

Our Ref: GOVS/AATJH
Your Ref:
Date: 16 January 2018
Communications to: Mrs Amy Altoft



www.northlincs.gov.uk

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To All Governors
Berkeley Primary School

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Dear Governor

Governing Body of Berkeley Primary School

I should like to invite you to the next meeting of the above governing body, which is to be held at the school on **Thursday, 1 February 2018 at 5 pm**. I hope you will be able to attend.

The agenda for the meeting is enclosed and Amy Altoft will be in attendance as clerk to the governors.

It would be helpful if the governor services' section could be advised in advance, wherever possible, of any items to be raised which do not appear on the agenda. This enables the clerk to find out any relevant information, which may assist governors.

It would be much appreciated if you would inform the clerk if you are unable to attend this meeting; it may need to be re-convened in the event the quorum is not met.

If you have any queries regarding this agenda or comments on any aspect of the clerking service, please contact me on the above number.

Yours sincerely

T. Hamilton

**Operational Support
Governor Services**

Enc

SPRING TERM MEETING

School: Berkeley Primary School

Date and Time: Thursday, 1 February 2018 at 5 pm

Location: School

Item		Lead Person	Governors' Notes / Questions
1	Welcome, Apologies (Mr Veall), Declaration of Interests and Chair's Comments - including a review of the pecuniary interest form (circulated at the meeting) - to sign the governors' code of practice (enclosed)	Chair	
2	Membership, Committee Structure and Appointment of Governors with Special Responsibilities - the current position regarding Mr Gosling's re-appointment to the local authority governor position (term of office ended on 31 January 2018) - to consider the two co-opted governor vacancies	Clerk	

Part B – Confidential Matters

3	Headteacher's Report (Part B) (enclosed) - key HR staffing issues - complaints, exclusions and racist incidents - other confidential business	Head	
4	Previous Minutes – accuracy and any matters arising - full governors' meeting held on 10 October 2017 (enclosed) - finance and personnel committee meeting held on 2 November 2017 (enclosed) - safeguarding and premises committee meeting held on 2 November 2017 (enclosed)	Chair	
	Any Other Business of a Confidential Nature	Chair	

Part A Continued...

6	Headteacher's Report (enclosed) - review of data - progress report on school development plan - update on pupil premium - update on sports premium	Head	
7	Financial Position and Other Resources Matters	Head	

8	Governors' Monitoring • updated governor training record (enclosed) • response to governor monitoring queries • SEN governor • reports from visiting governors • diversity visit – Mrs Tuipin (enclosed) • English visit – Mrs Tuplin (enclosed) • York Chocolate Story visit – Mrs Cole (enclosed) • behaviour, attitude and presentation learning walk visit form (enclosed) • pupil premium monitoring visit – Mr Veall (enclosed) • computing visit – Mrs Cole (enclosed) • EYFS visit – Mrs Symonds (enclosed)	Governors	
9	Clerking / Governor Development SLA – to consider purchasing both the clerking and training SLAs for a further year (previously purchased both SLAs until 31 March 2018)	Clerk	
10	Reports from Local Authority for Consideration • recruitment of ex-offenders and DBS checks policy (enclosed) • whole school pay (previously circulated to head, chair and vice chairs only) PLEASE NOTE THAT AS THE HEAD TEACHER, CHAIR AND VICE CHAIR HAVE ALREADY RECEIVED A PAPER COPY OF THE ENCLOSURES FOR THE LEADERSHIP BRIEFING THEY WILL THEREFORE NOT RECEIVE ANOTHER PAPER COPY	Clerk	
11	Previous Minutes – accuracy and to review the list of actions • full governors' meeting held on 10 October 2017 (enclosed) • school improvement committee meetings held on 15 September 2017 (enclosed) and 12 January 2018 (item 81 refers)	Chair	
12	Policies • home visiting (enclosed)	Head	
13	School Self Evaluation		
14	Dates of Future Meetings • full governors – Thursday 24 May 2018 at 5 pm • school improvement committee – Friday 18 May 2018 at 1.15 pm • safeguarding and premises committee – • Wednesday 21 February 2018 at 5 pm • Thursday 26 April 2018 at 5 pm • finance and personnel committee – • Wednesday 21 February 2018 at 6.30 pm • Thursday 26 April 2018 at 6.30 pm	Chair	
15	Any Other Business	Chair	

