



Flora Gardens Governing Body

Minutes of the meeting of the governing body held at Flora Gardens School on 24th May 2017 at 6pm.

Members:
(*Absent)

	Name	Post
*	Mr J Hamilton	Chair/ Co-opted Governor
	Mr A S Naismith	Head
*	Cllr M Cartwright	Vice Chair
*	Ms A Sanderson	Leave of absence – Ill Health
	Ms S McAlister	
	Ms S Hill	
	Ms H Pickering	
	Ms Lindy Woodcock	
*	Mr P Mattar	
*	Mr J Gilchrist	
*	Ms J Hall	
	Mr D Wright	
*	Ms Nimo Yusuf	
*	Mr Andy Spooner	Associate Member
*	Ms Rachel Saim	Associate Member
	Ms Claire Goddard	Associate Member
	Ms Jeanette Elven	

Also present:	Mrs N Stroud	Clerk to the Governors
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The meeting opened with praise from the Chair on the recent Ofsted inspection, all staff, governors, parents and the SLT were congratulated and thanked for all their time, contributions, patience and hard work.

ITEM NUMBER	ITEM	ACTION OWNER
1/17	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Ms Hall, Mr Gilchrist, Mr Mattar, Mr Hamilton and Cllr Cartwright. Ms Yusuf was absent from the meeting. In the absence of Mr Hamilton, it was agreed that Ms Hill would Chair the meeting. It was noted that Ms Sanderson had been granted a leave of absence due to ill	

	health and it was not known when she would return. Ms Saim and Mr Spooner would only attend committee meetings unless there were particular issues/items that required their skills/input.																	
	RESOLUTION:																	
	Permission granted where apologies were received Ms Yusuf was absent with no consent Mr Spooner and Ms Saim to only attend committee meetings unless required for a specific item																	
2/17	DECLARATIONS OF INTEREST AND REVISION OF THE REGISTER OF INTERESTS																	
	Standing declarations were noted.																	
	RESOLUTION:																	
	Noted																	
3/17	MEMBERSHIP OF THE GOVERNING BODY																	
a)	Changes in membership Ms Sanderson granted leave of absence due to ill health. It was not known when she expected to return. Governors wished her well.																	
b)	Forthcoming vacancies There were no current or forthcoming vacancies to note.																	
c)	Schemes of Delegation This item was again deferred until the next meeting.																	
d)	<p>Membership of Panels</p> <table border="1"> <thead> <tr> <th>CPPC</th> <th>Safeguarding</th> <th>FPPC</th> </tr> </thead> <tbody> <tr> <td>Ms Sam McAlister (Chair) Ms Sam Hill (Vice Chair) Mr Sam Naismith Mr John Hamilton Mr Patrick Mattar Ms Jackie Hall Ms Rachael Saim (Associate Member) Ms Lindy Woodcock Mr Derrick Wright Ms Nimo Yusuf</td> <td>Ms Jackie Hall (Chair) Ms Sam McAlister Mr Sam Naismith (Head) Mr John Hamilton Ms Sam Hill Mr Patrick Mattar Ms Lindy Woodcock Mr Derrick Wright Ms Nimo Yusuf</td> <td>Mr John Hamilton (Chair) Ms Alex Sanderson (Co-Chair) Mr Sam Naismith (Head) Cllr Mike Cartwright Ms Helen Pickering Mr Jon Gilchrist Mr Andy Spooner (Associate Member) Ms Claire Goddard (Associate Member)</td> </tr> </tbody> </table> <p>The Committee memberships were noted as above.</p> <p>The following panels/working groups were noted:</p> <table border="1"> <thead> <tr> <th>Pay Panel</th> <th>Premises</th> <th>Fundraising</th> <th>Federation</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Mr Hamilton Ms Pickering Ms Hill Mr Mattar</td> <td>Ms Pickering Mr Gilchrist</td> <td>Mr Gilchrist Ms Goddard</td> <td>Mr Hamilton Ms Hill Mr Wright</td> <td>Ms Pickering Ms Hill Mr Hamilton Mr Spooner</td> </tr> </tbody> </table>	CPPC	Safeguarding	FPPC	Ms Sam McAlister (Chair) Ms Sam Hill (Vice Chair) Mr Sam Naismith Mr John Hamilton Mr Patrick Mattar Ms Jackie Hall Ms Rachael Saim (Associate Member) Ms Lindy Woodcock Mr Derrick Wright Ms Nimo Yusuf	Ms Jackie Hall (Chair) Ms Sam McAlister Mr Sam Naismith (Head) Mr John Hamilton Ms Sam Hill Mr Patrick Mattar Ms Lindy Woodcock Mr Derrick Wright Ms Nimo Yusuf	Mr John Hamilton (Chair) Ms Alex Sanderson (Co-Chair) Mr Sam Naismith (Head) Cllr Mike Cartwright Ms Helen Pickering Mr Jon Gilchrist Mr Andy Spooner (Associate Member) Ms Claire Goddard (Associate Member)	Pay Panel	Premises	Fundraising	Federation	Budget	Mr Hamilton Ms Pickering Ms Hill Mr Mattar	Ms Pickering Mr Gilchrist	Mr Gilchrist Ms Goddard	Mr Hamilton Ms Hill Mr Wright	Ms Pickering Ms Hill Mr Hamilton Mr Spooner	
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	RESOLUTION:																	
	Ms Sanderson was currently on a leave of absence																	

