Tuesday 23rd May 2017 at 6.30pm



Present: Mark Whitehead (MW) Linda Tansley (HT) Poppy Bond (PB) Chris Caswell (CC) Simon Forder (SF) Terry Genis (TG) Gemma James-Moore (GJ-M) Miles Le Voguer (MLeV) Jefferson Nwokeoma (JN) Laura Ovenden (LO) Roger Panter (RP) Lyndsey Todd (LT) Chair Headteacher

Left after Item 6

Deputy Headteacher Left after Item 12

Apologies: Owen Gardner (OG)

In attendance: Nick O' Shea (NO'S) Alex Williams Prospective Associate Member Clerk

1.	Welcome and Apologies for Absence.	Action
	The Chair opened the meeting at 6.32 pm and welcomed everyone. This was followed by a minute's silence in remembrance of the children killed in the Manchester Arena bombing on 22 nd May.	
	Apologies were received and accepted from Owen Gardner (personal commitments).	
2.	Declaration of Pecuniary Interests HT declared an interest in Agenda Item 6 – Headteacher's ISR – and stated that she, LO and PB would leave the meeting during this item.	
	Q: Do you have to declare an interest if your partner is a member of staff at the school? A: Depends on the matter being discussed as it was likely that there would be no conflict if the scenario being discussed involved a different pay scale to that of the governor's partner e.g. teacher:support staff.	
3.		
	The Chair went through the minutes of the last meeting, page by page. It was agreed that the minutes were an accurate record of the meeting. It was, however, noted that LO's name had been omitted from the attendance list for the 21 st March and 4 th April FGBs. Both sets of minutes to be corrected and signed by the Chair after the meeting.	Clerk/ Chair
4.	Actions Arising All updated - reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.	
	<u>Governor visit to review CPD and IRIS (26/1 – item 14)</u> Completed. CC met with LO and agreed that this issue is best dealt with in new academic year when the TLR 3 with responsibility for IRIS is in post. Sponsorship/support for competitive sports (21/6 – item 6)	
	Ongoing. MLeV has sent out emails to companies but no interest thus far. SF and NO'S have offered help. TG offered to approach Farnborough Athletic about their kits now that they are defunct. TH to look at kits before committing to using them. Email address for allegations concerning the Headteacher (20/9 – item 13)	MLeV/ TG/SF/ NO'S MW/OG
	Carried forward as OG not at meeting. MW to email OG to check on progress <u>Governors Annual Statement (29/11 – Item 12)</u>	
	 Completed. Working party met and agreed: Each article for Annual Statement needs a clear set of objectives to prevent repetition 	

Signed as a true and accurate record by Mark Whitehead, Chair, at the FGB meeting of 13th July 2017

