more strategic, so not so in depth. SFO advised there is an in year surplus of £42,827 with a carry forward of £174,515. SFO said spend had been careful this year, and the school would spend more money next year. SFO money was being kept for contingencies. A governor asked why the school had gone slightly over budget for supply teachers. SFO advised the budget had been reduced this year, as the school is no longer using Hampshire teachers, only Agency staff. SFO advised that part time teachers who work INSET days are classed as Supply and fall in to this budget category. **5.2 FO to Report on Completed Financial Controls** AF confirmed she had completed a financial control (Payroll) in December. She confirmed every staff member had a contract in their personnel file. AF confirmed she checked the month end pay report to ensure that each offer letter matched the salary on the report. **5.3 FO to Report on the Agreed Training & Development Budget for 2019/2020** The training budget report was distributed prior to the meeting SFO confirmed that the school intends on spending the full £9,180 budgeted for training and development, of which £6,083 had already been spent. SJ advised that some of the budget had been used for Forest School training and that the school would continue to invest in this. SJ advised that unfortunately one of the Forest School Leads was now on long term sick. SJ said that some Forest School sessions had been swapped on the time table to help with covering teacher illness. SFO explained that the SLA for training had increased, due to the fact that Governor Services is included in the SLA and prior to federation Roman Way only paid a 1/3 of the cost towards this. SJ advised that schools in the area are now beginning to cluster to help share training costs. A governor asked if this would be something that Roman Way would be participating in SJ confirmed that Roman Way would be involved in a Safeguarding and Inclusion cluster. A governor asked if appropriate training was being offered by HCC. SJ said she felt there was enough training provided for Maths and English, but not MFL or IT. **5.4 Discuss Predicted Pupil Numbers and Budget Implications** SFO advised there had been 24 1st choice applications made for Year R and 26 2nd choice applications.

	SJ expressed concern over the fact that Endeavour Primary School would eventually be 4 form entry and that parents may go the extra mile to ensure there child went to a school which had modern facilities. A governor agreed from past experience as a Headteacher at a new school, that he never experienced a problem with pupil numbers. A governor asked if applications were being made from the school catchment area. LC advised that this information had not been looked at in depth, however 13 applications were sibling applications. The Board agreed that the school needed to think of some ways to ensure that Roman Way shines in the press, so prospective parents are aware of the amazing work that goes on in school. A governor expressed how they thought Forest School was a very strong quality for the school and that this should be promoted. It was suggested that some children could do a report on Forest School and it could be sent to the Andover Advertiser. LC advised that she had noticed that parents came to view Roman Way nearer to the date that the online application process went live and therefore suggested that Roman Way's Open Days are in November this year rather than October ensuring the Headteacher sees as many prospective parents as possible. **5.5 Agree Support Staff Pay Awards** SFO confirmed all support staff had been awarded the usual pay increment. A governor asked if anyone had achieved outstanding performance. SJ confirmed all staff had achieved expectations, but there wasn't anyone who had achieved outstanding performance. SJ confirmed there were areas of development for all support staff. **5.6 Receive & Review Health & Safety Inspection Report** The Chair of Governors advised she would speak with NM to ensure a Health & Safety inspection takes place after half term. The board thanked SFO for her reports and particularly her attention to detail. The board agreed SFO was keeping a good control of the budget. SFO left the meeting at this point.

6.	**School Improvement Plan** Miss Cannell was unable attend the meeting, so it was agreed this would be an item for the next agenda. A governor asked if monetary values would be included in the SIP report at the next meeting SJ confirmed they would be.
7	**Disaster Recovery Plan** SJ confirmed a lockdown will take place at 13th February at 10am. A governor asked if a disaster recovery plan was in place SJ confirmed a disaster recovery plan was in place but needed more detail added to it. A governor advised a table top exercise needed to take place where envelopes with various scenarios inside were looked at and action plans agreed for the various scenarios. It was agreed that SLT and governors would meet on the 12th March at 2pm to work on this.
8.	**Receive Governor Monitoring Visit Reports** **8.1 Health & Safety Monitoring Governor Report** TH said she would contact NM in regards to his Health & Safety visits and will support him if necessary. **8.2 Finance Monitoring Governor Report** AF advised she was yet to complete a monitoring visit. AF advised she was meeting with TH next week to discuss further. It was agreed that AF could have access to computers in school or a laptop at home in order for her to complete a monitoring report. **8.3 Senior Leadership Monitoring Governor Report** IG confirmed he had completed his second SLT visit on 4/2/19 and would produce a written report for the next FGB. IG reported that the meeting he had attended had shown SLT to be intelligent, thoughtful, on the ball and that the meeting was very well managed. **8.4 Agree Dates for Further Link Governor Visits This Term** NJ confirmed she would be in contact with the Inclusions Manager to arrange her 2nd SEN visit. TH advised she would be in contact with SJ in regards to a safeguarding visit, which would predominantly entail a walkthrough of the school. SJ said she would welcome an unannounced visit.