	The Schemes of Delegation were deferred until the next meeting	
4/17	CHAIRS ACTION	
	There was no action to report.	
5/17	MINUTES OF THE LAST MEETING	
	Correction noted - Page 4 – MP Andy Slaughter not Cllr The minutes were approved as an accurate record of the meeting and were signed by the Chair.	
	RESOLUTION:	
	Minutes approved and signed	
6/17	MATTERS ARISING FROM THE MINUTES	
	<ul style="list-style-type: none"> • Governance Review – deferred until the next meeting • Schemes of Delegation – deferred until the next meeting • Governors Development Action Plan – deferred until the next meeting • Training Schedule – deferred until the next meeting • Self-Evaluation Form – DW preparing, to be circulated with the July FGB agenda pack • Standing Orders and all admin related Governance to be completed at the July FGB meeting • CPPC and Safeguarding committees to remain separate • Visits Schedule was updated and circulated • Training with Ms Frienberg unlikely this term. Look at holding in September <p>Ms McAlister advised that she had looked at the school through Zoopla and asked how the information could be changed, i.e. from Requires Improvement to Good. A discussion took place and it was agreed that Ms McAlister follow this up with local estate agents etc.</p> <p>The school and Governors were pushing as hard as they could in terms of promoting the school. It was noted that Mr Slaughter (MP) had mentioned the school in a recent radio interview and was due to meet with the Head after the Elections. Flyers were prepared and were due to be distributed.</p> <p>All other actions were complete.</p>	
	RESOLUTION:	
	Governance Review – deferred until the next meeting Schemes of Delegation – deferred until the next meeting Development Action Plan – deferred until the next meeting Self-Evaluation Form – DW preparing, Clerk to include in the July FGB agenda pack Standing Orders and all admin related Governance to be completed at the July FGB meeting	

	<p>CPPC and Safeguarding committees to remain separate</p> <p>Ms McAlister to contact local estate agents and businesses that advertised the school ensuring that the information they held was correct and up to date</p> <p>Training Schedule – deferred until the next meeting</p> <p>Training with Ms Frienberg to be held in September 2017</p>	
7/17	BUDGET UPDATE/APPROVAL	
a)	<p><u>End of Year budget 2016/17</u> The budget was signed off at the recent FPPC meeting and no further changes were made.</p>	
b)	<p><u>2017/18 Budget</u></p> <p>Two major changes had occurred since the budget was approved:</p> <ul style="list-style-type: none"> • The school would no longer receive the £3.5k related to the C/C • D.H/T secondment was ending imminently and impacted the overall figure <p>The school was now looking to have a lower surplus, just short of £8k.</p> <p>A discussion took place and the Clerk was asked to record:</p> <ul style="list-style-type: none"> • That the Governing body approved the budget that was recommended by FPPC on 10th May 2017 • Governors received an update highlighting the changes • Governors would closely monitor spending <p>A Governor asked what the 2-year budget predictions were. The H/T advised that a 2-year plan was not currently in place, 3BM had previously prepared this however it was inaccurate. It was noted that with all the uncertainties i.e. changes in funding it was difficult to prepare a 2-3-year prediction.</p> <p>It was asked if the SBM could prepare a monitoring sheet including figures that outlined current spends.</p> <p>It was agreed that Mr Spooner be involved in the Finance group meetings that took place. A date would be arranged for 1 months' time.</p> <p><u>Audit Reports</u> The School fund/audit was reviewed and had been externally audited.</p>	
c)	<p><u>Staffing Structure</u> The 2017/18 staffing structure was reviewed and approved.</p>	
	RESOLUTION	
	<p>That the Governing body approved the budget that was recommended by FPPC on 10th May 2017</p> <p>Governors received an update highlighting the changes</p> <p>Governors would closely monitor spending</p> <p>SBM to prepare a monitoring sheet including figures that outlined current spends</p>	

	<p>Finance working group meeting to be arranged within the next month – Mr Spooner to attend</p> <p>2017/18 staffing structure was approved</p>	
8/17	<p>HEADS REPORT</p>	
	<p>The Head provided a detailed written report which was included within the agenda pack and noted by Governors.</p> <p>The Head reflected on the recent Ofsted inspection which graded the school Good with Outstanding features, this was extremely pleasing. He expressed that the past 2 years had been difficult and staff and governors had worked extremely hard. The preparation for the inspection was paramount to the overall result. The Head praised his PA for all her hard work and preparation, and noted this contribution as an asset to the running of the school. Governors know the school well and this was evident on the day.</p> <p>Ofsted completely agreed with the SEF and the Governors and staff's view of the school. It was entering a new period of stability going forward.</p> <p>An away day was taking place on 7th June 2017 and the Ofsted report would be used to dig down, inform of the next steps and influence the SDP. Governors were welcomed to attend. The aim was now to look ahead with confidence. The Ofsted result had been shared in assembly and staff were delighted with the outcome.</p> <p>The recent letter from Mr Ian Heggs, Director of Schools was referenced (appendix 1)</p> <p>A Governor asked the staff governor what she felt the effect of the inspection was. It was reported that staff morale had increased and they were delighted. Staff were happy and committed and were already looking at the next steps.</p> <p>Another Governor asked if the Head planned on keeping all the current systems in place and this was confirmed. He advised that he would retain the current 1 page SEF, the longer version may be required to underpin however this was unknown at present. The SDP was a key document and everyone was happy with the template. RAG rating would happen termly and half termly for the 3-year development plan and this would feed into the SEF.</p> <p>Ofsted noted that the school help a vast amount of school trips but felt that they could do more and the Head agreed that this was a big part of enriching children's lives. Governors agreed but felt the school needed to be mindful of the costs, it was noted that there were a lot of trips that were free and Ms Woodcock was extremely proactive in the research of these.</p> <p>A Governor asked if half termly monitoring would continue. The Head articulated that good teachers needed to be given the chance to experiment and build learning, although monitoring had to be secure. Weekly monitoring would no longer happen, however where there were concerns SLT would take the necessary action. The head advised that they had spoken as an SLT on data points on assessment and they would continue to do these. Governors would continue to scrutinise the data and attend data meetings. The systems in place were robust and would continue, these were embedded in the school and proved effective.</p>	

	<p>It was noted that the Amphitheatre was now complete.</p> <p>The School Basketball team had come 3rd out of 16 schools in the recent tournament. The school was working hard to develop the extending curriculum as well as the core.</p> <p>The Head thanked Governors for their thoroughness and the work that had been done. Governors had been extremely hands on and would now step back into a more strategic role.</p> <p>A Governor questioned the Y5 progress and attainment and asked if there was anything anecdotally to report. The data point for Summer 1 had taken place but the detailed analysis was not yet available. Y5 were still stagnated and the Head had asked for a detailed breakdown on the gaps. Ms Woodcock confirmed that there were areas of green which highlighted progress but it was still not where it needed to be.</p> <p>The Chair questioned the additional funding that was agreed to resource Y5 and asked how it had impacted on the current outcomes. It was difficult to pin point exact evidence however the Teacher had covered Y2 and Y5 and feedback was positive, it was good value for money</p>	
	RESOLUTION:	
	Noted	
9/17	MINUTES AND REPORTS FROM COMMITTEES	
	<p>Minutes for the following meetings were noted:</p> <ul style="list-style-type: none"> • CPPC – 3rd May 2017 • Safeguarding – 3rd May 2017 • FPPC – 10th May 2017 • Wigmore Hall Partner Schools Steering Group <ul style="list-style-type: none"> ○ 13th May 2016 ○ 7th July 2016 ○ 8th November 2016 ○ 20th March 2017 <p>A Governor asked why there were so many minutes included for Wigmore Hall meetings. It was reported that these were to come to FGB for information and this hadn't previously happened. Moving forward there would not be so many.</p>	
	RESOLUTION:	
	Noted	
10/17	SATS AND ASSESSMENT	
	<p>A Governor asked if the predictions were in line. It was confirmed that at present there was no confirmation on what the 100 would be.</p> <p>Ms Woodcock summarised on the SATs that had taken place:</p> <ul style="list-style-type: none"> • Reading – Text more age appropriate • Questions were still tricky and some were slightly confusing for EAL • Actual papers were released on Monday and went through the mark scheme • Maths calculations were as expected – Reasoning, comprehension and general – I think there is more to this point – Sam N can you clarify? 	

	<ul style="list-style-type: none"> • Spelling – general feeling was less optimistic • SPAG – multiple choice and seemed similar to the CPG test children had been doing • Overall the tests were as expected <p>Ms Woodcock was confident that a large number of children would achieve greater depth.</p> <p>Combined – best case scenario was 75%, worst case was 64% but overall it was expected that outcomes would be in line with the predictions.</p> <p>The Head advised that they were already at a disadvantage due to the number of SEN, EAL etc and this does seem to put the school at an unfair disadvantage.</p> <p>Y2 were most likely to achieve 67% however the Head was confident this would be higher.</p> <p>The Y2 Maths paper was more in line with how the paper used to be rather than what it was last year.</p> <p>The Y2 Reading paper was wordier and more in-depth texts, which would be ok for the greater depth children but others may struggle.</p> <p>Governors would review the results in detail and compare against last year as soon as the data was available.</p>	
	RESOLUTION:	
	Governors would review the results in detail and compare against last year as soon as the data was available	
11/17	SCHOOL DEVELOPMENT PLAN	
	The SDP and SEF were included under the Head's report. There were no further comments.	
12/17	HEADTEACHER'S PERFORMANCE MANAGEMENT REVIEW	
	This item was deferred until the next meeting as the PM cycle closed in July. Everything was currently in hand and the external consultant was noted as Mr Am Rai.	
	RESOLUTION:	
	Deferred until the next meeting	
13/17	APPROVAL OF STATUTORY POLICIES	
	<ul style="list-style-type: none"> • Equality Policy - Approved • Performance Management Policy - Approved • Debt Recovery – Deferred until the July FGB meeting 	
	RESOLUTION:	
	Debt Recovery – Deferred until the July FGB meeting	
	The Equality policy and Performance Management policy were approved	

14/17	GOVERNOR TRAINING AND DEVELOPMENT	
	<p>No training was attended this term. Governors were asked to write up brief notes of their personal experience of the Ofsted inspection and send to Ms O'Donnell for collating.</p> <p>Mr Hamilton, Chair, was not always available to attend the Chairs Forum and had discovered that othe Governors apart from the Chair could attend. He therefore asked if any other Governors might be able to volunteer to attend, when he was unavailable. It was agreed that a rota be developed. Ms McAlister and Mr Wright volunteered to be included on the rota.</p>	
	RESOLUTION:	
	<p>Governors to write brief notes of their personal experience of the Ofsted inspection and send to Ms O'Donnell for collating</p> <p>Ms McAlister and Mr Wright volunteered to be included on the rota for the Chairs Forum attendance</p>	
15/17	DATES OF FORTHCOMING MEETINGS	
	<p>The draft calendar was included in the agenda pack, it was agreed that committee Chairs check the dates and the Head review data points and confirm if the proposed dates were suitable. Any comments and suggested amendments were to be sent to the Clerk and the full calendar would be agreed at the July FGB meeting.</p> <p>The date for the July FGB meeting was to be rescheduled. Ms O'Donnell had circulated dates to Governors but the Clerk was not included in the email. The Clerk agreed to liaise With Ms O'Donnell.</p>	
	RESOLUTION:	
	<p>Dates 2017/18</p> <ul style="list-style-type: none"> • Committee Chairs to check dates for 2017/18 • Head to check dates were in line with data points • Comments/amendments to be sent to the Clerk <p>Clerk to liaise with Ms O'Donnell to reschedule the date for the July FGB meeting</p>	
16/17	GOVERNOR VISITS	
	<p>Mr Wright – Maths and Science week</p> <p>Ms Hill to set date for Reading and Writing visit</p> <p>Governors had attended the Ofsted preparation visit and the Ofsted Inspection meetings</p>	
	RESOLUTION	
	<p>Ms Hill to set date for Reading and Writing visit</p> <p>Visits were noted</p>	
17/17	ANY OTHER URGENT BUSINESS	

	There was no other business to transact.	
18/17	CONFIDENTIAL ITEMS	
	<ul style="list-style-type: none"> • Minutes of the FGB meeting held on 29th March 2017 • Federation working party to report back at the next FGB meeting • Children's Centre update 	

The meeting closed at 7:50pm

CHAIR _____ DATE _____