



KINGSFIELD PRIMARY SCHOOL

**Minutes of the Local Governing Body Meeting
Held on Tuesday 10th July 2018 at 4.30pm**

		ACTION
<p>Present</p> <p>Governors: Julie Robson (Chair), David Hilton, Sian Pritchard, Jane Horn and Clare Edmond.</p> <p>Others: Rebecca White and Victoria Holt (Clerk).</p>		
5.1	<p>Apologies for Absence</p> <p>Apologies were received prior to the meeting from Caroline Corby-Judge.</p>	
5.2	<p>Declarations of Interest</p> <p>No declarations were declared.</p>	
5.3	<p>Minutes of the Last Meeting 17th April 2018</p> <p>The minutes from the last meeting on 17th April 2018 were accepted as a true record with no technical corrections.</p>	
5.4	<p>Matters Arising from the Minutes of the Last Meeting</p> <p>4.6b The Clerk confirmed that the RAG rated Audit Trail had been circulated to governors as requested by Mrs Pritchard.</p> <p>4.8b Mrs Robson said the letter suggested by Mrs Pritchard regarding the new structure should be discussed after the restructure presentation.</p>	JR/SP
5.5	<p>Resources</p> <p>a. Pre-school Report b. Extended School Report</p>	

c. Management Report

d. Premises Report

a. Pre-school Report

There were no updates for this report.

Mrs Pritchard took governors through Mrs Green's report, that had been circulated prior to the meeting.

Governors asked the following questions prior to the meeting:

How has the Pupil Premium money been spent and what impact has it had?

Mrs Pritchard explained that the money had been spent on adding interventions, developing areas of work, resources for social emotional needs and physicals needs.

This is reviewed each term and the impact is evident in the trackers and running records.

Is there any financial bonus for the staff who has gained higher education qualifications?

Mrs Pritchard said that there was no financial bonus for those staff.

b. Extended School Report

There were no updates for this report.

Mrs Pritchard took governors through Mrs J-A Pritchard's report, that had been circulated prior to the meeting.

Governors asked the following questions prior to the meeting:

Will the £300 surplus, plus additional funds, be enough to cover the cost of the furniture needed to run the provision? If not, where do you propose to source the required funds?

Mrs Pritchard said that she was not planning to buy any new furniture but wait until Pre-school had moved out their existing premises and then see what else was needed. Other furniture such as the conference tables could be used to furnish the area to help keep down costs.

Are the Behaviour Contracts working?

Mrs Pritchard explained that the Behaviour Contracts have been effective, with one showing a significant improvement and another which will need to be reviewed. With regards to behaviour the

same strategies are used as in school and Risk Management Plans used where appropriate. She said she had been very clear with parents that she needs to keep the other children safe and that if the behaviours continued they will not be welcome.

c. Management Report

Mrs White took governors through her report, that had been circulated prior to the meeting.

- Mrs White said the five year forecast is not looking good.
- Mrs Pritchard reported a small injection of cash from a PNA adjustment which has made a positive difference.
- Mrs Prichard said that the school had made significant savings and when she had spoken to the Trust, they had appreciated that she had made spending tighter. She then discussed the cost of resources such as the Life Bus and the Pop-Up Literacy day which were expensive. She said both had an impact on the budget and felt they were not essential at present.
- Mrs White said that most schools were struggling past year 2 with regards to their forecast. Mrs Pritchard said that she hoped to receive some additional Government funding which would help towards this.

Governors thanked Mrs White, and she left the meeting at this point.

d. Premises Report

Mrs Pritchard took governors through Mr Stanbridge's report.

- Mrs Pritchard explained that the Site Manager is unwell at present but normally working fulltime.
- The two new Pre-school rooms have been finished and positive comments were received from parents at the recent Pre-school meeting held there.
- The canopies are to be installed the first full week of the holidays and the fencing will also be fitted during the break.
- Reception will have new flooring and the rooms painted. Once this is completed that end of the school will have been refreshed.
- Mr Stanbridge will be in school during the holiday to oversee

