

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at **Albert Pye** on **Thursday 7th February 2019** at **6.00pm**.

Present:

Phil Tate (Chair), Lindsay Blankley (arrived at 6.10pm), Gillian Lee, Melanie Mills (Headteacher), Jodie Poll (arrived at 6.15pm), Katie Rattenbury (arrived at 6.05pm), Samantha Thompson

In attendance:

Abigail Watson (Assistant Headteacher)
Jo Verrall (Year 1 Teacher – Ravensmere) - left the meeting at 6.50pm
Emma Plane (Business Manager / Clerk to the Governors)

- 1** **Welcome and Apologies**
 - 1.1 The Chair welcomed all present to the meeting, in particular Samantha Thompson who has joined the Local Governing Body as a parent governor for Ravensmere.
 - 1.2 There were apologies for absence from Sally Brooks.
 - 1.3 Consent was given to the absence.

- 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 6th December 2018 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.

Samantha Thompson to complete a declaration of interest form	Completed 11.12.18
To monitor how KS2 children feel during the build-up to and after the PiXL testing.	Samantha Thompson to meet with children during the afternoon each of the tests weeks.
Samantha Thompson to undertake the online PREVENT training	Completed 10.12.18

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SIGNED BY CHAIR AS A TRUE RECORD
OF MEETING:



DATE: 28/3/19

To sign to confirm that you have read and understood the relevant sections of Keeping Children Safe in Education 2018	Completed 7.2.19
To write up monitoring visit reports	By next meeting
To facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	Business Manager to arrange Autumn 2019
To invite the Assistant Headteacher (English Leader) and Year 1 Teacher or Deputy Headteacher Ravensmere to the next meeting	Attending this meeting
To discuss with Jodie Poll the most appropriate way of delivering the 'Key Functions of the Governing Body' e-learning session	Session to take place Monday 4 th March at 5.30pm

5 Input from SLT

- 5.1 The Assistant Headteacher and Year 1 Teacher (Ravensmere) attended the meeting to update governors on progress with reading.

For Key Stage 1, Mrs Verrall (Year 1 Teacher at Ravensmere) has been supporting with reading at the Albert Pye as she is a very experienced key stage 1 teacher with a passion for reading and for teaching reading. Mrs Verrall circulated a summary of actions taken (copy attached) and explained to governors that she is passionate about reading herself and for children to develop a love of reading.

The organisation of reading books was changed and had an immediate impact, as children were able to select the appropriate level of reading book for them much more quickly and easily. More books were sourced, in particular some Collins Big Cat books and National Geographic books, which are not only age and stage appropriate but also engaging. Sourced primarily to engage the boys, these books are loved by all the children. They were selected initially for individual reading but were so popular that they are also now being used for guided reading.

Reading diaries were not being used successfully at the Albert Pye. A new system has been introduced and the use of diaries is improving. **Governors asked whether there has been any guidance issued to parents about what should be written in the books to enable them to support their children.** Mrs Verrall explained that a meeting had been held with parents about reading, including the teaching of phonics. Written guidance has been issued for those who were not able to attend. Parent volunteers for reading have now been recruited and trained for both schools, and some volunteers have now started to work at the Albert Pye.

Since January, Mrs Verrall has also been leading with the 'Reading Gladiators' for year 2, which is run for greater depth children. The children have been looking at poems and have been inspired to write their own poems. The books containing the children's work go home so parents can see what the children are learning and can support at home. **Governors asked whether there are any**



boys in the group. Mrs Verrall explained that there is a 50/50 split of girls and boys.

Governors noted the progress that has been made with reading in key stage 1 and thanked Mrs Verrall for taking a lead at the Albert Pye.

The Headteacher is teaching a year 1 reading group of 20 children, as discussed at the previous meeting. Mrs Verrall shares the planning that she is doing for her year 1 class at Ravensmere with the Headteacher and this is used to guide planning for year 1 group at the Albert Pye. The Headteacher explained that inspiring the enjoyment of reading is the key to success with reading. Teaching in smaller groups has greater impact. The Headteacher reports that this is working well, in particular the children can be grouped more effectively because there are 20 children rather than the 10 in each class. **Governors asked how often this group is taught.** The Headteacher informed governors that this group is taught every day. **Governors asked what the impact of this arrangement is expected to be.** The Headteacher explained that fluency is the target as this is the biggest barrier for year 1 children. Children need to be rainbow readers in year 1 if they are going to make the expected standard in reading by the end of year 2. The Headteacher will report how many children are rainbow readers by Easter and the progress from their starting points. The Headteacher explained that she has received cards from some children saying that they love reading.

