



Minutes of the Local Governing Body meeting held at the school on Wednesday 8 February 2017 at 4.30pm.

Members present:

Jill Adams	Jackie Cutchey (Chair)	Martyn Payne (Head)
Yolanda Botham	Emma Dorling	Anne Powles
Liza Cole	Bridget Fosten	

Apologies: Marie Rodwell, Linda Smith

In attendance: Karen Tallett-Pickess (Business Manager), Mel Parish (Clerk), Sally DeSousa & Helen Wilson (for item 3).

No	Item	Action
1	<p>Attendance and apologies for absence</p> <p>Apologies were received and accepted from Marie Rodwell & Linda Smith.</p>	
2	<p>Declarations of Interest</p> <p>No governor reported a conflict of interest in terms of the agenda items before them.</p>	
3	<p>Curriculum Presentation</p> <p>The Maths Leadership Team (Sally DeSousa and Helen Wilson) updated governors on the work that they had carried out since September to raise attainment in Maths. SDS informed governors that they had identified that the children were strong at arithmetic and calculation; the impact of 3 years of Big Maths building arithmetic skills. They have identified, however, a need to develop problem solving and reasoning skills.</p> <p>HW informed governors of the work that had been carried out with staff in terms of CPD. Concrete apparatus resources were purchased to enable Maths help desks to be established in each classroom. The use of concrete apparatus was modelled at a staff meeting and staff have demonstrated in their planning how they are using the apparatus. Building on this, they have carried out CPD on using pictorial methods (e.g. bar method for problem solving).</p> <p>SDS informed governors that the focus of the recent Maths week had been problem solving with each year group carrying out a different challenge. Parents had been invited to join their children for the session; feedback had been 100% positive. There had also been a whole school Maths day where the children had worked on Maths all day to raise the profile of Maths and show the fun side. The children in KS2 had been vertically grouped for the day and this had proved to be effective. They had recently introduced 'My Maths' as an interactive website for children to complete their homework online with parents. There is a practice lesson that can be completed first and children are able to re-do the homework to improve their scores if they wish. HW advised that pupil perceptions carried out today had been positive; the children were really enjoying it.</p>	

	<p>HW advised that next term's monitoring would be book looks and planning scrutiny; they want to see how concrete resources are being used in plans. There is also another Maths week planned for June which will focus on money.</p> <p>A governor asked if there was consistency of Maths resources on help desks. The Maths team confirmed that there was some consistency across classes, though some resources were age appropriate e.g. the younger children may have a basket of animals. Cubes and bead strings are in all classes. KS1 have 'Numicon' and these will be purchased for KS2.</p> <p>A governor asked the team when they planned to come back and review the impact of the work carried out. SDS advised that they would be checking the impact of the work done regarding problem solving on 1 or 8 March by looking in books for evidence of pupils applying the pictorial method for problem solving. They also have monitoring time every 2-3 weeks where they look at progress against the SDP. MP added that monitoring happened at many levels; MP & MR carry out learning walks and ALT will be in after half term for a formal learning review.</p> <p>A governor asked if there had been any impact on hard data. SDS explained it was too early to measure this in terms of hard data. Anecdotally, however, it was noted in Year 3's recent test that more pupils were drawing 'pictures' on their papers to help them solve problems. A governor asked when the children would be tested again. SDS replied that Year 6 have ongoing assessment with a formal test in the penultimate week of half term. They have two more PiXL tests to complete before SATs. Formal assessment for Years 3-5 happens once a term. A governor asked if the PiXL tests helped with gaps analysis. MP confirmed that it did; it provided valuable data, especially in terms of reasoning. He added that MR had led a formal meeting looking at the PiXL strategy and where gaps were from Nursery upwards.</p> <p>A governor asked if any information would be sent home to explain to parents the methods being taught e.g. pictorial method. SDS said they were considering running a parents workshop to look at these principles, along with the My Maths website. MP explained that the Maths Team had a detailed development plan for Maths which fed into the SEF. The Chair asked if the Maths team could come back next term to update governors on progress.</p> <p><i>4.55pm – SDS & HW left the meeting.</i></p>	<p>Maths Team to update LGB in summer term</p>
<p>4</p> <p>4.1</p> <p>4.2</p>	<p>Minutes of previous meeting</p> <p>The minutes from the meeting held on 15 December 2016 were reviewed, approved and signed by the Chair.</p> <p>Governors reviewed actions from the minutes of the meeting held on 15 December 2016 that were not covered elsewhere on the agenda:</p> <p><u>Item 12:</u> The Clerk confirmed that all policies approved on 15 December 2016 had been published on the website where appropriate.</p> <p><u>Item 13:</u> The Clerk had circulated details of the governance leadership training programme and one governor had been enrolled.</p> <p>There were no other matters arising.</p>	
<p>5</p> <p>5.1</p>	<p>Local Governing Body matters</p> <p>There had been no changes in membership since the last meeting.</p>	