	<p>the remaining work and monitoring the contractors</p> <ul style="list-style-type: none"> • The Year 1 courtyard has been looked at by Mrs Piper and Ms Mutter (NQT Year 1) to develop this area ready for September. Mr Stanbridge will also be assisting with this. • Following Mrs Jarvis' report there are some Health and Safety issues to follow up over the summer. • Mrs Pritchard reported some issues had arisen when swapping contractors for the alarm system resulting in a cost of £1600, but this had been unavoidable. • Finally, Mrs Pritchard said that InVentry Sign in Solutions will be installed – this is a software package which provides a more secure signing in method for staff and visitors. It also records children who arrive late to school. It will replace the current paper signing in registers, currently held in the School's Reception area. 	
5.6	<p>Standards:</p> <p>a. Headteacher's Report b. Data</p> <p>a. Headteacher's Report</p> <p>Mrs Pritchard took governors through her report that had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> • A School Development Plan has been created. There are still a couple of items to complete, (i.e. the new scheme for maths). Mrs Pritchard explained that the success criteria for the priorities and mile stones for each term, will be RAG rated. Mrs Prichard queried with Mr Hilton if an Audit Trail will need to go on top of this. Mr Hilton said this would not be necessary. <p>Governors asked the following questions prior to, and at the meeting.</p> <p>Lots of training has taken place, is there any training specifically to help with raising standards in writing?</p> <p>Mrs Pritchard said that there was lots of training available which had been given but this had not had the impact she had hoped for. She said that although it wasn't reflected in the data the books did show progress and writing of greater length.</p> <p>Writing is low across the school even with trying new things, what</p>	

else can be done to raise standards in this area?

Mrs Pritchard said that quality first teaching across the school would raise standards, but we have a long way to go regarding this. She explained that she has bought in Literacy Tree which will run from Reception through to Year 6. She said that she had visited another school, which use this and are like us, to see the impact it has made there. Mr Hilton said that the Trust supports this change and that we need a core of good teaching across the whole school and further support would be offered if needed.

What is being done about writing in Pre-school?

Mrs Edmond said that writing is not worked on at Pre-school, but the focus is more on fine motor skills. Mrs Robson said if we can embed this in Pre-school progress may then be seen.

Why has the new approach to writing not had an impact?

Mrs Pritchard said this also goes back to quality first teaching and staff's approach to new schemes. Mr Hilton said that the plans Mrs Pritchard is putting in place are right and that the same will be done for maths as this needs a radical change and will provide a rigorous backbone to the curriculum. He felt that teachers' subject knowledge was also important and that the Trust offered a continuous programme of support for this. He then said when staff improve their knowledge, amazing results can be seen, and the Trust is picking this up from the data they have received. He suggested also having more of our own moderators or associate moderators who can thoroughly look through the work and give an honest appraisal. He then discussed schools in North Suffolk whose results have improved by working together as one unit.

b. Data

Mrs Pritchard went through the data some of which was circulated prior to the meeting and other data which she presented verbally. Additional discussion as follows:

- Mrs Pritchard explained that she had not yet sent all the data to the Trust as she had been experiencing technical problems.

She took governors through the SATs results for 2018 noting that for reading the figure of 57% had been disappointing and the figure for maths of 66% had been close to the teacher assessments. The combined figure was 33%, down on the expected 36% but this was due to the figure for reading. She then ran through the threshold figures.

Mr Hilton said that the actions for next year are to address the issues from this this year. He went on to say that so far

new staff have been secured, a new leadership structure is in place and support from the Trust will be given to help move forward.

Mrs Pritchard said that both Miss Candish and Mr Harvey had worked extremely hard this year with Year 6.

Mrs Robson said the School cannot carry on playing catch up in Year 6. Mrs Prichard said that a positive had been that one child with a pending EHCP (Education, Health and Care Plan) had scored well in reading and another child on a phased integration had achieved the national average in maths.

- Mrs Pritchard then took governors through the Year 2 results. She said that these were not as good as she had hoped.
- Mrs Pritchard reported that Pupil Premium children are broadly in line in maths and reading.
- Mrs Pritchard explained the Year 4 data to governors. Only one child was working at end of year expected in writing. She felt that these figures were possibly a reflection of two years of instability in teaching. There will be a big focus for these children as they move into Year 5 from September.
- Mrs Pritchard ran through the Year 3 data, noting that not many children were at expected in writing. This maybe a result of previous insecure judgements, even though they were moderated. Mr Hilton said that the data could be recalibrated; working on where we think they are, so they have a fresh start.
- Reports will only be written once a year from now on instead of three times a year.
- Testing now takes place from Year 1 to Year 6, which should lead to more secure data.
- Mrs Pritchard said she had met with Mr Hilton the previous day, to discuss the issues with the results and how the Trust could support them. Mr Hilton said this is the way to move forward with diagnosis, solutions, great leadership and clarity, which he said Mrs Pritchard had provided. These results may lead to an Ofsted visit. However, the evidence is in place and it is clear to see what is being done to have an impact.
- Mrs Pritchard discussed the figures for reading in Year 6 which she will email to Mrs Horn to look through.

