EDGEBURY PRIMARY SCHOOL
London Borough of Bromley

MEETING OF THE GOVERNING BOARD
Tuesday 26th September 2017 at 6.30
Edgebury Primary School, Belmont Lane, BR7 6BL.

Attendance: Mr D Aylott, Mrs J Box, Mrs H D’Arcy, Mr S South, Mr J Dixon, Mr H Pritchard, Mr D Turner, Ms J Robinson and Mrs S Bennett.

Clerk: Mrs M Tomsett

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<tr>
<th>ITEM</th>
<th>SUBJECT</th>
<th>ACTION TO BE TAKEN</th>
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<tbody>
<tr>
<td>1 APOLOGIES FOR ABSENCE</td>
<td>Apologies for absence were received from Mrs Poulton. APPROVED</td>
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<td>1 APPOINTMENT OF CHAIR AND VICE CHAIR</td>
<td>The clerk invited nominations for Chair of the Governing Board. Mr H Pritchard was nominated by Mrs Bennett and seconded by Mr South. No other nominations were received. Mr Pritchard left the room and a vote was taken. Unanimously AGREED that Mr Pritchard be elected as Chair of the Governing Board for 2017/2018. The Chair invited nominations for Vice Chair of the Governing Board. Mr D Aylott was nominated by Mr Pritchard and seconded by Mr Turner. No other nominations were received. Mr Aylott left the room and a vote was taken. Unanimously AGREED that Mr Aylott be elected as Vice Chair of the Governing Board for 2017/2018. Mr Aylott was thanked for his hard work and immense contribution to the school as Chair of the Governing Board. A discussion was held regarding the Trustee representative as Mr Pritchard felt unable to continue to undertake this role in addition to Chair of the Governing Board.</td>
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A governor asked about the frequency of meetings and Mr Pritchard informed governors that the group have so far met fortnightly. Governors were informed that currently a high proportion of applications to form a MAT are waiting approval and movement does not seem likely until sometime in the new year.

Governors were asked to consider joining the trustee board and let the Head know if they would be willing to take over from Mr Pritchard.

Mr Turner informed governors that he has experience of trustee boards and would be willing to undertake this role for the present. Mr Pritchard agreed to attend the next meeting and provide Mr Turner with further information on the trustee board.

A governor asked if the delay is likely to risk the application being less likely to receive approval and it was reported that the application to form a MAT cannot be taken further until approval is received.

The Head informed governors that collaborative work with the other schools will continue while waiting for the application to be considered.

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<th>2</th>
<th>DECLARATION OF INTERESTS</th>
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<td>None declared.</td>
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<th>COMMITTEE MEMBERSHIP AND AREAS OF RESPONSIBILITY</th>
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<tr>
<td></td>
<td>a. Committee Membership</td>
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<td>AGREED that all governors be appointed as members of the Resources, Buildings and Site and Assessment &amp; Standards committees.</td>
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<td>b. Governor responsibility</td>
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<td>The Chair asked governors if they would be willing to continue with the same focus areas in 2017/18.</td>
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<td>Following discussion:</td>
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<td>AGREED that Governors be assigned to specific areas for 2017/2018 as follows:</td>
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<tr>
<td></td>
<td>SEN and Pupil Premium - Mrs Poulton/Ms Robinson</td>
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<td></td>
<td>Safeguarding, Child Protection and Communication with Parents and Pupils - Mr Pritchard/Ms Robinson</td>
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<td>Link Governor - Mrs Bennett</td>
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</table>
c. Governors assigned to curriculum areas

The Chair asked governors if they would be willing to continue with the same focus areas in 2017/18.

Following discussion AGREED that Governors be assigned to curriculum areas for 2017/2018 as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Governor</th>
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<tbody>
<tr>
<td>English</td>
<td>Ms S Bennett</td>
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<td>Finance</td>
<td>Mr D Turner</td>
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<td>IT</td>
<td>Ms S Bennett</td>
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<td>PE and Sport</td>
<td>Mr S South</td>
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<tr>
<td>Assessment and Data</td>
<td>Mr J Dixon</td>
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<tr>
<td>Maths</td>
<td>Mr S South</td>
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<tr>
<td>Science</td>
<td>Mr S South</td>
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<tr>
<td>EYFS</td>
<td>Mr Aylott/Mrs Poulton</td>
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4 MEETING DATES 2017/2018

a. A draft schedule of meetings for 2017/18 had previously been circulated to governors.

Following discussion AGREED that the following meeting dates and times be adopted as the Edgebury Governing Board meeting schedule for 2017/2018 with additional meetings added as required.

**Autumn Term 2017**

Tuesday 21st November 2017 – 8.00am B & S Committee.
8.30am Resources Committee
Thursday 23rd November 2017 – 6.30pm A & S Committee

Tuesday 5th December 2017 – Full Governing Board Meeting

The Head informed governors that the ASPIRE review will take place 1.30 – 2.30pm on Tuesday 5th December and governor attendance at the review is welcome.

**Spring Term 2018**

Wednesday 14th March 2018 - Governors day at school incorporating three committees and full board meeting
2.15pm Assessment & Standards Committee
4.00pm Buildings & Site Committee
| 4.30pm Resources Committee  
5.30pm Full Governing Board Meeting |
|---|
| **Summer Term 2018**
Tuesday 12th June 2018 – 8.00am B & S Committee.  
8.30am Resources Committee  
Thursday 14th June 2018 – 6.30pm A & S Committee  
Wednesday 11th July 2018 – Full Governing Board Meeting. |
| b. Governor attendance at meetings in 2016/17 had been circulated for governor information. **RECEIVED.** |

### 5 TERMS OF REFERENCE

Copies of draft documents for consideration had previously been circulated to governors.

a. Governing Board

**AGREED that the Terms of Reference, Standing Orders and Meeting Charter for the Governing Board be approved and adopted for 2017/18.**

b. Resources Committee

**AGREED that the Terms of Reference for the Resources Committee be approved and adopted for 2017/18.**

c. Assessment & Standards Committee

**AGREED that the Terms of Reference for the Assessment & Standards Committee be approved and adopted for 2017/18.**

d. Buildings & Site Committee

**AGREED that the Terms of Reference for the Buildings & Site Committee be approved and adopted for 2017/18.**

### 6 JOB DESCRIPTIONS

Copies of draft job descriptions had previously been circulated to governors.
AGREED that the job descriptions for Chair and Vice Chair of the Governing Board and Chair of Committees be approved and adopted for 2017/18.

7  CODE OF CONDUCT
Copies of a draft Code of Conduct for 2017/18 had previously been circulated to governors.

Following discussion AGREED that the Code of Conduct for the Governing Body for 2017/18 be approved and adopted.
Governors were asked to sign the Code of Conduct and return it to the Clerk.

8  ACADEMY CONVERSION UPDATE
Discussed under item 1.

9  SCHOOL IMPROVEMENT PLAN
The up to date School Improvement Plan had been circulated to governors prior to the meeting incorporating the latest updates.

A governor asked what “consequence marking” is and it was reported that this is an ASPIRE initiative that will assist in reducing teacher workload and the amount of time that teachers spend at home marking work. Teachers should not take books home for marking and the emphasis is on marking in the lesson by giving verbal feedback to a pupil who writes in their book what needs to be done and actions this immediately. For younger pupils who may not be able to write information down clearly, codes are used. In English and maths where answers may be auto-prepared, the pupil is able to write the next steps in their book and action this quicker than a teacher taking work away to mark at home. This has a greater impact on progress and can be clearly evidenced in the improvement from the beginning to the end of a piece of work. Consequence marking also links into the other initiatives used to help pupils take ownership of their learning e.g. Edgebury Learning Conferences and one to one meetings with teachers.

Governors were informed that this is a very different practice for teachers and research on this has been positive. The concept was introduced at a recent staff meeting and all staff have been asked to consider how we could do this in our school and have been encouraged to try it out to see how pupils respond. Staff will then discuss the impact of the scheme and whether any improvements are needed for the system to work best for the school.
A governor asked if any pupils are likely to be missed through this method of marking and it was reported that the progress of each pupil will be seen far more clearly.

