

**Isle of Ely Primary School
Local Governing Board
Minutes of the Meeting
held on Monday 1st February 2016**

Present: Mr S. Dove Mrs S. Hogger
 Dr D. Knox Mr D. Marriott
 Mrs K. Marriott Mr A. Perry
 Mr A. Sanderson Mrs B. Surtees (Head)

In Attendance: Mrs K. Jarvis (Clerk)
 Mr G. Peile (ALT CEO)

<i>Item</i>	<i>Notes</i>	<i>Action</i>
1.	<p><i>Welcome & Apologies for Absence</i> Dr Knox opened the meeting by welcoming all present and explaining that she would be chairing the meeting in Ms Lloyd's absence. Apologies were received and accepted from Ms Lloyd and Mrs Amory.</p>	
2.	<p><i>Declarations of Pecuniary & Non-Pecuniary Interest</i> No new declarations were disclosed. Two declaration forms are outstanding, and governors were reminded that this information is necessary for public display on the school website.</p>	
3.	<p><i>Chair's Action</i> No Chair's Actions have been necessary since the last meeting.</p>	
4.	<p><i>Mr Gary Peile</i> Mr Peile introduced himself to governors, and gave a brief overview of his role as chief executive officer of The Active Learning Trust. Mr Peile circulated notes that outlined the role of a local governing body, and explained the differences between this and the role of the Trust Board of Directors. This included:-</p> <ul style="list-style-type: none"> • Trustees and The Trust are under the Charities Commission • Directors of ALT are governors of every school and entitled to sit on all LGBs • Management is delegated by Directors to LGBs (except appointment of Headteachers, deputies, assistant heads and finance managers) • The Trust believes in the importance of LGBs <p>Mr Peile continued by outlining the ALT vision for the future. He explained that a new Business Plan has been written this year, outlining that ALT belief that the Trust should be a bit bigger - making it stronger (particularly at Hub level) and its plans to grow through adding new schools (free schools), which will lead to financial security and strength in staff.</p> <p>Mrs Surtees asked Mr Peile to explain the process that governors should follow if they have an concern to raise. Mr Peile explained that governors should raise issues with the Headteacher, if appropriate, then with the chair of governors. If there are still concerns, the</p>	

	<p>governor can contact the CEO directly.</p> <p>In response to a question from Mr Marriott, Mr Peile explained that the Local Authority are unable to open new schools at the moment. However, they can be responsible for finding sponsors, building the schools and passing them on to other organisations – which is the situation at Ely. The LA do however retain the legal power over the number of new school places that can be offered.</p> <p>Mr Marriott asked that governors be given guidance on school funding. Mr Peile stated that he will direct Mr Clive Paskell, Director of Finance, to attend the next meeting and give an overview of how school funding works, including the proposed changes to the national funding formula for 2017/18.</p>	GP
5.	<p>Minutes of the Last Meeting & Matters Arising</p> <p>Dr Knox asked that the minutes of the meeting held on 17th December 2015 be amended to clarify the following:-</p> <p>9. Dr Knox had raised a question about attendance relating directly to whether there would be an increase in unauthorised absence recording due to the cancellation of the PD days prior to Christmas – not about attendance targets in general as recorded.</p> <p>9. When Dr Knox asked how much of the governors meeting was confidential, she was not referring just to the new site information, but to governors meetings in general. Mrs Surtees clarified that the content of all governors meetings should remain confidential until published.</p> <p>Matters Arising:</p> <p>5. Mrs Hogger asked if governors had felt reassured by Mr Tweed at the last meeting. A couple of governors stated that they were not particularly reassured, and felt the situation was such that everyone seems to accept that they have no control, and could not influence proceedings in any way. Concern was expressed that things had been allowed to slip to such an extent, but again governors accepted that there is no course of redress available. Parents are known to be philosophical about the situation. Most importantly, the children and their education have not been affected.</p>	
6.	<p>Academy Improvement</p> <p>Mrs Surtees referred Governors to her written reports, which had been previously circulated. In addition to the information provided, the following areas/questions were discussed:-</p> <p>Attendance:</p> <p>Q: Are the letters that are being used a statutory requirement or a strategy the school has come up with?</p> <p>A: They are a statutory requirement – if children’s attendance falls below 97% that will trigger letter one and then letter two will follow if attendance doesn’t improve. The attendance policy has been agreed with other Ely schools.</p> <p>Q: Do you have any evidence of how effective they are at combatting absenteeism?</p> <p>A: There is evidence to suggest that they improve attendance</p> <p>Certain parents are known to be unhappy that they have been sent letters even though their</p>	

	<p>absences were due to illness. Mrs Surtees explained that this may be the case but some children are off for every cough or cold. When school are aware of a specific reason, first letters haven't been sent. However, if a child's attendance is very low, letters will be sent as school wish to encourage children to be in school and will be send home if concerned.</p> <p>Q: Mrs Surtees was asked if she followed up on the possible errors in recording the reasons for absence that were raised at the first governor meeting. And is she now confident that the recording is accurate?</p> <p>A: Mrs Surtees responded that she believes the attendance data is accurate, and it is checked daily and weekly and also the EWO has visited to look at data.</p> <p>Data:</p> <p>Year 1: looks like there has been good improvement in moving children from the "at" to "exceeding" expectations categories across the board but the "below" section is holding steady. Mrs Surtees expanded on her report and explained that it is more appropriate to look at progress, and the children are making progress to narrow the gap.</p> <p>EAL: re Summer-born for reading, the percentage at "below" actually seems to have increased. Mrs Surtees was asked to explain this pattern and the strategies in place to help children affected? She replied that the children identified as below age related expectations or have not made the progress expected, have personalised interventions – in year 1 these are carried out by Miss Tyrrell although Mrs Marriott does have a Lego group. If school were concerned about an EAL child they would be highlighted at pupil progress meetings and appropriate interventions would be implemented.</p> <p>Reception: It was noted that this data looks good. Mrs Surtees was asked how this relates to targets for GLD and what do the points mean. Mrs Surtees explained that currently there are 52% of children on track to achieve a GLD although she believes they are likely to achieve 83%. The points show progress. Within each age and stage, data is divided into beginning, developing, secure and each division is allocated a point. This translates into 40 – 60 being worth 16 pts and 40 – 60 developing being worth 17 pts – school can therefore show progress as each half term a child should make at least 1 point progress.</p> <p>Term dates: Q: It has been mentioned that PD dates might be used to help improve the attendance figures. If this is intended for next year, is there any available data on when unauthorised absences were taken to inform where might be the best place to allocate PD dates in the future?</p> <p>A: Autumn term 2014, unauthorised absences = 2%, Spring Term 2015, unauthorised absences = 1.87 & Summer Term, unauthorised absences = 2.9%</p> <p>Mrs Surtees took governors through the reception data in more detail, highlighting areas of interest.</p>	
7.	<p>Committee Meetings</p> <p>Mrs Surtees reported that four visits have taken place.</p> <ul style="list-style-type: none"> • Dr Knox visited Dragonfly Class re Year 1 Maths • Mr Sanderson visited to see the Forest School in action • Mrs Hogger visited Butterfly Class re early writing skills • Ms Lloyd visited Mrs Marriott to discuss the role of Head of School <p>Governors gave informative verbal reports about their visits, and were asked to send written reports to Mrs Jarvis to be circulated with the minutes.</p>	Govs

8.	<p>Term Dates</p> <p>Mrs Surtees explained schools have five PD days each year. The local authority have not set any of these this year and governors will need to approve dates that are set by school. Mr Peile asked that dates be agreed in principle, but these may need to be amended to fall in line with other ALT schools. Discussion included the purpose of PD days, the fact that these must be in term time to meet teachers contractible hours, and whether they should be set at a time to allow parents to access cheaper holidays (with a view to reducing unauthorised absences). It was agreed that the 1st & 2nd September 2016 would be PD days, with the others decided at a later date.</p>	
9.	<p>DfE Information</p> <p>Mrs Surtees reminded governors to check the DfE website for up-to-date information.</p> <p>http://www.education.gov.uk/schools/toolsandinitiative/cuttingburdens/b00216133/need-to-know-schools</p>	
10.	<p>Any Other Business</p> <p>10.1 Safeguarding Audit : governors were asked to note the content of the Safeguarding Audit</p> <p>10.2 HR Policies: Governors were asked to note that new HR policies have been circulated by ALT</p> <p>10.3 New Build: In addition to discussion under Item 5, Mrs Surtees updated governors on the current situation. The latest dates from the LA are:-</p> <ul style="list-style-type: none"> • 26th February – the building should be handed over to the LA • 17th March – roads should be finished • There is no firm date for moving • The site supervisor employed since January is working at the new site when necessary, and supporting another Trust school until the Ely site handover. <p>10.4 Mr Marriott asked that governors be provided with guidance in readiness for the new site/school opening. Particular challenges were stated as a growing number on roll, no track record for comparison and anticipated clawback. Mr Peile re-iterated his suggestion that Mr Paskell attend the next meetings on 17th March.</p>	
10.	<p>Date of Next Meeting</p> <p>The Finance Committee will meet on 17th March 2016 at 4.30pm</p> <p>The next LGB Meeting will meet on 17th March 2016 at 6pm</p>	