

# BEECHWOOD PRIMARY SCHOOL

## FGB COMMITTEE MEETING

<b>Date:</b>	<b>15 March 2016</b>
<b>Present:</b>	<b>Michael Holt (Chair), Nick Oakley, Shelagh Flower, Gordon Davies, Rakhee Sharma, Soha Hafez, Andi Blinco, Richard Harrod, Richard Skegg, Archana Kakar and Julie Baker</b>
<b>In Attendance:</b>	<b>Rachel Minter, Katie Donnison</b>
<b>Clerk:</b>	<b>Jenny Sumner</b>

**NEXT MEETING**  
**Tuesday 28 June 2016 – 7pm**

<b>10/16</b>	<b>Apologies of Absence</b>
	Apologies were received from Rev Eddie Marquez and Mohamed Oubihi.
<b>11/16</b>	<b>Declaration of Business Interests by Governors Present</b>
	No interests were declared.
<b>12/16</b>	<b>Presentation from Katie Donnison on Standards Tracker</b>
	<p>Katie Donnison had met with Gordon Davies and Rachel Minter to discuss how the school could use the performance management programme 'Standards Tracker' to assist with managing the performance of staff at Beechwood.</p> <p>Katie Donnison highlighted the following points of the product:</p> <ul style="list-style-type: none"><li>• Links with National Standards for teachers and support staff;</li><li>• Allows development of individuals performance;</li><li>• Links to the school's objectives;</li><li>• 11000 teachers using this system;</li><li>• It is easy to use and regularly updated;</li><li>• Feeds into the schools SEF;</li><li>• Data on performance can be analysed in a number of different ways and this can be shared with Governors;</li><li>• Objectives are set for individuals linked to the National Standards and are monitored regularly, individuals are able to update their objectives and targets as evidence throughout the year leading to a continual development programme;</li><li>• Objectives and targets can be short, medium or long depending performance assessment and project;</li><li>• All data including learning walks and observations can be saved onto the programme;</li><li>• Programme can be tailor made to the schools needs;</li><li>• Links to Pay Policy and monitors pay progression;</li><li>• Creates a two way process of performance management and highlights strengths and weakness of staff.</li></ul> <p>The following questions were asked:</p> <ul style="list-style-type: none"><li>• Is there evidence to show an impact on retention of staff. There is no evidence as yet as the programme is only a few years old but it is know that staff feel more valued when using Standards Tracker.</li><li>• What is the cost of the programme. For 38 staff members it would cost £2000 in Year 1 and £1000 for year 2 onwards, if you looked at just the teachers it would be £1600 for Year 1 and £800 for year 2 onwards.</li><li>• What training is involved? The school would be able to receive online training which is included in the price, onsite training can be provided but this is an additional cost.</li></ul>

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	<ul style="list-style-type: none"> <li>Is there a Leadership and Governance module. There is a Leadership module for the SLT and Headteacher, there is not a module for Governance but the school could develop its own form for monitoring Governance.</li> <li>Are the objectives linked to the school and Head Teacher. The objectives set should link back to the Head Teacher's objectives but because teachers have their performance management review in September and the Head Teacher in December the link is not always made. Some schools have changed the Head Teachers review to the end of the Summer Term to allow for better links.</li> </ul> <p>Katie Donnison was thanked for her presentation and left the meeting at 7.45pm.</p> <p>Governors will receive a further report from the headteacher on the programme in due course.</p>			
<b>13/16</b>	<b>Minutes of the Previous Meeting (9 February 2016)</b>			
	Minutes of the 9 February 2016 were agreed and signed as an accurate record of the meeting.	Proposed AB	Seconded RH	Action
<b>14/16</b>	<b>Actions and Matters Arising from Minutes of Previous Meetings</b>			
	<p>19/15 Head Teachers Report; E-Safety Policy. Julie Baker is in the process of completing this Policy.</p> <p>32/12 Governors' Virtual Office; Jenny Sumner is working with Matt Lovegrove to set this up.</p> <p>07/16 Preparing for Ofsted; Data Dashboard, the latest Data Dashboard will be available at the end of March.</p>	Proposed	Seconded	Action JB / GD  Clerk
<b>15/16</b>	<b>Policy Review</b>			
	There were no Policies to review at this meeting, Julie Baker is working on reviewing and updating Policies that are a statutory requirement along with ensuring all Policies are on the schools website.			
<b>16/16</b>	<b>Head Teachers Report</b>			
	<p>Gordon Davies' report was circulated in advance of the meeting, the following points were highlighted:</p> <ul style="list-style-type: none"> <li>Staff are being encouraged to come up with more creative ways of teaching and learning;</li> <li>The Governing Body has been briefed on what Ofsted may ask them;</li> <li>There are areas of improvement needed within the school and these are being addressed;</li> <li>A number of staffing issues have arisen this year and the school will be looking for two new teachers from September;</li> <li>A staffing strategic document is being put together and will be circulated to Governors once complete;</li> <li>There has been an increase in the number of families coming to the school from within the catchment area for the first time in long while;</li> </ul>			

