



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of Full Governing Body (FGB) Meeting

held on **Thursday 5th December 2019 at 6:30 pm** at the school

Present: Camilla Collins (CJC), Kieran Collins (KC), Simon Forder (SF) – from item 6, Terry Genis (TG), Gemma James-Moore (GJ-M, **Acting Chair**), Nick O'Shea (NoS), Laura Ovenden (LO, **Headteacher** (HT)), Roger Panter (RP), Nicola Ward (NW, Deputy Headteacher), Mark Whitehead (MW)

Apologies: Heather Chapman (HC), Chris Caswell (CC) Owen Gardner (OG)

In attendance: Flavia Coleman (Cover Clerk)

Meeting started at: 6:33 pm

1.	Welcome and Fire Evacuation Procedure The Acting Chair welcomed everyone to the meeting and confirmed the evacuation procedures.	Action
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from CC, HC and OG. The meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Minutes of the last meeting	
3.1	The minutes of the previous meeting held on 21 st November 2019 were agreed and signed by the Acting Chair as a true and accurate record.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 5) at the end of these minutes.	
3.3	Matters arising from the minutes and actions list were discussed and are summarised below: <ul style="list-style-type: none"> <u>Skills Audit</u>: Those governors who had not yet completed their Skills Audit were reminded to do so as soon as possible. <u>School Based Induction Programme for Governors</u>: To be uploaded. <u>HT's Contextual Report</u>: TG's reports on the INSET days on 4th September and 25th October had been completed.. <u>WGBT</u>: It was noted that the topic and date will be considered at the FGB meeting on 6th February 2020. <u>Ofsted Responsible Governor</u>: CJC is discussing this with the Chair. <u>Finance Checks</u>: It was confirmed that the checks should be undertaken annually, spread across the year. <u>Governor Visit Proforma</u>: It was confirmed that the first Quality of Education question had been amended as agreed and that a hyperlink had been created on Governor Hub. <u>Governors' Annual Statement</u>: Ongoing. <u>Pay Committee Meeting</u>: No longer required. 	All CJC CJC/Chair Chair
4.	Governors' Core Function 2	
4.1	HT Written Report Questions were invited on the report, which had been circulated before the meeting. Q: Re the Pre-School Link Worker Report, what percentage of children were still below age related vocabulary in the October test? 12 children are below, but only 6 are so	

Minutes signed by (PRINT).....

Signature.....

Position.....

Date.....

