



Minutes of the Local Governing Body meeting held at the school on Wednesday 24 May 2017 at 4.30pm.

Members present:

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

Apologies: Liza Cole, Marie Rodwell and Linda Smith

In attendance: Karen Tallett-Pickess (Business Manager), Rachel Creasey (Assistant Head), Mel Parish (Clerk), Sally de Sousa & Helen Wilson (for item 3).

No	Item	Action
1	<p>Attendance and apologies for absence</p> <p>Apologies were received and accepted from Liza Cole, Marie Rodwell and 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 - Maths</p> <p>SdS informed governors that they are continuing to roll out CPD. Since their last visit TAs have received training on the use of concrete apparatus. A 'book look' has been carried out to see how staff are using the concrete resources. SdS reported some good evidence in books but felt that it still needed to be embedded further.</p> <p>HW presented an update on resources and the staff response to CPD provided. HW reported that the PD Day in March with Liz Gibbs had been very useful. Following the training, a Maths CPD Evaluation survey had been sent out (staff were asked to rate no impact as 1 with big impact as 5). Feedback will be shared with staff at the next meeting. The survey results were circulated to governors (filed with papers) and HW highlighted the following:</p> <ul style="list-style-type: none"> • The new resources had had a positive impact on learning in the classroom (92% indicated a 3 or above, 61% indicated a 4). • When asked which children benefitted most from their use, 38% felt it benefitted all children with 54% feeling it most benefitted SEN/B's/W's. • All staff indicated that the staff training on concrete and pictorial methods had had a big impact on classroom practice (100% indicated a 4 or above, 38% indicated a 5). HW informed governors that a staff meeting was planned for the next half term to discuss how staff have been using the resources. • Staff indicated that more resources would be helpful. As a result, the school have purchased more Numicon. 	

- Staff were asked about the impact of the PD Day with Liz Gibbs. 70% indicated a 4 or 5 in terms of planning, 92% indicated a 4 or 5 in terms of teaching and 85% indicated a 4 or 5 in terms of classroom learning.
- A workshop had been held for parents but there had been a low turnout. The Maths team have been discussing how they can get parents more involved.

SdS updated governors on the implementation of MyMaths (website which allows pupils to complete homework online at home). She reported that all year groups are using MyMaths. As of 1 May a total of 237 tasks had been set; 54% allocated to UKS2 with the remaining 46% spread across KS1 and LKS2.

SdS informed governors that the progress data from Year 2 to Year 6 was looking positive. Attainment data was improving but was not yet at the level they would like. SdS reported that in December 31% weren't on track to achieve but that this had reduced to just 13% in March. The children were commended for working so hard.

HW informed governors that there would be a second Maths week after half term; the focus would be on money following a national programme for enterprise. Classes will be given money and tasked with making a profit. HW advised that she will be planning parent sessions for September.

SdS informed governors that testing would happen early in the next half term to allow gaps analysis to be carried out and interventions put in place before the end of the summer term.

JC reported that she and AP had spent the morning with the Maths team as part of their monitoring role. She highlighted the following:

- They had reviewed predicted outcomes for both KS1 and KS2.
- Following the PiXL tests at the start of the year, small groups received bespoke intervention from CSLT to work on weaknesses identified by the test.
- SdS is already working in Year 5 planning the interventions needed.
- They had carried out a 'book look'; there was evidence of good work across all year groups. Consistency of teacher marking and presentation in books was discussed; the Maths Team have said that they will look into this.
- They spent some time in a Year 3 class and observed the children making good use of the apparatus.
- They had carried out a walk-through in Early Years; this had been very positive with all the children purposefully engaged. There was lots of evidence of Maths going on inside and outside.
- They talked about areas where further improvements were needed. It was noted that gaps analysis needed to continue and that progress needed to continue to accelerate across KS2.

A governor asked what percentage of children were accessing MyMaths at home. SdS did not have a figure to hand but she assured governors that the children who can't access it at home have the opportunity to complete it at lunchtime in the ICT Suite. **A governor asked who viewed the MyMaths results.** SdS advised that class teachers can access it to see the results and number of attempts made. The Maths Team are also able to access it. MP added that it formed another part of the gaps analysis process. It was noted that MyMaths