9.	**Policies** All policies and financial documents had been distributed prior to the meeting. 9.1 Anti-Bullying Policy 9.2 CCTV Policy 9.3 Inclusions/SEN Policy 9.4 Attendance Policy 9.5 Acceptable Use of IT Policy 9.6 Charging & Remissions Policy 9.7 Whistleblowing Policy 9.8 Budget Cycle 9.9 Best Value Statement 9.10 Scheme for Financial Management of Schools 9.11 Statement Regarding Unofficial Account 9.12 Internal Audit Findings – Annual Update **The Board agreed all the policies.**
10.	**Headteacher Verbal Report** **10.1 Monitor Quality of Teaching** SJ advised she felt she was working with the strongest SLT she had ever had and that the team were working very well together. She said that SLT had been able to get into classrooms to provide live coaching and modelling in real time and had been able to provide instant feedback. Feedback given is timely, with short targets given, which is working very well with teachers, as teachers have reported that the coaching is helping their teaching practice. SJ advised she was creating a coaching matrix, which was evolving and organic. SJ said staff had reported they no longer feel they are being judged and the modelling/coaching in real time was really benefitting children's learning, and helping them be the best practitioner they can. SJ advised teaching and children's book were very positive and that she was really proud of staff. SJ said she was continuing to encourage staff to do professional learning and reading. Teachers are encouraged to photo copy sections out of books, trying different approaches within the classroom to see what works and report back results whether positive or negative. SJ advised that LS was on an Aspiring Headteachers course. SJ advised that LS had a project to develop and train LSA's, identifying any issues in the classroom and providing feedback to LSA's. LS gave the example of letting children get stuck rather than the LSA over helping. Getting stuck helps the child learn moving forward. SJ said she has encouraged LSA's to carry out professional reading too. SJ said she wanted professional reading and sharing information to be the culture of the school, and for it to have an impact. SJ reported that there had been a positive change in the mindset of staff towards challenging behaviour in school.

SJ advised she was empowering teachers to be more robust with their LSA's rather than SLT having to

10.2 Review ASP, IDSR and FFT data

SJ explained to the Board that the IDSR – Inspection Data Summary Report holds historical data and leads the key enquiries for Ofsted. SJ advised ASP – Assessing School Performance was the new Raise Online and that data can be explored in more detail on ASP including question level analysis.

A governor asked if the headline page of data for Roman Way could be sent to all Governors.
SJ said she would get this sent out to Governors. The Board agreed it would be good to see data, not just hear from the Headteacher.

SJ said that FFT was no longer used at Roman Way.

10.3 Safeguarding Review

SJ advised she felt the safeguarding practice at Roman Way was good. She advised the new Ofsted framework was now focussing towards looking at safeguarding as a culture in school.

SJ advised at the last district Heads she was told how an Outstanding school had gone to Requires Improvement as staff couldn't answer questions on Prevent.

SJ said she had been advised to be careful about what police documents are attached to children's records on CPOMS, particularly as some personal information on the documents may relate to a sibling not at Roman Way. SJ said she had contacted Legal about the situation, as from a safeguarding point of view the information in some police reports is needed in order to see the full picture and help safeguard our pupils.

SJ advised it was E-safety week in school and lots of work had been done in class on this topic as well as information placed on the school website for parents to read.

10.4 Review Support Staff Appraisals

The Board agreed this point had been covered in 5.5

10.5 Parents Evening dates

SJ confirmed the parents evening dates – Tuesday 26th March 3.30 – 6.30pm and Wednesday 27th March 3.30 – 5.30pm.

10.6 Review LLP Report
The LLP report had been distributed prior to the meeting.

A governor asked how SJ had found the LLP visit.

SJ said she found the LLP to be very supportive, accurate and she trusts the LLP's judgements.

