

Minutes of a meeting of the Governing Body of Fox Primary School held at the School on Monday 24 November 2014 at 6.00 p.m.

NON-CONFIDENTIAL

PRESENT

| | |
|----------------------------|-----------------------------------|
| Ms Sema Aydin (SA) | Mr Paul Cotter (Headteacher) (PC) |
| Mr Adrian de Segundo (ADS) | Ms Emily Kerr (EK) |
| Ms Kezia Pearce (KP) | Ms Hannah Rickman (HR) |
| Mr Andrew Sutcliffe (AS) | Ms Jodie Terry (Chair) (JT) |
| Ms Tina Villarosa (TV) | Mr Benjamin Ward (BW) |

OBSERVERS

Ms Emma Madden (Associate Headteacher) (EM)
Mr Ben McMullen (Deputy Headteacher) (BM)

Ms Carolyn MacLeish (Clerk for Governors) (CM)

1. APOLOGIES

Apologies for absence were received from Sean Landers and Rosalind Morgan.

RESOLVED: that the following absences only be noted to:

- Sean Landers
- Rosalind Morgan

2. DECLARATION OF INTERESTS

There were no declarations of interests given in respect of individual items on the agenda.

Discussion.

RECEIVED.

3. MINUTES

The minutes of the meeting held on 24 September 2014.

Discussion.

RESOLVED: that the minutes of the meeting held on 24 September 2014 be signed as a true record.

4. MATTERS ARISING FROM THE MINUTES

4.1 (Miscellaneous)

Governors were advised of the Safer Recruitment link to training and that the full Raise Online report was on the Google drive for them to view.

4.2 (Admissions)

JT advised governors that the School had received a letter from the LA following the last governor discussion on the School's Admissions policy stating that they wanted the consultation and decision on the School's admissions policy to be finished by March. Their proposal was to reverse the previous changes to sibling policy, thus placing siblings outside the catchment lower in priority than others within the catchment. With the current high level of demand this would mean siblings outside the catchment would not gain a place.

JT referred governors to the document that she had received from the LA and had pre-circulated to governors. She added that she appreciated that not all governors would have had a chance to familiarise themselves with its contents however she advised that the LA could insist on a random allocation admissions policy. JT advised governors that the insistence on the consultation would mean that the School would be running three consultations at the same time as follows:

- the admissions policy consultation
- the federation with Ashburnham consultation
- the site redevelopment consultation.

Governors raised the following points in discussion:

- EK advised that the LA believed wealthy parents renting near the School had had an affect on the School's admissions and needed to be seen to do something to make the process fairer on those prospective parents and pupils who did not have the means to rent in the catchment area;
- the LA as the admissions authority could make changes as it saw fit and were not ruling out random allocation as a future option but the preference in the short term was to review the sibling admissions criteria;
- governors agreed that they would like to protect existing parents for at least admissions for 2014/15.
- governors agreed that they were in favour of changing the admissions criteria but did not want to be rushed into putting a consultation in front of the parents at this time;
- governors concurred that with the proposed federation with Ashburnham and the building works the School would not be best served to have another consultation running at the same time. Governors agreed that they would submit a request to the LA that a full public consultation on the School's admissions policy for the September 2017 admissions.

Discussion.

RECEIVED.

5. COMMITTEE MINUTES AND MATTERS ARISING FROM THE MINUTES

5.1 Finance Committee (20th November 2014)

JT, Committee Chair, reported on the issues discussed at the meeting, namely:

- the committee had reviewed the School's finances and had no major budgetary issues to report to governors;
- the minutes once complete and approved would be placed on the Google drive.

5.2 Premises Committee (17th November 2014)

KP, Committee Chair, reported on the issues discussed at the meeting, namely:

- the committee were reviewing the School's serious accidents log and PC had presented a table of the accidents. The most prevalent accidents seem to be related to the climbing frame in the south playground and collisions in the south and north playground. Both due to confined space. Actions taken: The game of 'It' has been stopped in the North playground. Climbing frame to be removed ahead of building works;
- GD presented an entrance and visitors system: InVentry. GD would continue to investigate the School's best options for a new system and the committee approved the purchase of a new system subject to further details;
- PC had reported that he has been advised that the best time to remove plants is late autumn while they are dormant. Given that the school building project will necessitate the removal of the plants during the spring and that the climbing frame is unusable during wet weather as it is slippery, it was suggested that removal of both should happen now. The School would take further advice and advise the committee.

