



An Active Learning Trust Academy

Isle of Ely Primary School

Learning, Growing, Achieving Together

**THE ISLE OF ELY PRIMARY SCHOOL
LOCAL GOVERNING BODY
MINUTES OF MEETING
THURSDAY 5th OCTOBER 2017 AT 6pm**

PRESENT:

Mrs. B Surtees (Head)
Dr. D Knox (Acting Chair)
Mrs. M Lloyd
Mr. S Dove
Ms. C Amory
Mrs. K Marriott
Mr. A Sanderson
Mr. D Marriott

IN ATTENDANCE:

Item	Agenda Item	Action
1	APOLOGIES FOR ABSENCE Apologies were received from Mrs. Stephanie Peachey. Consent to absence was agreed.	
2	DECLARATIONS OF PECUNIARY AND NOT PECUNIARY INTEREST None recorded	
3	CHAIRS ACTION There were no Chair's actions to report at this time.	
4	MINUTES The minutes were Approved MATTERS ARISING Question (AS): Has there been any additional expenditure related to the premises costs? And what happens to the contracts when they expire in August 2017? Head: There has been no further expenditure. The services that these contracts had supported have been successfully integrated into the trust maintenance contract.	

	<p>Question (AS): Please can you provide a break down of nursery budget? Head: This will be distributed. Action</p> <p>The Head further confirmed that the final budget position was one of profit that was subsequently reinvested back into the nursery.</p>	Head
5	<p>SCHEME OF DELEGATION</p> <p>The item was introduced by the Headteacher</p> <p>The Head confirmed that due to a number of meetings that had changed, this item would be discussed at the Governor's event.</p> <p>The Head confirmed that she would distribute a 'tick list' to Governors.</p> <p>Question (DC): Is there a Standard ALT Admissions Policy? Head: The Admissions policy is aligned to that of the trust.</p> <p>The Head confirmed that siblings have the first priority.</p>	Head / Clerk Head
6	<p>ACADEMY IMPROVEMENT</p> <p>This paper was introduced by the Head</p> <p>The report was discussed by the members of the Local Governing Body</p> <p>Comment: It was noted that David Hilton had indicated that the Academy had received very strong feedback.</p> <p>It was noted that KM and KL had visited Neale Wade, and that there had been some stupendous challenges.</p> <p>The Head confirmed that:</p> <p>There had been some minor amendments to 'Big writing', there had been writing session today, and they the feedback would be changing to incorporate 'target cards'.</p> <p>A training day had been organised, in collaboration with the Ely School Partnership, specifically focused on 'early writing'. The Head confirmed that 'writing' is a performance target for all teachers.</p> <p>The Head confirmed that there is a 'more able' programme under-development at the moment.</p>	
7	<p>SCHOOL DEVELOPMENT PLAN & RAISING ATTAINMENT PLAN</p> <p>The item was introduced by the Headteacher</p> <p>The Head confirmed that she had already received questions regarding the raising attainment plan from Governors.</p> <p>Question (SD): What can governors to do help? Head: There needs to be a 'skills audit' completed which is linked with governor visits to the school.</p> <p>The Head confirmed that further training is required on the subject of data, particularly in response to the National changes that have taken place.</p>	

	<p>Question (SD): Are there any difficulties associated with writing? Head: The 'Engaging boys training day' was very good. The school is now developing 'outdoor challenges'.</p> <p>Question (DC): In respect of those targets that are contained within the SDP and RAP, is the school aiming for Year 2 to exceed their SATS or to meet them? Head: We believe that the targets should be above National average. The Head confirmed that these would be amended. Action</p> <p>Question (DC): Is the 'forest school' embedded across the school? Head: KL is trained and we are working to train further staff. The Head confirmed that further work is being completed to develop more 'outdoor challenges', with the approach being adopted across the school.</p> <p>Question (DC): Do we need further Pastoral teaching assistants? Head: At this time, there are a minimal number of children that have needs for which a Pastoral teaching assistant would be relevant. The Head confirmed that there are plans underway to establish a nurture group.</p> <p>Question (ML): Could Nursery utilise a nurture group to support earlier intervention? KM: This may be of use to some, but not always for children that have been at the school from the beginning. Some children have needs that change due to a variety of circumstances.</p> <p>Question (DC): How is 'place2be' operating now? Head: This programme will be reviewed in December where the impact will be assessed. The Head will email a copy of the assessment report to Governors. Action</p>	<p>Head</p> <p>Head</p>
8	<p>STANDARDS AND PROGRESS</p> <p>This paper was introduced by the Headteacher</p> <p>The Head outlined the EYFS/Year 1 and Year 2 results from July 2017</p> <p>Question: Are the targets personal or national targets? Head: The Government set national expectations for Early Years, Year 2 and Year 6.</p> <p>The Head confirmed that GLD reading is below national target and is difficult to achieve. The aim was to have a number of volunteers to listen to readers.</p>	
9	<p>TARGETS INCLUDING ANNUAL TARGETS FOR PHONICS, GLD AND YEAR 2</p> <p>This was discussed as part of the previous item.</p>	
10	<p>STAFFING</p> <p>This item was introduced by the Headteacher</p> <p>The Headteacher updated the LGB on the 2017 – 18 staffing position.</p>	

	<p>The Headteacher specifically noted:</p> <p>There will be 3 members of staff on maternity. Interviews are scheduled for tomorrow. The proposal would be to recruit temporary staff to cover these roles.</p> <p>One member of staff is completing teacher training.</p> <p>The Head confirmed that the new staff in post are progressing well.</p> <p>The midday supervisor role has been advertised.</p> <p>The role previously undertaken by Mr. Paul has been taken on by Mr. Alderidge.</p> <p>Question (DM): What are the two greatest challenges for the school in the next year? Head: Recruitment and retention, new staff embedding into the school and looking at the overall induction process.</p> <p>Question: (DM) What are the two biggest achievements for the school this year? Head: For the school to be full across all year groups, maintaining high standards with data and outcomes continuing to rise.</p>	
11	<p>BUDGET PLAN 2017/18</p> <p>This item was introduced by the Headteacher</p> <p>The Head confirmed that as a result of carry forward position which arose from better than expected Pupil Premium income and nursery funding, the school didn't need any financial assistance from the trust.</p> <p>Question (ML): Are we recruiting for a new clerk? Head: Yes, this will be advertised in due course. Action</p> <p>The Head informed the Governors that the Nursery office is not a good use of space, appropriate for the needs of the staff and will therefore need redesigning.</p> <p>Question (DC): Have all the funds allocated in the original budget for the fit out of the classrooms, all been spent? Head: There are some funds remaining for FFE for the remainder of the school.</p> <p>Question (DC): Are we expecting to see an increase in lettings, following the appointment of the Caretakers' assistant? Head: Possibly.</p> <p>The Head confirmed that phones had not previously been billed, however, the provider has now invoiced the school.</p> <p>The Governors noted the ALT Pay Policy</p> <p>It was noted that Governors are required to approve pay rises and establish pay committee. Agreed</p> <p>Expenses were noted.</p>	Head
12	SAFEGAURDING UPDATES	

	<p>The Headteacher introduced an updated Safeguarding Policy and requested that Governors ratify the changes.</p> <p>This was Approved.</p>	
13	<p>SAFEGAURDING AUDIT</p> <p>This item was introduced by the Headteacher</p> <p>Members of the LGB received a copy of the recent audit. The contents were discussed and noted.</p>	
14	<p>EDUCATIONAL VISITS</p> <p>No items for discussion</p>	
15	<p>DfE INFORMATION</p> <p>The content of this policy update was noted</p>	
16	<p>GOVERNOR TRAINING</p> <p>No items to discussion</p>	
17	<p>AOB</p> <p>The Local Governing Body was reminded of the need to appoint a Vice Chair.</p> <p>Voting outcome:</p> <p>SD Nominated DC AS seconded.</p> <p>The Local Governing Body members Approved the appointment.</p>	
	<p>DATE OF NEXT MEETING</p> <p>7th December 2017</p>	

The meeting closed at:

Signed:..... Date:.....