



Minutes of the Local Governing Body meeting held at the school on Wednesday 23 March 2016 at 4.30pm.

Members present:

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

Apologies: Yolanda Botham, Rob Wright

In attendance: Karen Tallett-Pickess (Business Manager), Mel Parish (Clerk)

No	Item	Action
1	<p>Attendance and apologies for absence</p> <p>Apologies were received and accepted from Yolanda Botham and Rob Wright.</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>Maureen Game (MG) gave governors a presentation on the work she has undertaken as Science Leader adding additional curriculum opportunities by developing planning and enhancing teaching with outside expertise e.g. Bugman, technicians from the local theatre.</p> <p>MG informed governors that she had been working with the Science Leaders from other Trust schools; this had been particularly helpful for assessment moderation and sharing of resources.</p> <p>MG informed governors of the following upcoming events:</p> <ul style="list-style-type: none"> • Science/PE week (week commencing 27 June) • Science Crime Lab Club for summer term • STEM funding: a 3 year programme of funding for STEM projects (£1,500 per year). • Rocket Seeds: the school will receive seeds that have been in space and the children will be able to conduct investigations to see if they grow differently as a result of being in space. <p>A governor asked MG how much release time she received for her Science Leader role. MG advised that she is released for one day each half term for Science leadership.</p> <p>The Chair thanked MG for the presentation.</p> <p><i>4.45pm – MG left the meeting.</i></p>	
11	<p>Policies</p> <p>11.1 Governors had reviewed the Curriculum policy prior to the meeting. A governor asked for clarification on the role of governors in the review and development of the curriculum. MR explained that</p>	

<p>11.2</p>	<p>governors would be consulted about the vision and direction of the curriculum, but that the detail would be developed by staff (in conjunction with government requirements).</p> <p><i>Governors approved the Curriculum Policy.</i></p> <p>Governors had reviewed the Assessment & Monitoring Policy prior to the meeting. MP explained that this would need to be reviewed again in the Autumn as it was likely to change after the publication of the first year's results. He explained that the school had opted to use 6 points within each band (rather than 3). He explained that Target Tracker is not linear (i.e. 2 points per term) so it's hard to get an accurate picture until the end of the year. He also explained that it had been decided that children couldn't move beyond the band for their year group because of the focus on mastery (breadth and depth), though it would be possible to achieve Secure +. A governor asked how the school would ensure that the children at the top of a banding would be challenged if they could not be moved on. MP explained that it was about applying and evaluating the knowledge children have to get better; in the past they may have moved up before they'd had a chance to master skills. Mastery is now a key focus of the new curriculum and assessment.</p> <p><i>Governors approved the Assessment & Monitoring Policy</i></p>	<p>Clerk to put both policies on website</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 3 February 2016 were reviewed, approved and signed by the Chair.</p> <p>Governors reviewed actions from the minutes of the meeting held on 3 February 2016:</p> <p><u>Item 6.1:</u> MP advised that if a pupil misses one or more component of a SATs test they will not be awarded a score for that test. Teacher assessment judgements must still be submitted for pupils who are absent during the test period.</p> <p><u>Item 6.2:</u> MP advised governors that Year 2 SATs would be reported as a scaled score with the national standard being 100 (same as Year 6). A governor asked how parents would know if their child had made expected progress from Year 2 to Year 6 (in the past they made two flat levels progress). MR explained that expected progress would be to achieve 100 in both Year 2 and Year 6; if a child's score is higher in Year 6 than Year 2 then value has been added. A governor asked if it would be difficult to measure progress from year to year. MP highlighted the importance of the school measuring progress internally; it will be vital that the school can demonstrate the progress its pupils are making. He explained that the system would be reviewed after this initial year to see if it's working accurately and effectively.</p> <p><u>Item 10:</u> The Clerk confirmed that all the approved policies had been added to the school website.</p> <p>There were no other matters arising.</p>	
<p>5</p>	<p>Trust Business matters</p> <p>The Clerk ran through the schedule of Trust business that had been circulated, highlighting the following:</p> <ul style="list-style-type: none"> • The arrangements for reporting H&S. • The Admission Arrangements document had been published on the school website well before the stated deadline. • The revised Scheme of Delegation now required that LGB agendas be sent to the Trust and the LGB minutes published on the school website. 	