	<p>Governors asked the following questions prior to, and at the meeting</p> <p>Is the current Year 6 cohort the year group which has had several changes to teaching staff across the years? Mrs Pritchard explained that although the Year 6 data in some areas was disappointing, we need to look at where the children were at the start of the year and note the progress achieved throughout the year from interventions such as PiXL etc.</p> <p>How was the Writing target of 82%, for Year 6, calculated – this cannot be right? Mrs Pritchard explained that this data was produced from the data analysis tool, Fisher Family Trust. She said she felt that she now knows the school and the children, so this will help her with starting points. She has looked at all the Year 5 books and there will be new starting points for next year. She said we need to be honest about where the children are, so we are doing the best for the children.</p> <p>Why is the data poor in Year 2? Mrs Pritchard explained that this again goes back to quality first teaching. She said that she had comparative data for GLD in specific areas which was interesting and when ready she would share this with governors. She also will be doing the same with GLD and phonics. She plans to review the end of Year 2 data and teacher assessment to help get a better picture.</p> <p>The targets set are very high, on the Year 1 Phonic Screening data. However, the results are low in comparison, why is this? Mrs Pritchard explained that this was set from the bench marks coming through from Reception and the GLD from last year. She said we have been rigorous this year, concentrating on writing. We know what to do in Reception using books to show progression, but we must be secure ourselves.</p> <p>Was the GLD data from last year accurate? Mrs Pritchard explained that the School has moderated writing to get a clearer picture. Mrs Edmond said that we must be secure when moderating if the bar has not been set correctly. Mrs Pritchard added that the School has been rigorous this year with writing and we know what to do to move forward. Books will be used in Reception, so progression can be seen.</p> <p>Comparing Summer 2 to Summer 1 Pre-school data, some of the cohorts of children have slipped backwards in their progress, why is this? (Summer Born and Female)</p>	
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	<p>Mrs Pritchard explained that the Early Years children keep moving up, so you cannot compare the data. This should be better next year as it will be electronic, which will make it easier to look at progress.</p> <p>What is being done to support the SEND children in Pre-school? Mrs Pritchard said there was lots of support being put in place. More work is needed with Pre-school helping with strategies. Mrs Edmond said that there were running records in place to see what the children have achieved. She continued to say that we must not move the children on too quickly.</p>	
5.7	<p>Safeguarding Update a. LCSB Audit</p> <p>Mrs Pritchard took governors through the LCSB Audit.</p> <ul style="list-style-type: none"> • Mrs Pritchard reported that there were six Designated Persons in school at present. This will be changing once Pre-school move into the main school. Mrs Green will remain a DP and Mrs J-A Pritchard will take on more in her role. • All staff have completed the online training. Mrs Pritchard explained that we will no longer be using this method as it is not always relevant to our setting. She plans to do whole school training on the professional days in September. • Mrs Stephens has attended a behaviour training course which has been beneficial. • Mrs J-A Pritchard is the designated person for domestic violence. • Mr Abbs has received training to become a designated person. • Mrs Pritchard reported that Mrs Stephens had made two referrals for a child, the first was not picked up but the second has been. • There is one family on Child Protection. • There is a new whole staff induction program and a policy for this in place. The new NQTs have followed a tight induction plan. 	

	<ul style="list-style-type: none"> • An audit was completed in May and online safety reviewed. • Mrs Prichard reported that there are many children with folders and this seems to be getting busier. Mrs Stephens is making lots of referrals and Mrs J-A Pritchard is assisting her with this and the paperwork. • Mrs Robson noted that Mrs Corby-Judge is coming in as part of her governor role, half termly and has also been in regarding E-safety. <p>Governors had no questions.</p>	
5.8	<p>ALT Business</p> <p>a. Presentation – 5.30pm - 6.30pm</p> <p>A presentation by the ALT, regarding the new governance structure, was to take place after the LGB meeting. Therefore, no update could be given at the meeting.</p>	
5.9	<p>Any Other Business</p> <p>Mrs Robson thanked Mrs Holt for the work she has done in her time as Clerk. As a token of thanks, Governors presented Mrs Holt with a card and flowers.</p> <p>Mrs Robson also thanked Mr Hilton for his support, as a governor, over the past four years.</p>	
5.10	<p>Date and time of next meeting – to be confirmed</p>	

Meeting closed at 5.25pm

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Signed _____
Committee Chair

Date _____