

FINSTALL FIRST SCHOOL

Minutes of the Governors' Property & Curriculum Committee meeting held on 1st March 2017

Present: Mr S Longley
Ms J Sadler
Mrs J Hall
Mrs J Fleming
Mr S Evans (Head)
Mrs A Barton

Apologies had been received and were accepted from Mr M Evans, Mr P Morton and Mr M Mason

Declarations of Interest – there were no Declarations of Interest to record.

The Minutes of the previous meeting held on 31st October 2016 had been circulated, accepted as a true record and were signed by Mr Longley. There were no matters arising from the Minutes.

Health & Safety – Health & Safety guidance information was available in the Staffroom. Members of the School Council had completed a Health & Safety walk around the school identifying areas for improvement. Mr Mason and Mr Dalton had undertaken various Health & Safety training courses. Mr Dalton had attended a PAT testing course which meant that all PAT testing could be carried out in house. In addition, procedures with regard to Risk Assessments across the school were in the process of being reviewed currently.

Work completed since last meeting –

Details of all the work completed since the last Property meeting were shown in the Head's report to Governors.

Work outstanding –

Short term –

- Changes to light fittings in RB
- Repairs to metal trunking in loft above Servery
- Repair wooden doors to concrete sheds
- Deck board to be replaced on jungle gym in Reception
- New shed and base to be installed in woodland area

Medium term – Planned Maintenance schedule

- PIR sensors to be installed to lights in Upper school cloakroom
- Upper school cloakroom to receive lighting upgrade to LED energy saver units
- Complete outstanding work on 'Meadow Area' adjacent to school car park
- Renovate Climbing wall
- Explore possible options to reduce impact of moles on the playing field

Long term –

- Provide tiled splash backs at low level to urinals in boys' toilets and Year R toilets

Work outstanding in relation to the Fire Risk Assessment report (May 2013) and outcomes from the Fire Risk Audit September 2016:

- Small number of Staff need to complete Fire Awareness Training

Work outstanding in relation to the School Disability Equality Scheme –

The long term work already identified would be carried out as and when required in the future.

This includes:

- Provision of sufficient ramps at all access points – door thresholds need to be made level/slight gradient
- Level flooring at the Fire Exits in the office and all classrooms

- Door handles to be positioned lower for wheel chair users
- Flashing light for the fire alarm to warn those with hearing difficulties

Devolved Formula Capital Allocation –

At the time of the last report the balance of the Devolved Formula Capital Allocation was £37,639.08. Since then £74,530.45 had been paid out for the Year R extension project. Section 106 funds of £44,295 had been paid into the account. Once the fee of £7,119 has been paid to Place Partnership there will be £284.63 in the account. A small additional sum is expected in the new financial year.

Defibrillator –

Following suggestions from parents, the possibility of re-locating the defibrillator currently inside the entrance to the school to a spot near the front gates was being considered. This would enable the local community to access the equipment in an emergency, when the school was closed. Local Councillor Caroline Spencer was looking at obtaining a grant to pay for the cabinet to house the equipment. However, a new power cable would be required, running from the fuse board in school up to the front gate at an estimated cost of between £500 and £1,000.

Governors agreed with the suggestion that half of the money raised from this year's sponsored walk could help to fund the project.

Property Services SLA –

Prior to the meeting, Governors had received the Place Partnership proposal for the provision of Property Management Services for the new financial year.

The proposal was discussed and it was agreed that the 'Building Energy Management Service (BEMS)' would be retained. The 'Energy Management' aspect was not needed, however we would require an annual Display Energy Certificate, so this would need to be organised by ourselves. With regard to the 'Core Property Service,' investigations had found a possible alternative source, "PR Associates," which was £200 / year cheaper. Mr Mason was currently looking into the aspect of the management of the Local Authority's "Ongoing maintenance budget" as this is currently managed by Place Partnership as we want to be sure that we will not miss out on routine maintenance because we choose to sign up with another company's SLA.

Policies – The following policies have been reviewed and have not been subject to any significant changes. They have been recommended for approval by the Governors in brackets:

Coping with a School emergency – (Martin Evans)

Lettings (Caroline Spencer)

Absconding Policy (Juliette Fleming) – approved subject to small amendment

Social Networking Guidance for Staff (Steve Longley)

Governors approved the above Policies

Health & Safety (Andy George) Approval will be carried over to the meeting of the full Governing body.