	<ul style="list-style-type: none"> All governors had a valid DBS check. From 1 April 2016 the school will have 21 days from appointment to apply for a DBS check. Governors were invited to volunteer to sit on admission appeal panels; interested governors should contact Karen Jarvis (ALT). Governors were reminded of the hub governor session on 12 April. 	
6	Local Governing Body matters	
6.1	The Chair confirmed there had been no change in membership.	
6.2	The Chair had received one letter from a parent. The parent had subsequently met with MP to resolve the issue and no further action was needed.	
7	Headteacher's Report	
7.1	<p>MP presented his Headteacher's Report for March 2016 highlighting the following:</p> <ul style="list-style-type: none"> MP highlighted the attendance figure of 96%; the school is still aspiring to its target of 97%. The attendance figures were reported separately for LAC children and Pupil Premium children. He updated governors of the number of Penalty Notice Referrals that had been made since September. He advised governors that 34 children were currently classed as persistently absent and that this was expected to reduce to 12 by the end of the summer term. The Pastoral Support Worker and EWO continue to work with a number of families. <p><u>Pupil Premium:</u> MR presented to governors the work that had been done to ensure disadvantaged pupils' needs were being met (Spring term key priority 1). MR and Rachel Creasey conducted a review across the whole school. The main strengths seen were:</p> <ul style="list-style-type: none"> All staff could identify Pupil Premium children and were aware of their ability (and where they needed challenge). The needs of these pupils were included on all lesson plans, with some specific needs for individual children being identified. The children were enjoying their learning and were engaged. The lead professional in the classroom would work predominately with Pupil Premium children. Children were being supported by the teacher to work in class with their peers. If they are taken out of class it's for focused/targeted intervention that needs to show results. Teachers are looking for interventions that work best in the classroom and for timely interventions (i.e. those that tackle it there-and-then). It was noted that more pupil dialogue was needed in Pupil Premium books; the purple polishing pens were having a positive impact and this will develop further. Data shows that most disadvantaged pupils are making progress in line with their peers. A governor asked if Pupil Premium children were still allocated a key worker and whether it was effective. MR confirmed that key workers were still allocated as it was seen to work well. <p>5.35pm – MR left the meeting.</p> <p>MP continued to present his Headteacher's Report highlighting the following:</p> <ul style="list-style-type: none"> He outlined the Bridge Project; a national project funded by ALT for more able artists with an art exhibition at the end of the project. 	

	<ul style="list-style-type: none"> • STEM funding had financed the purchase of 3 Raspberry Pie devices; the children in the Digital Leaders Club had enjoyed working with them. • The West End workshop had been very successful. • Peter Aldous (MP) had been in school to meet with the School Council. • The Fairtrade breakfast with a Kenyan tea farmer had provided another valuable link with a different culture, developing global citizenship. <p>MP concluded his report by saying that everyone was doing a great job under huge pressure.</p> <p>MP had received a number of questions from governors on his report. A governor asked how the school works with children that have a disability or SEN. MP replied that acceptance and tolerance within the school was good and he stated that inclusion was integral in all the school does. He informed governors that a Paralympic sporting club had been arranged to provide children with the opportunity to imagine what it is like being in someone else's shoes.</p> <p>A governor asked for further explanation on the intervention being put in place in Years 3 and 4 (as highlighted by the data report). MP replied that specialist skills were being used to deliver intervention e.g. one adult with skills in Maths was being used to deliver intervention across both year groups. A governor asked if the change to mixed ability seating was working in lower KS2. MP replied that it had been effective; learning is not capped by the table a pupil sits on and behaviour and self-expectations have developed as a result. Children are supporting each other and independence is being developed.</p> <p>7.2 Data Report</p> <p>MP presented a comprehensive data report to governors, emphasising the difficulty of measuring progress that is not linear. The number of pupils within each banding for each year group have been given for Reading, Writing and Maths. Progress has then been broken down to show progress separately for disadvantaged pupils, SEN pupils and LAC pupils. Governors discussed the difficulty of assessing whether progress was in-line with government expectations (following the changes in the National Curriculum).</p>	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Finance & Premises Committee Report</p> <p>The Chair thanked BF for chairing the Finance Committee in the absence of RW. Governors noted the unapproved minutes from the meeting held on 9 March and BF highlighted the main points from the meeting.</p> <p>KT-P (Business Manager) gave a brief overview of the management accounts for the 5 months ended 31 January 2016; these had been discussed in detail by the Finance Committee.</p> <p>The Finance Committee had reviewed the Risk Management policy and recommended it for approval by the LGB. <i>Governors approved the Risk Management policy.</i></p> <p><i>Governors approved the presentation of a long service award to the retiring Business Manager under TUPE protection (on the recommendation of the Finance Committee).</i></p>	<p>Clerk to add Risk Register to LGB agenda termly</p>

9	<p>Personnel & Communications Committee Report</p> <p>Governors noted the unapproved minutes from the meeting held on 1 March 2016 and AP highlighted the main points from the meeting.</p>	
10 10.1 10.2	<p>Link Governor Reports</p> <p>JA circulated the Safeguarding report that had been prepared following her half-termly meeting with MP. She confirmed that the Suffolk return had been completed in January. JA informed governors that MR keeps a log of all ICT related incidents to determine whether there are any recurrent problems or trends (e.g. inappropriate sites being accessed). This monitoring ensures any problems are identified and dealt with quickly. JA also reported that sharing information in school to safeguard pupils was considered important e.g. MDSAs will meet for 10 minutes before lunch starts to share necessary information.</p> <p>BF presented her link governor report on Health & Safety, highlighting the key points. A governor asked if the final PC had been replaced (following fires in similar machines). KT-P confirmed that it had been replaced. KT-P also confirmed that a Fire Safety audit was taking place in the Easter holidays; the resulting recommendations will be prioritised, costed and presented to Finance Committee on 27 April.</p>	
12	<p>Governor Monitoring</p> <p>Governors reported a very positive lunchtime monitoring visit on 21 March; 8 governors had attended. The Clerk will write up the feedback from governors from the post visit review and this will be circulated once finalised. LH reported on her lunchtime visit undertaken on a different day.</p>	Clerk to finalise visit feedback and publish
13	<p>Any Other Business</p> <p>There no matters raised under AOB.</p>	
14	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Wednesday 25 May 2016 at 4.30pm.</p>	

The meeting closed at 6.25pm.

Signed:  (Chair) Date: 24-5-16

Name: Rachel Ross