5.2	The Chair had no matters/actions to report.	
5.3	Governors had reviewed the changes to the Governance Handbook and the new Competency Framework prior to the meeting. Governors briefly discussed some of the changes. It was noted that the Trust could not delegate in full the three core functions to the LGB, they held the ultimate responsibility. It was the LGB's role to advise the Trust so that they know everything is being done.	
6	<p>Trust Business matters</p> <p>There were no matters to discuss.</p>	
7.1	<p>Headteacher's Report</p> <p>MP presented his Headteacher's Report for February 2017 highlighting the following:</p> <ul style="list-style-type: none"> • 96.2% attendance; this was good considering the amount of sickness. A governor asked if there was a reason that LAC attendance was low. MP felt this was probably due to just one LAC child having a lot of time off. • There had been 1 day exclusions for two pupils since the report had been written. • Safeguarding. MP advised governors that HLTAs and Cover Supervisors do not have prohibition checks (as they are not teachers) but they have unregulated activity with children. A risk assessment is being done to address this. • Comic Strip training for staff had been very powerful and it is proving to be a helpful strategy, particularly for children with autism. • Joy Parke (Director of Primary Standards, ALT) conducted a Maths monitoring morning in Years 5 & 6 with outcomes and learning objectives all judged good or better. • Lots of work has been done with middle leaders; a consistent format has been developed for assessment of foundation subjects. • The School Council have developed their own citizenship awards which recognise a pupil's positive contribution to school. • The school has received an International Schools Award; this will be featured in The Journal. 	
7.2	<p>School Development Plan (SDP):</p> <p>MP advised governors that a fourth section on 'outcomes' had been added to the SDP since its last review in December 2016. MP reminded governors that subject leaders had their own detailed developmental plans. Governors reviewed objectives 4.1-4.4. MP said it was a priority to ensure that those pupils who were high attainers at the end of KS1 achieved greater depth at the end of KS2. <i>It was agreed to review the Plan in greater depth at the next meeting.</i></p>	Add SDP review to next agenda
7.3	<p>Practical Maths Resources for Helpdesks</p> <p>Governors noted the report they had received; this had been covered earlier by the Maths Team in their presentation.</p>	
7.4	<p>Data</p> <p>MP circulated a data report for Year 6 showing January test outcomes (red) against end of year WIG predictions (black). MP advised governors that Year 6 had completed the PiXL Spring 1 test the previous week which had provided in-depth information on gaps. MP reported that the test was very hard and he feels that the results don't reflect the children's current attainment. Assessment shows that 73% of children are working</p>	

	<p>at a band 6B, with 30% now working above that. It was noted that the children were tested on a whole year's learning while there is still some time to go before SATs. It was also noted that over half the Maths paper related to the Year 3 & 4 curriculum whereas this is only the second year of teaching the new curriculum. A governor asked if MP had a mechanism to say what percentage of the curriculum has been covered so far. MP will speak to the Year 6 teachers to see if this can be determined.</p> <p>MP highlighted the WIG predictions on the data report; this is what teacher assessment says the children could achieve, taking account of prior attainment. It was noted that this was a 'stretch' target.</p> <p>It was noted that the test scores for Maths were particularly low. A governor asked what else the school were doing to raise attainment in Maths. MP advised that another QLA would be carried out to identify gaps to be addressed. He outlined the current support being offered: early morning and lunchtime sessions, 1 to 1 tutor and revision clubs for Maths and English. A governor asked how the Trust were helping the school to raise attainment in Maths. MP informed governors that Joy Parke had been coming in regularly to support the leadership, with a focus on Maths. He added that the school were also planning to buy-in specialist support for staff CPD. A governor asked if there was anything more the school could put in place now for Maths. MP advised that the Year 6 teaching team and SLT would have 10 children each for an additional 45 minutes Maths in the afternoon.</p> <p><i>5.40pm – Emma Dorling left the meeting.</i></p>	
<p>8</p> <p>8.1</p> <p>8.2</p>	<p>Finance & Premises Committee Report</p> <p>Governors noted the unapproved minutes from the meeting held on 25 January and YB highlighted the main points from the meeting.</p> <p>KT-P gave a brief overview of the management accounts for the four months ended 31 December 2016; these had been discussed in detail by the Finance Committee. KT-P informed governors that at the end of December she was projecting a £5,000 deficit; however she feels confident that the school can achieve a breakeven position as there are savings to be made on some budget lines.</p> <p>KT-P informed governors that there could be some implications from the support staff restructuring for April. She explained that MATs are now required to have a common pay spine across the Trust. As a result EPM have merged Suffolk & Cambridgeshire's pay spines to make a new pay spine. Some staff will gain and some will lose. She informed governors that support staff would receive letters the following day advising them of their new grading. Support staff will then have a choice whether they move onto the new pay spine or stay where they are. She advised that these changes could cost an additional £6.5k and may have future implications regarding increments. A governor asked if there would be pay increases for those that stay where they are. MP confirmed that if staff remain where they are they will still move up each year if they have increments remaining. Governors noted that it was important that support staff be fully informed of the impact on their terms and conditions if they opt to move across to the new pay spine. The Chair advised governors that the Trust had consulted with the Unions during the process. MP added that the process had given clarity over job roles and levels moving forward.</p>	

