## SPRING TERM 2019

## BUCKINGHAMSHIRE LEARNING TRUST

**MINUTES** of the meeting of the Governors of Kings Wood School held at the School on March 5th, 2019 at 6.30pm

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| **PRESENT:** |  |  |
| Mrs Hickman  Mrs Freeman – Headteacher  Mr Horslen  Mrs Reed  Dr Saunders  Mr Scutt |  |  |
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| **IN ATTENDANCE:**  Mr Collins Clerk,  Mrs Virgo Assoc. Governor |  |  |
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| **ABSENT:** |  |  |
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Apologies received and accepted

**WELCOME AND APOLOGIES –** Mr Daniels and Ms Holland

|  |  | ACTION |
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| 1 | NOTIFICATION OF ANY OTHER BUSINESS It was agreed that the following items would be discussed under Any Other Business:   * Signing of the Safeguarding Audit * Musical event – Governor attendance |  |
| 2  3 | DECLARATIONS OF INTEREST OR LOYALTYThere were no declarations of interest or loyalty in items to be covered at this meeting. **GOVERNORS UPDATE INCLUDING THE ELECTION OF A NEW GOVERNOR**  Leela Adams was welcomed as a new parent governor by the governing body and is booked into to new governor training next week. |  |
| 4 | MINUTES AND MATTERS ARISING |  |
| 4.1 | MINUTES The Minutes of the meeting held on 16th October 2018, having been circulated, were confirmed and signed by the Chair as a correct record.  An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School. | **Headteacher** |
| 4.2 | MATTERS ARISING |  |
| 4.2.1 | **MINUTE NO**  **5.2** – No curriculum meeting took place due to bad weather – still to be done  **6.2** – The Headteacher has put statements into the report and will add additional words into the report as a separate area  There were no other matters arising from the minutes. |  |
| 5 | STRATEGIC MANAGEMENT |  |
| 5.1 | REPORT OF THE HEADTEACHER Governors received the Report of the Headteacher, having been circulated. The following matters arose from a discussion and scrutiny of the report.  **Q.** SEN has gone up significantly is there a reason for this?  **A. Headteacher -** This fluctuates depending on the need coming through the school.  Q. What is an SGO?  **A. Headteacher -** It is a Special Guardianship Order, where a child has been placed with a family member.  The Headteacher updated governors on staffing; in particular that an apprentice caretaker has been appointed.  **Q**. How long does the apprenticeship last?  **A. Headteacher -** For a year and then he has to go onto minimum wage and train for a further year. The current caretaker is happy with the arrangement and it will hopefully be good for succession planning. |  |
| 5.2 | SELF EVALUATION (SEF) Governors asked the following questions:  **Q.** How confident are you now with SPTO and staff using it? How was moderation in January?  **A. Deputy Headteacher -** Moderation was positive with Disraeli we are using it as well as they are. It is still a work in progress. Staff are cautious about using the software. We are encouraging them to be more confident in using the judgments. After the pupil progress meetings, we have asked staff to revisit their judgments.  **Q.** How useful is the information for strategic purposes?  **A. Deputy Headteacher r –** It is more robust and therefore more useful.  **Q**. Are we meeting the progress markers?  **A. Deputy Headteacher -** Roughly in line with where we wanted to be. The data is a good tool to facilitate discussion; it is better than what we had 12 months ago as we are on track for having new data.  **Q.** Which groups of children are you looking at?  **A. Deputy Headteacher –** Prior attainment and Pupil Premium  **Q.** Mind to be Kind, how is it developing?  **A.** **Deputy Headteacher –** Individual children have been engaged in it. It will take a while for it to translate into behaviour. The Headteacher is not sure it is developing on all aspects of the social skills programme. Philosophy 4 Children is still continuing. Some children can really flourish in these lessons where they might struggle elsewhere.  **Q.** High prior attainers in year 6, how are they doing?  **A. Deputy Headteacher –** Looking at the test scores they seem to be doing well, our shakiest ground is Writing. PP pupils with high prior attainment are doing well in all year groups  **Q.** End of KS2 expectations same as last year; 58% combined score. Although individual subjects are lower than last year, can you explain?  **A. Deputy Headteacher –**. This is based on the PiXL analysis, it might be that last year the individual components were higher but the combined was lower.  **Q.