2.1 (p5) A governor asked who will provide the objective assessment for the new marking approach and it was reported that the senior leadership team would normally do this and governors could also be involved.

A governor asked if the initiative will produce a better outcome for pupils and it was reported that in reducing marking time this will allow more time for assessment and planning for next steps in lessons, it will also show progress more easily.

A governor asked if a strategic priority on teacher wellbeing should be included and it was reported that the senior leadership team have considered this and the role and motivation of the workforce can be included as a leadership and management priority.

Mr Aylott informed governors that he recently attended a Chair of Governors Forum where it was reported that Ofsted are prioritising safeguarding and governors participating in appropriate training. It was also reported that governors participating in exclusion panels should have undertaken the appropriate training. Governors were alerted to an Octavo training event taking place at Hayes School on 10th October “Governor Guide to Exclusions” and urged to attend, if possible.

Following discussion AGREED that all governors should aim to undertake one relevant training course per term or two courses per year. It was reported that Octavo are currently redesigning their training programme.

A governor asked if the range of work covered by the SIP was realistic and it was reported that as the school is continuously refining and improving in all areas, this needs to be reflected in the SIP.

A governor asked who the lead is for behaviour and it was reported that the Inclusion Manager, Mrs Pester, leads on this.

A governor asked how the targets in the SIP are set and if the process is documented it was reported that the senior leadership team look at data for the previous year and how achievable the targets were and adjust them accordingly. Information on all of this will be presented to the Assessment & Standards Committee at the next meeting.

Governors were informed that information on ASP, the new system to replace Raiseonline, which will be introduced in early October.
5.4 (p17) A governor asked what “number” referred to and it was reported that there are two strands for maths in early years, one of which is number.

10 Aspire – Focus for final year

Governors were informed that the school has worked hard with the ASPIRE framework to ensure that this is incorporated in all aspects of planning throughout the school. This is reflected in the SIP which incorporates a great deal from the ASPIRE rubric.

A governor asked how confident the school is that progress will be sustained once the three year programme ends and it was reported that the school has achieved so much through the ASPIRE programme and will continue to have some input from ASPIRE perhaps on a different basis the following year if we felt it appropriate.

Governors were given more information regarding the new connected curriculum which the school has adopted and which is more interesting for pupils. All staff and an ASPIRE advisor have been involved in this initiative which is based on all subjects other than English and maths, although those core subjects can also be linked at times.

A governor asked if there would be further parent workshops and it was reported that the school would like more parental engagement and is looking at ways to get parents more involved in children’s education as it can be very demoralising if only a few parents attend workshops. It was reported that workshops for reception parents will take place in the coming week.

11 ANY OTHER BUSINESS

a. Visits to school Protocol
The governor visits to school guidelines and visit report form had previously been circulated to governors.

Governors discussed the importance of visits to the school for their particular focus areas and AGREED that one visit per term for each area should be continued.

b. Draft Pay Policy
A draft pay policy had been circulated to governors.

AGREED that the draft pay policy be approved.
c. Appraisal Policy
An updated appraisal policy had been circulated to governors.

A governor asked to see an example of teacher appraisal targets and this was circulated for governor information. It was reported that the attainment and progress targets reflect the targets in the SIP and well-being targets are personal to individuals.

A governor asked who undertakes the teacher appraisals and governors were informed that the senior leadership team (Head, Deputy and Inclusion Manager) undertake teacher appraisals with Mrs D’Arcy responsible for NQTs and the Head also appraises other SLT members.

A governor asked how many NQTs are currently working at the school and it was reported that one teacher is undertaking their NQT year.

AGREED that the appraisal policy be approved.

d. Parent Governor Election
Governors were informed that Mr Turner will end his term of office as a parent governor on 27th October and therefore a parent governor election will be held in the near future.

9 DATE OF NEXT MEETING

AGREED that the next meeting of the Governing Board be held on Tuesday 5th December 2017 at 6.30pm.

10 CONFIDENTIAL ITEMS

See separate sheet.

Signed: Date: