

**THE GOVERNING BODY
PIRTON SCHOOL
High Street, Pirton, Hertfordshire, SG5 3PS**

Minutes of the Governors' Meeting held on Wednesday 18 January 2017 at 7.30 p.m.

Present	Absence approved	Absence not approved	Name	Category	Position	Curriculum	Premises	Resources	Link	Term end
x			Mrs J Webb	HT						
x			Mrs N Robbins	C	Chair					08/05/18
x			Ms S Fenner	DH						
X			Mr R Easterbrook	C	VC			X	Leadership	23/04/19
x			Mrs B Brown	P						
x			Mr N Ireland	LA				X	Achievement	17/11/17
x			Mr M Brown	P				X	Achievement	19/01/19
x			Mr R Unsworth	C			X		H&S	19/01/19
x			Mr R Sugden	P						
x			Mrs B La Plain	P						03/09/20
x			Mrs J Budd	P						17/01/20
x			Mrs L Sexton	Co-opted						03/09/20
	x		Ms H Common						Legal Clerk	
x			Mrs S Richards						Clerk	

1.	Welcome and Introductions	When	Who
2.	Apologies and consent to absence None received.		
3.	Declarations of conflict of interest <i>Governors are reminded that should a conflict of interest arise for anyone in any course of the meeting, they must declare it and withdraw from that part of the meeting.</i> No declarations of conflict of interest notified.		
4.	Notification of any other urgent business None notified.		
5.	Approval of the minutes of the meeting held on 16 November 2016 The minutes were approved and signed by the chair.		
6.	Matters arising and review actions of previous meeting a. Pupil Premium Statement is now on the website. Parents' Questionnaire has been through Curriculum committee and is to be discussed at this meeting.		
7a.	Headteacher's Report, including SEN update a. Headteacher's Verbal Report: Contextual information this term: There are currently 142 children on roll, some classes are above the PAN of 21. New Reception applications have not been allocated, but initial numbers indicate a lower number which reflects local primary predictions. Currently 19 on SEN register, 6 Pupil Premium pupils and no CLA.		

Attendance 96.1%

Staffing: A Full Time Teaching Assistant has been appointed on a Fixed Term contract until the end of this year, starting next Monday, following a detailed interview.

Governors were informed about visits and activities which have taken place, and which are planned.

Standards: The autumn term Standards Visit was carried out by the School Improvement Partner (SIP) and the report circulated to governors. Outcomes feed into the SDP. Children's work in books scrutinised by SLT and SIP with areas of strength and development identified and reported back to staff.

Q. On the whole-school summary of attainment how can school account for below age related expectations (ARE) in Year 4 and some in Year 2?

A. Governors were informed about the progress of specific groups of children, including in-year entrants. Pupils below ARE and those making below sufficient progress are in receipt of interventions. These are led by CT and TAs. HT has scheduled pupil progress meetings with each class teacher this half term where attainment and progress of pupils is discussed.

Q. Looking at Year and Year 4 data, is the school confident that the children at age related is secure?

A. Staff attend county moderation meetings to validate assessments and additional measures such as internal monitoring support judgments. At the end of Summer term 2016, school standards were moderated externally in Y6 and Early Years.

Comment: It does look as if there has been a real drop in attainment.

A. We also look at progress as children may be making good progress from low starting points. For some children the steps are small, all teachers have assessment files in place which are monitored in school.

Q. Is the decline in attainment in Year 4 related to larger class size?

A. There is no evidence to indicate this. The increased class size means more marking and strategies to manage this have been discussed with Class 4 teacher.

Q. Breakdown of Year 6 cohorts requested.

A. Data not available at the meeting – HT will provide for Governors.

School Development Plan: The School Development Plans has been updated and actions for the spring term were discussed.

SEN provision in school

SEN advisor in school for a day to do complete audit of SEN provision at no cost to school. We now have a judgement of what we are doing well, and areas for development. SEN Advisor will come back in the autumn term to monitor progress.

School expansion: The proposed housing development will have an impact on the school. The HCC project manager for development has visited school, and put forward a proposal to build us an extra classroom for current capacity with a view to further expansion if the development goes ahead and pupil numbers rise. The extra classroom will provide flexibility across the school, with no financial risk. The proposal is going through the political process at the moment, and it is up to the school whether or not to agree to it. Will hear in mid-February to March and a new classroom could be in place by the autumn term. The school would keep mixed stage classes, and the same number of teachers, but use the new classroom. Governors agreed this proposal.

Q. Can we support PAN of 25 with current staff?

A. No, a PAN of 25 would be 6 classes and therefore we would need additional staffing, and it could put us in a difficult position financially.