NORTH LINCOLNSHIRE COUNCIL**MINUTES****Subject:** Spring Term Governing Body Meeting**School:** Berkeley Primary School**Date and Time:** Thursday 1 February 2018 at 5.00pm**Location:** Berkeley Primary School**Present:**

Mr J Veall (Chair)	
Mrs E Cole	Mrs A Kipling
Mrs J Cole	Ms M R Lally
Ms A Cvijetic (Head Teacher)	Miss M R Radley
Mrs S Hayes	Mrs G F Symonds
Miss W Howlett	Mrs A Tuplin
Mr M J Kent	

In Attendance:

Mrs A Altoft (Clerk)
Miss H Earl (Assistant Headteacher – Observer)
Mrs R Jones (Assistant Headteacher – Observer)
Mr B Spencer (Assistant Headteacher – Observer)

Date and Time of Next Meeting: Thursday 24 May 2018 at 5.00pm

Min. Ref	Actions From Meeting	Action By	Completed
83	Mr Holder be removed for non-attendance with effect from 1 February 2018; the clerk would write to thank him for his service and commitment over the years he served as a governor.	clerk	8.3.2018
83	Mrs Hazelden would need to sign the pecuniary interest form and the governors' code of practice.	Head	
88	Miss Howlett would send a reminder to parents about the application process for FSM.	WH	
88	the clerk to contact Ian Hodgson or David Smith to arrange an Ofsted training session for governors as soon as possible.	Clerk	2.2.2018
91	to ensure that the business manager was made aware of the purchase of the clerking and training SLA to action on services to education.	Head	
92	the Headteacher would inform staff members of the revised recruitment of ex-offenders and DBS checks policy as soon as possible.	Head	
92	the Headteacher would inform staff members of the new pay policy as soon as possible.	Head	
93	the Headteacher would forward the minutes of the school improvement committee meeting held on 12 January 2018 to the clerk for circulation to governors with the summer term agenda.	Head	
93	the clerk would email the NGA skills audit and compilation sheet to the chair.	Clerk	2.2.2018

Chair's initials 

Minute No.		Action By
83	<u>Welcome, Apologies, Declaration of Interest and Chair's Comments</u> The chair welcomed governors to the meeting. It was reported that apologies had been received from Mrs Hazelden. It was reported that apologies had not been received from Mr Holder. Action: consent be given to the absence of Mrs Hazelden. Action: consent not be given to the absence of Mr Holder. Action: Mr Holder be removed for non-attendance with effect from 1 February 2018; the clerk would write to thank him for his service and commitment over the years he served as a governor. Governors were requested to give consideration to any pecuniary or non pecuniary interests they may have with regard to the agenda and sign the new pecuniary interest form.	Clerk
	Governors were reminded that all governors were required each year to review the governors' code of practice and sign the 2017/2018 signature sheet to be held in the school office confirming their agreement to the code. Action: no declarations were made with regard to items on the agenda. Action: all governors took the opportunity to sign the pecuniary interest form and the governors' code of practice; Mrs Hazelden would need to sign the pecuniary interest form and the governors' code of practice. The chair reported that no urgent action had been taken and no correspondence had been received since the last meeting.	Head
84	<u>Membership, Committee Structure, Appointment of Governors with Special Responsibilities</u> Governors noted the following membership changes:- - the current position with regard to Mr Gosling's re-appointment to the local authority governor position (term of office ended on 31 January 2018) - there were two co-opted governor vacancies The clerk reported that there had been delays in the cabinet member decisions from the report due to be considered on 11 December 2017; this had now been considered and the report was listed on the council website for a decision to be taken after 5 February 2018. Governors noted that the two co-opted governor vacancies would remain vacant in order to reconstitute at the appropriate time to reduce the number of vacancies. There were no changes to the committee structure or governor responsibilities.	

Chair's initials



Part A Contd...

