

# Tittensor CE(VC) School

## Minutes of the Meeting of the Full Governing Board held in the School on Thursday 11<sup>th</sup> July 2019 at 4.00p.m.

**Present:** Mrs E Proffitt (Headteacher), Mrs J Avann, Mrs J Cresswell, Miss S Peddie, Mrs E Price, Mr M Walsh, Mrs O Williams, Mrs M Woodhouse.

**In attendance:** Mr B Jones, Clerk to the Governors

Mrs Proffitt chaired the meeting, and opened the it with a prayer.

### 1. **Apologies:**

**Resolved** - That apologies for absence be received and accepted from Mr A Lowe, Mrs F Bishop, Mr S Hendry and Mr S Johnston.

### 2. **Governing Board Matters:**

#### a) **Membership**

Mrs O Williams was reappointed for a further term of 4 years and EP will contact Mr S Hendry to confirm his reappointment.

#### b) **Confidentiality**

Governors were reminded that all discussions that take place at this meeting should remain confidential to the meeting.

#### c) **Register of Business Interests**

This is up to date.

#### d) **Declaration of Interest Business and Pecuniary**

No declarations of interest were made by Governors in respect of any items appearing on the agenda.

### 3. **Minutes of the Previous Meeting:**

**Resolved** - That the Minutes of the full Governing Board meeting held on Thursday 21<sup>st</sup> March 2019 be approved. Mrs Cresswell signed the minutes.  
That the Minutes Agenda and all reports and other papers considered at the meeting be made available for inspection.

### 4. **Matters Arising from the Previous Meeting:**

There were no matters arising not covered in the agenda.

### 5. **Review of committee membership**

No further review has taken place.

**6. Reports:**

**a) Subject Leaders**

1) English – Mrs Avann. An English action plan was distributed. There is less emphasis on cross curricular work in the new Ofsted framework, but work done on writing in Science has been beneficial. There is a big focus on reading in the framework but reading remains a strength of the school. Unvalidated results of the KS1 assessment gives 85% achieving the expected standard in reading and 5% working at greater depth.

2) Early years – Mrs Avann. An action plan was distributed, and Mrs Avann drew governors' attention to the success of the balance bikes and the role play.

3) Maths – Miss Peddie. An action plan was distributed. Unvalidated results of the KS1 assessment gives 90% achieving the expected standard in maths and 10% working at greater depth. Miss Peddie drew governors' attention to the emphasis on long term planning and the way progress was being monitored throughout the year.

4) PE and Sports – Miss Peddie. A report was presented evidencing the impact of primary PE and Sports' Premium and planning provision and use of the budget for the following year. The outcome indicators were explained. The school is aiming to obtain Sports Mark – Silver and a sports day and bench ball have been used to increase competition.

Governors were reminded of their responsibility to track use of the Sports Premium budget and its impact and were referred to the plan.

5) Science – Mr Allen. An action plan was tabled, and reference was made to the writing in science books showing historical and mathematical links and evidence of poetry and use of English criteria.

Governors complimented the subject coordinators on the quality of their reports and evaluations.

**b) Chair and vice chair's actions**

None were reported.

**7. Headteacher's Report:**

The Headteacher's report had been circulated with the agenda papers and had been discussed fully at Curriculum and Standards meeting on 13<sup>th</sup> June 2019.

EP explained there were no major staffing changes for 2019-20. An apprenticeship has been arranged in the school office.

**8. Safeguarding Updates:**

Governors noted the updates on safeguarding in the Governor Information Pack (GIP). EP explained that staff are aware of latest crazes amongst children. A new Keeping Children Safe in Education policy is expected in September. The Looked after child in school is from Norfolk and is subject to an adoption order.

One safeguarding call has been made to First Response and the issue was dealt with according to protocol.

**9. Strategic leadership:**

EP outlined the LA's Education and skills strategy and explained that LA policies are being reviewed.

**10. Accountability:**

- 1) ASP and IDSR – EP reminded governors that in school data is important as the age range of the school means that these documents contain little evidence of attainment.
- 2) Primary SATS – Governors were told of the unacceptable experience the school had over the moderation of writing judgements. They asked when moderation takes place and were most concerned about the attitude of the moderator, the way the moderation model was wrongly applied and the role of the LA in this.
- 3) Finance – The scheme of delegation was covered in the Finance meeting and SFVS has been checked by the chair.

**11. People:**

Governors were told that the new Ofsted framework emphasises the role of parents. Staff workload and well being has already been tackled at Tittensor. The crisis in recruitment, especially to senior posts was noted. The chair is using GovernorSpace training modules.

**12. Structures; – Not applicable this time.**

**13. Compliance:**

1) Relationships and Sex Education (RSE) – Whilst the school is not part of the pilot this is being incorporated in the curriculum making successful use of Family Planning and Stonewall resources. A speaker has been arranged to talk to governors at 6.0pm on 14<sup>th</sup> November 2019. Other schools will be invited, and the venue is yet to be confirmed

**Action point** – Venue to be confirmed by EP and governors to note this date.

2) Multiplication tables check – Y4 – Governors were concerned that the way these tests had to be administered gave little time for children to press the correct key to show their answer.

3) Mental health awareness – A mental health café has been established.

Governors noted other items in the GIP.

**14. Evaluation:**

Governors noted the items in the GIP.

**15. Other information:**

EP included an information leaflet on the new Ofsted framework in the documentation for this meeting.

She explained that the new SEF will include reference to the Intent, Implementation and Impact of the curriculum.

The Sean Harford blog recognises the unfairness of the new framework on small schools.

**16. AOB:**

The new school development plan will have a big focus on:

Global learning

Curriculum

SIAMS

Support for leadership development

Succession planning

Equality objectives had been circulated to governors. These are the new ones and will be evaluated in 2020. Governors asked to see the previous objectives.

**Action point** – EP to email the current objectives to governors.

EP put on record her thanks to the governing body for their support and encouragement. She was proud the school had long standing and supportive governors with a good skills base.

During the day activities at the school had been filmed for the More than a score organisation. Governors expressed their support for this organisation and its objectives.

**17. Dates of future meetings**

Curriculum and standards – 3<sup>rd</sup> October 2019

Finance – 4<sup>th</sup> October 2019

Full Governing Board – 17<sup>th</sup> October 2019.

The meeting closed at 5.32pm

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Chair \_\_\_\_\_ Date \_\_\_\_\_