Asked HT for clarity of purpose of document. Is TH still writing the Annual Statement for OFSTED?	
Need to put content before design	
Need to start the process earlier	
School staffing structure diagram (21/3 – Item 3)	
Completed. Discussed at F&P Committee meeting on 9 th May. FGB to agree structure in Item	
8. Brocontations by Mathe & English Loadors (4/4 Ltom 6)	
Presentations by Maths & English Leaders (4/4 – Item 6) Carry forward to June FGB	
Scrutiny Working Group (4/4 – Item 6)	
Completed. SF/OG/CC/RP met to discuss process. A Google Docs spreadsheet has been set	
up which will link to the portal. It was AGREED that the Clerk would be the "custodian" of the	
questions spreadsheet and that the cut-off date for questions would be Sunday evening (if	
meeting on a Tuesday). HT asked governors to read each other's questions in order to avoid	
repetition and that the spreadsheet only include questions. Parents Survey (4/4 – Item 11)	
Completed. See agenda item 12.	
5. School Admissions & Current Contextual Summary of School: HT's Verbal Report	
The Headteacher's contextual report was circulated to governors prior to the meeting.	
Governors submitted questions to the HT prior to the meeting which the HT responded to	
during this agenda item.	
Q: There are 7 staff members leaving this year, compared to three last year, some of which	
have been with us quite a while. What has been done to assess that there is no underlying	
cause for concern?	
A: The contextual report includes the reasons why staff are leaving and I hope you can see	
there is no cause for concern. The SLT are not concerned that people are desperately	
unhappy and since the report was issued, one of the leavers has decided to stay. Although we are not unduly concerned about leavers, LO is issuing a staff survey at the next staff	
meeting to see what subjects teachers want to develop and lead on next year. A survey was	
also issued to LSAs last week. The feedback has been helpful and informative and will be	
used to help decide where LSAs will be deployed next year.	
Q: Do you do any anonymous staff surveys?	
A: The stress survey is anonymous and this is coming up as it is generally issued biennially.	
Q: 3 leavers due to dissatisfaction in two months seems guite high. You mentioned they were	
due to "external agency & Attendance Legal Panel intervention", could you explain what that	
means?	
A: The HT explained in the meeting that the three leavers (pupils) for dissatisfaction are from	
the same family and the reason for dissatisfaction was explained, but not recorded, in order to	
maintain anonymity for the family, in the meeting.	
Q: With reference to "Families were informed of their allocated schools on 18th April 2017. \neg	
First choice: 100% of the 60 children joining YR – all 60 places allocated". Could we know the	
student profiles i.e. how many of the 60 students are within the catchment? To contextualise	
this I am wondering if we have any SEN or higher priority students, but are out of catchment?	
A: All 60 are within the catchment area. We have one medical admission but they are also in	
catchment.	
Q: I am assuming 100% of places are taken by pupils from within the catchment area; which	
is why 4 non-catchment siblings were not allocated a place. If this is not the case, why were	
the 4 students lower priority?	
A: There are three non-catchment siblings who are currently appealing the decision. We know	
that three pupils who have been offered places will not be accepting. Currently, therefore, one	
of the three non-catchment siblings will be offered a place and there is the potential for more of this to happen as we have great mobility in our catchment area.	
Q: I don't really know if we have any control over this allocation or if it is handled by the LEA?	
A: Yes, the LEA Admissions Team, applying criteria within the LA Admissions Policy,	
allocates students to TH. There is the ability to stand outside the LEA system but TH doesn't.	

Q: Would you consider it? A: It could be considered by governors at a future date.	
Governors, at this time, did express concerns about standing outside the LEA admissions system. However, they did also express concerns about non-catchment siblings not receiving places at TH. The HT advised that when admission policies are up for review, there is the potential for schools and school forums to put forward the view that they would like the admissions criteria changed.	
Action: Clerk to find out when admission policies are next being reviewed by HCC and to advise Governors	Clerk
Q: Do we know how many put TH as their first preference and didn't get a place A I would need to look up the figures and advise governors at a later date	
Governors AGREED that, in light of the Administrative Officer's absence for medical reasons, these figures could wait until her return.	
Governors congratulated TH on 100% first choices for next year's intake. Governors also congratulated JF and the office staff for their excellent work in the absence of the Administrative Officer.	
Q: What are the financial implications of the leavers (if any)? A: There are no financial implications as funding is driven by the PLASC which is taken in October.	
 Q: It would seem that we have students on the waiting list for example 4 in Year R and 3 Year 1? There are 27 students in Pisa and 29 in Blackpool, with 30 as a cap. Are we expecting students to join this coming term (mid-phase arrivals) or in the new academic year? Potential impact on increasing budget. A: There are some anomalies regarding the waiting list which means that although there are 4 on the waiting list in Pisa, there is actually only currently one on the waiting list in a position to accept a place. We have a similar situation in Blackpool (Y1). The first person on the waiting list has been offered the place and has yet to accept. The second is a military move and the third is incoming to the UK and due to contact in May. People on the waiting list are being chased up. However, even if we filled all our available spaces, this would not have a financial impact until the next PLASC in October 2017. 	
Q: Does that mean leavers won't affect our finances either until October? A: Yes. Only Number on Roll at the October PLASC day drives the budget for the following year.	
 Q: Congratulations on the 0.5% increase in attendance across the school. Does the school know if there is specific reason for the improvement, or is it as a result of continued focus on attendance? A: Yes, it is the result of a continued focus on attendance which is strongly pursued by the SENCo and the Family School Link Worker. 	
Q : The outstanding persistent absentees - recognising the strong focus on supporting families to increase attendance, is there expectation that these persistent absentees will improve? Furthermore, is the time working with them detracting from supporting other children in the school?	
A : As I have mentioned previously, the Government changed the threshold for persistent absenteeism from 85% to 90% and I did warn at the time that there are lots of children in the 85% to 90% band at TH. However, TH's figure of 5.5% in 2015/16 for persistence absenteeism compares very favourably to the national figure of 8.8% for the same year. TH's 2015/16 figure for FSM children who are persistent absentees – 7.4% - is in fact half the national figure of 15.1%.	
Governors praised TH for its efforts with improving persistent absenteeism, stating that these figures, compared to national figures, are a real stamp of approval for the impact of the dedicated work of TH's staff.	

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HT also pointed out that two of the key groups tracked in the absence graph (circulated to governors prior to the meeting) are DES and FSM. As a result of a concerted drive on attendance, especially by the Family School Link Worker, both groups have seen a drop in absence level since the last FGB.

- FSM: 3.56% as at 12/05/17 (compared to 4.86% as at 17/03/17)
- DES: 4.42%5 as at 12/05/17 (compared to 6.07% as at 17/03/17)

Q: As we are currently discussing attendance, I would like to propose a change to the Home School Agreement (see agenda item 10). Could we consider slightly firmer language for Parents on attendance, such as "strive for my child to reach 100% attendance" and "inform the school by 9:30am on the day of absence" and "avoid holiday absence during term-time unless I have seeked permission from the HT". Given the increase expectations I think we should reflect this in the agreement language.

A: Following a discussion about strengthening the language in the Home School Agreement and the impact it would have on actual attendance, governors **AGREED** not to change the wording of the Home School Agreement.

Q: SEND Data - how does this compare with last year's data? Specifically the 26% of pupils on the SEND code of practice - is this an increase, and if so is there a knock on impact?
A: It is an increase on last year (19%). However, there has been a reduction in the numbers over the year. Children who were identified at the beginning of the year as having communication issues have received interventions during the year and the issues have been sufficiently successfully remediated to remove them from the SEND Code of Practice. There is a knock-on impact on finances as the greater the proportion of children identified with SEN needs, the greater support and intervention requirements and thus an increase in Learning Support provision.

Q: Do we know about Year R?

A: The Family School Link Worker and SENCO have been out during pre-school visits and have been receiving reports. Our reception intake for 2017/18 are coming from 17 different pre-school and therefore they have not yet completed all visits.

A governor advised all other governors that they should look at the portal if they wanted to find historical data, such as SEND Data.

Q: Trying to think outside of the box with recruitment because this is becoming of strategic importance. Instead of offering a recruitment package that is spread over the year, much like a TLR is, could we offer a relocation package that is a lump sum payment? It may well be that this is already the case?

A: The KS2 post has, thus far, been advertised with a £2K recruitment allowance. The 16/17 Pay Policy states that if the school has issues with recruitment, TH can offer a recruitment allowance of "Up to £2,000 per year for a maximum period of 3 years, to be paid monthly, pro rata, in the event of employment at the school terminating." We could change the Pay Policy but we felt that a monthly payment is less complicated to deal with in the event of early termination of contract i.e. employee leaving the school.

Q: Could you include a clawback policy if you gave it as a lump sum?

A: The Pay Policy would need to be changed in order to offer it as a lump sum. I would need to take advice from Personnel on the wording. However, the sixth advert for the KS2 post is due to go out tomorrow and therefore there would not be sufficient time for this to occur before the advert goes out.

Q: If the Pay Policy is to be change, would you need to do a staff consultation? **A:** Yes and equally, this would render it impossible to include 'payment as a lump sum' in the advert being released tomorrow.

Q: Do we do anything for childcare?

A: The school offers childcare vouchers.

Q: Is it possible to send out the advert with the recruitment allowance being offered as a lump sum without changing the Pay Policy?

