

**Flushing Church of England Primary School Governing Body Meeting
Thursday 28th November 2019, at 4pm, in the Dolphin Room**

Meeting Minutes

Present: Mark French, Robert Hurrell, Polly Tregaskes, Sue Treneer, Leslie Hygate, Lisa Beverley-Jones, Alison Eva, Stacey Mullins (arrived at 4:10), Hayley Tucker (Clerking)

The meeting commenced at 4:05pm

Prayer

Given by Leslie H

Apologies

Andrew Stevenson

Pecuniary interest registration (verbal declaration and any outstanding forms)

ST & SM given forms

Items declared for any other business

None

Minutes from the previous meeting enclosed

Prayer giver changed to Leslie H

Matters arising from the previous minutes

- Kate H stood down. The Governing Body send thanks to her and her efforts.
- One new Parent Governor applied - Adam Whittle, Dad of Sennen. He has been given the paperwork to be set up.
- No 10 - There are now 8 reception children
- Clerking - MF suggested that Clerk position is advertised internally if Hayley wants to go ahead.

Finance

Financial Scheme of Delegation (unchanged, copy available at meeting).

MF noted Financial Delegation available for anyone who wants to have it - all happy to approve.

Budget Monitoring Report

The report was handed out to Governors.

The Bursar was in yesterday so all figures very up to date - underspent in main areas, supply is high in one area but 2 /3 underspent so balances overall:

- Maintenance overspent - lots of maintenance work was done over half term and some of this may be able to move to capital expenses (new items can be added to Capital Expenses but not repairs; some items could be considered new).
- The Residential Trip to London has a shortfall because only deposits have been paid by parents so far, FOF contributions have not been added in and there will be a 70% contribution from Houses of Parliament towards the travel costs.
- General Curriculum - budget has nearly been spent - need to purchase Twinkle subscription but may be able to allocate to Service Level Agreements.
- ICT hardware overspent because of Parent Pay initial set up.
- There is still money in the PE Grant available

- TUC income is above expected this year so should balance out.
- DFC balance includes the 'Little Extras' which is very specific how you use it - LA suggested that we sell it to a school who wants to do building work who can swap it for other budget areas. HD said this has been done before - MF confirmed it was many years ago.
- Potential carry forward approximately £17,981; This includes donations to be split into different areas of the budget so the real figure is approximately £15K

LH queried the costs for water - MF Explained there was a leak in the urinals. He confirmed we did try to recoup costs from South West Water but because the leak was internal, that it was not able to be refunded.

No other questions

Ofsted Inspection (information)

There were two inspections at Flushing School last week, SIAMs and Ofsted - Mark F reported that the week of prep for SIAMs after we had the call from them, was a huge help for the Ofsted inspection too because we had a lot of information prepared and ready by the time we had the Ofsted call; lots of the same questions came up on each inspection which was helpful.

The Ofsted inspection was definitely different from any we have had before (MF's 10th inspection) and there was so much to do after the initial phone-call (getting info to parents, governors and staff etc), then MF had a pre inspection 2.25 hour phone-call. The Inspector came in with a good idea of the school before the visit, which meant that they could then investigate the information he provided by in their interviews and observations with parents, pupils, staff and governors. The new deep dives were tricky due to the co-ordinating teachers being taken out of classes, which left no teachers in the classes. However, we managed to change the timetable so the deep dives were done at different times. These Deep dives were a huge amount of organisation and co-ordination but we handled it remarkably well and it was a true team effort. The whole school contributed and he felt it was good that the school was looked at from all angles.

Inspection draft report run through - MF made it very clear that it was highly confidential and must not be discussed; Reports were handed to governors to read, then they were handed back to MF to be destroyed.

There was not one single question on data! All focus was on the curriculum and the individual pupils. Helen D asked if MF felt it was better experience than previous ones; did they get a better picture of us? MF - Yes it was very in depth so the Inspectors left with a good picture of our school.

Alison E asked whether we get to feedback to anyone on the inspection? MF - yes he will feedback to Ian Bruce and the Union - particularly on the pressure of the pre inspection call. The key was definitely being prepared, knowing that everyone knew what to do when they called and disseminating the needs of the inspector to the staff before they arrived. The pre-inspection call was good in the respect that they arrived with a good knowledge of us and how we work.

Robert H asked what a 'Non Exempt Outstanding School' is - MF explained.

Helen D asked about the comments about maths; if pupils can do it well why should it matter if they have an inability to reason - MF advised there is now a reasoning paper in SATs, so the reasoning is now important; it is important that the children can show that they understand how the maths works not just that they know the answers by rote. Stacey M advised the ability to reason in maths makes a

huge difference to GCSE outcomes. Robert H gave an example of how the questions are worded and that you must be able to show they understand how they arrived at the answer not just the answer.

Helen D - had concerns over the manner of the inspectors, in particular, one negative comment made to a teacher regarding the facilities at the pavilion; these are far superior now that we have this space and the inspectors should not have criticised to a teacher before they had discussed their concerns with MF. MF - It was true that there were inaccuracies about the comment from the inspector as the second inspector was basing his opinion on what happened with an Y2 pupil not an EYFS pupil. The inspector stated that there was a statutory requirement that the pupils have free flow which is wrong; it is not statutory and there are no requirements, although there are for outdoor play which we have that covered with the Bowling Green and the park. MF advised he will not be taking it further as there was nothing regarding this brought up in the report. He reiterated that it is very important to focus on the report and not what was said at the inspection - this was a development point (which can always be improved - nothing is perfect). Off the back of the comment we now have an idea to increase the outside provision at the pavilion was shown to the governors using additional fencing which would increase the space for the pupils. We can put this to the committee and offer to help to pay for it. Polly T asked if the decking has the non-slip coating on it - which MF confirmed it does. Lisa B-J asked whether the pupils can use bikes etc at the park which MF advised in an ideal world yes but it doesn't hurt to have the option to use them on site too.

