

**Minutes of the Local Governing Body meeting held at the school on Tuesday 24 May 2016 at 4.30pm.**

Members present:

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

Apologies: None

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

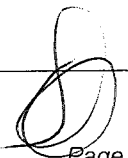
No	Item	Action
1	<b>Attendance and apologies for absence</b> All governors were in attendance.	
2	<b>Declarations of Interest</b> No governor reported a conflict of interest in terms of the agenda items before them.	
	<p><b>Key Stage Leader Interview</b></p> <p>The Chair welcomed Steve Jeal (Lower KS2 Leader) and Jayne Head (Upper KS2 Leader) to the meeting. Governors were invited to ask them about their role and the impact it has on children and staff.</p> <p><b>A governor asked how the welfare of children and staff was managed during the SATs period.</b> JH reported that there had been positive feedback from parents, particularly from parents of more vulnerable children who may have found the testing stressful. She explained that the children were able to come in a little earlier for breakfast and there was a warm up first to ensure the children were well-prepared. The pupils had been positive about SATs and the staff were very proud of how the children had handled them. The whole school staff had been very supportive with a number assisting by supervising/supporting children in smaller settings. MP added that it had been very much a whole-school approach to SATs with everyone a part of it.</p> <p><b>A governor asked how the role of KS Leader positively impacts on the progress of children.</b> SJ explained that it helps to ensure teaching and learning is strong, and that good practice is shared across the key stage/school. TAs are invited to attend also. <b>A governor asked how often the Key Stage team will meet.</b> SJ informed governors that they will meet every two weeks; currently the focus is on moderation and banding. JH added that moderation for Years 2, 4 &amp; 6 has been happening with other local ALT schools which has been very helpful.</p> <p><b>A governor asked what sharing good practice looks like.</b> SJ advised that good practice is shared through learning walks, book looks and observations (comments are added to Learning Profiles). JH added that</p>	

	<p>there is ongoing dialogue between staff; they will share what has worked well and learn from what has worked well for others.</p> <p><b>A governor asked the KS Leaders how they would like to enrich or develop their role.</b> SJ replied that he would like to see more trips or outside providers coming in to school to widen the children's experience e.g. the West End Choreographer and Bug Man had been particularly successful this year.</p> <p><b>A governor asked what the key priorities for next year would be.</b> SJ informed governors that they had spent some time that day reflecting on what had gone well and what they would like to focus on next year. They would like to move more good teaching to outstanding teaching.</p> <p><b>A governor asked what had been provided for Pupil Premium children.</b> JH advised that a range of measures had been put in place: Year 5 &amp; 6 pupils had been receiving 1to1 maths tuition which has increased confidence, focused intervention groups with specialist Maths teacher (not just PP children), Year 1 Booster teacher, Easimaths, Digismart, guitar lessons. JH added that Pupil Premium children were always a focus in progress meetings.</p> <p><b>A governor asked how much release time they had for their roles.</b> They advised that they get 1 hour per week. This allows them to visit other classes within their team to carry out observations and book looks and to monitor pupil behaviour. MP commented that the role had been very positive; strong teams were being built and leaders developed.</p>	
<p><b>3</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p>	<p><b>Minutes of previous meeting</b></p> <p>The minutes from the meeting held on 23 March 2016 were reviewed, approved and signed by the Chair.</p> <p>Governors reviewed actions from the minutes of the meeting held on 23 March 2016:</p> <p><u>Item 11:</u> The Clerk confirmed the policies had been published on the website.</p> <p><u>Item 8.3:</u> The Clerk confirmed that the Risk Register would be reviewed in the following half term.</p> <p><u>Item 12:</u> The Clerk confirmed that the Governor Monitoring feedback had been published on the website for parents to view.</p> <p>There were no other matters arising.</p>	
<p><b>4</b></p>	<p><b>Trust Business matters</b></p> <p>The Chair gave a brief overview of the governor hub training session that had taken place on 12 April 2016. Governors gave positive feedback from the session; it had been particularly helpful for new governors. The Chair asked governors to consider the effectiveness of their questioning following the training. Governors felt that overall it had helped to focus their questioning, the model questions had been helpful in this respect. One governor felt that sometimes questions could be taken further i.e. governors could dig deeper.</p> <p>Governors agreed that a balance needed to be maintained between asking the Head questions in advance (from the Head's report) and being free to ask questions during the meeting as they arise. The Chair encouraged governors to continue sending their questions to MP in advance of the meeting. Governors considered whether they wanted to allocate responsibility for different question types to individual governors (e.g. link governor areas). It was agreed that link governors could take a lead in these areas but that all governors needed to take responsibility</p>	

	<p>for understanding and questioning key areas e.g. Safeguarding, Pupil Premium and attendance.</p> <p><b>The Chair asked governors if there were any areas where they didn't feel they had adequate knowledge to bring challenge.</b> Several governors identified a need to understand more about the primary curriculum and several identified a need for training on school finances. <i>It was agreed that training would be planned for the primary curriculum and finance.</i></p> <p>One governor asked for a jargon-buster to help her understand some of the terminology. <i>It was agreed that the Clerk would prepare a list of acronyms/definitions.</i></p> <p><b>The Chair asked the Head for his feedback on the level of challenge and contributions to strategic thinking from governors.</b> MP replied that he felt questioning had improved; there was the right level of challenge and questions were focused on the children.</p>	<p>Head/Clerk to arrange training on Curriculum &amp; Finance.</p> <p>Clerk to prepare jargon buster</p>
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>Local Governing Body matters</b></p> <p>The Chair advised governors that Rob Wright had resigned as a Trust governor on 22 April 2016.</p> <p>The Chair advised that she had received a letter concerning the non-authorisation of a holiday (for a wedding). She had sent a written response and this had been acknowledged by the parent.</p> <p>The Chair had advised that she had received another letter concerning attendance and the trigger point at which medical evidence is required for illness. It was clarified that if attendance falls below 95%, illness will only be authorised if supported by medical evidence. This is in accordance with SCC guidelines. Governors had a discussion around the management of attendance by the school and the impact of a recent court case regarding term-time holidays. It was concluded that the school would continue to enforce the attendance policy until further guidance was received from the Trust, or the government, following the recent court case findings.</p>	
<p><b>6</b></p>	<p><b>Headteacher's Report</b></p> <p>MP presented his Headteacher's Report for May 2016 highlighting the following:</p> <ul style="list-style-type: none"> <li>• Attendance figures. It was noted that LAC attendance was good and that Pupil Premium attendance was improving.</li> <li>• Reception places were fully subscribed for September 2016.</li> <li>• Nursery places were under subscribed for September 2016. Governors discussed the reasons and implications of the Nursery being under subscribed. The decline in the number of places being accepted seems to be due to the convenience of the wrap-around day care that is provided by some nurseries or play groups. Governors discussed the implications on the school budget and considered the staffing options for September 2016. Governors discussed the advantages of Nursery provision; the children are able to learn and develop, ready for starting in Reception.</li> <li>• Staffing. MP advised that he had received resignations from two teachers. Interviews were being carried out on 26 May.</li> <li>• Teaching &amp; Learning. MP highlighted the improvement in the amount of outstanding teaching observed during monitoring in May.</li> </ul> <p><b>A governor asked what support the two teachers evaluated as requiring improvement were receiving, and when it would be reviewed.</b> MP replied that the teachers were being supported</p>	




	<p>directly by SLT members in class; they were looking at planning and there was ongoing dialogue. He advised that informal monitoring happens all the time but that the next formal monitoring would take place on 22 &amp; 23 June with Liz Tennant.</p> <ul style="list-style-type: none"> <li>• <b>A governor (referring to key priority 2 - transition and assessment) asked when children will find out who their teacher will be in September.</b> MR replied that children would be informed at the end of the term. For those children that are vulnerable, work will already be happening to ensure a smooth transition.</li> <li>• <b>A governor asked for a progress update on the key priorities.</b> MP advised governors that he would bring the SEF to the next LGB meeting for governors to review.</li> <li>• MP updated governors on the Bridge project and the transformation of the outdoor space next to the Jigsaw room.</li> <li>• MP shared Twitter statistics for the last 28 days which showed the Twitter feed is getting stronger and stronger.</li> </ul>	Clerk to add SEF to next LGB agenda
<b>7</b>	<b>Finance &amp; Premises Committee Report</b>	
<b>7.1</b>	Yolanda Botham had been elected as Chair of the Finance & Premises Committee following Rob Wright's resignation. Governors noted the unapproved minutes from the meeting held on 27 April and YB highlighted the main points from the meeting.	
<b>7.2</b>	KT-P (Business Manager) gave a brief overview of the management accounts for the 7 months ended 31 March 2016; these had been discussed in detail by the Finance Committee. KT-P informed governors that the April management accounts were showing a similar level of deficit for the end of the year.	
<b>7.3</b>	KT-P advised governors that the budget for 2016-17 that had been circulated needed to be revised. Nursery income had been based on 2015-16 pupil numbers but this now needed to be reduced (following the reduction in the number of places accepted for September 2016). This reduction in Nursery income would result in a deficit budget; work was required to determine how the Nursery would be structured from September 2016. It was also noted that the budget would change following staff resignations. <i>It was <b>agreed</b> that KT-P would contact the Trust to discuss a revised deadline as it was not possible to re-cost the budget and have it authorised by LGB prior to 31 May.</i> A short meeting will be convened to authorise the budget once the Nursery funding has been finalised.	KT-P to speak to Trust re revised budget authorisation
<b>8</b>	<b>Personnel &amp; Communications Committee Report</b>	
<b>8.1</b>	Governors noted the unapproved minutes from the meeting held on 3 May 2016 and AP highlighted the main points from the meeting.	
<b>8.2</b>	The Personnel Committee had reviewed the Harassment & Bullying policy and recommended it for approval by the LGB. Several governors felt the policy title would be clarified by changing it to 'Employee Harassment & Bullying policy'. <i>Governors <b>approved</b> the Employee Harassment &amp; Bullying policy.</i>	Clerk to amend title and publish on website
<b>9</b>	<b>Link Governor Reports</b>	
<b>9.1</b>	<b>Pupil Premium Report</b> LH advised governors that 18% of pupils in the school attracted Pupil Premium funding. She felt that the school's approach to disadvantaged children was robust; a 'wrap around' approach that looks at every facet of a child's personality and disadvantage to give them the best life	