	<p>KT-P advised that she was projecting a carry-forward of £55k at the end of the year. It was noted that this was below ALT's guide of 5-7% but was felt to provide a healthy buffer moving into 2017-18. A governor asked how the school had incurred an overspend on furniture. KT-P explained that the ESS budget for equipment and resources had been frozen in May/June 2016 and as a consequence there had been a large spend at the start of the academic year in September. In addition the school had invested heavily in the purchase of concrete Maths apparatus for the classroom helpdesks. She advised that the ESS budget was now frozen again.</p>	
9	<p>Personnel & Communications Committee Report</p> <p>Governors noted the unapproved minutes from the meeting held on 20 January and AP highlighted the main points from the meeting. Governors discussed the staff survey that had been reviewed by the Committee. It was also noted that the parent feedback from the questionnaire had been reviewed and finalised.</p>	
10	<p>Link Governor Report</p>	
10.1	<p>Health & Safety Report</p> <p>BF presented her link governor report for H&S (filed with the minutes). She had undertaken a walk-round with the Site Manager and had no major concerns. She updated governors on some of the problems that had occurred with the Handsam system following the school's renewal. She was pleased to report that most of the action points arising from the Handsam audit in November had been actioned already. BF raised the issue of fire sensors being in every corridor and room; this had been identified as a level 3 risk in the Fire Assessment carried out last Easter. Three quotes of approx. £6.5k have been obtained but there is no budget this year to carry out the work. The assessors have advised that as long as the school has sensors in the corridors they will be safe and the work can be planned for 2017-18. A governor asked if KT-P has received this assurance in writing from the assessors. KT-P confirmed that she has.</p>	
10.2	<p>SEN Report</p> <p>JA presented her link governor report for SEN (filed with the minutes). She informed governors that there were currently 29 children on the SEN register. She updated governors on the training support staff had received, particularly around assessing children e.g. for dyslexia. She explained that the SENCO meets parents at the start of each half term to talk about learning and development needs. Additional support is also provided through the work done by the PSW. JA informed governors that the SENCO was working on case studies to evidence all that the school is doing; these will be reviewed by JA once they have been anonymised. JA asked how the most able SEN children were being challenged. The SENCO advised that these children are challenged in the classroom and given extension tasks. She advised that the next step on her development plan was to invest in training for further high-quality evidence-based interventions.</p>	
10.3	<p>Annual Safeguarding Review Report</p> <p>JA informed governors that the annual Safeguarding Review had been completed by MP and herself. All questions had been answered and the school was compliant. JA advised that she had reviewed the SCR with KT-P. A governor asked if JA signed a log every time she reviewed the SCR. She confirmed that she did. MP advised that there was an issue with FGM across Suffolk and that all staff would have to undertake</p>	

	training on it. The Training for Trainers course will take place in June and will then be delivered to staff. JA told governors that she would review e-Safety on her next visit.	
11	<p>Governor Monitoring</p> <p>Governors agreed to be allocated to the following monitoring areas:</p> <ul style="list-style-type: none"> • Outcomes: all governors involved and done at LGB level. • Teaching & Learning: AP, LC and JC. E.g. could review Maths work being done across school. • Leadership: YB & LS. E.g. could review new proforma for learning walks. • Behaviour & Welfare: BF, ED & JA. E.g. could look at School Council awards or come in for achievement assembly. <p>It was agreed that the following link governors would remain:</p> <ul style="list-style-type: none"> • Safeguarding: JA • Health & Safety: BF • Attendance: JC 	
12	<p>Policies</p> <p>12.1 Governors had reviewed the Nut Free policy (this had been circulated by email). A governor asked if the policy should be amended to reflect the common sense approach i.e. staff and children would be able to bring in products that 'may contain nuts'. It was agreed that the policy should be amended in this respect. <i>Subject to this one amendment, the Nut Free policy was approved by governors.</i></p> <p>12.2 Governors had reviewed the Attendance policy (this had been circulated by email). MP advised governors that he had spoken to the LA following the court case. It was acknowledged that the policy had had a detrimental effect on relationships with parents and for this reason MP wished to amend the policy. Parents will need to speak to MP four weeks before a planned absence and he will review each individual circumstance. <i>The Attendance policy was approved by governors.</i></p> <p>12.3 Governors had reviewed the Teaching & Learning policy (this had been circulated by email). <i>The Teaching & Learning policy was approved by governors.</i></p>	Clerk to amend and publish policies on the website
13	<p>Any Other Business</p> <ul style="list-style-type: none"> • KT-P informed governors that EA was on sick leave and not able to enter invoices. KT-P advised that she was covering this in EA's absence so there was no segregation of duties. MP is signing all invoices and BACS. The risk has been assessed as low as MP has to authorise the BACS run. <i>Governors agreed the risk was low.</i> • Governors noted that a 'Cleaning & Maintenance Procedure' had been introduced for all cleaning staff. 	
14	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Wednesday 29 March 2017 at 4.30pm</p>	

The meeting closed at 6.45pm.

Signed: J. Cutchey..... (Chair) Date: 29.3.17.....

Name: JACKIE CUTCHEY.....