A: I would be very concerned about the safeguarding issue. I don't know if legally we could say that the allowance was only for one year if it was not in the policy. I would not be happy to Signed as a true and accurate record by **Mark Whitehead, Chair**, at the FGB meeting of 13th July 2017

	put it in the advert with	out checking it first.							
	Governors AGREED to shelve the idea of a lump sum recruitment allowance until the HT could take advice from Personnel.								
	Q: Is HCC looking at incentives for teachers? A: There was the key workers' housing scheme but I am not sure if it still exists.								
	Q: If we do not fill the the AHTs will be class A: AHTs will be taking they will have their ow teaching. On the basis had agreed the HT's re out that the potential fe would be in further add definitely be made.	room based more an on DHT's responsibl n responsibilities, the s alone of assuming t ecommendation for th or also assuming clas	d so freeze the pay in ilities when DHT is on DHT's responsibilities he responsibilities of the he 'Acting Award' for b ss teaching responsibi	crease proposed? maternity leave. The s in addition to classi he DHT, the F&P col oth AHTs. The HT p lities in the Autumn T	refore room mmittee pointed Ferm				
6.	Headteacher's ISR								
	HT, LO & PB left meet	ing at 7.52pm.							
	The minutes regarding the Headteacher's ISR are confidential. Please see separate confidential minutes for this discussion.								
	HT, LO & PB returned to meeting at 7.56pm.								
7.	CC left meeting at 7.5	7pm.							
	The proposed Budget Plan & Rationale for 2017/18 and the 3 Year Strategic Plan, plus their supporting documents, were circulated to governors prior to the meeting. The F&P Committee agreed on 9 May 2017 to recommend to FGB that they approve the Budget Plan for 2017/18, 3 Year Strategic Plan, Pupil Premium Plan for 2017/18, PE & Sports Premium Plan for 2017/18 and Devolved Capital Plan for 2017/18. The Chair pointed out to governors that the Budget Plan & Rationale for 2017/18 circulated to governors for the FGB was slightly different to the one circulated to the F&P Committee as it had been amended to include the additional teacher in 2019/20 i.e. Year 3 of the plan recommended by the F&P Committee on 9 May at the recommendation of a member of the F&P Committee. All governors APPROVED Pupil Premium Plan for 2017/18, PE & Sports Premium Plan for								
	2017/18 and Devolved Capital Plan for 2017/18.								
	All governors APPROVED the Budget Plan 2017/18 and the three year Strategic Plan:								
		2017-18	2018-19	2019-20					
	Total Income								
		£1,655,865 One million, six hundred and fifty five thousand, eight hundred and sixty five	£1,758,523 One million, seven hundred and fifty eight thousand, five hundred and twenty three	£1,878,838 One million, eight hundred and seventy eight thousand, eight hundred and thirty					
	Total expenditure	One million, six hundred and fifty five thousand, eight	One million, seven hundred and fifty eight thousand, five hundred	£1,878,838 One million, eight hundred and seventy eight thousand, eight					
	Total expenditure	One million, six hundred and fifty five thousand, eight hundred and sixty five £1,714,815 One million, seven hundred and fourteen thousand, eight hundred and fifteen (£58,950)	One million, seven hundred and fifty eight thousand, five hundred and twenty three £1,794,677 One million, seven hundred and ninety four thousand, six hundred and seventy seven (£36,154)	£1,878,838 One million, eight hundred and seventy eight thousand, eight hundred and thirty eight £1,869,303 One million, eight hundred and sixty nine thousand, three hundred and three £9,535					
	Total expenditure In Year Surplus/(Deficit)	One million, six hundred and fifty five thousand, eight hundred and sixty five £1,714,815 One million, seven hundred and fourteen thousand, eight hundred and fifteen	One million, seven hundred and fifty eight thousand, five hundred and twenty three £1,794,677 One million, seven hundred and ninety four thousand, six hundred and seventy seven	£1,878,838 One million, eight hundred and seventy eight thousand, eight hundred and thirty eight £1,869,303 One million, eight hundred and sixty nine thousand, three hundred and three					
	Total expenditure	One million, six hundred and fifty five thousand, eight hundred and sixty five £1,714,815 One million, seven hundred and fourteen thousand, eight hundred and fifteen (£58,950) Fifty eight thousand,	One million, seven hundred and fifty eight thousand, five hundred and twenty three £1,794,677 One million, seven hundred and ninety four thousand, six hundred and seventy seven (£36,154) Thirty six thousand, one	£1,878,838 One million, eight hundred and seventy eight thousand, eight hundred and thirty eight £1,869,303 One million, eight hundred and sixty nine thousand, three hundred and three £9,535 Nine thousand, five hundred and thirty					