	<p>provided an online lesson alongside the homework to support parents in helping their children.</p> <p>The Chair thanked SdS & HW for the update.</p> <p><i>4.50pm – Sally de Sousa & Helen Wilson left the meeting.</i></p>	
<p>4</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p>Minutes of previous meeting</p> <p>The minutes from the meeting held on 29 March 2017 were reviewed, approved and signed by the Chair.</p> <p>Governors reviewed actions from the minutes of the meeting held on 29 March 2017 that were not covered elsewhere on the agenda:</p> <p><u>Item 7.3:</u> The Clerk had emailed guidance to governors concerning the basis of the attainment and progress measures.</p> <p><u>Item 9.2:</u> The Clerk confirmed that the Staff Wellbeing policy had been emailed to staff.</p> <p><u>Item 10.1:</u> The Clerk confirmed the Assessment & Monitoring policy had been published on the website.</p> <p><u>Item 11:</u> MP confirmed he had reviewed the blogging arrangements and, although he is mindful of staff wellbeing, he feels it would be better for classes to have ownership of their own blogs.</p> <p>There were no other matters arising.</p> <p>Governors reviewed and updated the Action Tracker:</p> <ul style="list-style-type: none"> • JC & AP had carried out a governor monitoring visit with the Maths Leadership Team to look at the use of concrete apparatus (minuted in item 3). • Governors received an update on the progress made by the Maths Leadership Team. • JC would be presenting her report on attendance under item 10.1. • MP & KT-P will be presenting a Safeguarding report under item 7.3. 	<p>Clerk to update Action Tracker</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Local Governing Body matters</p> <p>There had been no changes in membership since the last meeting. One Trust governor informed that their term would need to end in January 2018 due to an upcoming relocation.</p> <p>The Chair had no matters/actions to report.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Trust Business matters</p> <p>Governors had received an overview of the governor hub session on 10 May 2017. Governors felt it had been an effective session; the analysis of other school SEFs had been helpful, although they would have liked more time to go deeper in their analysis. MP restated ALT's aim to have consistent documentation across all schools to aid comparison. The Trust would also like to see consistency across schools for assessment.</p> <p>Governors noted that the Trust had reviewed the Exclusions policy and this had been approved by the Board; the revised policy is on the school website.</p> <p>The Clerk circulated a schedule from the Trust outlining the changes that had been made to six HR policies; these changes were noted. The Chair added that this had been a substantial piece of work that the Trust had carried out in consultation with the Unions. A governor asked MP if he knew who was still under the old TUPE policies. MP confirmed that he can access that information. It was noted that the number was reducing, particularly after the recent support staff restructuring.</p>	

7.1

Headteacher's Report

MP presented his Headteacher's Report for May 2017 highlighting the following:

- Attendance: still below target but ongoing work being carried out to address it.
- CLST had all undertaken online training for FGM.
- Intensive Maths support will be provided for Year 5 now that SATs are complete.
- MP updated governors on a number of upcoming events:
 - STEM Week – all year groups have a different focus with rich curriculum content.
 - PE Week
 - Cultural Day
 - Takeover Day – the children will write speeches over the holiday outlining why they should be class teacher for the day. Elections will be held on Monday 5 June with the takeover happening on Friday 9 June. The children will also canvas to become Head and Deputy for the day. MP outlined the activities planned and how it linked into the general election.
- Five fixed term exclusions had been issued to five children for unsafe behaviour and risk since the report was written.
- **A governor asked MP if he could explain the Riddor incidents.** MP explained that one was due to a member of staff fainting (an ambulance had been called) whilst the second involved a child hurting their wrist (and going to hospital to have it checked).
- **A governor asked why the proportion of SEN children (4.5%) was so much lower than national (12.1%).** RC explained that the picture changes all the time as children move on and off the register (she currently had 3 children that she might need to add). It was noted that the school had a number of complex needs on the SEN register. MP advised governors that he was working with RC to review the proportion of SEN pupils. *It was agreed that MP, RC and KB would feedback to LGB on 12 July.* **A governor asked what percentage of children were pupil premium.** MP replied that the school have 22% pupil premium children which is a little lower than national. It was noted that there is often a correlation between the number of children who receive PP and the number on the SEN register. It was noted that Year 4 had the highest level of SEN *and* the highest level of pupil premium pupils. RC advised that she had been busy preparing case studies across a range of needs to demonstrate the progress being made.

Governors reviewed the data table in the report:

- It was noted that 74% of Reception were predicted to achieve GLD.
- KS1 predictions were strong with over 80% in each subject predicted to make expected.
- MP advised that the writing predictions for KS2 had been increased; 85% were predicted to reach expected and 23% greater depth.
- **A governor asked when the results come out.** MP advised that the results will be out on 5 July.
- MP advised governors that the DfE have arranged a visit for 6 July. A specific Raising Attainment Plan is being put together for Maths to demonstrate how the school will continue to drive improvement in Maths. MP advised that Joy Parke will be assisting with this.
- **A governor asked MP if he knew what percentage of children in Year 1 were expected to pass the Phonics check.** MP replied