	<p>chances possible. The school will plan-do-review; if the approach isn't working the school will change it. The school will plan for short, medium and long term targets. The Pupil Premium funding is spent in a wide variety of ways with very clear aims. LH reported that all the staff she met knew which children were Pupil Premium. She felt that the children were well integrated; they didn't stand out. She felt that it was a strength that the children were not labelled as 'disadvantaged' or made to feel different. LH reported on the ways in which staff encourage families to sign up for Pupil Premium e.g. uniform vouchers, FSM, financial help with school trips. Parents are regularly encouraged in letters to sign up but LH felt that the school may want to consider other ways in which to encourage uptake.</p>	
<p>9.2</p>	<p><b>EYFS</b> AP informed governors that she had been given a focus of 'Learning Journeys' for her recent EYFS link governor visit. Learning Journeys record the learning that has taken place (often with photos) and are used for planning and next steps. Children and parents are able to contribute to them and look at them. They are, however, time consuming and staff have been taking them home to update. Learning Journeys had been reviewed in Key Stage meetings to discuss what should be included in them. <i>It was <b>agreed</b> that AP would carry out a follow-up visit with regards to Learning Journeys.</i></p>	<p>AP to arrange follow-up visit re Learning Journeys</p>
<p>9.3</p>	<p><b>Attendance</b> RR reported on her recent visit with Elaine Albon to review attendance. RR expressed how impressed she was with how well attendance is tracked and monitored by the school. She emphasised the link between attendance and safeguarding, noting that a number of significant Child Protection cases have started with erratic attendance. RR advised governors that the Educational Welfare Officer (EWO) is in school for half a day every half term. Their focus is on prevention; meeting with families where there are concerns about poor attendance.</p> <p>RR advised governors that she had reviewed the standard letters that are sent out to parents informing them when their child's attendance falls below 95%. She also highlighted data for the last 3 years that showed the effectiveness of the measures taken to improve attendance. She informed governors that in 2013-14 a total of 1,131 sessions had been lost due to holiday and 4,363 sessions had been lost due to illness. Two years later, in 2015-16, this had reduced to 342 sessions lost to holiday and 1,667 sessions lost due to illness (as at the end of the Spring term).</p> <p>RR also advised that she had come in for breakfast on the Friday at the end of SATs week to speak to the children about their experiences; it was a positive end to the week. She had also attended assembly to see the classes being awarded their certificates for best attendance. She was pleased to report that there was a lot of excitement at this moment; the children were very positive about the attendance race. <b>A governor asked if the school would consider sharing with parents the improved attendance figures to thank them for partnering with the school to change the culture.</b> <i>It was <b>agreed</b> that the Chair would write to parents at the start of the Autumn term to share attendance data.</i></p>	<p>Chair to write to parents in Autumn term re attendance data</p>
<p>10 10.1</p>	<p><b>Policies</b> Governors had reviewed the Data Protection policy (this had been circulated by email). <i>The Data Protection policy was <b>approved</b> by governors.</i></p>	

10.2	Governors had reviewed the Homework policy (this had been circulated by email). <b>A governor asked if the school fits within government guidelines for the amount of homework set.</b> MR confirmed that it did. <i>The Homework policy was <b>approved</b> by governors.</i>	
10.3	Governors had reviewed the Feedback & Marking policy (this had been circulated by email). MP explained that the emphasis should be on feedback ahead of marking. He advised that this policy would be reviewed again in September 2016. <i>The Feedback &amp; Marking policy was <b>approved</b> by governors.</i>	Clerk to amend and publish policies on the website
10.4	Governors had reviewed the Online Safety & Acceptable ICT Use policy (this had been circulated by email). <i>The Online Safety &amp; Acceptable ICT Use policy was <b>approved</b> by governors.</i>	Clerk to amend and publish policies on the website
11	<b>Any Other Business</b> AP asked whether a new date had been set for governor monitoring. <i>It was <b>agreed</b> that the LGB meeting planned for 29 June at 4.30pm would be used to discuss the school's vision and values and that an additional LGB meeting be arranged for Wednesday 13 July at 4.30pm (post SATS results).</i>	Clerk to email governors additional date
12	<b>Date of next meeting</b> The dates of the next meetings were confirmed as Wednesday 29 June 2016 at 4.30pm <b>and</b> Wednesday 13 July 2016 at 4.30pm.	

The meeting closed at 6.39pm.

Signed:  (Chair) Date: *13-7-16*

Name: *Lachlan Rossi*