

**MINUTES OF GRANGEWOOD SCHOOL LOCAL GOVERNING BODY (LGB)
EDUCATIONAL FORUM**

Held at Grangewood School
on Monday 23rd January 2017 12:30 to 13:40

Present:

| | | | |
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| John Marr | JohnM | Governor | Chair and representative on Finance committee |
| Karen Clark | KC | Governor | Head of Grangewood School (HoS) |
| Sue Cherrington | SC | Governor | Parent of Moorcroft pupil |
| Judith Hemery | JH | Governor | Director |
| Becky Haggart | BH | Governor | Resources |
| Tansy Heymer | TH | Governor | Teacher |
| | | | |
| Carey Philpott | CP | Clerk | |

The meeting was declared quorate.

| Item | Discussions and Decisions | Action |
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| 24/2016-17 | <p>Welcome and apologies</p> <p>a) JohnM welcomed everyone to the Educational Forum meeting which had followed a governor visit to school for three governors.</p> <p>b) Apologies had had been received from Trupti Parekh (TP), Michelle Antoniadis (MA), Roger Giles (RG) and Janine Marlow (JM), which the governors accepted.</p> | Apologies accepted. |
| 25/2016-17 | <p>Governing body approval of the minutes of the last Business meeting dated 6th December 2016</p> <p>a) The minutes of the Business Forum had been circulated. They were AGREED and signed, each page initialled by the Chair.</p> <p>b) Matters arising from previous minutes:</p> <p><i>Item 2015/16 19 1 and 2d:</i> JohnM has not spoken to SP yet about SP becoming lead role for Premises (RG would still remain involved), but no problems are anticipated.</p> | Previous Business Minutes AGREED. |

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| 26/2016-17 | <p>Declaration of Interests</p> <p>There were no new declarations for the meeting.</p> | |
| 27/2016-17 | <p>Any Items for AOB or confidential</p> <p>Transport</p> | |
| 28/2016-17 | <p>Discussion of school visit</p> <p>a) JohnM had spent the morning with Caroline Aplin (CA) and Ashley Clark (AC), discussing Classroom Monitor and the curriculum. He found it enlightening to discover how complicated logging data for the curriculum covered has become. The discussions had included the possible continuation of reporting from Early Years.</p> <p>b) BH had spent her morning with Emma Watson (EW), ICT co-ordinator, and looking at ICT. BH highlighted:</p> <ul style="list-style-type: none"> i. Some of the children need more challenge with the ICT curriculum. ii. One hour a week ICT is not enough. iii. Teachers would like more ICT resources. iv. Staff are quite happy with setting up, but are not confident. <p><u>Q: Is there a designated person in a classroom for ICT?</u> A: KC replied that EW is trying to support teachers in the classroom, but at the moment it is too much work for one person. Governors requested that a timeline for the strategy programme is put in place.</p> <p><u>Q: Is there enough funding for ICT equipment needed by the pupils?</u> A: BH said she will look at funding offered externally whilst KC will liaise with Sudhi Pathak within the academy. The government bulk order for i-pads was discussed, but when it was investigated last year, it had not been economical.</p> <p>c) JH had looked at the Autism accreditation audit information. She told governors that an external auditor marked the scores higher than where the school placed itself. Some excellent work is taking place, and if triggers for each specific children are known, action can be taken at an earlier stage. JH looked at evidence in two classrooms, the junior soft play area (where Grangewood children</p> | |