Clerk to add to Action Tracker - MP/ RC & KB to report on SEN to LGB on 12 July

	<p>that he was aware that 5 children in one of the classes wouldn't be able to pass it. He believes the result will be around the national level.</p>	
7.2	<p>MP gave an update on the SATs process for Year 6. He reported that the children were resilient; they worked hard and demonstrated what they knew. The children were very positive about the tests; they felt well prepared and ready to do them. AP reported that she had been in for one of the mornings and supported this by saying that the children seemed calm. It was noted that several emails had been received from Year 6 parents commending the school for how well they had prepared and supported the children. The Chair asked that MP extend governors' thanks to the Year 6 staff for all their hard work.</p>	
7.3	<p>MP & KT-P gave governors an update on Safeguarding following a review of personnel files. KT-P explained that she had carried out a full review of the files to ensure all the correct paperwork was in place. If paperwork, such as evidence of qualifications, was incomplete, KT-P has asked the staff member to bring it in. A governor asked if the copied certificates were authenticated to say that the original had been seen. KT-P confirmed that they had been authenticated. KT-P added that some members of staff had been unable to bring in qualification certificates as they had lost them. In these cases, KT-P has prepared a disclaimer for the staff member to sign. A governor asked how many personnel files were missing references. MP replied that this was the case for a number of staff members who had been in post a long time. KT-P had contacted the Local Authority to ask if they could provide copies of old references that they had on record.</p> <p>MP reassured governors that all safeguarding checks had been in place e.g. ID checks and DBSs. He explained how rigorous the recruitment process is now for new members of staff; their files had been complete.</p>	
8	<p>Finance & Premises Committee Report</p>	
8.1	<p>It was noted that the minutes for Finance Committee were in the process of being amended. YB gave a verbal overview of the meeting held on 10 May and highlighted the main points. KT-P advised that the current budget is showing a negligible surplus. It will be updated after Thursday's interviews and submitted to the Trust on Friday.</p>	<p>Clerk to email Finance minutes when amended</p>
8.2	<p>KT-P gave a brief overview of the management accounts for the 7 months ended 31 March 2017; these had been discussed in detail by the Finance Committee and will be noted in the minutes. KT-P informed governors that income was still due: a maternity insurance claim and a rates rebate of £7k. This will substantially reduce the deficit. She added that the school needed to be mindful of the agency supply budget which is currently overspent. KT-P reported that she is still confident that the school will achieve a breakeven position by the end of the year. Governors thanked KT-P for her excellent work.</p>	
8.3	<p>The Finance Committee had reviewed the Lettings & Extended Activities policy and recommended it for approval by the LGB. <i>Governors approved the Lettings & Extended Activities policy.</i></p>	
9	<p>Personnel & Communications Committee Report</p> <p>Governors noted the unapproved minutes from the meeting held on 4 May and AP highlighted the main points from the meeting. AP reported that a large part of the meeting had been spent reviewing the results of the staff wellbeing survey. It was noted that safeguarding and 'role' were strengths but that communication was a weakness. A governor asked</p>	

	<p>if any members of staff had taken the opportunity to speak to MP during his open-door afternoon. MP reported that 3 members of staff had come to tell him what a positive contribution another member of staff had made to their setting. A governor asked if staff had been given the opportunity to make written comments in the survey. It was confirmed that they had and that all written comments had been reviewed by the committee. It was noted that just over half the staff hadn't replied to the survey. A governor asked if feedback would be given to staff. It was confirmed that feedback was being prepared outlining the actions taken as a result (see minutes for actions). It was noted that staff had also been given the opportunity to book a face-to-face meeting with governors if wanted.</p>	
<p>10 10.1</p>	<p>Governor Monitoring visits</p> <p>JC reported that she had met with the Attendance Lead at the start of May (report circulated with papers). She reported that attendance was monitored very closely and that data shows a steady improvement. A graph was circulated to show attendance rates over the last 5 years; it was clear to see that attendance is now higher and more consistent than it has been in previous years. MP added that there has been a recent focus on SEN attendance as it is low compared to national. He explained that a number of the school's SEN pupils have significant medical needs; they need a lot of time off for medical appointments.</p> <p>It was noted that the Teaching & Learning monitoring group had fed back to governors under item 3 following their visit that morning.</p> <p>BF reported that she had been the only governor on the Behaviour & Welfare group that had been able to attend the monitoring visit on 17 May. She met with MP and discussed the following: school council, citizenship awards, play buddies and digital leaders. It was decided that a future visit would look at the work of the school council.</p> <p>JA reported that she was carrying out a monitoring visit on 26 May to discuss online safety. She will also attend assembly.</p>	<p>The Chair requested that governors complete visit reports</p>
<p>11 11.1 11.2</p>	<p>Policies</p> <p>Governors had reviewed the SRE policy (this had been circulated by email). <i>The Sex & Relationship Education policy was approved by governors.</i></p> <p>Governors had reviewed the Online Safety & Acceptable ICT Use policy (this had been circulated by email). <i>The Online Safety & Acceptable ICT Use policy was approved by governors.</i></p>	<p>Clerk to publish policies on the website</p>
<p>12</p>	<p>Any Other Business</p> <ul style="list-style-type: none"> • MP invited governors to attend the SRE workshops that were coming up. • MP informed governors that the PTA was holding a summer fete on 8 July. • It was noted that BF would be chairing the next LGB meeting in the absence of JC. 	
<p>13</p>	<p>Date of next meeting</p> <p>The date of the next meeting was confirmed as Wednesday 12 July 2017 at 4.30pm</p>	

The meeting closed at 6.22pm.

Signed: Bridget Foster (Chair) Name: BRIDGET FOSTER Date: 12/7/17