**Isle of Ely Primary School**

**Local Governing Board**

**Minutes of the Meeting**

***held on Thursday 20th October 2016***

Present: Mrs B. Surtees (Head) Mr S. Dove

Mr D. Marriott Mr A. Sanderson Ms C. Amory

Dr D.Knox (Chair in absence of Ms Lloyd)

In Attendance: Mrs J. Sanders (Clerk)

Apologies: Ms. S Peachey

Ms. K Marriott

Ms. M Lloyd

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| ***Item*** | ***Notes*** | ***Action*** |
| 1. | **Absence**  ***1.1 Apologies for absence***  Apologies were received from ML, SP and KM. BS informed the LGB that she had received notice of resignation from Mr A Perry.  ***1.2 Consent/Non-consent to absence***  It was agreed to accept the apologies as given. |  |
| 2. | **Declarations of Pecuniary & Non-Pecuniary Interest**  ***2.1 Declaration of any pecuniary or other interest with regard to items on the agenda***  No new interests were declared.  ***2.2 To update the register of Pecuniary Interest***  No updates required at this time. New declaration forms had been circulated prior to the meeting. Some members have returned theirs. Clerk to chase remainder before the next meeting. | **JS** |
| 3. | **Chair’s Action**  BS informed the LGB that Mrs Isobel Garner had been released early, and another teacher had been appointed. The children are coping well with the change of teacher. |  |
| 4. | **Minutes**  ***4.1 To confirm the minutes of the meeting held on 7th July***  The minutes of the last meeting held on Thursday 7th July were confirmed as a true record. The Clerk was asked to note the change of surname of a member who had recently married and a change of wording at Section 5.2  ***4.2 Matters arising from the minutes***  There were no matters arising from the minutes. BS confirmed that all the minutes from the 2015/2016 meetings were now uploaded to the website. | **JS** |
| 5. | **Policy Updates**  ***5.1 Safeguarding***  BS referred governors to the new Safeguarding policy circulated prior to the meeting. BS informed the LGB that a new document in relation to safeguarding was released in September 2016. The main updates are in relation to PREVENT training (radicalisation) and female genital mutilation. BS said they had now had to amend their own policy to reflect these changes. BS explained that originally they had used the County policy as a base document, but now using an ALT policy. They had a checklist to ensure that the new policy contained everything that it should.  AS – Asked about the use of personal mobile devices such as phones. IPads etc. **BS explained that there as an Acceptable Use policy in place to cover the usage of devices within class as technology becomes more involved in teaching. Staff are asked to store all personal devices within their lockers during lesson time, and they are only allowed to use their devices when in the staffroom; nowhere else around the school.**  **Visitors are asked to hand their mobile phones in at Reception when they arrive.** There was a general discussion as to whether this happens in a consistent manner with a general feeling that it did not. BS did say that in some circumstances it is quite hard to do this (such as assemblies, plays etc.) where parents want to be able to perhaps take photographs but that she would look into it.  DK – Noted that the telephone number for the NSPCC needed adding to the document.  ***The LGB were happy to approve the Safeguarding Policy changes.***  ***5.2 HR Pay Policy***  BS referred governors to the ALT Pay Policy, coming from Mrs J Steel (ALT Director of HR) which had been circulated prior to the meeting.  This was for the LGB to note as it is a Trust policy, which has already been approved by the Trust Board.  BS did inform the LGB that the top teaching band M6 had now been split into two levels, namely A and B.  ***The LGB duly noted the Pay Policy***  ***5.3* *Policy Reviews***  Behaviour Policy – updated and approval needed.  SD – Commented that they really like the ‘weather chart’ system. BS explained that it was working well, as was the ‘marbles in the jar’. The children are responding well to the systems and there has been positive feedback from the Parents Forum about them.  DK – Noted that although it was the Isle of Ely Policy, there were a lot of references to Chesterton contained in the document. BS amended these immediately.  BS also informed the LGB that there was a need to consider the arrangements for a ‘pop-up’ Exclusion Committee. This would only be used in the event of an appeal being lodged against any permanent exclusions. All LGB members present agreed that they were happy to be approached if the need arose.  ***The LGB approved the Behaviour Policy as well as the policies listed below:***   * ***Code of Conduct for all Adults*** * ***Whistleblowing*** * ***Abuse against vulnerable adults***   BS stated that there are no vulnerable adults at the school at the moment, but that the policy needed to be noted and approved.  BS also informed the LGB that there are approximately 30-40 other policies that need to be looked at and updated where necessary. As Head of School, this task has been given to KM. However, it is a long and laborious task and it was proposed that the load be shared between the LGB members, who could be given a few policies each, tailored where possible to individual areas of expertise. |  |
| 6. | **Budget and Related items**  ***6.1 Budget plan 2016/2017, including rebased budget***  The need for an extra teacher has made a significant change to the budget, as has the effect on clawback from County. For this academic year the budget is very tight indeed.  DK – Regarding lettings income, was this not suggested that it was kept separate from the budget to allow school to perhaps obtain some additional resources?  **BS agreed that whilst that idea had originally been proposed, a carry forward of only £11k means that they have had to include the lettings income in the budget. Fireflies are now going to be asked to pay rent to increase lettings income.**  The KS1 Lead position was interviewed for today and a suitable candidate has been offered the position.  The school plans to change to three-form entry once the planned housing estate is built. It is now thought that building works are to start in the Spring of 2017.  ***6.2*** ***Pupil Premium Review***  BS directed the LGB to the Pupil Premium review circulated prior to the meeting. The LGB agreed that the report was very positive. Questions included:  AS – What is a pen portrait of a child? **BS explained that this was a one-page profile of a child which details the individual to include learning needs, gaps and barriers, and high achieving areas. It is a ‘live’ document that all staff can input in to.**  AS – How would the live document work? **BS said that the documents would be stored in a separate shared server which all staff would have access to. At the moment it is a ‘work in progress’. KM is responsible for pupil premium and as such will be overseeing this.**  AS – How do you intend to action point 4 of the report? **BS said that obviously she is very pleased that the school’s strategy has been so positively commented on. BS explained that the HOS at both schools work across all groups to identify the correct intervention support for the children, be that a filling of a gap in learning or challenging higher ability pupils. At the moment BS is not willing to ‘share’ the practice across the Trust until such time as the school has been through its OFSTED and had external verification of the curriculum.**  AS – In relation to action point 8, do you feel that you provide enough time for PE? **BS replied that Year 2 are swimming. All years do PE sessions one morning and afternoon a week.**  BS told the LGB that the gentleman who made the report is going to be coming in to both schools to work with the HOS to further develop the strategies and help with being able to evidence clearly the impact that these strategies have on the children.  DK – Wanted the LGB to note that following her Governor Visit she completely concurred with the comments in the report and that they were more than reassured about the value of this service. It was noted that perhaps more could be done to explain the service to parents. Perhaps Place 2 Be could attend a Parent’s Forum? |  |
| 7. | **School matters 2016-2017**  ***7.1 Targets***  AS – Looking at the targets can you explain what has led to the ‘lower expectations’? It appears that the targets are lower than predicted last year.  **BS explained that the changes in SATS and Assessment at the end of Year 2 changed dramatically in 2015-2016 as did child expectations which are now significantly higher. As this was the first year, it was hard to predict what the results were going to be and where the children actually were in terms of relating to any benchmark figures, and at present we do not know exactly where we are at. As it is now clearer what is to be expected of the Year 2 pupils, these figures are achievable.**  Absence target this year is 96%.  AS – Asked how the first half-term has gone. Is there still a problem with the same ‘persistent’ absences?  **CA explained that on the whole attendance has improved. There are still issues with some persistent absenteeism but that on the whole that too was improving. One family fined for unauthorised absence. Another pupil was off school sick but as this was right at the beginning of term this makes the % look low but there is plenty of time for this to improve.**  **The Education Welfare Officer (Gerry) works very closely with CA in tracking and dealing with absenteeism. There have been visits to homes ‘door-knocking’ where needed.**  ***7.2*** ***Staffing***  BS informed the LGB that the school was now fully staffed. At this point CA was asked to leave the room temporarily. There had been some issues over the first half-term which were discussed in brief – see confidential sheet.  ***7.3 Wishlist***  BS said that obviously there are things that the school would like to have but that funds are very tight. DK asked BS to consider ways in which the Parent body can help – fundraising or donating? |  |
| 8. | **Health & Safety Review**  BS directed the LGB to the EdSafe action report. BS conceded there is a lot to do. Handsam have spent time with the Site Supervisor going through the report. It was agreed to have Health & Safety as an agenda item for the next LGB so that there could be an update of the situation. | JS |
| 9. | **Committee Meetings and Governor Links**  ***9.1 To confirm sub committees and their members***  This item was deferred as BS informed the LGB that the Active Learning Trust are to survey the LGB’s of their schools on their thoughts on the effectiveness of committees. It is proposed that there is a short meeting 3 times a year immediately prior to the main LGB rather than as separate entities. Add as an agenda item for the next meeting with a view to receiving an update.  ***9.2 To confirm Governor Links***  The following Link Governors were confirmed:   * Attendance – DK * Safeguarding – ML * Pupil Premium – DM   We still need to confirm links for SEN and H & S - this was not able to be done at this meeting due to apologies and some members having to leave the meeting early. | JS |
| 10. | **Educational Visits**  No education visits planned at the moment, however BS would like to take the children to the Pantomime being held at The Maltings in Ely. **The Governors approved this trip.** |  |
| 11 | **DfE Information**  ***8.1 To note any updates from the Need To Know area of the DfE website.***  <http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b00216133/need-to-know-schools> |  |
| 12. | ***Any Other Business***  BS would like to discuss teacher’s PMR. See confidential sheet  Governors reports: BS circulated the list of governor visits needed and asked the LGB to put their names down. | LGB |
| 10. | ***Date of Next Meeting***  Future meetings were agreed as follows:  Local Governing Body: Date to be confirmed, but will be after the Christmas break |  |