	Cumulative Surplus/(Deficit) Carried Forward	£56,244 Fifty six thousand, two hundred and forty four	£20,089 Twenty thousand and eighty nine	£29,624 Twenty nine thousand, six hundred and twenty four					
	End of Year Balance	4%	1%	2%					
8.	Staffing structure & development The Staffing Structure diagram for 2017/18 and the advert for the new TLR3 post was circulated to governors prior to the meeting. The F&P Committee of 9 th May had agreed to recommend to FGB for approval the creation of the new TLR3 post and the additional payments to the AHTs.								
	The HT pointed out that the new TLR 3 post will involve a key focus in the promotion of the IRIS software across the staff team. HT feels that this new post will give the post holder greater accountability with regard to the use of the IRIS software and also feels that the creation of this TLR 3 post will help with staff retention.								
	Governors APPROVED the creation of the new TLR post and the additional payments to the AHTs. Governors also asked for the TLR3 to report back to FGB in Spring 2018 on progress made using the IRIS software.								
9.	Committee Reports The minutes of the F& meeting. The main ag and the School Staffin	enda items of that me	eting – Headteacher	's ISR, the 2017/18 B	udget				
10.	Policy & Procedure I Home School Agreem Home School Agreem the meeting. Following the content.	ent (in English and Nearth of the end of the	epalese) had been ci						
	School Governance (Constitution & Federations) (England) (Amendment) Regulations 2017 effective from 1 May 2017 and 1 Sept 2017 HT informed governors that the School Governance Regulations had been amended. As from 1 May 2017, any person who has held office as an elected parent or staff governor and removed from the governing body during their term of office, will be disqualified from serving or continuing to serve as a school governor for five years from the date of their removal. From 1 September 2017, maintained school governing bodies will have the power to remove elected parent and staff governors in the same way as they can remove co-opted governors – that is, by majority decision of the governing body.								
	Q : How can we get NO'S more involved in the governing body? A : NO'S can be made an Associate Member of the governing body and the FGB can vote to give him full voting rights.								
	The HT also raised the issue that MW, TG, RP's four year tenures as co-opted governors end in September 2017. It was AGREED that the Clerk would investigate the process of what needs to be done when a co-opted governor's tenure is coming to an end and add the item to the July FGB meeting.								
	Governance Handbook and Competency Framework 2017 HT directed governors to the Governance Handbook and Competency Framework 2017 that is available on line for governors to refer to when required. The link to the handbook was circulated by the Clerk with the meeting agenda.								
	Pay Policy 16/17 upda Governors AGREED t for support staff.				nanges				
11.	Safeguarding HT advised governors of social media with re sexualised communica	egard to children. It is	now a criminal offend	ce to make any online					