4.2	<p>significantly below that they need interventions. They are judged on whether they are 10 months or more behind their chronological age.</p> <p>Q: Re the Pre-School Link Worker Report, how do you help the children who cannot access the interventions due to special needs? We tailor specific individual lessons within the class setting to enable them to develop their attention and listening skills. There are 2 children in that bracket at the moment receiving 1:1 support because of their learning needs.</p> <p>Q: Re the last sentence in the Pre-School Link Worker Report, is the County commitment just words so far, or has there been real action? There has been a significant drop in Speech and Language Therapy input, which is a concern as it is a real need. Amy is going back to the pre-schools to ask if they feel they are getting real support. There has been a lot of communication about communication needs at HT meetings. It remains to be seen if any more support is being put in.</p> <p>Q: What is the context – is it EAL or communication needs? It is mostly about the lack of development of skills due to the family structure, although there are some EAL and learning difficulty needs.</p> <p>Action: The HT will feedback on the PSLW's discussions with the pre-schools.</p> <p>Q: Is the drop off on Speech and Language Therapy because of lack of funding? Yes, and also a lack of resources.</p> <p>Q: What was the take up like from Y2 parents for the KS1 SATs information session? 30 families attended, which was very pleasing.</p> <p>The HT highlighted the following from her report:</p> <p>Staffing:</p> <ul style="list-style-type: none"> • The PSLW has asked to reduce her hours as she is finding a full-time role difficult. Sally Wilcox is coming back for 1 day a week after Christmas and then for 2 days a week after half term. • In preparation for HC's maternity leave, Rebecca Thomas, an NQT currently working in Y6 alongside Emma Dinsdale, will be moving across to work alongside her in Y5 and will then become the Y5 teacher when HC starts maternity leave. The Y5 class teacher post was advertised but neither of the 2 applicants were shortlisted for interview. Emma Dinsdale will stay in Y6 and measures will be put in place to ensure she has opportunities to carry out her AHT responsibilities. <p>Q: Where does that leave the stretch in the SLT? It is a challenge and we will need to look at how the situation can be managed and what might need to be deferred.</p> <p>Data Review Presentation</p> <p>Data for 2018/19, derived from 3 main sources – the DfE's Assessing School Performance (ASP), Fischer Family Trust (FFT) and Perspective Lite had been circulated before the meeting.</p> <p>KC highlighted the following:</p> <p>KS2:</p> <ul style="list-style-type: none"> • The scaled score of 100 for reading, spelling and grammar and maths indicated the expected standard for ARE. 110 indicates the expected standard for greater depth or above. • The outcomes were very pleasing, with 79% of children achieving ARE in reading, writing and maths combined, and 24% achieving the higher standard, above the LA and national averages. The average scaled score of 106.9 was also above the national and LA averages. • Progress in reading, writing and maths was above average in all 3 subjects, putting the school in the top 4% of schools nationally. • Writing and Science is teacher assessed. • ASP only provides progress data for KS2. • This cohort is the last to have been assessed against prior attainment levels. • No data has been provided in ASP for disadvantaged groups, as there have been difficulties in collecting the data for children looked after, but it is known that the school is in a good position. • The 3 year averages for progress in reading, writing and maths are above those for the LA and nationally, with average scaled scores of 107.15 in reading and 107.91 in maths. 	HT
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4.3	<p>KS1:</p> <ul style="list-style-type: none"> • All outcomes are teacher assessed. 77% of children achieved the expected standard or higher in reading and 30% achieved greater depth. Both results were slightly below the LA average but above the national average. • 72% achieved the expected standard or higher in writing, above the national average. 12% achieved greater depth, below the LA and national averages. Plans are already in place to address this. • In maths, 78% achieved the expected standard or higher, slightly below the LA and national averages. 27% achieved greater depth, above the national and LA averages. • In phonics, 92% achieved the expected standard in Y1, above the LA and national averages and the school's highest ever result. • There were very few re-takes in Y2, and 50% achieved the expected standard. <p>EY:</p> <ul style="list-style-type: none"> • 75% of children achieved Good Level of Development (GLD), well above the national average. This was very pleasing, particularly in a moderation year. <p>In reply to a governor's question about the prior attainment table on p26 of the ASP report, it was explained that this shows a breakdown of attainment at KS1 by year group for reading, writing and maths</p> <p>Q: Do you have any thoughts on why the ASP report (p24) shows stability has declined year on year? Stability will decline as the number on roll increases and, because of the nature of our catchment area, there is more movement. It will come back up again once the number on roll becomes more stable.</p> <p>The format of the IDSR report has changed considerably this year and now includes statements generated by an algorithm based on the top and bottom 20% of schools and provides a school and local context.</p> <p>Q: Why is the percentage of FSM children in Y1 and Y2 shown in orange (markedly below the average of others) when the data suggests they are very close to the national? It is based on the breakdown of low, prior and middle attainment. The orange and blue shows the position at the school, not in comparison to others.</p> <p>Q: Do you see a drop in FSM when the children get to Y3? We would have to check the figures, but the current Y3 (last year's Y2) were the lowest performing cohort when they were in YR.</p> <p>The progress and attainment trend shows that the school was in the top quintile in reading, writing and maths at KS2 and in phonics. The EY data will not be available until January.</p> <p>KC was thanked for his very informative presentation.</p> <p>SIDP 19/20 – End of Autumn Term 19</p> <p>Updates for KADs 1, 2 and 3 had been circulated before the meeting. The HT commented on how much has been achieved and commended the SLT and staff for their hard work and everything they had done to implement the actions. The priorities for the Spring term will be reviewed at the beginning of next term.</p>	
<p>5.</p> <p>5.1</p> <p>5.2</p>	<p>Governors' Core Function 1</p> <p>Governors' SIDP Monitoring Feedback</p> <ul style="list-style-type: none"> • KAD 1 – Writing: the monitoring visit is planned for 10th December. Action: KC to confirm the arrangements with OG. • KAD 2 – Curriculum: the monitoring visit has been arranged for 9th January at 2pm. • KAD 3 – Community: GJ-M and MW had visited on 4th December and the report is to follow. Action: GJ-M and MW to write reports on KAD 3 monitoring visit. <p>Governors' Annual Statement</p>	<p>KC</p> <p>GJ-M/ MW</p>