Any Other Business – none

Curriculum

Declarations of Interest - there were none to record.

The Minutes of the previous meeting held on 31st October 2016 had been circulated, were accepted as a true record and were signed by Steve Longley. There were no matters arising from the Minutes.

Annual Performance Review:

Further to the last report, together with the head teachers of Hanbury and Stoke Prior a process of peer reviews had started across Bromsgrove, looking at data and the SDP. Once the reviews have been completed they will be externally validated by the Head Teacher of Aston Fields Middle School, who is a National Leader of Education. A summary of findings will be provided to Governors. It is felt that this system will be rigorous while at the same time providing appropriate support to all schools involved.

Subject Self-evaluation – Governors had received summary sheets for the areas of Science, Computing and History, which were monitored during the Autumn term. A summary report of all subject monitoring over the last 12 months was available to Governors who wished to receive it. This identified strengths, resource issues, training needs and common areas for development. All these areas were discussed when considering targets for the next cycle of School Development in 2017/18. Writing, Maths, PSHE and RE will be monitored during the course of this term.

Whole School Self-evaluation – In line with the timetable for Whole School Self-evaluation, Steve Longley and Jean Hall will be the visiting governors this term to monitor ‘Teaching, Learning and Assessment’. Their report will be presented at the meetings in the Summer term. In addition, there will be a light touch self-evaluation review of Leadership and Management during this term. Arrangements will need to be made for Andy George and Caroline Spencer to visit to discuss this area. Their report will be sent out prior to the round of meetings in the Summer term.

Review of the School Development Plan 2016/17

Governors had received a comprehensive review of the School Development Plan 2016/17. This review was included within the annual audit to identify priorities for the next School Development Plan for 2017/18.

Priorities for School Development Plan 2017/18

Governors received a full and detailed document identifying areas for consideration as priorities to be included in the SDP for 2017/18.

- Maintain a target that focuses on further developing Assessment as this process develops and certain areas like ‘greater depth’ and age-related expectations become more widely understood.
- Collaboration with other First Schools in Bromsgrove to share good/best practice through the use of a Cloud based database. Areas of effective practice have been identified within the school and recorded so that this information can be retrieved and shared efficiently with colleagues in the school and also with other schools. Other schools will also populate the database in a similar manner for other schools to access their areas of effective practice.

Areas for consideration, which are still relevant from the short-listed priorities for the 2016/2017 SDP:

- Maintain and improve where possible the very high levels of attainment and achievement and to support those few pupils who remain at risk of not achieving at expected levels.
- Continue to improve the quality of teaching and learning in School.
- To provide our pupils with opportunities to mix with children from a range of cultures and backgrounds (Learning Partnership agreement with Boulton Oasis Academy).

- To further develop leadership, improving the quality of middle leadership, by distributing leadership throughout the school and by developing the skills of Governors on an ongoing basis. Also, to continually develop leadership skills through the School.

Following further consultation with Staff, the new priorities will be proposed for approval at the full Governing body meeting on 13th March.

Approval of Off-Site visits for next 12 months –

All off-site visits comply with the County Council requirements for such visits.

Governors gave approval for all off-site visits in the next 12 months to go ahead, including the Year 4 residential visit to Malvern Outdoor Centre at the end of April 2017.

Content/organisation of Sex and Relationship Education programme –

The delivery of this area of the curriculum was very successful last year, when updated resources were used. It was intended to follow the same format, giving parents the opportunity to view the programmes. Having been fully involved in previous years, support from Julie Sadler and/or Steve Longley would be much appreciated at this year's meeting with parents. The content and organisation of the Sex and Relationships Education programme was approved by Governors.

Policies –

These policies have been reviewed and recommended for approval by the Governor in brackets. There have been no significant changes to the policies.

English (Caroline Spencer)

Assessment, Recording and Reporting (Julie Sadler)

Maths Calculations (Martin Evans)

Governors approved the Policies

Any Other Business

Steve Longley advised that there was support/training available on the Apple website specifically aimed at teachers and education. This information would be passed on to Mr Mason for him to investigate. He currently takes time at the end of staff meetings to introduce new apps to teachers.

The meeting closed at 5.35pm and Governors were thanked for their attendance.

JMR/March 2017