** KS1 - % GDS Reading – three-year negative trend in Greater Depth, can you explain?  **A. Deputy Headteacher –** This relates to the new framework and we believe we over estimated in the early years.  **Q**. Bar charts on page 4 how do we interpret this and what it should look like in the future? E.g. Writing all rad and Reading green.  **A. Deputy Headteacher –** It is showing we are broadly similar to national average just slightly below. We have to be careful on the lower attainers. For Writing and Maths, they are lower than we want them to be.  **Q.** You are not worried about the fact they are Red?  **A. Deputy Headteacher –** No we have case studies for the relatively small number of children.  **Q.** SEN children less than national – because we have taken children out of SEN – Are we helping children by reclassifying them?  **A. Headteacher –** For them to remain on the register there has to be an external agency involved. We can meet need internally rather than using external resources/support e.g. we have our own counselling in-house rather than using CAMHS.  **Q.** Can you give an example of a child moving and what put them on the SEN in the first place?  **A. Headteacher –** We have a Child who was in the ARP for disordered language. She was taken out of the ARP and progressed with intensive support but overcame her challenges.  **Q.** Transition – You do not make mentioned of the Year 2 to 3 transition?  **A. Deputy Headteacher –** The majority of the work we do is with staff around expectations to ensure the year 3 staff know what they were capable of at the end of the key stage. The children do see it as a transition point but do not need support with it.  **Q.** Bullying – how many incidents have your recorded in the last year  **A.** The Headteacher agreed to report back to governors with accurate figures.  The Headteacher advised governors that we are now one of the most preferred schools in the county. For Reception September 2019 intake we received 61 first preferences and over 100 families in total. | **AP1: Head** |
| 5.3 | SCHOOL DEVELOPMENT PLAN |  |
|  | The Headteacher/Chairmen of Committees reported on the progress that was being made towards achieving the objectives contained within the School Development Plan as follows:  The Chair of Governors suggested this could be reviewed at the curriculum meeting at the beginning of next term. Governors agreed and to continue the termly review cycle. Governors have all monitored a section of the SDP  **Q.** How is the SDP progressing?  **A. Headteacher –** It was very front loaded to actions in the autumn term, so we are in a good place. The focus is now away from actions to reviewing the outcomes. | **AP2: Curriculum Committee** |
| 5.4 | **REVIEW OF SCHOOL VISION**  The Headteacher noted that she had asked staff to write down key words that were at the heart of the school/key drivers.  Governors wrote down key words for what they think of as their ideas for the school vision:  Safe, secure, inclusive, high achieving, aspiration and ready for life; children should have confidence and optimism; knowing hot to learn, excited, kind and engaged, inspired; kindness, confidence; kings wood, know our children, opens opportunities, learning and thinking, resilient and relevant; aspiring to be a good member of society, to look after your fellows, empathy; inspiration, ambition, confidence; inspire children and inspire them to aspire (overcoming their own low expectations and possibly parents have low aspirations), high expectations of each other and the children, celebrating individuals, life skills, enrichment, nurturing fostering kindness, fun.  The Headteacher shared a poster that had been made based upon feedback from teachers.  Governors agreed that: Enriching, Nurturing and Aspiring reflected the school’s holistic approach to the individual child, family and wider community. |  |
| 5.5 | **SCHOOL BUDGET 2019/20** |  |
| 5.5.1 | **FINANCIAL PLAN**  The provisional Financial Plan has been submitted to the LA by the appropriate deadline by the Finance Committee.  County have produced a budget share for this year and a 3-year indicative budget share. As it stands at the moment in the provisional plan – this year £91,000 surplus, next year £94,000 surplus, £77,000 and then £76,000. We have a stable 3-year plan. It does suggest however that we will have spent £60,000 more in the current financial year than we received in income.  We will not know what the out turn is until the end of April. It includes the Teachers pay grant. Increase pension contribution, although County have agreed to compensate this pension costs.  The final version of the budget has to be submitted by the 17th May and then ratified subsequently by the FGB. |  |
| 5.5.2 | **CONFIRMATION OF PURCHASING DECISIONS**  Governors agreed to delegate the task of confirming which professional services provided by BLT and other providers to purchase to the Finance Committee. | **AP3: Finance Committee** |
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| 6 | DELEGATED REPORTS - COMMITTEES |  |
| 6.1 | FINANCE COMMITTEE The committee had nothing further to report at this meeting. |  |
| 6.2 | **CURRICULUM COMMITTEE**  The committee had nothing further to report at this meeting.  Questions were provided to the school and answers were provided in lieu of the weather cancelled meeting. Governors thanked the school for their responses. Question are now in the meeting folder on Governor Hub. |  |
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| 7 | DELEGATED REPORTS - GOVERNORS |  |
| 7.1 | REPORT OF CHAIR The Chair had not taken any action under emergency or delegated powers. |  |
| 7.2 | REPORT OF DEVELOPMENT GOVERNOR/REPORT ON TRAINING AND DEVELOPMENT UNDERTAKEN BY GOVERNORS The Development Governor advised governors on issues arising from the latest Development Governors’ Briefing and on related issues. |  |
| 7.3 | REPORT OF SEND GOVERNOR The SEND governor had nothing further to report at this meeting. |  |
| 7.4 | **REPORT OF SAFEGUARDING GOVERNOR** |  |
|  | It was confirmed that the Single Central Record was up-to-date. |  |
| 7.5 | **REPORT OF EQUALITIES GOVERNOR**  The Equalities Governor updated governors about the ways in which the school was addressing its duties under the Equality Act:   * to eliminate discrimination, advance equality of opportunity and foster good relations, and * to publish the required equality information. |  |
| 7.6 | REPORT OF PUPIL PREMIUM GOVERNOR Governors noted that from September 2016 maintained schools needed to publish information on their Pupil Premium Strategy which would include evidence of the interventions that have been put in place.  The Pupil Premium Governor confirmed that the Strategy had been published. |  |
| 7.7 | DATA PROTECTION GOVERNOR The Data Protection governor reported on progress towards GDPR compliance. The school continues to work on its ongoing action plan. |  |
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| 8 | OTHER MATTERS |  |
| 8.1  8.2 | NEW BUSINESS APPENDICES **OPEN CONSULTATION** |  |
| 8.1.2 | **CONTROLLING ACCESS TO SCHOOL PREMISES**  Governors noted that guidance had been published by the Department for Education to help schools understand what they should do to remove someone who is on the premises without permission.  They agreed to:   * Read and consider the guidance |  |
| 8.1.3 | **ASBESTOS MANAGEMENT ASSURANCE PROCESS (AMAP**)  The School confirmed that the assurance declaration has been submitted online by 15th February 2019. |  |
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| 8.1.5 | **HEALTH AND SAFETY GUIDANCE**  **Health and Safety Guidance**  Governors noted that Health and Safety guidance had been revised and consolidated by the Department for Education. They agreed to consider this and review/amend Health and Safety related policies as appropriate.  **Health and Safety on school visits**  Governors noted that the DfE had published guidance to help schools understand their obligations when undertaking educational visits and other out of school activities.  Governors agreed to review the Educational Visits Policy in the light of revised guidance. This was delegated to the Curriculum Committee. | **AP4: Curriculum Committee** |
| 9  9.1 | RECURRING ITEMS **SCHOOL WEBSITE REQUIREMENTS**  Governors confirmed that arrangements were in place to ensure that the school website was compliant with changes to statutory requirements. Governors agreed to review the website for compliance alongside the Deputy Headteacher.  Governors thanked the school for all their hard work in this area. | **AP5: Govs + DH** |
| 10 | DATES AND TIMES OF NEXT MEETING The following dates and times of future meetings had previously been agreed:  TUESDAY 18TH JUNE AT 6.30PM |  |
| 11 | ANY OTHER BUSINESS Approval of Pay Policy – Mr Sparks requested governors to approve the model policy. Governors agreed.  The Deputy Headteacher advised governors about an upcoming event. The Music day for year 4 children from Kings Wood and from other schools. 11.40-12pm 7th June Governors to reply to the Head. Also governors are invited to the Music week which is planned for W/c June 10th. | **All Governors** |
| 12 | **EVALUATION OF MEETING**  Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes |  |

The meeting closed at 8.30pm

Signed ……………………………………………………… Date ……………………

CHAIR