Q. Is it worth investigating financial support?

JW

JW

	<p>A. Additional pupils will bring in additional revenue. We budget conservatively, assuming an intake of 18. The next Resources meeting will discuss what PAN we need to get to in order to fund another teacher.</p> <p>Policies: Supporting Children with Medical Needs Policy Q. How does school ensure new staff are aware of medical needs and policy? A. All staff have Epipen training, children with severe needs are identified with photos in office and kitchen. Children with medical needs are identified to new staff. Approved.</p> <p>Safeguarding New governors were recommended to attend safeguarding courses. The Annual Report to the Governing Body was circulated and discussed. It was clarified that it reports on previous year, and all policies have been reviewed. The Equality and Diversity policy needs updating, will go on agenda of next FGB. The Annual Safeguarding Checklist has been completed by NH/JW The headteacher will refresh her Level 2 safeguarding training. All staff have received safeguarding updates, Level 1 training to take place in March. WRAP training for all staff in May. Q. Can governors join in? A. Depends on numbers, but there is on-line training for governors. Following discussion, it was agreed that safeguarding would be part of every governor's visit, spot checks on single central record, talking to children, etc. Governors visit proforma to be updated.</p> <p>Governors were informed that safeguarding procedures are that if a member of staff raises a safeguarding concern, it would go to Head or Deputy Head (DSP/DDSP) and a decision made regarding action to be taken. Immediate risk would incur an immediate referral, there are different levels of response.</p>	<p>Resources</p> <p>FGB</p> <p>All</p> <p>NR</p>	
8	<p>Admissions Appeal Statement Comments had been previously circulated. Community ethos, supporting local children, against the need for children to receive a good standard of education. Governors discussed the wording of the paragraph relating to admission of children who live in Pirton and Holwell in detail. Q. Why are we reviewing Admissions Appeal Statement? A. Because LEA has previously approached the school to take in-year entrants. Q. Have any of these entrants caused difficulties? A. No. Governors were informed that when parents go through the admissions process, if the school was full, it would go to appeal. An appeal panel would look at our statement on Admissions Appeal Statement, and approach school to take students. Q. Under what circumstances would we not take a child who lives in the village? Is our statement immaterial? Q. Where does the GB stand on the school's approach to the village community? A. Supportive, but is the appeal statement the right place for that statement to be? LEA allocates child to school, if admission refused, parents appeal, appeals panel use Admission Appeals Statement to judge whether they have an accurate picture of the school. However, school has been contacted by admissions before it goes to appeal. We seem to be saying we're full, but if you're from Holwell or Pirton we'll make an exception.</p> <p>Q. Does statement take us out of control of the situation? Has that paragraph been left in since the times of catchment areas?</p>		

	<p>A. No, deliberately included, in order to ensure village children would get a place.</p> <p>Governors discussed the school's priority to provide high quality education for every child, and the impact of high class sizes on this aim. Governors agreed that the school should offer places to children living in the village, and that if the paragraph were removed, it would also remove the option to take the child. Governors were informed that the school is contacted every time there is an appeal, and that the class numbers are updated on the Admission Appeals Statement for each case. There is not sufficient time to take it back to governors for discussion at appeal level.</p> <p>It was agreed to retain the statement and qualify it – “providing that such admission does not prejudice the provision of efficient education or the efficient use of resources”</p>	JW	
9	<p>Safeguarding update including Annual Report Annual safeguarding checklist completed by NR and JW. CLA report circulated to Governors. Annual Safeguarding report circulated to Governors (part 2 minutes)</p>		
10	<p>Committee Updates Curriculum Committee update Minutes have been circulated. Premises committee: Health and Safety inspection completed. One or two minor issues, being dealt with.</p>		
11.	<p>Governor Code of Conduct Has been updated in line with the model Code of Conduct. The updated version was circulated and signed by all governors.</p>		
12.	<p>Governor Visits Governors were reminded to visit this term or next term. Visits protocol in the Induction Pack.</p>	All	
13.	<p>Pupil Radicalisation No incidents to report. Further WRAP training to be arranged which will increase staff numbers beyond minimum requirements. Online training available on NSPCC website.</p>		
14.	<p>Any Other Business Christmas Fair, Boxing Day Run and Bonfire Night – it was noted within the community that teachers supported all these events, with thanks.</p> <p>In the absence of any other business the meeting closed at 9.15 p.m.</p>		
15.	<p>Date and time of the next meeting Wednesday 16 March 2017 at 7.30 pm in the school.</p>		