



**Minutes of the Local Governing Body meeting held at the school on Wednesday 13 July 2016 at 4.00pm.**

Members present:

Jill Adams	Bridget Fosten	Rachel Robson (Chair)
Liza Cole	Martyn Payne (Head)	Marie Rodwell
Emma Dorling	Anne Powles	

Apologies: Yolanda Botham & Laura Humphrey

In attendance: Karen Tallett-Pickess (Business Manager), Mel Parish (Clerk), Michael Fleckney (for item 3)

No	Item	Action
1	<b>Attendance and apologies for absence</b> Apologies were received and accepted from Yolanda Botham and Laura Humphrey.	
2	<b>Declarations of Interest</b> No governor reported a conflict of interest in terms of the agenda items before them.	
3	<b>Curriculum Presentation</b> Michael Fleckney (PE Leader) gave governors a presentation on the achievements in PE, the impact of the PE Premium funding and the next steps moving forward. MF began by sharing with governors the vision for PE, highlighting that the school must use the PE Premium funding to make additional and sustainable improvements to the quality of PE and sport offered. MF displayed the targets for 2015-16 and informed governors of the progress that had been made against these targets: <ul style="list-style-type: none"> <li>To improve participation in school games. MF displayed all the tournaments that our children had competed in for 2015-16. ALT inter-hub tournaments had provided more opportunities locally for children to participate in competitive sport. In 2015-16 155 children took part in an inter-school tournament (compared to 88 in 2014-15). It had been a focus this year to provide opportunities for KS1 children to compete in tournaments and this had happened.</li> <li>To improve provision for after school clubs. MF displayed all the after school clubs that have run in 2015-16, highlighting those which were new e.g. gymnastics, Paralympics and badminton. In 2015-16 245 children attended an after school club (compared to 224 in 2014-15). A taster club was run for Reception children for the first time, giving them a good introduction to PE in KS1. In 2015-16 12 children in Early Years attended an after school club (compared to 0 in 2014-15). Pupil Perceptions identified the desire for a cricket club and this was delivered in the spring term. <b>A governor asked if children were counted more than once if they attended multiple clubs.</b> MP confirmed that children were only counted once</li> </ul>	

	<p>regardless of how many clubs they had attended. <b>Another governor asked if the school counted those children who attended a sports club outside of school.</b> MF confirmed that these children had not been counted although Pupil Perceptions showed that a considerable number participated in clubs outside of school.</p> <ul style="list-style-type: none"> <li>• To support teachers in planning good and outstanding lessons. MF outlined the support in place for teachers in terms of resources available and the opportunity to work with specialist outside agencies.</li> <li>• To improve the gym equipment. MF advised governors that the gym wall bars in the hall had been replaced and that pupil perceptions identified that these had been well received by the children.</li> </ul> <p>MF displayed a list of achievements in PE which included:</p> <ul style="list-style-type: none"> <li>• Receiving a Sainsbury's Bronze award for the first time for participation in sport.</li> <li>• New gym wall bars.</li> <li>• Effective partnership with local ALT schools and outside agencies.</li> <li>• PE &amp; Science week in June.</li> <li>• Tournament wins.</li> <li>• Pupil perceptions earlier in the year showed that children enjoy PE lessons.</li> </ul> <p>MF concluded his presentation by sharing his Next Steps:</p> <ul style="list-style-type: none"> <li>• To ensure all teaching in PE is at least good or better.</li> <li>• To ensure children are physically active for 90% of the lesson.</li> <li>• To improve provision of tournaments and after school clubs for Early Years and KS1.</li> <li>• To continue to improve links with outside agencies.</li> <li>• To achieve a Sainsbury's Silver award.</li> <li>• To improve PE displays.</li> <li>• To host local tournaments at the school.</li> <li>• To find further opportunities for the children to experience new sports e.g. VX (lacrosse).</li> </ul> <p><b>A governor asked MF how he tracked attainment in PE and asked how many children are working at age-related expectations.</b> MF advised governors that other teachers would be able to provide him that data which he could pass on to the Senior Leadership Team.</p> <p><b>A governor asked if the PE Premium funding had been spent in full.</b> MF confirmed that it had been spent in full and he circulated a breakdown of the expenditure for 2015-16. He explained that parents were asked to make a small contribution for those clubs run by outside agencies. <b>A governor asked if the level of participation in PE would be sustainable without the funding.</b> MF hoped it would be but he acknowledged that for clubs provided by outside agencies there may be an increased cost without the subsidy afforded by the funding.</p>	
<p><b>4</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p>	<p><b>Minutes of previous meeting</b></p> <p>The minutes from the meeting held on 24 May 2016 were reviewed, approved and signed by the Chair.</p> <p>The minutes from the meeting held on 9 June 2016 were reviewed, approved and signed by the Chair.</p> <p>Governors reviewed actions from the minutes of the meeting held on 24 May 2016:</p>	