5.3 Curriculum Committee (17th November 2014)

SA, Committee Chair, reported on the issues discussed at the meeting, namely:

- EM presented the EYFS policy. The committee discussed baselines and assessments as well as other areas of the policy. Governors approved policy;
- the committee reviewed the School's Data Protection policy. JT recommended that the School adopt a less prescriptive policy. PC /GD to ask LA for their policy;
- the committee reviewed findings from the T&L review;
- the committee reviewed disadvantaged pupils information and how the School spent spend the PP grants and achievements of DP children;
- the committee reviewed how the School spent the PE funding. Discussed 3 targets from OM's action plan which included improving fitness of all children, engaging more pupils in competitive sport and ensuring teachers are able to teach their own PE lessons;
- HR gave the committee a short summary of events from the School's Black History week;
- Head Chef Nina Rich had asked if we could include Pork sausages in the menu. It was agreed that they could be included as long as there was no cross contamination, and that the school also offered vegetarian and chicken sausages as well to cater for vegetarians and non-pork eaters;
- Information about FGM was shared with the committee. Fox staff were about to receive training on FGM. SA was to attend and then to feedback to all governors.

5.4 HR Committee (20th November 2014)

AD, Committee Chair, reported on the issues discussed at the meeting, namely:

- the committee received a report on the School's performance management schedule;
- the committee received reports on staff changes and maternity leave arrangements;
- the committee assessed that there were no major staffing issues or concerns;
- the School was managing a few long term sick cases
- governors were advised that a number of had moved onto the UPR which had an additional cost that was manageable in the school budget
- the committee had reviewed and tidied up the School's Pay Policy in line with the new guidance issued by the STPCD;
- the committee was reviewing its terms of reference and would present them for approval at the next GB meeting.

Discussion.

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5.5 Committee Memberships and Terms of Reference

The clerk reminded governors that they had a statutory duty to review committee memberships and terms of reference annually and that this usually took place in the Autumn Term.

Discussion.

RESOLVED: that the committees be asked to review their terms of reference for the 2014-15 school year for presentation and endorsement at the next full governing body meeting

6. APPROVAL OF THE SCHOOL'S PAY POLICY 2014-15

PC referred governors to the School's draft Pay Policy for 2014-15 and highlighted the following points and changes to the policy in reference to the School's approved Pay Policy for 2013-14.

- the School had added a Leading Practitioner Range to its Pay Policy LP1 was the equivalent to L1;
- the School had elected to keep the Main teaching pay range as it was M1 – M6;
- the School had included in its policy the possibility to award teachers two pay points if they were judged to have performed to an outstanding level;
- all pay recommendations would be presented to the pay committee by the Headteacher and would be subject to the pay committee's approval.
- governors were advised that PC's pay review would take place on 2nd December 2014 and the School had appointed Lucy Nutt as the external advisor for the process and the governors conducting the review would be ADS. JT and EK.

- governors discussed the policy and agreed unanimously to approve the School's Pay Policy for 2014-15.

Discussion.

RESOLVED: that the School's Pay Policy for 2014-15 as presented be unanimously approved by the FGB.

7. LINK GOVERNOR REPORTS

EM advised governors that she had circulated an email from the School with an explanation of the subject levels.

EK reported meeting with BM to have a Maths Link governor meeting and highlighted the following points:

- BM discussed the Maths Hub programme and the School's involvement and his recent trip to Shanghai with Jenny Noy;
- the School had recently implemented the Maths Mastery teaching for Reception and Y1;
- the main curriculum changes had been to introduce long division and algebra to the primary curriculum instead of the secondary curriculum
- discussed a SEN intervention group of approximately eight pupils in Y5. It was expected that three pupils would return to their regular class next year;
- EK visited a Y1 Maths Mastery class, Y5 High attaining group and Y4/5 and 6 intervention group;
- highlights from the visit included a questions session from the intervention group and difficulties observed were the level of disturbance in the SEND intervention group;
- KP advised that she had attended a maths workshop (Mindset and Learning) for parents with Ben McMullen and that it had been very well received and excellently delivered.

Governors were referred to Benjamin Ward's Music Link Governor report with Andy Watkins (3rd October 2014).

Governors agreed they would receive a report on Science Week at the next meeting.

Discussion.

RECEIVED.

8. UPDATE ON CURRENT SCHOOL BEHAVIOUR POLICY AND RECORDING OF BEHAVIOUR INCIDENTS

BM reported that behaviour at Fox was "good" and the School had been looking into methods of tracking and monitoring behaviour and ensuring there was consistency in dealing with pupils across the School. The School reviewed the variance in the thresholds and ways to improve transitions between activities and how best to deal with low-level disruption. The new behaviour procedure was outlined below with additional points highlighted:

- informal warning;
- first warning;

- second warning;
- time out in another class
- track slips and logs of time out to another class;
- class teachers were able to use methods such as a reflection table;
- the time out period was not for long, it was only used as a punishment and pupils were not meant to miss out on their learning;
- teachers promoted positive behaviour in class and tried to use a balance of reward and sanction.
- for more serious behaviour incidents formal warning were issued and parents were contacted. This would happen for incidents such as swearing, violence or racism;
- the playground had different rules and incidents were logged in the playground book and was fed back to teachers;
- exclusions were rare in the School and were doubled in length each time as per the statutory requirement;
- to date this term there had been:
 - 50 timeouts
 - 5 formal warnings
 - 2 exclusions
- the majority of the above sanctions had occurred at the beginning of the term;
- the School still had work to do to improve the standard of behaviour in the playground;
- several pupils who had been identified with behavioural issues had been having a better year as a result of the changes.