10.7 Fire Drill Report

14.	SJ advised a practice fire drill would take place on the 14th February at 10am. SJ advised she would be hiding a child in this practice to ensure that staff are checking all areas of the school robustly. IG advised that he would like to come in for this practice drill. SJ confirmed that practice drills would also take place for Breakfast Club and After School Club. **10.8 Monitor Attendance** LS advised that a more robust attendance monitoring system had been implemented. LS showed the Board a spreadsheet that she was maintaining which contained the actions she had taken, for example offering support for some families, having meetings, writing letters and keeping notes. LS advised letters had been sent to parents of children who have 95% or lower attendance and again for parents whose children are 90% or lower. LC asked if any correspondence would be sent to parents of children who have excellent attendance. LS confirmed texts/letters would be sent out to acknowledge good attendance and the support of parents.
11.	**Annual Plan for Offsite Visits** SJ apologised that she did not have a finalised plan of Offsite Visits to present to Governors. It was agreed this would be an item for the next agenda.
12.	**SFVS** AF advised she would complete the SFVS which will then be approved at the next meeting.
13.	**Governing Board** **13.1 Update on recruitment Co-opted/Parent Governor** A governor suggested a leaflet is given to parents at parents evening. IG said he was happy to attend parents evening in March in order to speak to any parents in the Governor role. **13.2 Agree Governor Training Subscription** The Board agreed to renew subscription for Governor Training Services. **13.3 Update & Review GB Action Plan** TH advised the Board to take a look at the Action Plan so that all Governors knew what actions had been completed and what one still needed to be completed. TH advised she would update the action plan after this meeting. **13.4 Discuss Staffing Committee** It was agreed a Staffing Committee was now required by the Board in order to discuss any staffing issues. This committee will consist of TH, NJ and IG. **13.5 Set new date for HT Interim Review** It was agreed that the HT review would take place on 5th March at 1pm.
14.	**Items For Next Agenda & AOB**

	AOB SJ advised she was having a meeting with Martin Shefferd from Children's Services reference the school building. SJ said she had been to 7 primary schools in recent weeks and feels that Roman Way has been badly catered for in terms of budget for the school building. SJ said she would be speaking to Martin Shefferd about the conditions of the toilets, the corridors and the classroom sizes. SJ advised she wanted to fight for the school more robustly, as the school needed up to date equipment and furniture. SJ asked the board for any ideas to help make a proposal. A governor suggested that SJ proposed that the school is willing to spend its capital - can it be matched? The board agreed that a refurb would help towards encouraging parents to choose Roman Way for their child's schooling. **Items for next Agenda** Sickness & Absence Policy Performance Policy Equality Policy Equality Objectives E-Safety Policy Headteachers written report Governor visit reports Monitor School Improvement plan – including monetary values Boundary fence bent – safeguarding issue.
15.	**Impact of Meeting** All Governors were pleased they had agreed the above mentioned policies. All governors agreed the notes provided by SFO were very good. The Board was pleased to have been able discuss ideas and ways forward on the recruitment of children to the school and improvements to the school building.
2.	**Date of Next Meeting** 26th March 2019 at 6pm

Actions completed from previous meeting

Ref	Actions	Owner	Deadline
	Senior Leadership Monitoring visit	IG	5.2.19
	Admissions Policy to be uploaded to website in spring term.	LC	5.2.19

	Send Prevent leaflet out to parents	SJ	5.2.19
	Contract between school & HC3S in regards to Breakfast Club money	PS	5.2.19

Actions from this meeting

Ref	Actions	Owner	Deadline
	SLT Governor monitoring report	IG	19.3.19
	Chair Welcome message	TH	26.3.19
	Create Governor recruitment pack to be sent to local companies	TH	26.3.19
	Finance Governor monitoring visit	AF	19.3.19
	Safeguarding Governor monitoring visit & report	TH	19.3.19
	Health & Safety Governor monitoring visit & report	NM	19.3.19
	Offsite Visit Plan	SJ	26.3.19
	SEN Governor monitoring visit & report	NJ	19.3.19
	Practice Firedrill	SJ	14.2.19
	Practice Lockdown	SJ	13.2.19
	Table top exercise for disaster recovery plan	SJ,TH,NJ,	12.3.19
	Headline Page to be sent to Governors	SJ/LS	26.3.19
	Complete SFVS	AF	26.3.19
	Governor recruitment information to Laura Skeates	TH	26.3.19

The meeting closed at 7.45pm

Signed (confirmed)……………………………… Date……………………

Chair of Governing Board for Roman Way Primary School