Governors were pleased with the progress being made.

ACTION – English governor to carry out a monitoring visit to the Headteacher’s year 1 reading group.

The Assistant Headteacher circulated a report of progress with reading in key stage 2 (copy attached).

The Assistant Headteacher explained that there have been some big changes to the way that reading is being assessed in key stage 2 this year. All year groups in key stage 2 are now using the PiXL tests for assessment. The question level analysis breaks down the reading skills which allows teachers to assess strengths and weaknesses and group children according to this. This makes it easier for children to focus on what needs to be worked on. This is also then used to hold teachers to account during pupil progress meetings regarding what they are doing for pupils. Teachers then use strategies guided by PiXL (therapies) to address any skills gaps. Senior leaders are closely monitoring this. The Assistant Headteacher also explained that Salford testing is still being used, particularly for lower ability children, as this is still a useful assessment tool.

In year 3, gaps in phonics are being targeted, as those children who didn't make expected standard at the end of year 2 continue to be supported to make accelerated progress.

The Assistant Headteacher informed governors of the oracy project with the Paul Hamlyn Trust, which is being delivered with support from staff from the Wolsey Theatre. Through this project, arts education will be delivered to the children, which will develop story telling skills and the use of language. This will be done through drama in year 4 and 6 and storytelling in reception.



With regards to improving boys' reading, teachers have been working on ways to make reading physical. For example, some year 6 children visited the 'costume department' in the West Building, which inspired storytelling. Teachers are trying to understand the mind-set of the children with regards to reading so that they can use the right methods to inspire them.

The 'No Outsiders' scheme which is being taught as part of PSHE is taught through books and reading across the curriculum is important. Reading tasks that children don't realise are reading tasks are successful. Reading for pleasure is key and is being developed.

The Assistant Headteacher explained that every class has 1 hour in the library every week and the sessions are used differently across the school but the children are discussing books, which is fantastic. Three Teaching Assistants (one each from EYFS, KS1 and KS2) have been trained to use library system and the set-up is nearly complete. Information from this system will then be used to assess whether particular books/authors are popular and to inform further purchases.

The Assistant Headteacher explained to governors that the current data is showing the year 6 cohort to be 6% above the average but also, more importantly, each child achieving what is right for them. Some of the gaps between groups are narrowing. Mr Stevens, who was new to year 6 in September has introduced a boys reading club. The club takes place before school and breakfast is provided. The focus is to improve reading for the 6-8 boys that were specifically invited. This is working well and is having an impact on boys' engagement.

Year 6 breakfast booster groups will begin after half term and will focus on reading and gaps.

Governors asked why reading gladiators is only done with years 2,4 and 6 when it seems like actually year 5 would benefit (from data in HT report). The Assistant Headteacher explained that reading gladiators is run by Just Imagine and they only offer it in these year groups (for end key stage 1, end of key stage 2 and in the middle).

Governors thanked Miss Watson and Mrs Verrall for attending the meeting.

At 6.50pm Mrs Verrall left the meeting.

- 5.2 **Governors agreed that at the next meeting they would like to meet the Maths Leader in order to monitor the Maths Action plan.**

ACTION Headteacher to invite Maths Leader to the next meeting.

6 Academy Improvement

- 6.1 The governors discussed the Headteacher's Report which was circulated in advance of the meeting.

Governors expressed their shock and sadness at the news of the death of Gary Peile, Chief Executive Officer of the Active Learning Trust. Governors expressed their condolences to his family and colleagues across the Trust.



The Chair shared with governors that Gary's enthusiasm for our schools and his passion for us to join the Active Learning Trust always shone through and were an important factor in deciding to join the Trust. Gary will be missed greatly by everyone in the Trust.

The Headteacher explained that Clive Bush, Interim Chief Executive Officer was a founder member of the Trust with Gary and will lead the Trust for the time being. He has visited the Albert Pye today.

On considering the other information provided in the Headteacher's report, governors asked what staff are hoping to do to improve the results in GAPs and Maths for year 5. The Headteacher explained that the results are actually very near to the average but that assessment continues to be done using PIXL and the teachers are using specific PIXL therapies with children to address skills gaps.