Minute No.		Action By
88	Head Teacher's Report Consideration was given to the written report, which had been circulated with the agenda. Particular reference was made to the following: • pupils • key pastoral factors • attendance • SEND • curriculum • school events, trips and visitors • extra-curricular activities • staff development and training • training • premises Questions were invited of the report from governors.	
	Governors commented that the report was data orientated and queried if the information supplied in 1.2 could be listed as numbers and not percentages; the Headteacher would check the system to see if this could be done. Governors felt the end column could show the percentages giving both sets within the table. There was a trend in the figures showing years 4 and 5 with the lowest pupil numbers on roll but the highest percentage of PP/FSM. It was noted that year 5 and 6 have some pupils that come on as FSM6 so more children fall into this category. Governors discussed the lower end of the school and noted that since all key stage 1 pupils receive a free school meal the applications would be made in year 3. The school does target families that they felt would be applicable and explanations of how an application would benefit the child in school were discussed at home visits. It was noted that some schools provide incentives for parents such as a free school jumper for those who apply and qualify. Governors requested a reminder be sent to parents. Action: Miss Howlett would send a reminder to parents about the application process for FSM. Q Those that have persistent absence, do they have a pattern of regular days? <i>A Joan looks carefully for patterns and will start the process if there is one; absence that is less than 90% is the trigger for persistent absence. If one child has one holiday and an illness this could equate to this percent but we do look at these when we do an attendance review.</i> Q Are there more persistent absentees? <i>A The report makes it look that way but the figures here are for one term in 2017/18 against the whole academic year in 2016/17.</i> Q Have you made comparisons autumn to autumn? <i>A Yes, there was a lot of illness in autumn and holidays in summer; one class started last week with 7 pupils off and this increased by one more child each day. There are many viruses and sickness in this particular term.</i>	WH

Chair's initials



Minute No.		Action By
	Q Joan is retiring, will she be replaced? <i>A No. Admin is heavily staffed and Elaine Taylor will take on the responsibilities with her roles being shared between the others.</i> <u>Pupil Premium</u> WH circulated the pupil premium strategy statement with the chairs permission. This was recommended by the SIP and was a national strategy and available on the DfE website. The first page shows the position at the end of last year with PP to non PP, EYFS, phonics, KS1 and KS2 results. The GAP between PP and non PP was evident in EYFS but there were other issues involved in this cohort. The next step would be to identify what the issues were. Barriers to future attainment relating to the data was reported in section 3 and were as follows: 1. Percentage of PP children exceeding ARE in reading, writing and maths were significantly below the percentage of non PP children across the whole school. • EYFS 1 PP reading 0%, writing 0% maths 0% compared to non PP reading 3%, writing 0% and maths 4% • KS1 PP reading 0%, writing 0% and maths 6% compared to non PP reading 6%, writing 10% and maths 10% • KS2 PP reading 3%, writing 6% and maths 6% compared to non PP reading 24%, writing 17% and maths 17%. So this highlights an area for work. 2. Poor phonics development, comprehension skills and little support at home were resulting in less PP children achieving ARE in reading. KS1 phonics aspirations were higher; PP 69% compared to non PP 71%. Pushing for all children means the gap needs to be closed. KS1 reading was the issue and the support at home was not there for those children. 3. The difference between KS2 outcomes for reading and maths for non PP and PP children were significant. Reading PP 56% compared to non PP 68% and maths PP 68% compared to non PP at 81%. Q Are some of these PP children also EAL pupils? <i>A Not many; there is one cross over between EAL and SEN. There aren't many who are EAL and PP as they are mainly working families. There are some with a bigger cross over on SEN but not significantly.</i> 4. Recently amalgamated school with new leadership teams including those with responsibility for PP. WH had taken on PP to provide an SLT driver with Sam supporting; there was strong leadership now. Desired outcomes were listed in the report showing the areas to improve with planned actions, expenditure, who the lead was and how the impact would be measured. Success in terms of planned actions so far includes the purchase of PiXL with PP funding based on the number of children in year 6 needing the therapies; 73% of PP children in year 6 have been part of at least one timetabled intervention group in the autumn term, the other 27% did not need it and are being supported in other ways.	