	A meeting to discuss the content has been arranged for 18 th December. <i>SF arrived at 7.22pm</i>	
6.	Safeguarding	
6.1	Update to Keeping Children Safe in Education (KCSiE) Details of the changes made in October to the section related to DBS referrals was distributed. It was noted that this has been shared with staff.	
7.	Governing Body Organisation	
7.1	Governor Monitoring Calendar <i>Action: KC will e-mail governors with proposed dates.</i>	KC
8.	Good News	
8.1	Fundraising and Events The HT reported as follows: <ul style="list-style-type: none"> The first PTA event had been held in the previous week. It was noted that significant effort had been put in to revitalise the PTA and it had been very pleasing to see more parents involved. SF commended the HT and the team for their work in this respect. The Christmas Fair had been held that afternoon and MW was thanked for his support. £3.5k had been raised. The significant input by a group of parents had been very much appreciated but it was the hard work of staff which had made the event so successful. <p>Ways of encouraging more parents to participate were discussed. A governor suggested that those parents who had contributed to the Christmas Fair be asked to write a report on what they had done, which could be published on the website.</p> <ul style="list-style-type: none"> Governors who had attended the Parent Quiz were thanked for doing so. £600 had been raised. The KS1 show will take place on 10th and 11th December. A list of other events, which governors were welcome to attend, had been included in the HT report. The Chair is due to present the Governors' Trophy at the Christmas service at the end of term. CJC and GJ-M offered to stand in if OG is not available. 	
9.	Any Notified Business	
9.1	Residential Trip for Y6 Pupils 2021 NC advised that a change to an activities based residential trip was being considered and that costings were being explored. It is possible that it will be £70 less per pupil than the French trip. A meeting had been held with Grange Hall in Devon and a video showing the wide range of activities on offer was shown. The trip would still be for a week with 12 activities available, all run by qualified instructors. Q: Can you link it with different aspects of the curriculum, as it could be for the French trip? This would be a completely different experience and would offer new and different experiences that the children are unlikely to be able to access otherwise, but would provide enrichment and benefits at some level. The experience of going away and the confidence building and skills the trip would generate is one of the key factors, regardless of where it takes place. Q: What percentage of children are likely to react badly to some of the activities? A very small number would be reluctant and none of them would be forced to do something if they really didn't want to. All the experiences are available and there isn't anything that no-one would be unable to access. It was agreed that this proposal should be progressed.	
9.2	Governor Access to Parentmail All governors had received an invitation to access Parentmail, which provided an effective way of allowing them to keep up to date with the school's activities. It was noted that it had been	

	received very well by parents. Action: The HT will ask Clare Down to send the link to governors again and governors were asked to contact Clare if they were unable to activate it.	HT/All
10.	Date of next meeting: 6 th February 2020 at 6:30 pm	

The meeting closed at 7:48 pm.

Outstanding Actions

Date	Agenda Item	Action	Whom	Status
05/12/18	9	Skills Audit	All	Complete Skills Audit. ONGOING
			CJC	CJC to contact all governors with regard to specific training needs. ONGOING
21/05/19	10c	School Based Induction Programme for Governors	CJC	CJC to upload the pack. ONGOING
19/09/19	5.1	HT's Contextual Report	TG	TG to write a report on the INSET day on 4 th September. COMPLETED
16/10/19	4.2	INSET day 25 th October.	All/TG	Governors invited to attend from 11am to 3pm. TG to check his availability and attend if he is able to. COMPLETED
16/10/19	9.2	Whole Governing Body Training	Clerk	The topic and date to be considered at the January meeting. (NB. Meeting is 6 th February 2020 meeting) ON-GOING
21/11/19	3.3	Ofsted Responsible Governor	Chair	Talk with CJC about coordination / leadership of governors' response to an Ofsted inspection. ONGOING
21/11/19	4.1	Finance Checks	KC	Check if the income finance check should be done annually or termly. COMPLETED
21/11/19	4.3	Governor Visit Proforma (re-wording)	Chair	Re-word the first Quality of Education question to "Is the intent of the subject / KAD demonstrated through pupil outcomes?" COMPLETED
21/11/19	4.3	Previous documentation	Clerk	Copy 2018/19 governor documents from the portal to Governor Hub. ONGOING
21/11/19	4.3	Safeguarding Questionnaire	Chair	Add updated Safeguarding Questionnaire to Governor Hub as a hyperlink. COMPLETED
21/11/19	4.3	Governor Visit Proforma (upload)	Chair	Create a hyperlink for the updated Governor Visit Proforma on the Governor Hub System. COMPLETED
21/11/19	4.4	Governors' Annual Statement	Chair	Put together the structure for the Annual Statement and coordinate inputs. ONGOING
21/11/19	10.2	Pay Committee Meeting	HT & MW	Liaise about the Pay Committee agenda and re-scheduling the date. COMPLETED
05/12/19	4.1	HT Written Report	HT	Feedback on the PSLW's discussions with the pre-schools.
05/12/19	5.1	Governors' SIDP Monitoring Feedback	KC	Confirm arrangements for the monitoring visit for KAD 1 on 10 th December with OG.
05/12/19	5.1	Governors' SIDP Monitoring Feedback	GJ-M/ MW	Write report on KAD 3 monitoring visit
05/12/19	7.1	Governor Monitoring Calendar	KC	E-mail governors with proposed dates.
05/12/19	9/2	Governor Access to Parentmail	HT/ All	Ask Clare Down to send the link to governors again. Contact Clare if unable to activate it.