	<p><u>Item 4:</u> The Head/Clerk still to arrange governor training on Curriculum and Finance. The Clerk confirmed that the Jargon Buster would be prepared over the summer.</p> <p><u>Item 6:</u> The SEF had been emailed to governors and was included on the agenda under 7.2.</p> <p><u>Item 7.3:</u> The 2016-17 budget was authorised at an additional LGB meeting on 9 June.</p> <p><u>Item 8.2 &amp; 10:</u> The Clerk confirmed that all policies approved on 24 May had been published on the website.</p> <p><u>Item 9.2:</u> AP confirmed that she had visited Early Years on 12 July to follow up on learning journeys.</p> <p><u>Item 9.3:</u> The Chair will write to parents in the Autumn term to share attendance data.</p> <p><u>Item 11:</u> Governors did meet on 29 June to discuss the school's vision and values.</p> <p>There were no other matters arising.</p>	<p>Training tbc Jargon Buster to be finalised</p>           <p>Chair to write to parents in Autumn re attendance data</p>
<p>5</p>	<p><b>Trust Business matters</b></p> <p>MP informed governors that a full report from the external review carried out by Liz Tennant, David Hilton and Andy Redman on 22 &amp; 23 June would be reviewed at the first LGB meeting of the Autumn term. However, he was able to share verbally the feedback he had already shared with staff:</p> <ul style="list-style-type: none"> <li>• Confident learners.</li> <li>• Behaviour good or better.</li> <li>• Children know who to go to if they have a problem.</li> <li>• Children are resilient; outside socially and inside with their learning.</li> <li>• Children's independence can be seen in books.</li> <li>• Marking is having an impact. The advisors commented on how hard staff work with regards to marking.</li> <li>• Books show good progress in writing.</li> <li>• The creative curriculum is effective.</li> </ul> <p>A number of points were raised for consideration e.g. how to be Ofsted ready, how to ensure marking is manageable for staff and succession planning. <b>A governor asked if the advisors had given MP strategies on how the implement their suggestions.</b> MP confirmed that they had and that these would be included in the full report that governors would receive in the Autumn term. MP reported that it had been a positive experience and that the SLT had already spent some time considering the recommendations.</p> <p><i>4.52pm – Marie Rodwell left the meeting.</i></p>	<p>Clerk to add external review to Autumn term agenda</p>
<p>6</p>	<p><b>Local Governing Body matters</b></p> <p><b>6.1</b> The Chair advised that there had been no change in membership since the last meeting.</p> <p><b>6.2</b> The Chair advised that there were no updates/actions to report.</p>	
<p>7</p>	<p><b>Headteacher's Report</b></p> <p>MP presented his Headteacher's Report for July 2016 highlighting the following:</p> <ul style="list-style-type: none"> <li>• Attendance figures. It was noted that attendance had dropped slightly to 95.6%. <b>A governor asked what the 1.07% other unauthorised circumstances related to as it was considerably</b></li> </ul>	

**higher than the 0.65% unauthorised holiday.** MP explained that this largely represented unauthorised illness i.e. where a child's attendance is below 95% and medical verification has not been provided.

- MP advised that a Premises Maintenance Apprentice had been successfully appointed to start in August. He will be released to study at Norwich City College one day per week for two years.
- Both NQT teachers had successfully completed their NQT year.
- Two members of staff have submitted their 'Leading Active Learning' portfolios.
- MP informed governors of the hub-wide subject leaders' final event where subject leaders had been able to share what they had been doing.
- **A governor asked for clarity on the number of exclusions that had taken place this half term.** MP advised that the exclusions represented three pupils receiving fixed term exclusions of 1-3 days.

MP shared with governors how busy the children had been this term, highlighting the following events:

- Year 6 had given a great performance of The Tempest at the Seagull Theatre on 1 & 2 July
- Year 4 anti-bullying video
- Road safety & beach safety
- Years 3, 4 & part of 5 had attended a Brazilian workshop
- Year 5 Beach tournament
- Choir performance for parents
- Year 6 residential trip to Grafham Water
- KS1 received Zulu visitors
- Year 3 & 4 Medical Mavericks
- Year 5 French play

MP explained the Handsam data to governors; several members of staff had lost their log-in last October/November which accounted for the red and amber ratings in those months.

**A governor noted that the gap in achievement between boys and girls had reduced in the Foundation Stage, with a good number of boys reaching a GLD, but asked why girls' achievement had dipped.** MP explained that there were a larger proportion of lower-achieving girls in this cohort and he assured governors that the KS Leader was currently analysing this.

**A governor asked if the next steps identified for Early Years would be achievable with significant staff changes.** MP told governors that he was confident that they could be achieved.

7.3

MP circulated a report from the initial PiXL meeting. He explained that all ALT schools had bought into PiXL (Primary Partners in Excellence). PiXL will provide a gaps analysis, highlighting strengths and weaknesses and identifying 'key marginal' children. It will provide therapies/ interventions for those children to get them to the expected standard by the end of Year 6 SATs. Initial tests have already been carried out with Year 5. **A governor asked if the school wasn't already doing this.** MP confirmed that the school did do this currently in a less formal way; PiXL would enable this process to be consistent across all schools. He informed governors that Marie Rodwell was the 'Raising Standards Leader'. **A governor asked if PiXL had been used successfully in other schools.** MP confirmed that it had.