 Chair's initials 

Minute No.		Action By
	Q What is the more able support? <i>A We take a group of those more able PP, those that have the potential to exceed and have highlighted those further down the school and identified the child and the expectations with all staff. Training has taken place with all staff, teachers and TAs on biased teaching, giving the more able extra and targeted questions; they will mark their work first and visit them in the classroom to see how to move on quicker. Teachers and TAs are good at that with SEN so this needs to be added into the processes. We are also trialling all PP on one table, all still mixed ability but this gives focus. The training started in November, a monitoring task took place this week to see how things are going and next half term a learning walk will be carried out.</i> The Headteacher has uploaded the PP strategy statement to the website as per the requirement and the evaluated version will be updated termly; evaluation would be the same as the school improvement plan. <u>Sports Premium</u> The school improvement committee had discussed the sports premium and the information was available on the website with expenditure. The school would receive an extra £10,000 this year giving a total of £21,000. <u>Ofsted</u> The chair reported that the Ofsted regime had changed slightly following consultation. From January, Ofsted would still carry out a full section 5 inspection with report and grading and continue with section 8 inspections (one day) where applicable; 20% of good schools were selected for a section 5 inspection if there was an indication standards may have gone down, other good schools would receive the one day inspection and will get either:- • a letter saying it remains good and stay in the 3 year cycle • if improved to outstanding, a letter to say the school will receive a two day inspection in one to two years • if they think the school was Requires Improvement, a letter to say the school will receive a full inspection within two years • if inadequate in one of more of the categories, the inspection will be converted to a full inspection within 48 hours A discussion on Ofsted ensued and governors noted that Ofsted had indicated that the back log of inspections on those schools that were due would be up to date and all inspected by the end of the academic year 2017/18. Governors discussed the requirement for a training session on Ofsted to refresh governors. Action: the clerk to contact Ian Hodgson or David Smith to arrange an Ofsted training session for governors as soon as possible.	Clerk
89	<u>Financial Position and Other Resources Matters</u> The Headteacher had met with Kully Sodha who had confirmed the carry forward of £216,000 and had discussed the allocated funds from this; £80,000 would be used for ICT and that would be spent early in the financial year. Furniture would be purchased for KS1 and the classrooms would be completed in February. The fitted cupboards would be having new fasciae and the rest would be complete at Easter; the invoice would be submitted after Easter.	

Minute No.		Action By
	Q Will the money for the path be paid in this financial year? <i>A This may be paid for as well as the windows in the current financial year.</i> Q Is there an update on the Wi-Fi internet? <i>A The issues are ongoing; a meeting is scheduled for next week.</i>	
90	<u>Governors' Monitoring</u> <u>Governor Training Record</u> Governors were updated on training that had taken place since the last meeting. Governors queried courses that appeared to be missing from the record and one course supplier detail was incorrect. Action: the clerk would check and amend the training record and email it to all governors.	Clerk
	<u>SEN Governor Report</u> The details of SEN were provided within the Headteacher's report.	
	<u>Reports from Visiting Governors</u> The following reports had been circulated with the agenda: • diversity visit – Mrs Tuplin • English visit – Mrs Tuplin • York Chocolate Story visit – Mrs Cole • behaviour, attitude and presentation learning walk visit form • pupil premium monitoring visit – Mr Veall • computing monitoring visit – Mrs Cole • EYFS monitoring visit – Mrs Symonds <u>Responses to Governor Monitoring Queries</u> It was agreed that this item would be listed after Reports from Visiting Governors on all Future Agendas. The two forms were working well for governors; one form was to be used if the visit was for monitoring of the SIP with an overview sheet and another for general visits to school. The governor visit and monitoring overview would be circulated at each meeting showing the responses to questions raised by governors. <i>Please see Appendix A for the questions and responses.</i> Many governors had visited school for monitoring as well as carrying out learning walks; the Headteacher was very pleased with the level of governor commitment. The North Lincolnshire leadership links had sample governor reports on and the Headteacher was happy to share these.	
91	<u>Clerking / Governor Development SLA</u> The clerk reminded governors that they had previously agreed:- • to buy into the paper clerking SLA and/or governor development SLA for a three year period from 2015 The clerk reported that the cost of the clerking service would be £1822; the governor training SLA had risen to £678. The clerk added that unfortunately the paper service had been withdrawn with effect from 1 April 2018; governors would now receive all paperwork via email. The clerk offered to withdraw from the meeting whilst this item was discussed.	