The fixed term exclusion was discussed and governors were satisfied that sufficient support is being given to the child concerned.

The official complaints were discussed and governors were satisfied that they have been resolved.

Governors asked whether many families had attended the 'No Outsiders' book sharing session on 5th February 2019. The Headteacher explained that only three families had attended. The governors concluded that parents are happy with the work being done in school with regards to this.

The Headteacher drew governors' attention to the paper circulated in advance of the meeting as an addition to the main Headteacher's report regarding children's mental health. Two children each from the Albert Pye and Ravensmere will attend a session with other children from the North Suffolk Hub about this on 12th February 2019. Governors gave their full support to this important work taking place about children's mental health and wellbeing.

6.2 School Development Plans

Governors discussed progress with regards to reading under items 5.1 and 6.1.

ACTION - Governors to review the Maths plan at the next meeting.

7 Safeguarding and Health and Safety

7.1 Governors received an update on safeguarding in the Headteacher's report. The new system for recording safeguarding information 'My Concern' is being rolled out to staff. This has been purchased centrally by the Active Learning Trust. Some key staff received training on 14th February 2019.

The Section 157 Safeguarding Audit return needs to be submitted in March. Safeguarding Governor to join Headteacher and Senior Pastoral Support Leader to complete on 4th March 2019.

ACTION – Section 157 Safeguarding Audit return to be completed.



- 7.2 The Business Manager informed governors that the Health and Safety Audit took place in both schools on 29th January 2019 (it had been postponed from 20th November 2018). The auditor had noted sound health and safety management in the two schools and remarked on the marked improvements since the audit in November 2016. The report will be shared with governors at the next meeting.

ACTION – Health and Safety Audit report to be circulated when received.

The Health and Safety Governor will carry out a monitoring visit before the next meeting.

ACTION – Health and Safety Governor to carry out a monitoring visit.

8 Governor Monitoring

- 8.1 Governors discussed the draft report from the Governor Deep Dive at Ravensmere on 16.1.19. Governors reflected on the visit and the evidence that they had seen. Governors saw one of the recruited parent volunteers helping with reading. They also saw evidence of progress in writing throughout the school in the displays. They also noted seeing evidence of the wide range of language used in the work displayed.

It was agreed that a couple of amendments would be made to the report and then it would be circulated via GovernorHub.

ACTION – report to be circulated via GovernorHub.

- 8.2 Governors discussed other monitoring visits which had taken place.

The Maths Governor carried out a maths monitoring visit at Ravensmere on 4th February 2019. She reported seeing evidence of differentiation within the year 1 lesson and that the children were actively involved in their learning. She saw the children working together and being focussed on their learning. In year 2, the children were learning about graphs. At snack time, the children were using their maths skills to 'buy' their snack, working out the cost and change. The Maths Governor reported seeing evidence of progress within the books. Behaviour for learning was good, as the children were on task and some children were working independently. The maths help desks were being used in both rooms. On her next visit, the Maths Governor will focus on maths in the Reception class and what maths looks like for the more able children (greater depth).

The Maths Governor also attended a Maths Café held at The Albert Pye for years 3, 4, 5 and 6. The session was very well attended by parents and well received. The Maths Governor explained that the Maths Leader is hoping to run a maths club for the children. During STEM (Science, Technology and Maths) week (w/c 11th March 2019), the Maths Governor will carry out further monitoring.

- 8.3 The following monitoring visits were agreed for the second Spring term:

Pupil Premium – PP Governor to meet with Deputy Headteacher at Albert Pye
Health and Safety – H&S Governor to meet with the Business Manager



English – English Governor to monitor the Headteacher's year 1 reading group at the Albert Pye on 8th March 2019
Safeguarding and Attendance – Safeguarding and Attendance Governor to meet Senior Pastoral Support Leader
SEND – SEND Governor to meet with SENCO
Science – Science Governor to visit Ravensmere

ACTION – Agreed monitoring visits to take place before next meeting.

9 **Governor Development and Training**

9.1 Governors agreed to hold a development session for the whole Local Governing Body on 4th March 2019 at 5.30pm, facilitated by Jodie Poll. Governors will undertake the 'Key Functions of the Governing Body' module on the NGA Learning Link as a group. Jodie will also demonstrate to governors how to use the NGA Learning Link.

ACTION – