

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at the **Albert Pye** on **Thursday 28th March 2019** at **6.00pm**.

Present:

Phil Tate (Chair), Lindsay Blankley (arrived at 6.15pm), Sally Brooks, Gillian Lee, Melanie Mills (Headteacher), Katie Rattenbury

In attendance:

Ilena Everett (Maths Leader) – left at 6.30pm
Emma Plane (Business Manager / Clerk to the Governors)

- 1** **Welcome and Apologies**
 - 1.1 The Chair welcomed all present to the meeting.
 - 1.2 There were apologies for absence from Jodie Poll and Samantha Thompson.
 - 1.3 Consent was given to both absences.

- 2** **Pecuniary and Other Interests**
 - 2.1 There were no declarations of any pecuniary or other interests with regard to items on the agenda.

- 3** **Local Governing Body Membership**
 - 3.1 There were no changes in membership of the Local Governing Body since the last meeting to report. There are no vacancies on the Local Governing Body.

- 4** **Minutes**
 - 4.1 The minutes of the previous meeting held on 7th February 2019 were agreed as a true and accurate reflection of the meeting and were duly signed by the Chair.

 - 4.2 Matters arising from the minutes not already covered on the agenda were discussed.

To monitor how KS2 children feel during the build-up to and after the PiXL testing.	Governors (March 2019)
Katie Rattenbury to write up monitoring visit reports	Some still outstanding
Business Manager to facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	To be completed Autumn 2019
English governor to carry out a monitoring visit to the Headteacher's year 1 reading group.	Carried out on 8.3.19 – report to be discussed later in meeting
Headteacher to invite Maths Leader to the next meeting (28.3.19)	Maths Leader in attendance
Clerk to circulate the Maths Plan and add to agenda for next meeting (28.3.19). Governors review the Maths plan at the next meeting	Completed

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SIGNED BY CHAIR AS A TRUE RECORD OF MEETING:



DATE: 09/05/2019

Section 157 Safeguarding Audit return to be completed.	Submitted 4.3.19
Health and Safety Audit report to be circulated when received.	Included on agenda
Health and Safety Governor to carry out a H&S monitoring visit.	Completed 15.3.19
Ravensmere visit report to be circulated via GovernorHub.	Completed
Agreed monitoring visits to take place before next meeting.	Completed
Governors Development Session on 04/03/2019.	Held on 4.3.19
Approval of the Team Selection and Use of Substitutes Policy to be added to the agenda for 28.3.19	Included on agenda

5 Input from SLT

5.1 The Chair welcomed Mrs Everett, Maths Leader to the meeting.

Mrs Everett reported that Year 6 have just completed last years' SATS papers and 75% achieved expected standard, which is great at this point in the year. There are several children that are being targeted to achieve expected standard in maths, who are already on track to reach expected standard in English and so Mrs Everett will be released on Friday mornings to target those specific children. Mrs Everett reported that 17% are already achieving greater depth. It is possible that 8 children could achieve greater depth, which would mean 25% greater depth from this cohort. The position with regards to the year 6 cohort is strong. The children in the current year 6 cohort have been doing the current curriculum for 4 years, and we are now seeing the effect of this.

Governors asked what impact PiXL has had. Mrs Everett explained that the impact has built-up year-on-year as both staff and pupils have gained confidence with using it and staff are getting more skilled at analysing the results and applying the therapies. It facilitates conversations between teachers and senior leaders and means that any gaps can be addressed much sooner.

Mrs Everett highlighted that the results at Albert Pye are currently above the national average for PiXL schools. Governors noted that this isn't an indicator of how we compare to all schools nationally, only those that subscribe to PiXL, but it is still a useful indicator.

Lindsay Blankley joined the meeting at 6.15pm.

Governors asked Mrs Everett to explain what action has been taken so far this year, with regards to further improving Maths.

Mrs Everett reported that she had held a Maths Café for parents of children in years 3-6, which was different to the usual maths shares that are held. The session ran once in the morning during the school day and the same session again after school in the early evening. It was for parents only and the focus was money, as this is an accessible topic for most people. It was a very informal session and fewer staff were required to run it (just the maths leader). **Governors asked what the parents' response had been.** Mrs Everett explained that it was really well supported and that verbal feedback during and after the



sessions was very positive. This type of session may be repeated during summer 2 term.