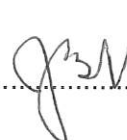
Minute No.		Action By
	The Headteacher reported that the school would print out the agenda, Headteacher's reports and school improvement plan for governors. Action: it was agreed to purchase the electronic clerking SLA and governor development SLA for a year to 31 March 2019. Action: to ensure that the business manager was made aware of the purchase of the clerking and training SLA to action on services to education.	Head
92	<u>Reports from Local Authority for Consideration</u> <u>Recruitment of Ex-offenders and DBS Checks Policy</u> A paper had been circulated with the spring term agenda informing governors that North Lincolnshire Council as a registered body of the Disclosure and Barring Service (DBS) undertook checks on individuals to assess their suitability for working with children. It was also required that the council had a policy in place covering the recruitment of ex-offenders and the use, handling and storage of information from the Disclosure and Barring Service. The policy first introduced in 2007 had been reviewed and fully updated to reflect current terminology and best practice to comply with the Disclosure and Barring Service's own code of practice and relevant statutory guidance including the DfE's 'Keeping Children Safe in Education'. This policy was just one part of a robust recruitment practice to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. The revised recruitment of ex-offenders and DBS checks policy was approved. Action: the Headteacher would inform staff members of the revised recruitment of ex-offenders and DBS checks policy as soon as possible.	Head
	<u>Whole School Pay Policy</u> A paper had been circulated with the spring term agenda reminding governing bodies that they were required to have a pay policy in place which formed the basis for the determination of teachers' pay and the procedure for any appeals. The paper enclosed a revised model pay policy incorporating support staff pay and conditions which complied with current statutory obligations and DfE advice. The paper also informed governors: • that the current model teacher appraisal policy had been reviewed and required no change; • that a full consultation with unions and teacher associations had been carried out regarding the new model pay policy • of the main changes to teachers' pay detailed in the School Teachers Pay and Conditions Document 2017, i.e. the 2% uplift to the minima and maxima of the main scale teachers' pay range; a 1% uplift to all other teacher pay ranges in the national pay framework; and a 1% uplift to all teacher allowances (TLR and SEN allowances) • of the local recommendation that a 2% uplift be applied to all points on the teacher's main pay scale instead of just to the minima and maxima. • that Appendix 1 now included these revised rates. The governing body was asked to consider adopting the revised model policy. Should the governing body decide not to adopt the model pay policy then they would need to produce an alternative policy in consultation with the recognised teacher associations and trade unions. Community schools would be required to provide an alternative policy to the council that the council, as employer was satisfied met the necessary standard.	

Chair's initials 

Minute No.		Action By
	Any governing bodies who adopted an alternative pay policy were requested to submit a copy of their agreed pay policy to schoolsHRpolicy@northlincs.gov.uk. The revised model pay policy was approved. It was noted the current teacher appraisal policy had been reviewed and required no change.	
	Action: the Headteacher would inform staff members of the new pay policy as soon as possible.	Head
93	Previous Minutes Action: governors approved the following minutes which had been circulated with the agenda: governing body • 10 October 2017 school improvement committee • 15 September 2017	
	Action: the Headteacher would forward the minutes of the school improvement committee meeting held on 12 January 2018 to the clerk for circulation to governors with the summer term agenda. <u>Matters Arising from the Minutes</u> The chair asked the clerk if there was an updated skills audit; the clerk offered to forward this to the chair with the compilation sheet. Action: the Clerk would email the NGA skills audit and compilation sheet to the chair. It was noted that all actions from the minutes were completed.	Head Clerk
94	Policies Governors were asked to consider approving the home visiting policy which had been circulated with the agenda and the marking and feedback policy following its annual check with the trials that were put in place. There was one change made to the marking and feedback policy and this was that English will now be developmental marked weekly; the purple pen was now being used across the whole school. The highlighters being used for the marking of writing proved too onerous so was removed. Also removed was the marking charter, peer assess and PA and SA would continue to be used. Action: the home visiting policy and marking and feedback policy were approved.	
95	School Self Evaluation The SEF had been circulated previously and an update on the school story was provided as a presentation on the smart board. Amalgamation: most governors were here on this journey of the previously two large schools being brought together by the governing body in 2015. An evaluation saw the benefits for all parties to amalgamate the two schools. <u>Benefits</u> 1. continuous curriculum and assessment 2. pastoral overview to better understand the needs of the children	

Chair's initials 

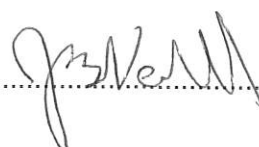
Minute No.		Action By
	3. better relationships between careers and school giving longer relationships and close partnerships 4. shared staff, subject expertise and CPD was the biggest benefit of the staff, and building on best practice with a bigger range of talents and expertise 5. succession planning for staff retention in a structure that builds on succession planning and further career opportunities in the school 6. efficiency savings for staff and resources 7. good governors with strong leadership. Positive attitudes and buy in was evident from the beginning from all parties; 100% of the teachers believe the amalgamation was successful and beneficial, 99% of parents would recommend the school. There were three strengths to come out of the amalgamation:– 1. Leadership and management – the governing body was stronger and learning walks had improved areas 2. Management of amalgamation – well managed to improve successful outcome 3. Distributed leadership	
	There were high aspirations for the children in the school; strong leadership had improved the quality of teaching and learning and the profile had increased by 18% from January 2017 to November 2017. Good or better teaching was in place with no teaching at grade 4. There was a sharp focus on the quality of teaching and learning with actions in place to address areas of improvement. Personal Improvement Plans were implemented for two teachers to move from grade 4 to grade 3. The NQT program had moved from RI to good and the leadership had facilitated the move to outstanding through school CPD and policies in place. Behaviour was outstanding and was a whole school approach brought from the previous two schools with a shared policy and shared commitment to inclusion with significant impact on children from challenging backgrounds. There had been no exclusions and the most vulnerable children were supported through partnership and planning. Children demonstrate outstanding attitudes to learning; 96% of children feel they are enthusiastic about learning and doing their best, 97% feel they learn a lot in lessons. A learning walk was carried out in the autumn term by governors that confirmed the judgement in the SEF as grade 1. Assessment was a main focus with prior discrepancies in school data; a broad curriculum was devised and staff ensured this was taught and children were confident. Training was taking place both internally and externally as well as moderation and challenge in pupil progress meetings. O'Track was put in and an action plan with priorities was in place as well as the use of PiXL. Reading was a main priority with focus on reading speed and resilience which would give children more time to answer questions. Teacher CPD was undertaken on comprehension skills with infants and foundation stage. PiXL was helping across the school but initially had been purchased for year 6; there were now more materials for other year groups to be accessed giving direct impact on each child. Q Are gaps highlighted for individual children? <i>A PiXL gives group or individual gaps and works to show groups of pupils or whole class needing extra teaching. The continued assessment changes all the time and all three year 6 teachers are out two afternoons a week to teach to PiXL with quality intervention. PiXL also compares data to other schools.</i>	



Minute No.		Action By
	Reading Buddies and reading environments had been set up as well as a reading café; DEZAR was being used which meant 'drop everything and read time'. Phonics work was ongoing in KS1. Progress in year 6 in 2017 63% achieved ARE in reading; autumn 2017 shows 78% already on track to achieve and the target was 82%. This was in the SEF but highlighted the areas of strengths and the work being done on the weaker areas. Adrian Gray had been very helpful in pulling everything together.	
96	<u>Dates of Future Meetings</u> • full governors – Thursday 24 May 2018 at 5.00pm • school improvement committee – Friday 18 May 2018 at 1.15pm and data meeting and ASP on Monday 26 February 2018 at 5.00pm • safeguarding and premises committee – • Wednesday 21 February 2018 at 5.00pm • Thursday 26 April 2018 at 5 pm • finance and personnel committee – • Wednesday 21 February 2018 at 6.30 pm • Thursday 26 April 2018 at 6.30 pm	
97	<u>Any Other Business</u> There was no other business.	

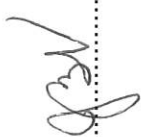
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Chair's signature



