



Reydon Primary School

Local Governing Body Agenda
Monday 26th March 2018 @ 6.00 pm

Chair:	Celia Eldridge	Clerk:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Celia Eldridge	Trust (Chair)	P
John Verity	Trust (Vice-Chair)	Ap
Andrea Hall	Trust	Resignation received
Gillian Simmonds	Trust	Ap
Carol Andrewes	Trust	P
Carly Grimmer	Staff	P
Catherine Millward	Staff	P
Jo Viner	Headteacher	P
Jenny Knights	Parent	P
Wayne Stocking	Parent	P

In Attendance

Nicki Mayne, School Business Manager
Linda Ellis, Deputy Headteacher

Reydon Primary School Local Governing Body
Agenda Items / Minutes / Actions

Monday 26th March 2018 @ 6.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
	Governor training item	<p>The meeting commenced at 6.00 pm with a Curriculum Presentation from Carly Grimmer on her involvement with Leading Active Learning training received through ALT and her role, as history lead, in developing the history curriculum.</p> <p>Governors noted the Leading Active Learning training is designed for middle leaders. Part of the training involved developing leadership skills in working with colleagues from other schools and presenting. Presentations have taken place this half term with teachers from other schools, the presentations were delivered in different leadership styles providing opportunities to experience the different styles, discuss preferred styles and identify which are most appropriate for different situations. Each candidate involved in the training must also complete a project which will be of benefit to the school, this was based on history and how to effectively implement a successful history curriculum across school by summer 2018. Initially CG looked at hooks to engage pupils in learning and noted examples eg the Gruffalo, Timmy the Tortoise, governors noted it was useful to work with other schools and see what other schools were doing.</p> <p>CG worked with LE to create assessment bands, examples were circulated for governors. Feedback from staff members has been very positive, data indicates bands are helping teachers with assessment and ensuring all elements of history are covered in each year group. History is being taught in a variety of ways and can be linked to other subjects eg maths/English; the use of iPads has helped children with research in history. CG has completed her first book scrutiny as part of the project, which has been helpful. Termly topics are now in place which allow teachers to go more in depth into the subject, previously topics were half termly. Governors noted areas for further development relate to challenging more able children and identifying what they need to do to achieve at greater depth and ensuring history is linked to other subjects. Boys are not achieving as well in history as girls, SEN children aren't achieving as much as other children, these are areas for further discussion and review. Governors noted Reydon are now supporting other schools with their foundation learning and assessment.</p> <p>Children are engaging well with iPads and these are being well used. The school has a broad and balanced curriculum, once the structure is in place and subjects are covered across the curriculum there can be more flexibility with topics. Governors discussed the way in which the curriculum is planned at the school and skills which need to</p>	

		<p>be embedded. Assessment bands enable the school to plan using topics which engage and interest the children, teaching skills rather than just teaching content, children can apply these skills to their learning.</p> <p>Governors thanked Carly for an interesting and informative presentation.</p>	
1.	Welcome and apologies	<p>The formal meeting commenced at 6.20 pm apologies for absence received from John Verity and Gill Simonds; governors consented to the absences.</p> <p>Governors welcomed Wayne Stocking, new parent governor, to his first meeting and noted the resignation of Andrea Hall as Trust governor.</p>	
2.	Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	
3.	Minutes of Previous Meeting and Matters Arising	<p>Minutes of previous meeting: The minutes of the previous meeting were confirmed as an accurate record.</p> <p>Matters arising from previous minutes:</p> <p>Item 3 – Matters arising from previous minutes:</p> <ul style="list-style-type: none"> • <i>Item 5 – Headteacher’s report – governor monitoring:</i> LE and CE met and coordinated visits which have now been completed by governors. <p>CE/JVr attended ALT meetings.</p> <p>Item 5 – Headteacher’s report: JVr has been provided with access to Evolve and has completed a review, a copy is included in the governors’ folder. Data headlines were circulated in preparation for Ofsted, the SDP has been circulated.</p> <p>Item 9 – PE premium outcomes: An update on PE premium has been included as an item on this agenda.</p> <p>Item 11 – Reports from governor visits: Visit reports have been completed and are signed</p> <p>Item 12 – Additional LGB papers (Safeguarding Policy): The Safeguarding Policy has been amended. CE has signed policies.</p> <p>Item 14 – Future events: The monitoring calendar is in hand. Governors read the Ofsted pack, the school has been involved in a successful Ofsted inspection since the last meeting.</p>	
4.	Headteacher’s Report / Update on Pupil Progress	<p>Governors received a report from the headteacher, previously circulated, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Attendance is an improving picture this year and is currently</p>	

	<p>above national. The education welfare office is involved with two cases of persistent absence but overall there has been a reduction in persistent absence. Two new children have joined the school in years one and five, one child has left in year six. School trips continue to take place, plans are in place for the French trip. The focus for this term has been around maths and the calculations policy and every group has been involved in a shared afternoon with parents. This arose from the parent survey in November, parents indicated they wanted to know more about the calculation methods children use at different stages. The policy was distributed and parents invited to attend shared afternoons.</p> <p>Governors received an update on achievement against key objectives in the school development plan. Since the last meeting an Ofsted inspection has taken place, the school has been graded good in all areas.</p> <p>Objective 1 leadership and management: Ofsted commented on development of subject leaders, the presentation from CG on Leading Active Learning training and development of the history curriculum is an example of this and demonstrates this is continuing to develop. Reading was previously highlighted as an area for development, Ofsted have confirmed the school is using an imaginative approach to improving reading across the school and the impact of this can be seen in results and assessments. The performance management cycle for support staff ends after Easter, but this is mid-way for teaching staff. The school will be holding reviews and measuring progress against objectives.</p> <p>Objective 2 – Teaching, learning and assessment: Ofsted identified teaching, learning and assessment as good. Children are on track to meet or achieve their targets, the strength of pupil premium attainment was noted by Ofsted; children are responding well to first quality teaching. Governors noted all children will benefit from quality teaching, pupil premium funding is being used to support professional development of all staff across the school leading to significant improvements in performance and outcomes.</p> <p>Objective 3 – Personal development, behaviour and welfare: Ofsted identified this as good with outstanding features. The school has to show behaviour has had a proven effect on outcomes. Outcomes in KS2 last year weren't strong, Ofsted can see improvement but need proven published data. Attendance and safeguarding all came out strongly in the report, children were excellent during the Ofsted visit in showing how much they enjoyed being at school. The student council is a real strength, the council is working well and take an official approach to meetings, children have designated roles. Children enjoy meeting in this way and supporting the school, children have been presenting business cases for where they would like money to be spent. The number of behaviour incidents has reduced with only five recorded incidents which relate to two children, this is significantly down on last term. This improvement is directly linked to the behaviour policy, a consistent approach</p>	
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	<p>CA: In my visit with CG writing was a concern in some cases?</p>	<p>by staff in following the policy and the support of parents when contacted by the school.</p> <p>Objective 4 – Outcomes for pupils: Ofsted were interested in the children on roll now, which was positive. Ofsted recognised the achievements of the children and could see the challenge in lessons and books. Ofsted support the school’s judgement that outcomes are now good. Attainment is consistent because of assessment bands in place and is now happening in foundation subjects too. Attainment in English maths and science is strong, the school has engaged in a collaborative approach with other schools to standardise assessment. The school has participated in ‘No More Marking’ (referred to in previous meeting). Teachers are submitting work and make a judgement on work submitted, each piece of work is judged several times, the school receives a report which places children where they sit in relation to the national cohort. Year one is currently very close to the top of the cohort in writing and performing good or better than other children. The school is awaiting results for other year groups. Reports which have been returned confirm teachers’ assessments are accurate. Governors referred to the data sheet at the back of the headteacher’s report and noted largely across school children are on track to meet targeted outcomes set at the beginning of the year. Where children are not meeting targets this has been reviewed at pupil progress meetings and interventions are in place. Parents have been supported in supporting children at home.</p> <p>Objective 5 – EYFS: Ofsted rated EYFS as good. Governors noted only 55% of year five are at expected levels in reading, writing and maths. This is a small cohort and has a high proportion of SEN, any variations in data become magnified. Progress in year five is above where it is expected to be by the end of February, but this group comes from low starting points throughout the school. Progress from KS1 key indicators rather than attainment will measure development. Governors noted some members of this group weren’t predicted to achieve attainment but have made progress which the school can evidence. Concerns related to writing are being addressed, support is in place which has accelerated progress.</p>	
5.	Budget Monitoring	<p>Governors received an update from the Business Manager on the current budget position, report previously circulated, a copy has been included in the minute book. Governors noted the report is in a much shorter format than previous versions. Key points arising from the discussion:</p> <p>The school is funded on estimated pupil numbers which are estimated in the previous year. Currently the school is funded on 189 pupils but only 187 pupils were on roll in the October census. Governors noted there will be some claw-back in July.</p> <p>Slightly higher income has been received in pupil premium. The school has set a fluid budget with capacity to vary spend. The school has ensured teaching is secure,</p>	

	<p>CE: Is this ongoing?</p> <p>CE: What figure is this being capped at?</p>	<p>teachers on maternity leave have returned or confirmed their intention to return and there is an in-year saving. There is an over-spend in TAs which relates to support in place for SEN, the school is receiving some income to offset against this. Governors noted the school must find the first £7k per pupil if SEN support is required, the school can put in a request for additional high tariff funding for anything required over this amount.</p> <p>There has been a restructure within the site team and some savings have been made in premises, a restructure has also taken place in finance and admin. There is an overspend in repairs and maintenance which relates to issues with the heating system; a flush through took place in January/February and it is anticipated this situation will improve. Some savings have been made in gas and electricity due to the replacement of the oil system which should offset the cost of the flush through.</p> <p>Some savings have been made in curriculum which relate to money allocated to early years, the majority of which was from last year's budget. The school had an initial in-year deficit but has managed to claw some of this back over the year; there is still an overspend but this has been significantly reduced. The school has a healthy carry forward for next year.</p> <p>A new national funding formula is being implemented next year, this is not as high as originally anticipated primarily due to the LEA retaining some powers for the next two years. Governors noted the LEA claw back some of the funding per pupil to pay for high tariff needs. Specialist provision and alternative provision is a concern in Suffolk and accessing support required is a major concern for schools. Because Suffolk don't have provision in county, the LEA is having to buy in out county provision which incurs additional costs in respect of transport etc. Schools are struggling to access places for children with significant barriers to learning, this has been raised with ALT as an academy, who are taking this forward with RSC. A meeting is to be held to outline what the issues are and to see what can be done to support schools.</p> <p>Next year indications are that funding is being capped, the school is gaining per pupil, but the LEA has capped the amount of gains for schools and will be clawing part of this back, some schools in Suffolk are not gaining but losing money. The calculation is complicated, but the current estimate indicates the school will have to pay around £6.5k back to the LEA.</p> <p>Governors noted Suffolk County Council transport policy is changing and being reviewed to make further savings; children will only be funded to go to the closest geographical school. The consultation has ended and this will go to Cabinet on 26th June. This could have an impact on numbers at Reydon in the future, particularly for pupil premium children. Governors noted the admissions policy no longer relates to catchment areas, specific criteria are considered as part of the admissions policy if a school is</p>	
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		<p>over subscribed.</p> <p>Key factors to bear in mind for the budget next year:</p> <p>The number on roll needs to increase by seven pupils for September for the budget to balance but the cohort leaving in year six is a small cohort which reduces the disparity in some way.</p> <p>The school is currently funded on estimated numbers which are submitted to DfE, from October 18 census the school is no longer funded on estimates and needs as many pupils as possible by October. The low numbers issue is not an indication of children not wanting to attend Reydon but relates to there not being sufficient children of school age in the area, this is likely to continue for another two years. Governors noted some year groups are already full and the school has had to refuse children.</p> <p>There are a significant number of issues which are having a negative impact on the budget. If the school has a maximum of 210 pupils attending over the next five years it should have a balanced budget. DfE are now requesting a four year rather than a three year budget plan which may help to identify where schools are unable to balance budgets.</p>	
6.	Premises / Health & Safety Monitoring	<p>Governors received an update on premises, health and safety and HandSAM. Key points arising from the discussion:</p> <p>Since the appointment of the health and safety admin officer premises issues are moving along quicker. HandSAM is up to date and tasks are 100% complete. A fire risk assessment has taken place, some work needs to be completed to fire doors to ensure compliance; this will take approximately six days to complete and should be completed during the first week of the summer break. The water risk assessment for legionella has been completed, all major issues have now been resolved. Once a written scheme of control for water systems in school has been put in place everything on the health and safety action plan will have been completed. During the summer term a fragile roof survey, safety glass audit, inventory and ICT asset register will be completed.</p>	
7.	Pupil Premium	<p>Governors received an update on pupil premium, previously circulated, a copy has been included in the minute book. Ofsted approved arrangements for pupil premium and PE premium. For pupil premium Ofsted agreed the school's approach was the best way to support disadvantaged children. Gaps between pupil premium and non-pupil premium children are minimal, except where children are pupil premium and SEND, these cases are minimal across the school and children already have targeted interventions and support and additional interventions and support. The way in which pupil premium is being used is having positive outcomes for children.</p>	

8.	PE Premium Plan	<p>Governors received the PE premium plan, previously circulated, a copy has been included in the minute book. Governors received an update on the current position and noted additional funding this year needs to be spent on promoting healthy and active lifestyles for children. The school has introduced activities which promote an active, healthy lifestyle and love of sport and has introduced street dance, basketball, skip to be fit, healthy days for KS1 and KS2 to talk about diet etc, in addition to the range of activities already in place. Ofsted noted the increasing number of tournaments children go to and confirmed the school is promoting an active and healthy life style.</p>	
9.	<p>Reports from Governor Visits / Update from Working Parties</p>	<p>Governors received an update on governor visits which have taken place since the last meeting.</p> <p>GS: In the absence of GS a summary of visits was received by governors:</p> <p>January</p> <p>23rd 2.45 Prevent Training</p> <p>23rd 3.30 Meeting with Carly Grimmer History Subject Leader</p> <p>25th 9 am Learning Review with Head Teacher & ALT</p> <p>25th 3 pm Preparation for Ofsted Meeting with ALT</p> <p>31st 2.30 Maths Book Scrutiny</p> <p>February</p> <p>1st 2.30 Meeting with Teri Prindible PSHE Subject Leader</p> <p>1st 3 pm Maths Year 1 Shared Afternoon -</p> <p>7th 2.30 SEND Update Plus Ofsted</p> <p>CE: Visited and reviewed SEN and SDP, met with chair of Pakefield re Ofsted and LE re subject leadership. CE attended half term challenge and support meeting with ALT, took part in a book scrutiny (partial) and attended the termly safeguarding meeting with JV.</p> <p>CA: Visited and met with subject leader, looked at RE across school, observed a lesson, sampled books and reviewed schedule and scheme of work. Children are enthusiastic, paying attention and keen to learn. CA will write up the report and will be arranging another meeting in summer term. CA also attended an assembly on 9th March, certificates were being received by children.</p> <p>JVr: Visited and met with LE and looked at provision for science.</p> <p>JK: Visited and met with Joy Parks, attended an assembly and attended for Ofsted. CM will email governor visits form to JK; JK will complete visit reports.</p> <p>The headteacher will circulate the monitoring calendar for next term, governors were asked to inform JV of</p>	<p>CA</p> <p>CM / JK</p> <p>Headteacher</p>

		<p>anything on the calendar they would like to visit to see; subject leaders have been allocated to governors.</p> <p>No working party meetings have taken place since the last meeting.</p>	
10.	Additional LGB Papers Including Review of Policies:	<p>Governors received and approved the following policies:</p> <ul style="list-style-type: none"> • Attendance Policy - no changes just renewed • Manual Handling Policy • Risk Assessment Policy • History Policy – each subject leader creates a policy for how they develop the subject • PSHE Policy • Science Policy <p>and adopted ALT Public Sector Equality Duty Statement.</p>	
11.	ALT Business	<p>Safeguarding: Following consultation by the DfE on their document Keeping Children Safe in Education, an update is expected which will require amendments to Safeguarding policies. Once approved by the Board of trustees this will be forwarded to schools for implementation.</p> <p>Admissions: Headteachers have been sent a reminder on procedures for admission arrangements across the Trust. All admission arrangement documents have been reviewed (as required annually) and no changes are considered necessary this year for Reydon Primary School.</p> <p>Data Protection: GDPR regulations will come into force in May this year which is likely to have an impact on the way in which schools conduct FOI and Data Protection. The Trust has appointed a Compliance Officer, Caroline Driver to lead on this. Caroline is available to attend a future governors' session to explain governors' responsibilities in this area. An information fact sheet for governors has been circulated. Governors agreed it would be helpful to include this as an item at the next ALT hub briefing. The clerk will feedback to ALT.</p> <p>Governor Monitoring: Governors were reminded of their responsibility to regularly check the school website for compliance with mandatory requirements and noted this has been completed.</p> <p>Newsletter: ALT sent out a newsletter to all governors in December. CE, CA, CM did not recall having received this, the clerk will circulate a copy.</p> <p>Governors noted the school will be receiving a good provider icon from Ofsted for inclusion on website, letterhead etc.</p>	<p>Clerk</p> <p>Clerk</p>
12.	Future Events	<p>The programme of events for next term is being compiled, JV will circulate at the start of term.</p>	Headteacher

13.	Any Other Business	<p>The school has received a letter of congratulations from Suffolk County Council on achieving a good Ofsted report.</p> <p><i>Staff and parent governors left the meeting at this point (7.21 pm).</i></p>	
14.	Confidential Personnel Matters <i>(Trust governors to remain for this item)</i>	Separate report attached	
15.	Date of Next Meeting	<p>The next meeting will be held on Monday 9th July 2018 at 6.00 pm</p> <p>The meeting closed at 7.27 pm.</p>	