Governors thanked BM for his report and made the following points in discussion:

- BW asked if he felt that there had been more consistency in the application of managing behaviour in the School. BM responded that there seemed to be and added he was able to track the data with the new system and meet with teachers on a weekly basis to address any problems;
- EM stated that for teachers the new systems was very supportive and helpful.
- governors agreed unanimously to approve the School's new behaviour policy.

Discussion.

RESOLVED: that the School's Behaviour Policy and Procedures be approved as presented unanimously by the FGB.

9. **MATHS HUB PRESENTATION BY BEN MCMULLEN**

BM showed governors a PowerPoint presentation on his and Jenny Noy's trip to Shanghai as part of the Maths Hub programme. The following points were highlighted to governors:

- thirty-two new Maths Hubs have been established across England, each led by an outstanding school, college or pair of institutions with a record of excellent achievement in mathematics, but each also in partnership with neighbouring schools and colleges, universities, other organisations, maths experts and employers;
- Fox was the lead school in the London central and west hub. The School ran courses and disseminated its expertise to the Schools in its area. School that were judged to be requiring improvement received free places on courses;
- the main objectives for each hub were summarised as follows:
 - increasing supply of specialist teachers of mathematics

- developing specialist subject knowledge of teachers of mathematics
- developing pedagogical knowledge of teachers of mathematics (especially understanding of mastery pedagogy and Shanghai & Singapore pedagogy)
- improving quality of mathematics teaching practice
- supporting teachers to address new curriculum and qualifications
- improving quality of curriculum resources and activities (especially to support mastery teaching)
- increasing access to wider curriculum offer (especially Core Maths and Further Maths)
- improving supply and developing specialist leadership knowledge of mathematics subject leaders
- improving quality of and access to mathematics enrichment experiences
- increased progress and achievement in primary and secondary (including sustained progress through transition phases)
- reducing the gap in achievement between disadvantaged pupils and others
- developing confidence (can-do attitude) and resilience in learning mathematics
- 72 teachers and consultants from Shanghai were coming to the UK in February to return the UK teachers visit to Shanghai this term;
- key points learnt from the trip to Shanghai were as follows:
 - teaching profession was held in high esteem
 - teachers were experts in primary maths;
 - teachers and schools employed a collegiate approach and constantly reviewed each others practice
 - teachers had a lower workload
 - central textbook used by all schools and all pupils, which had been designed by experts. The book was clear and simple, variation theory, visual aids and sheets to match
- the lesson structure was as follows: new lesson, practice lesson and then a review lesson;
- lessons included the following points
 - simple context
 - exploration
 - sharing and valuing a variety of processes
 - C-P-A
 - short practice aspect
 - staying within the remit
 - underpinned by maths theory
 - key Point
 - difficult Point
 - arriving at a generality
 - the answer is only the beginning
 - intelligent practice
- lessons were 35 minutes;
- points that could be taken away for teaching Maths in the UK
 - clarity in teaching
 - key point in lesson
 - focus on mathematical theory
 - precise terminology
 - developing expertise

- shorter home learning
- changing lesson timings
- development of TRG (teacher research group)

BM concluded that although the Schools and teaching was very different in Shanghai it had been a useful visit and he would keep governors updated on any changes implemented as a result of the visit and the forthcoming visit by the Shanghai teachers.

Discussion

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10. REPORT ON PROPOSED FEDERATION WITH ASHBURNHAM PRIMARY SCHOOL

JT and BW referred governors to their pre-circulated report on their finding regarding the proposed federation with Ashburnham Primary School.

JT advised the governance structure needed more work and advised governors that this could be sorted out if the federation was approved.

BW advised that the document set out the reasons for and against federation and the timetable for the consultation and process.

Governors raised the following points in discussion:

- ADS praised the document and stated that he thought the document provided a fair and balanced view of the pros and cons of federation;
- ADS stated that he did not understand the rationale behind the proposed governor structure with committees for each school.
- JT agreed that the committee structure needed more work and there were concerns about the representation on the governing body. She advised that it was her and BW's thinking that committees might work better across both schools. JT agreed that she would take governor's concerns back to the working party meeting;
- JT advised that there were concerns that there would not be equal parent and staff representation for each school on the amalgamated governing body and this could become more problematic if a third school were considered in the future. BM advised that if the federation were to grow and include another school then the governing body would be reconstituted and governors could approve a structure that suited all the school's needs that are involved in the federation.
- BW advised that if governors agreed in principle to the federation tonight the consultation process would start as timetabled in the report;
- governors were advised that the consultation document provided to both schools sets of parents would be the same but with a cover letter that varied as some of the reasons for federating were different for each school.;
- ADS asked PC what the impact of the federation would be on his workload. PC responded that though there would be pressure to get Ashburnham to an Ofsted judgement of "Good", he believed there would not be an increased workload;
- SA asked how the School's staff felt about the proposed federation;
- HR stated that teachers were broadly positive about the federation. She added she had some concerns that because there would be more staff that it would limit opportunities for promotion to senior posts;

- EM stated that she believed because of the increased capacity that would be created from combining the two schools there would be greater flexibility and opportunities for staff;
- EM explained to governors that the two schools were working more closely together and she gave the example of Y4 Ashburnham pupils coming to Fox and having a debate and the schools would be joining up to compete in a national competition;
- governors agreed unanimously to support to approve the consultation process for the proposed federation;
- governors agreed unanimously to delegate the drafting of the consultation documents to the working party and on the School's behalf JT and BW. JT and BW agreed to email the material to governors for comments and approval prior to the documents being circulated publicly.

Discussion.

RESOLVED: that governors unanimously approved the School entering into the public consultation process for the proposed federation with Ashburnham Primary School and agreed to approve the consultation documents via e-mail.

11. SCHOOL REDEVELOPMENT UPDATE

KP reported that the public consultation meeting of the plans would take place on 9th December and stated that it would be great to have as many governors as possible at the event. She advised that she would circulate details.

KP concluded that the plans and drawings were on the governors Google drive.

12. REPORT BY THE HEADTEACHER

Report by Mr P Cotter 24 November 2014.

Mr P Cotter referred governors to his pre-circulated Headteacher's report. Governors raised no questions and the key points listed below were included in the report:

- Attendance to date for the year was 97.76%;
- The number of pupils on roll was 329
- The School had 97 disadvantaged pupils on roll
- The School had 48 playground accidents in the first half of the autumn term.

Discussion.

RECEIVED.

13. GOVERNING BODY

A) Governor Appointments or Leavers

None since the last meeting.

B) Current Governor Vacancies

1 Co-Opted governor.

C) Governors' Terms of Office

No governors' terms of office due to end in the next three months.

D) Report by Clerk on Governor Non-Attendance

No issues to report.

Discussion.

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14. CHAIRMAN'S ACTION

Report by Ms J Terry on Chairman's action since the last meeting.

The School had been listed as the second best primary school in the country in the Times List. JT advised governors that she had arranged to meet with the Chair of the School listed as number one (Grinling Gibbons).

JT advised that she had set up the Fox Governors blog and that BW had set up the twitter account.

Discussion.

RECEIVED.

15. DATES OF FUTURE GOVERNOR AND COMMITTEE MEETINGS

Discussion.

RESOLVED: that the next round of governors' and committee meetings be held as follows:

- First Spring Term Meeting – Monday 2nd February 2015 at 6:00 p.m.
- Second Spring Term Meeting – Monday 23rd March 2015 at 6:00 p.m.
- First Summer Term Meeting – Wednesday 20th May 2015 at 6:00 p.m.
- Second Summer Term Meeting – Monday 6th July 2015 at 6:00 p.m.

16. ITEMS FOR FUTURE ACTION OR MEETINGS

Discussion.

RESOLVED: that the following issues be future agenda items:

| Item | Suggested By | For Meeting |
|---|---------------------|--------------------------------------|
| • Approval of Committee Terms of Reference | Governing body | Monday 2 nd February 2014 |
| • Link Governor Reports – Science (AS) and History, Geography and RE (Humanities) | Governing body | Monday 2 nd February 2014 |
| • PSHE and SMSC (JT) and MFL (TV) | Governing body | Second Spring GB Meeting |
| • EYFS (SA) and PE (ADS) | Governing body | First Summer GB Meeting |
| • Review of the SIP | Governing body | Monday 2 nd February 2014 |
| • Report by Ashburnham Federation Working Group | Governing body | Monday 2 nd February 2014 |
| • School Redevelopment Programme | Governing body | Monday 2 nd February 2014 |
| • Maths Hub Update (BM) | Governing body | Monday 2 nd February 2014 |

CHAIR'S SIGNATURE:.....

DATE SIGNED:...../...../.....