Appendix A

Governor	Date	Purpose	Questions and Matters Arising	Response...
Angela Tuplin	21.11.17	Diversity link governor monitoring visit with Sarah Hayes	1. Possibility of altering wording of Diversity Policy, specifically replacing the phrase "consider the ways" to better reflect the established commitment of BPS to taking decisive action in support of diversity. 2. Explore the possibility of inclusion of BPS on Mermaid's list of trans-friendly schools. 3. Stop using the words "girl" and "boy" in describing our uniform in school leaflets, policy etc. 4. Run whole staff CPD in 2018 to raise awareness of gender identity issues; Angela has offered to run or co-run these sessions. 5. Angela Tuplin to meet with S Hayes and F Marshall in the spring term to see how diversity is included in our school curriculum. 6. Possibly remove urinals from the school lavatories and make them gender neutral.	1. A reworded policy which addresses these points and also contains an appendix containing equality aims and objectives has been drafted for presentation to the board of gobs at Safeguarding and Premises. 2. We have not furthered this as all schools have a duty to be trans-friendly schools. 3. This has been altered. 4. We are going to organise this for the summer term. 5. This will be organised. 6. This will be considered in the future.
Angela Tuplin	27.11.17	English link governor monitoring visit with Rachel Jones and Craig Goodall	1. Clarify when Wi-Fi and ICT hardware will be available and in full working order in KS1 in order to allow children to complete the Lexia programme. 2. Move towards creating a central library area that can be used by both sites and be available after school.	1. This is still ongoing. 2. We are not currently looking at this as a priority as no space available.
Emma Cole	28.11.17	Attend Y4 visit to York	1. I feel that the Teachers on the school visits need mobile numbers of the Senior Leadership Team to reach in case of emergency, or failing this the ability / reminder to perhaps email a message through providing they have the IT equipment and connectivity to do this.	1. This has been addressed and all staff are given a card with Senior staff mobile numbers when taking children out of school.

Chair's initials 

John Veall	29.11.17	Pupil Premium link governor monitoring visit with Wendy Howlett and Sam Nunes	1. Did the staff meeting happen? Are teachers trialling biased teaching? Is it having the desired impact? 2. Do teachers know their pupil premium children?	1. Yes, teachers on 6.12.17 and TAs on 8.1.18. All teachers are trialling some element of biased teaching. Monitoring for impact scheduled for Spring term 2. 2. Teachers are given a list of PP children in their class and this is regularly updated. PP children are a focus for targeted teaching and also part of the PP meetings. Teachers know their PP children.
Gail Symonds	11.12.17	EYFS link governor monitoring visit with Helen Earl	1. Re-wire / redecoration still going ahead? 2. Budget for furniture / resources? 3. Time for packing up / unpacking around the rewire? 4. "Devices" for TAs - to be able to use Tapestry more effectively	1. This is still currently on track. 2. This is on the agenda for the next Finance and Personnel committee. 3. This will be negotiated with Jo Rea (LA). Will be looking at whether we are allowed to delay opening. 4. 5 devices have been ordered to enable TAs to access Tapestry better.
Emma Cole	5.12.17	Computing link governor monitoring visit with Helen Earl and Iain Dalgleish	1. Whilst the school is currently addressing the IT infrastructures, the school area leads do not want Hardware to be left unconsidered. Helen Earl is gathering a list of hardware that is required across the whole school (laptops/tablets etc). It was mentioned that the KS1 site could in the meantime use the laptop trolley from the KS2 site, although having said that if new equipment is purchased it is felt that this needs to be distributed evenly throughout the school. Staff are using memory sticks to save Word/Excel documents on from laptops when they are not able to connect to the network. Need to be assured that these are secure	1. Laptop trolley is ready to move over, but investigations to connect to internet is still happening. Confidential information is stored securely not on memory sticks. Planning and resources are kept on memory sticks but are not confidential. All staff have signed Acceptable Use Policy and understand the requirements. 2. All fixed. 3. Staff receive CPD regularly.

Chair's initials 

			and/or do not contain confidential information. 2. Of the 10 laptops recently purchased for KS1 site, 4 of these were found to be faulty within 4 weeks of receiving them. It is believed they have been returned to supplier for replacement. As a result the affected staff are still using old hardware equipment and whilst this is combined with the poor connection speeds it is resulting in children losing interest which is thus affecting all subject areas. 3. Need to ensure Teachers confidence is built upon and maintained in using IT and encouraging them to find ways of using computing for programming etc despite the lack of good internet speeds and laptops. Encourage staff to use other resources that are non IT for example verbal instructions for programming etc. 4. The timescales on the SIP for computing is December 17. It is felt this is not achievable due to the fact that we are waiting on the return of all 3 quotes. The school area leads would like to have this resolved by Easter 2018.	individual courses and in staff meetings. One held in Autumn term and another planned for 21.2.18. 4. We continue to try to move forward with this and are aiming for Easter.
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Chair's initials *JSN*