Governor Visit Timetable 2019/20 (Control Check visits also recorded in tables attached to F&P and Premises Committee agendas / minutes)	Governor	Date and Status re Visit /Report to FGB	Report Status For Governor Records
INSET Day 1: Induction – Safeguarding, H&S Procedures, Staff Well Being & School Organisation/ Routines	TG	4 September 2019	
INSET Day 2: Presentation of SIDP, Writing	TG	25 October 2019	
KAD 3: Monitoring Visit	GJ-M/MW	4 December 2019	
KAD 1: Monitoring Visit	OG/SF	10 December 2019	
KAD 2: Monitoring Visit	RP/CJC/TG	9 January 2020	

Schedule of Tower Hill Primary School Governing Body Meetings 2019/20

Shaded = NOT Thursday		Committees			
	Full GB	Finance & Personnel	Premises	HT Perf Man.	Pay
Autumn Term 2019	19 th Sept 19				
					26 th Sept 19
		9 th Oct 19 3rd Oct 19			
	16 th Oct 19 17th Oct 19		7 th Nov 19		
		14 th Nov 19			
	21 st Nov 19			18 th Dec 19	
	5 th Dec 19				12 th Dec 19
Spring Term 2020	6 th Feb 20				
		27 th Feb 20			
			5 th Mar 20		
	19 th Mar 20				
	26 th Mar 20				
Summer Term 2020		7 th May 20			
	21 st May 20				
		25 th Jun 20	4 th Jun 20		
	2 nd Jul 20				
	9 th Jul 20				

INSET Day Timetable 2019/20

Date	Time	Focus	Lead
Wednesday 4 th September 2019	9.00am – 12.00pm	INSET 1 Introductions and welcomes: Vision & Values Review Behaviour Policy and Rewards Child Protection and safeguarding School organisations and routines Staff handbook and code of conduct Corporate policies inc. Staff absence and sickness	LO LO CC NW NW/LO LO
Wednesday 4 th September 2019	1.00pm – 3.00pm	INSET 1 Health and Safety Stepladder Training	LO PH
Friday 25 th October 2019	9.00am– 12.15pm	INSET 2 Presentation of School Improvement & Development Plan	SLT

Friday 25 th October 2019	1.00pm – 3.30pm	INSET 2 Writing	ED
Friday 14 th February 2020	9.00am – 3.00pm	INSET 3 Jenny Mosely – Staff/pupil wellbeing	External
Friday 22 nd May 2020	All day	INSET 4 Report Writing	N/A
Friday 26 th June 2020	9.00am – 3.00pm	INSET 5 TBC	TBC

Membership of Tower Hill Primary School Governing Body 2019/20

MEMBERSHIP 2019/20				Committees				
Governors (13) – HT / 1 Staff / 1 LA / 2 parent/ 8 co-opted			Full GB & Leads	Finance & Personnel	Premises	HTPM Panel	Pay	Pay Appeal
Chris	Caswell	Co-opted	Safeguarding Governor		√		√	
Heather	Chapman	Staff		√	√			
Camilla	Collins	Co-opted	Designated Training Gov	√		√		
Kieran	Collins	Co-opted		√	√			
Simon	Forder	Parent	Safer Rec Single Central Register	√			√ For first meeting only	
Owen	Gardner	LA	Chair Allegations against HT		√		√	
Terry	Genis	Co-opted	Forum Rep		√ Chair			
Gemma	James-Moore	Co-opted	Vice-Chair Safer Rec SEND Attaining Highly	√		√ Chair		
Laura	Ovenden	Headteacher	Safer Rec Safeguarding	√	√			
Nick	O' Shea	Parent	Sports Premium		√			√
Roger	Panter	Co-opted	Safer Rec	√				√ Chair
Nicola	Ward	Co-opted		√	√			
Mark	Whitehead	Co-opted	Pupil Premium	√ Chair			√ Chair	