	Q: As a school, how do we deal with the use of Facebook by staff now that the safeguarding	
	limitations used by Facebook have been lowered? A: TH has a social media policy that staff have to adhere to.	
2.	Parents' Survey	
	The current set of questions sent to parents when an OFSTED inspection is announced, the 2015 TH Parents' Survey questionnaire and TH's analysis of the 2015 survey were circulated to governors prior to the meeting.	
	HT stated that in previous years TH had used the OFSTED questionnaire as the basis for the TH Parents' Survey with the addition of a question on whether parents felt welcome at the school.	
	It was AGREED that the OFSTED questionnaire would remain the basis for the 2017 TH Parents' Survey. Following a discussion on whether or not to include a question on the school expansion, it was AGREED that the questionnaire would also include a General Comments feedback section as well.	
	RP left the meeting at 8.21pm.	
3.	Governor Monitoring Visits	
	Governors congratulated TH on the fantastic end of term service at St. Christopher's held on 7 April and acknowledged the hard work that the staff had put into the service, particularly with regard to the children's singing.	
	A governor visit report written by G J-M - Understanding new My Concern safeguarding software – was circulated to governors prior to the meeting.	
	<i>Q:</i> Will the use of the My Concern software be rolled out to LSAs? <i>A:</i> They have the opportunity to report concerns at the moment but this is done through teachers. The system does have the capability to allow access to LSAs for reporting purposes. This is, however, not yet used at TH as LSAs do not have school email addresses.	
4.	Good News A post-visit report on the visit from IOW teachers to TH was circulated to governors prior to the meeting. Governors congratulated TH on the wonderful and well-deserved feedback. Governors were particularly impressed with the comments, "The learning environment was spectacular and has allowed us to reflect on a clutter free drive ourselves. The relentless focus on ensuring the children receive the best education possible by overcoming individual barriers and reflecting on each child as an individual was key to success." and "Linda was an excellent mentor for the HT"	
5.	Correspondence	
	HT advised that there is a change to TH's LLP from Jane Wilson to Nicola Tettmar. Nicola Tettmar is coming into TH on 5 June 2017 to meet the HT and other TH staff.	
6.	Any Other BusinessQ: Do you have any detail to add with regard to the racist incident reported in the Headteacher's Contextual ReportA: It was an incident of racist name calling and has been recorded in the Racist Incident Register. This is the first incident recorded in two years.	
	Q: And any further detail on the Violent Incident? A: This was a physical assault on an adult and the child is part of the family who have now left the school (as detailed in Item 5).	
	Q: Is the adult in question okay? A: Yes, they are okay.	
	HT advised that the school had received a letter from the DfE giving formal approval of TH changing the use of the playing field to site the new Tower.	
	HT also advised that Caroline Bond has now legally changed her name to Poppy Bond. HCC Governor Services have been consulted on what changes need to be made to paperwork and online information and this is being implemented by both TH and the Clerk.	
T	Meeting closed at 8.30 pm	

Schedule of Tower Hill Primary School Governing Body Meetings 2016/17

Shaded = re-se	cheduled dates	Committees					
	Full GB	Finance & Personnel	Premises	HT Perf Man.	Рау		
	20 th Sept 16						
		27th Sept 16					
	11 th Oct 16						
			4 th Oct 16		18 th Oct 16		
Autumn Term		8 th Nov 16					
	29 th Nov 16						
			10 th Nov 16				
				30 th Nov 16			
	Weds 7th Dec 16				Mon 5 th Dec 16		
		24 th Jan 17					
	7 th Feb 17						
Spring Term			7 th Mar 17				
	21 st Mar 17						
	4 th Apr 17						
		9 th May 17					
	23 rd May 17						
Summer Term			6 th Jun 17				
	22 nd Jun 17						
		27 th Jun 17					
	Thurs 13 th Jul 17						

ME	MBERSHIP 20	16/17		Committees					
Governors (13) - HT/1 Staff /1 LA/ 2 parent/ 8 co-opted		Full GB & Leads	Finance & Personnel	Premises	HT Perf. Man.	Pay	Pay Appeal	Policy Group	
Caroline	Bond	Co-opted			✓				
Chris	Caswell	Co-opted	Pupil Premium Governor Visits Safeguarding				~		
Simon	Forder	Parent			\checkmark				
Owen	Gardner	LA	Vice Chair KAIZEN lead		Chair ✓		\checkmark		~
Terry	Genis	Co-opted	Allegations against HT		~	~			
Gemma	James-Moore	Co-opted	SEND Attaining Highly	~		~			
Miles	Le Voguer	Co-opted	Dev & Training Sports Premium		\checkmark	~			
Jefferson	Nwokeoma	Co-opted	Forum Rep		√ Vice Chair			~	
Laura	Ovenden	Staff	Safer Rec.	~	✓				~
Roger	Panter	Co-opted	Safer Rec.	~					
Linda	Tansley	НТ	Safer Rec.	~	~				~
Lyndsey	Todd	Parent		√ Vice Chair					✓
Mark	Whitehead	Co-opted	CHAIR Safer Rec.	~			Chair √		

Membership of Tower Hill Primary School Governing Body