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| | <p>were joined by two Coteford Junior pupils) and Early Years (where there was a wide variation in pupil engagement and ability).</p> <p>JohnM asked KC to pass on thanks from governors to staff.</p> | |
| 29/2016-17 | <p>Grangewood Development Plan (SDP) update and RAG ratings</p> <p>KC explained that the SDP had been RAG rated at the end of December. There had been two areas where no progress has been made. Therefore a strategy group will be formed with the help of Hilary McDermott. The main focus will be work with all teachers to improve teaching and learning. They will be given support with changes in the national assessments and the new curriculum which is more appropriate for Grangewood children. CA and AC will take on different roles to work on this. They will pass on their roles of physical development and creative leads to the LSA post.</p> <p><u>Q: Are Ofsted Inspectors sympathetic to changes that will have a long term effect?</u> A: KC replied that they are supposed to be.</p> <p>KC stated that it will help the SDP leads that a governor is linked to key areas within the SDP.</p> | |
| 30/2016-17 | <p>Parent Survey update</p> <ol style="list-style-type: none"> 1. KC distributed the report of the recent parent questionnaire, which will be loaded onto the website. Parents returned over one third of questionnaires. Governors discussed the areas where parents had issues (homework, how school deals with bullying and diversity issues). 2. Homework is in the SDP. 3. Bullying and racism are high on the school agenda but not in the SDP. Unfortunately the questionnaires were anonymous so parents cannot be followed up. Governors questioned how parents know whether bullying and racism are taking place, as many children are non-verbal. The way the questionnaire was written may have led to incorrect scores, especially as there are a high proportion of parents where English is an additional language (EAL). Governors also asked how one defines abuse, for example | |

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| | fast hands. | |
| 31/2016-17 | <p>Investors in People update</p> <p>KC deferred re-applying for the accreditation as there is a new framework and she needed more time to prepare. Previously the focus was on staff wellbeing, now it is ensuring you are getting the most out of your staff. KC created an action plan in May, which the school is working through. The school now has a wellbeing committee, yoga and a singing get together.</p> <p><i>Q: What target is the school going for?</i> A: KC explained that previously the target aimed for was defined when the application was made. Now the award depends on the number of indicators and how far the school is up the scale.</p> | |
| 32/2016-17 | <p>OFSTED "Heads-Up"</p> <p>The school now has an Ofsted school inspection check list and a website compliance check list. The senior leadership team looks at it weekly. The school website has been altered slightly to incorporate an Ofsted tab, so that inspectors can find the information easily.</p> <p><i>Q: Does someone have a role for the website?</i> A: KC replied that two members of the admin team manage it. EW updates it with photos. A discussion arose about needing parents' permission to add photos of their children to the website. The proportion of those that do not agree is quite high.</p> <p><i>Q: Can governors access the Ofsted check lists?</i> A: KC will distribute them half termly, before LGB meetings.</p> <p><i>Does KC have any concerns?</i> A: KC replied no, because much is in place. The school is focussing on showing evidence of what takes place.</p> | <p>Ofsted inspection lists distributed to governors before LGB meetings.</p> |
| 33/2016-17 | <p>Work to support new Teaching Team members</p> <p>Workshops take place for new teachers and the school is building up written guidance for support after the training.</p> | |
| 34/2016-17 | <p>Discussion of Staff Governor roles on LGB</p> <p>JohnM suggested that the two staff governors, TH and JM, liaise with staff to feedback any concerns or issues to governors. They should ask representative groups, eg. Wellbeing team, Investors in people team, new teachers.</p> <p>TH left 1:30 p.m. to return to class.</p> | |

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| 35/2016-17 | <p>Governor Feedback / future plans</p> <p>Rochford Review: TP has prepared a draft simple summary to send to parents. JohnM passed it to MA and SC to comment as parent governors. SC has not responded yet, but will do so.</p> | <p>SC to comment on summary of Rochford Review for parents.</p> |
| 36/2016-17 | <p>Any Other Business</p> <p>Transport: SC attended a meeting for parents on how the local authority is planning pick up points for school transport. Meadow school will be the first. Grangewood and Moorcroft are not part of the plans, but Pentland Field is.</p> | |
| 37/2016-17 | <p>Dates of future meetings:</p> <ul style="list-style-type: none"> • Mon. 13th March 2017 8 p.m. (Business) • Mon. 24th April 2017 12 noon (Education) • Mon. 19th June 2017 8 p.m. (Business) | |

Meeting closed at 1:50 p.m.

There are no confidential minutes for this meeting.