Mrs Everett also led a staff meeting on greater depth in maths, which is item 1.1 on the Maths Action Plan. During the session the teaching staff shared lesson plans and discussed how to plan for greater depth and looked at examples of 'sizzling' challenges.

Analysis had shown that the children need teaching how to 'prove' something and this has been discussed with staff, so that they can implement. A variety of resources have been made available to staff and are now being used.

Mrs Everett will carry out a book look in early June to see evidence of progress and invited the Maths Governor to join her for this.

Governors asked whether information about maths is put on the school websites for parents. Mrs Everett confirmed that some information has been shared but agreed to put more information about Maths on the website to celebrate the brilliant work that is happening in school.

Governors asked what Mrs Everett's role is at Ravensmere as Maths Leader. Mrs Everett confirmed that as the Maths Leader for the federation, she monitors maths at both schools, by carrying out book looks and lesson observations. The Headteacher explained that all staff meetings are for staff across the federation and so all staff would also receive the same leadership from the Maths Leader.

Governors thanked Mrs Everett for her hard work in leading Maths within the federation.

The chair thanked Mrs Everett for attending the meeting.

Mrs Everett left the meeting at 6.30pm.

5.2 **Governors agreed that they would like to invite Mr Stevens and Miss Batt to the next meeting to discuss progress with reading.**

6 Governor Reflection

6.1 **Governors considered the key question, 'Does the federation have a clear vision and strategic priorities?'**

7 Academy Improvement

7.1 Headteacher Report

Governors discussed the written Headteacher's report, which was circulated ahead of the meeting.

With regards to attendance, governors asked why the attendance is amber at Ravensmere and in early years and key stage 1 at Albert Pye. The Headteacher explained that both schools have been hit by chicken pox, with many children being absent for up to two weeks. The Chair confirmed that this was the case when he carried out a monitoring visit at Ravensmere on 13th March 2019.



Governors considered the attainment and progress data. Governors noted that the data was all green, which is great, but noted again that this comparison is only with other PiXL schools and not all schools nationally.

Governors asked why combined is only 50% for the year 6 cohort when the rest of the data is so strong. The Headteacher explained that there had been an error in the calculation and the result is actually 59%, which is in line with last year's result. Ten children are being targeted with support to achieve expected standard in the area that they are missing and if they all reach the expected standard, the combined total would be 76%.

Governors asked how realistic the targets are and what has been put in place to achieve them. The Headteacher explained that the targets are ambitious but definitely achievable. She explained that the following is in place:

- Breakfast booster groups are running and 45 children are regularly attending them (being supported on a voluntary basis by staff from across the school)
- There are 2 mornings each week of targeted grammar groups
- There are 2 mornings each week of targeted maths support for greater depth
- 5 Maths focus groups are running 3 times each week, including input from SENCO and Maths Leader
- Daily Spellings (10 mins per day)
- Daily Arithmetic (10 mins per day)
- Daily Reading (30 mins per day)

Governors celebrated the fantastic commitment of staff from across the school in going over and above to support the children.

Governors asked how we are achieving these results. The Headteacher explained that this is due to quality first teaching and very careful deployment of resources.

Governors asked what percentage of children are expected to reach a Good Level of Development (GLD) at the end of Reception in both schools. For both schools it is expected to be 75%. Governors noted there is a high level of need in the Albert Pye cohort.

For the year 1 phonics screen, at Ravensmere 90% of the cohort are expected to pass and at the Albert Pye 80% of the cohort are expected to pass. This is consistent with last year's results.

For year 2, end of key stage 1 assessments, the following results are predicted:

Albert Pye – Reading 75%, Writing 70%, Maths 75%

Ravensmere – Reading 78%, Writing 83%, Maths 78 %

Governors noted that this shows an improvement in reading and writing at the Albert Pye from last year. Governors noted the high level of SEN in the current year 2 cohort at the Albert Pye.



The Headteacher explained that there is more to be done with regards to greater depth in year 2 at the Albert Pye and that moderation across the two schools will take place to support this.

Governors asked how the dedicated staff meeting time for wellbeing has been used. The Headteacher explained that staff were given dedicated staff meeting time to pledge to do something to support their own wellbeing. Each staff member was in control of spending the time in the way they felt would best support their own wellbeing. This was really well received by staff and they appreciated being given the time to do something for themselves. Senior Leaders have decided to pledge some time in this way once every term. **Governors gave their full support to this.**

- 7.2 The Headteacher explained that the Ravensmere playground project has progressed really well and is due for completion on 30th March 2019. The children are very pleased with the new equipment that has been installed. **Governors asked for photos to be added to the school website to celebrate the success of the project.**

School Development Plans

Governors considered progress against the School Development Plans under items 5.1 and 7.1.

Governors agreed to look at the reading diaries as a focus of a monitoring visit, as these are now being used effectively (which was an Ofsted action).

Governors agreed to invite the Deputy Headteacher from Ravensmere to the Summer 2 Local Governing Board meeting to discuss curriculum and intent. They also agreed to invite the NQT to the meeting.

8

Governor Monitoring

- 8.1 The Maths Governor carried out a monitoring visit at the Albert Pye on 13th March 2019, during STEM week. There was lots of parent support from across the whole school and the Maths Governor reported seeing good evidence of a rich curriculum in operation.

The Science Governor carried out a monitoring visit at Ravensmere on 13th March 2019, also during STEM week. The Science Governor reported seeing good evidence of science learning at Ravensmere.

The English Governor carried out a monitoring visit on 8th March 2019 looking at the Headteacher's year 1 reading group. The English Governor reported seeing evidence of impact on progress and that the children love the group and reading. However, the English Governor reported that it is important for Governors to monitor the time commitment for the Headteacher and the impact on her workload and wellbeing.

- 8.2 **Governors agreed that the following monitoring visits would be undertaken in Summer 1 term:**
Year 1 Reading at Ravensmere – English Governor on Monday 1st April 2019
Pupil Premium – Pupil Premium Governor to meet with Deputy Headteacher at Albert Pye
SCR check – Safeguarding to Governor to check the SCR at both schools
Websites – to be monitored for compliance



ACTION – Clerk to ask Jodie Poll to monitor websites.

9 Governor Development and Training

9.1 Governors found the facilitated development session on 4th March 2019, using the NGA Learning Link module very useful and expressed their thanks to Jodie Poll for facilitating the session.

Governors are keen to use the NGA Learning Link but generally find choosing which modules they should complete to be overwhelming.

Governors agreed that the Clerk would look at the modules and make some recommendations to governors.

Governors did not require any face-to-face sessions at this point.

ACTION – Clerk to recommend NGA modules to governors.

10 Safeguarding and Health and Safety

10.1 Gillian Lee was appointed as the Safer Recruitment Champion Governor.

Governors received an update on safeguarding in the Headteacher's report. The new system for recording safeguarding information 'My Concern' is continuing to be rolled out to staff.

The Section 157 Safeguarding Audit return was completed by the Headteacher, the Senior Pastoral Support Leader and the Safeguarding Governor and was submitted on 4th March 2019. An action plan has been produced and will continue to be monitored by the Safeguarding Governor.

10.2 The Health and Safety Audit report was circulated ahead of the meeting. Governors noted that the report showed an overall score of 97.41% across the two schools, which is excellent. The progress with regards to the management of Health and Safety has been rapid and governors acknowledged the hard work of the Business Manager to achieve this and thanked her for it.

The Health and Safety Governor carried out a monitoring visit at the Albert Pye on 15.3.19 and a written report will follow.

ACTION – Health and Safety Governor to write up monitoring visit report.

11 Approval of Documents

11.1 Governors discussed and approved the Team Selection Policy.

12 Communication

12.1 There was no communication required with the Trust Board

12.2 There was no communication required with staff

12.3 There was no communication required with parents

13 Date of Next Meeting – Thursday 9th May 2019 at 6pm


There was no further business and the meeting ended at 8pm.



Agreed Actions

1	To monitor how KS2 children feel during the build-up to and after the PiXL testing.	Governors (March 2019)
2	To write up monitoring visit reports	Katie Rattenbury
3	To facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	Business Manager
4	To ask Jodie Poll to monitor websites	Clerk
5	To recommend NGA modules to governors	Clerk
6	To write up monitoring visit report	Health and Safety Governor

These minutes are confirmed as a true and accurate record of the meeting.


..... Chair of Governors, FGB 09/05/2019