All happy with the result of the Ofsted

SIAMS Inspection (information)

MF Reported that although we have not yet had this report back, that he is very happy. The feedback was positive and the areas to develop were fair and rectifiable. The inspector was very happy with the vision and mission being disseminated and we shouldn't have another inspection for 5 years.

MF thanked the staff, parents and Governors for their efforts - Robert H gave special thanks to Leslie H particularly for her help with the inspection and a huge thank you to MF for his amazing efforts, and planning the actual inspection timetable was no mean feat.

Provision - next steps (decide future admittance/provision)

We are expecting two new pupils next week in year 2 - there will then be 30 pupils in the afternoons in starfish which is the maximum we can accept - expect for SEN Etc. If the provision remains the same, we will have to say no to any additional admission applications.

Options to change are:

- Take on an additional teacher at the pavilion
- Change the provision to something new.

This has the potential to be a bulge group so it is a crucial time to consider the provision, especially after the good reports. Mark F ran through a breakdown of funds which could be allocated to extend the provision - he noted that it is a stick or twist moment...stick at current numbers and risk appeals costs or extend provision, and increase staffing costs. He suggested that the EYFS pupils and any year 1 or 2 pupils could have dinner at school, and then return to the pavilion with a teacher and TA at 12:30, have the rest of the lunch at the pavilion and remain there until 3:15. Extending the provision would solve the issue of not getting pre-schoolers in who need cover all day as well as not having to turn pupils away when we are full. It would also create more space at the main school, improve the provision for year 1 & 2 and we would have another EYFS teacher to cover illness if necessary.

It is important to get the numbers on roll in in order to grow. If this provision is in place for 2 to 3 days a week, it makes it easier to extend to 5 days if necessary.

Mark F asked - Do the governors want 3.5 classes or 4 for the foreseeable future, or are they working on the 2 year plan as previously decided? The funds and the people are in place if we want them to be to enable us to make the changes now. Leslie H said it would be short-sighted to not go ahead with extending the provision - it is going well and we owe it to all pupils, parents and the staff to increase. Helen D said the positive progress of the children is the proof that the project should go ahead. Stacey M said she has friends who are already looking at moving their children to Flushing based on the pavilion provision - Polly T said the houses being built currently in the area will only grow numbers and there is no possibility of them going down. Mark F reiterated that it is a good investment for the future.

Leslie H said that year 1 & 2 will benefit hugely but the downside for the current Reception pupils would be that they are no longer in the main school in the afternoons, however, they could finish the day at the Pavilion at 3 to join story time at the main school. Mark F said there are always ways to integrate them with the whole school and it will only be 2 or 3 days to start. Lisa B-J said she doesn't think there is enough demand in the area to support the preschool and thinks we should be focusing on increasing the school age pupils on roll. Mark F said that when the provision is fully in place, it will be organic that the siblings of new pupils will attend the pre-school.

Mark F is sure that if we can get the EYFS right, that gives us a great foundation for the pupils as they go through the school; as long as it is an un-pickable situation, if we can stop the provision if it does not work, then we have nothing to lose as the funds are currently there to support it. We need to get the most out of the pavilion - we are paying for it and not using it to its best.

Robert H asked the governors if they want to go ahead? Lisa B-J agreed that it is very appealing that we keep the provision flexible and can change as per the demand.

All agreed to go ahead

SM left at 5:30

Head's Performance Management Report (Bob/Helen/Leslie) verbal

Mark F recommended that Zoe Mitchell's pay scale was increased from M4 to M5 - Robert H said she has settled into the new role well and has made it easier to concentrate on the y1 & 2 children. All agreed to proceed with the increase.

MF left the room

Robert H advised that Mark had his performance management two weeks previously. He met the three targets were set for him and the same targets have been set for the next period. We cannot increase his pay as increased last year; he wouldn't accept an increase from the Governors if they offered it.

RH - Leslie H stated that he is a huge asset to the school; he handled the inspections in a way that we can be very proud. She wanted it noted that the Governors are so grateful for all his hard work, inspiration and ability to come up with positive plans for the school. Everyone appreciates the work he puts in all through the year; his drive, in turn, will drive the pupils forward and he is always looking to the future.

Governors want to congratulate the staff and all their efforts.

Mark F re-entered the room and the statement above was read to him.

Governor inclusion/training (information) list attached

HT to re-email SM, LBJ & AW dates for Training and book.

We have been mindful of the budget for training now that we are not joining the mat.

Standing items (Safeguarding/Health and Safety)

Health & Safety inspection upcoming in January where the LA comes in to inspect all docs etc are in place.

The Friends of Flushing School (verbal report)

Christingle upcoming - no meetings scheduled as all communicating on the Whats App group.

Any other business

None declared

Confidential

None

Confirm dates and times of next meeting

30th January 2020 at 4pm

Lisa given apologies as will be working

A.O.B. needs to be agreed by Bob 24 hours before the meeting.

FGB Thursday 30th January 4pm

P&F Thursday 13th February 4pm

FGB Thursday 19th March 4pm

C&S April date to be arranged

FGB Thursday 7th May 4pm

P&F June date to be arranged

FGB Thursday 9th July 4pm