	<p>MP circulated the End of Key Stage Assessment Data for July 2016. He highlighted the following:</p> <ul style="list-style-type: none"> <li>• 72% of pupils in Reception had achieved a Good Level of Development (compared to 67% in 2014-15).</li> <li>• 79% of pupils had passed the Year 1 Phonics test (compared to 77% in 2014-15).</li> <li>• 69% of pupils had passed the Phonics retake test in Year 2 (compared to 97% in 2014-15). MP pointed out that three of the pupils who had failed to pass had made considerable progress from Year 1.</li> <li>• In the KS1 SATs 75% of pupils reached the expected standard in Maths &amp; Reading and 68% in Writing. This gives a combined score of 65%. There are no nationals yet to compare this data to.</li> <li>• In the KS2 SATs 69% of pupils reached the expected standard in Reading, 71% in GPS, 61% in Maths and 64% in Writing. This gives a combined score of 46%, compared to national of 53%. MP explained that staff had reviewed papers for those children that just missed the expected standard; as a result 3 Reading papers are eligible for remarking. If these 3 Reading papers meet the expected standard the school's combined score would increase to 50.8%. <b>A governor asked if these results were in line with predictions.</b> MP confirmed that the results were in line with the predictions made recently in June.</li> </ul> <p>Governors had received the school's SEF by email prior to the meeting. MP asked governors if they had any questions on it. <b>A governor asked who the SEF goes to.</b> MP advised that the SLT, the Trust and Ofsted would all consider the SEF. <i>It was <b>agreed</b> to add the SEF to the Autumn agenda so that it could be discussed further.</i></p>	Clerk to add SEF to next LGB agenda
<p><b>8</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p><b>Finance &amp; Premises Committee Report</b></p> <p>MP advised governors that the Finance Committee meeting scheduled for 11 July had been cancelled.</p> <p>KT-P (Business Manager) gave a brief overview of the management accounts for the 9 months ended 31 May 2016 as these had not been reviewed by the Finance Committee. KT-P informed governors that income was on track and that pay inflation had been applied to salaries (with increments being processed in July). Remedial work had started following the Chubb Fire Safety audit. The in-year deficit is as predicted in the last report. KT-P advised governors that capital funding had been received in June; this will allow for three external doors to be replaced in October half term.</p> <p>KT-P advised governors that the budget for 2016-17, which had been authorised on 9 June, had been submitted to the ALT Trust Board for approval. Once it is received back it will come to the Local Governing Body for adoption.</p>	Budget to be adopted at next LGB meeting
<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b>Personnel &amp; Communications Committee Report</b></p> <p>Governors noted the unapproved minutes from the meeting held on 13 June 2016 and AP highlighted the main points from the meeting.</p> <p>The Personnel Committee had reviewed the Procedures for dealing with allegations of abuse against staff and recommended it for adoption by the LGB. The Clerk advised it will need to be reviewed again in September following changes to KCSIE 2016. <i>Governors <b>adopted</b> the Procedures for dealing with allegations of abuse against staff.</i></p>	Clerk to publish on website

10	<p><b>Link Governor Reports</b></p> <p><b>Health &amp; Safety Report</b>  BF presented her link governor report for Health &amp; Safety. She commented on the number of positive external health &amp; safety visits that had been carried out. KT-P advised governors that ALT had allocated the school funding to replace a number of windows (including the hall windows) in the Easter holidays. <b>A governor asked if any progress had been made in developing the 'mound'</b>. KT-P confirmed that she had submitted one funding bid so far but that further bids would be submitted.</p>	
11	<p><b>Risk Management</b></p> <p>Governors had reviewed the risks allocated to the LGB prior to the meeting. The Clerk confirmed that the Finance Committee would continue to monitor <i>all</i> risks and Personnel Committee would consider the personnel risks. Governors discussed the validity of the scoring for the highest risk on the register; it was accepted that this risk score would reduce in the Autumn as actions are taken to mitigate the risk. Governors agreed that all significant risks had been identified, evaluated and managed.</p>	
12	<p><b>Policies</b></p> <p>12.1 Governors had reviewed the Public Sector Equality Duty Statement (this had been circulated by email). <i>The Public Sector Equality Duty Statement was <b>adopted</b> by governors.</i></p> <p>12.2 Governors had reviewed the Positive Handling policy (this had been circulated by email). <i>The Positive Handling policy was <b>approved</b> by governors.</i></p>	Clerk to publish policies on the website
13	<p><b>Any Other Business</b></p> <p>MP thanked governors for all their hard work and commitment over the last year.</p>	
14	<p><b>Date of next meeting</b></p> <p>The meeting schedule for 2016-17 was circulated. The next LGB meeting was confirmed as Wednesday 19 October 2016 at 4.30pm.</p>	

The meeting closed at 5.50pm.

Signed: J. Cutchey..... (Chair) Date: 19.10.16.....

Name: JACKIE CUTCHEY.....