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	<ul style="list-style-type: none"> <li>The school is meeting with Wokingham Borough Council to look at the expansion project proposals, Governors have asked if the school could have back the three classrooms which were given to Ambleside.</li> <li>Detailed plans when available will be viewed at the Facilities and Development Committee.</li> </ul> <p>Gordon Davies was thanked for his report.</p>			F&D
<b>17/16</b>	<b>Health &amp; Safety</b>			
	<p>Governors discussed the recent Health and Safety Forum that Wokingham Borough Council held for Governors. At that meeting Governors were informed of the new and revised Rainbow Plan template which includes how the school will deal with a 'lockdown'. Governors also highlighted the need to review the schools Asbestos register.</p> <p>Clerk to add Asbestos Register and Rainbow Plan (lockdown) to the next Facilities and Development Committee agenda.</p>			Clerk
<b>18/16</b>	<b>Reports from Committees</b>			
	The minutes of the three committees were circulated prior to this meeting.			
<b>19/16</b>	<b>Meeting Dates for 2016-17</b>			
	The meeting dates were circulated and discussed. Attached is a copy of the agreed dates.			
<b>20/16</b>	<b>Preparing for Ofsted</b>			
	<p>Rachel Minter gave a presentation on assessment data, the following points were noted:</p> <ul style="list-style-type: none"> <li>FS pupils, there are a few pupils who are missing only one of the five development areas which should be achieved by the end of the year.</li> <li>It is hard to predict the results for Year 2 and Year 6 pupils this year due to the changes in assessment grading. More Government guidance is required around the writing assessment.</li> <li>Interventions have been put in place to improve GPS, these have mostly been linked to the Read, Write, Inc programme;</li> <li>Reading is on track to achieve the targets set, Year 4 is the year group which requires a number of interventions to improve attainment;</li> <li>Year 4 pupils are requiring interventions in Maths and Writing to improve their progress;</li> <li>Other vulnerable groups are being monitored to ensure they are making the required progress.</li> <li>Rachel Minter is planning to include the data for closing the gap in her next report to Governors.</li> </ul> <p>Next term the pressure of preparing for Ofsted will be reduced to allow the school to focus on inter-house</p>			

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	<p>competition, assemblies, art and music. Moving forward the school would like pupils to have more opportunities to be involved in hands on learning.</p> <p>Rachel Minter was thanked for her presentation.</p>			
<b>21/16</b>	<b>Reflection of actions and decisions made at this meeting</b>			
	<p>The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• Standards Tracker, is there budget available;</li> <li>• Learning from each other already takes place due to reducing training budgets;</li> <li>• School requires something like Standards Tracker to support the school and SLT to give results for Ofsted and Governing Body;</li> <li>• Key actions for Ofsted: <ul style="list-style-type: none"> <li>- Staff, ensuring planning is up to date and completed on a weekly basic;</li> <li>- Value what we have as a school</li> </ul> </li> </ul>			
<b>22/16</b>	<b>Any Other Business</b>			
	<p>Diane Bowman had asked if the SFVS has been completed, Nick Oakley confirmed that he will ensure that it is completed and submitted to Wokingham Borough Council by the 31 March 2016.</p> <p>Julie Baker raised concerns from staff that they have over the amount of lesson time some pupils are missing because they are attending school sporting competitions. Taking part in sporting activities is known to improve attainment and there is evidence available to support this at Beechwood. This evidence has been investigated by the school which underlines that physical activity whilst representing their school actually adds value and doesn't appear to detract from their studies. Staff should be reassured that next term there will be less competitions, this term has been difficult because it has been very short.</p>			NO
	<b>Date and Time of Next Meeting</b>			
	<p>Tuesday, 26 April 2016 – Resources &amp; Strategy Committee – 7pm  Tuesday, 24 May 2016 – Facilities &amp; Development Committee – 7pm  Tuesday, 14 June 2016 – Curriculum &amp; Welfare Committee – 7pm  Tuesday, 28 June 2016 – Full Governing Body Meeting – 7pm</p> <p>The meeting closed at 9pm.</p>			