



Cromwell Community College
Earith Primary School
Kingsfield Primary School
 Local Governing Body Meeting
Wednesday 12 February 2020

MINUTES

Present: Mrs C Corby-Judge Mrs S Pritchard
 Mrs C Foster Mr I Whitlam
 Mrs J Horn Mrs J MacMahon (Minutes)
 Mr T Jones (Chair)

Item	Notes	Action
1	<p>Welcome and apologies:</p> <p>Mr Jones welcomed all present.</p> <p>Apologies were received from Mrs Llewelin.</p>	
2	<p>Declaration of Interests</p> <p>No member present made a declaration for the circulated agenda.</p>	
3	<p>Minutes of the last meeting and matters arising (04.12.19)</p> <p>The minutes of the meeting held on 4 December 2019 were confirmed as a true record.</p> <p>Matters arising:</p> <p>Item 4 – Following the Ofsted outcome for Kingsfield, CMIE to be added to the Head’s report. Governors are expected to know this information.</p> <p>Item 6 – Agreed to run as a GB across the three schools but have sub committees for each school. Discussed at the last meeting that more governors are needed – the Trust will help to find these. A letter has gone out to recruit parent governors. Suggested governors discussed. Can ask the Trust about governor</p>	

	<p>training. Mrs Horn offered to do training session before a governor meeting – possibly on Go 4Schools. Would like training for governors on asking challenging questions and holding Headteachers to account. Would be useful to know what governors have to put in place regarding visits.</p>	
4	<p>Headteacher Reports:</p> <p>It was confirmed that all governors had received and reviewed the reports that had been circulated prior to the meeting. Mrs Horn and Mrs Pritchard went through their reports and answered questions.</p> <p>Mrs Horn shared “values” with governors which have been sent to staff and covered with pupils. Governors chose six values they think most appropriate: honest, tolerant, curious, responsible, courageous, resilient.</p> <p>CROMWELL Points covered included:</p> <ul style="list-style-type: none"> • Racial and homophobic incidents were shown as really high on the last report as looked at racial and homophobic incidents. When looked at these individually, then much less for racial comments. Mrs Horn has gone through each incident. Mrs Horn has gone through each of the bullying incidents and, in terms of incidents, there was a case of four pupils in one incident being recorded as four incidents. We need to look more carefully at terminology and vocabulary. • Fixed term exclusions are significantly higher than last year - have some really difficult pupils with challenging behaviour. 29 fixed term exclusions (23 pupils) this academic year. Only five pupils with more than one exclusion. In Year 11, one student, who has had four exclusions, moved to a PRU in October. Another Year 11 student, who came from another school in Year 9, has also recently moved to a PRU. One Year 10 student is on alternative provision and does not attend school very much. One Year 8 pupil has been excluded three times - no engagement from home. Not all exclusions are PP pupils. Overall, 57% of the 23 pupils (13 pupils) are PP. Three of the five repeat offenders are PP. We have a high number of vulnerable pupils and LAC that come through admissions. Last week, one LAC was refused as this would taken the college over PAN. Most schools have three or four LAC – this is very disproportionate but we are supported by the Trust. The Trust has written to the LA to back the decision. Governors to be aware that this could be taken to the Secretary of State. • Post 16 – performance tables came out for 16-18 year olds recently – judged on value added. Cromwell has the highest VA of any secondary school in Cambridgeshire. In terms of state providers, we are only behind Hills Road. Mrs Horn has written to Year 10 and Year 11 parents and a letter has been received from Stephen Barclay. The number of first choice applications for 	

the sixth form are up – currently sitting at 73. We have managed to find a computer science teacher who is starting in June. We have also recruited a maths teacher who has taught A level computer science to start in September. We are offering A level computing which is not offered in any other school. Three or four students will now stay with us as we are now offering this.

- Currently trying to relaunch some rules in the college – re-emphasising our expectations. After half-term, no coats will be allowed inside the building. Jewellery expectations are on the uniform list. Pupils will be banned from eating food inside the college – food being dropped in corridors. Promoting this in assemblies.

Q: At the last meeting you were concerned that maths were over-predicting their end-of-year results. After looking into this, were they, or what was the outcome?
Mrs Horn: Line management has been set with the Head of Faculty to go through all the grades and a paper was sat in November. We feel this is fairly accurate based on the grades students achieved. The next mock window is for the two weeks after half term.

Q: Areas of concern are DT, sports studies, art, ICT and media - I understand the ICT situation and a new teacher has been appointed, but what is happening in the other subjects?

Mrs Horn: Sports studies is an ongoing concern. This has been taken out of the faculty structure and given to member of SLT to line manage. Found resources which have been given to them – far more rigour in this area. More confident this year. The media teacher is working closely with St Ivo and they are moderating together. The Head of Faculty line manages the subject much better. There is a gap in art. This area is line managed by the Vice Principal who is looking at this. There is a gap in Year 10 when students had no art teachers. There will be a year or two “lag” but we are confident about this. DT (design technology) now has tighter line management and data is looking stronger than in the past.

Q: There seems to be a lot of positive action in embedding reading across the school. The Ofsted report focused particularly on boys' reading - are there specific actions to develop a strong culture of reading for boys?

Mrs Horn: Will look at reading after Easter. A lead Ofsted inspector visited Cromwell two weeks ago to talk about how she would lead an inspection – she is coming back at end of March. Governors are to be invited to discuss what to expect (JM will send date to governors). We want pupils to be at their chronological age for reading, able to access exams through reading and read for pleasure. Will insist that pupils have a reading book and for the first ten minutes of period 5 after lunch will sit and read – this may have a calming effect on the rest of period 5. Pupils that do like reading will have the opportunity to do what they like doing. Accelerated group in Year 7 have reading catch up in tutor time in the afternoon which can show significant improvement in a term. Identified 15 Year 10 students who have reading age of 7 or 8 years and really struggling. The librarian has attended a literacy catch up course aimed at adults – now have a

JM

programme for them which starts after half term. Will monitor attendance at this. Not doing anything specific with boys – this will be a whole school approach. Will write to parents before Easter.

Q: How will the progress of those students not taking part in the Books for Breakfast be monitored and will it be continued after 6 weeks?

Mrs Horn: World Book Day –can we do anything for this? The librarian is managed by a member of SLT who also has responsibility for literacy. There are themed days in the library with displays. (Please also see response above).

Q: The children that were removed from an option subject to concentrate on core subjects - how long is this for and will they return to the option subject? Concern about falling behind in that, although realise it's better than falling behind in core subject.

Mrs Horn: This has been taken out for pupils to concentrate on other subjects.

EARITH

Mrs Pritchard gave an overview of work at Earith Primary School:

- Mr Abbs taking on leadership with support (not yet clarified). Mr Jones has asked the Trust about a statement of what would be happening. Mrs Pritchard felt there were not enough hours in the day to be a teaching head. It is a lot to ask in such a small school – the budget can't sustain the salary. In the governor report, following the visit to Earith, it states that Mr Abbs wants a couple of free days. There is concern about this which Mrs Pritchard has already raised. Consistency is needed for the pupils. It is not economically viable to have a Head at Earith – need the school to grow. The numbers for next year are up – 16 first choice and seven going out. Earith have taken two new pupils and there are a further two to come.
- Mr Jones will go back to the Trust to ask for more detail on Earith – would like a more long term plan. Hopefully, Mrs Pritchard will get more update on this at finance meeting on 3 March. It was asked if St Helen's could be part of Trust and look at having and Executive Headteacher of the two schools.

Q: How can the Head of School facilitate subject leaders to drop in on their subjects? Is this a case of the HoS taking their class while they do the drop-ins? Is this really a good solution?

Mrs Pritchard: At the moment, Mr Abbs gives them time to cover, but plans around when he can manage this. If it is for half an hour, then can put in an extra TA to manage for that time so not pulled.

Q: What is being done to boost writing for disadvantaged pupils?

Mrs Pritchard: Mainly targeted support in lessons. Teachers working in small groups. In Years 5/6, key children work with the teacher and a TA. In the Year 6 cohort this year, there are only seven pupils – two are working below where they should be. Use TAs quite a lot for maths and reading intervention.

Q: Is Year R at expected for writing and maths or below?

Mrs Pritchard: They are where we expect them to be at the moment. Will be a bigger difference at the end of this term.

Q: In the EYFS data, the majority of the children in all subjects are well below 19 out of 21 children. There appears to have been progress made so how come there are not more working higher.

Mrs Pritchard: Please see response above.

Q: In Year 6, there are no children at EYE and there are five working at below. Are there any interventions to get those up a level?

*Mrs Pritchard: There are five pupils working below in writing – expect all to achieve *as* expected.*

KINGSFIELD

- Still no action plan from the Trust. David Hilton and Joy Parke meeting with Mrs Pritchard tomorrow morning for her input on this and to finalise some details. Have added who will do what in terms of additional support. Claire Macdonald (Head of Primary Phase) coming in to do some English support. Dave Baker will be providing maths support in Year 6. A national leader of education has been appointed to work with the school from Crosshall Infants School in St Neots (is in tomorrow). Will have a tour of Kingsfield and will meet with Mrs Pritchard and the new interim head.
- Interviewing for SENCo tomorrow. Should be available to start after Easter but could be on a three day week in first instance and up to five in September (if all goes well). Very experienced SENCo and deputy head at current school. Really positive. Could also keep Rosemary for one day a week
- Had literacy consultant in – really good CPD for staff. Will replicate after half term. Signed two people up for readiness in mastery run by the hubs – support for the teaching of maths. This is free and funding for supply is provided. People will come and work with AJ on areas needed.
- Revised behaviour code (trailing – not formalised) will come back to governors. Do we go STEPS? Needs to be a decision moving forward. Spoke to LA who carry out behaviour reviews. Would be good to do this – could identify the areas of STEPS we could start to implement. Do a lot of this anyway being a Nurture school. This would lead to a detailed plan in place for interim head.
- BBC in last week to do a documentary about behaviour (lady from the DofE who works with children and their families). TA from Cromwell works at Kingsfield in the morning with a few students who were interviewed and gave visitors a tour of their classroom. Pupils so proud of what they were doing but understood why they were there. Emailed back about what a nurturing

school we were. Trust quite keen to work with them. Three pupils interviewed – received permission from parents – very keen to be involved. They have their own company that focuses on behaviour.

- Lots of staff sickness including TA (no supply available). Very difficult on everyone. It has been challenging for everyone since the Ofsted report was issued.

Q: Why won't AJ continue to lead maths beyond summer?

Mrs Pritchard: She may do – at the moment she is temporary due to maternity leave. Having a positive effect.

Q: What is being done for phonics in Year 1 and Year 2, which seems very low at 52% and 21%?

Mrs Pritchard: Only a term in – 52% for end of term. Really pleased with this. 21% in Year 2 – is low but have a lot of interventions in place and 78% on track for the end of year. Not on track with pupils who have significant SEND needs but they are getting additional support.

Q: Why is EYFS progress data so low across the board?

Mrs Pritchard: Data goes on at half term once base lines are done, so progress always looks lower at the beginning of the year (at both schools).

Q: The extra support by the primary head from Cromwell that starts on 13 February 2020 - how long will this be for? Will it be until the Year 6 take their SATS?

Mrs Pritchard: Starts on Thursday (13 February) will go on until SATs in the first instance. Will focus mainly on writing. Will check with Trust on funding.

Q: Is there any plan to cover the teachers that are leaving and what happens if those vacancies can't be filled?

Mrs Pritchard: Trying to cover – not easy.

Q: There is an extra column of out of stage on Kingsfield data but not on Earith data.

Mrs Pritchard: Numbers of children – like to see the really low ones. So few children at Earith column is not necessary but can supply if it would be helpful.

Q: The children who didn't pass the phonic screening, so did it in Year 2, it says the target was 71% but the pass rate was 21%. What happens to those children?

Mrs Pritchard: Please see response above.

Mrs Horn and Mrs Pritchard were thanked for their reports.

5	<p>Governor visits: Review of those carried out: Visits reports were received from Mr Whitlam (2) and Ms Llewelin (1). Mrs Corby-Judge is visiting Cromwell on Thursday (13 February) to look at safeguarding.</p> <p>Plan upcoming visits: Discussed and dates finalised.</p> <p>Kingsfield: Phonics and reading visit (Mrs Foster – 11 March) Safeguarding and NQTs - quality of support and CPD (Mrs Corby-Judge – 19 March) PP – Mr Jones will email Mrs Pritchard to arrange</p> <p>Earith: Attendance (Mr Whitlam – 25 March) SEND (Ms Llewelin already done this) AIG – to arrange</p> <p>Cromwell: JM to liaise with SLT and arrange dates with governors. Mr Whitlam would like to meet again with the Head of English Faculty later in the summer term.</p>	<p>TJ</p> <p>JM</p>
6	<p>Review of Governing Body Local companies and dignitaries to be approached for new governors: No-one known by name but could talk to local parish councils. Mrs Pritchard will email Clerk to the parish council at Earith. Various suggestions: Karen Pickin (comes in to Cromwell as counsellor), Metalcraft (Mrs Horn will email), Hilary Roberts (ex Assistant Principal at Cromwell). No staff governors at present. Mr Jones will look at various options.</p> <p>Planning the transition to the new structure: Want to split into sub committees – will keep format as now and split off as the governing body grows. Update on finding a clerk: Mr Jones has asked the Trust about this – can advertise on EPM. Will contact Governor services at the LA to ask if they have any clerks they could put us in touch with - JM to find out who to contact. Ex member of staff at Cromwell was previously full time clerk. JM to contact.</p>	<p>SP</p> <p>JEH</p> <p>JM</p> <p>JM</p>
7	<p>Governing training: Plan of training requested by governors: Would like training on holding Headteachers to account.</p>	

8	<p>Statutory items</p> <p>Safeguarding: Nothing to report</p> <p>Health and safety: Nothing to report</p>	
9	<p>Any other urgent business:</p> <p>IAG and access to careers – Mrs Horn passed a document to Mr Jones to look over and sign.</p> <p>As this is Mrs Pritchard’s last meeting, Mr Jones expressed his thanks for all she has done. Mrs Pritchard thanked all governors for their support.</p>	
10	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as 29 April 2020 at Cromwell Community College at 2.00 pm in the Conference Room.</p>	

Meeting closed at 4.10 pm.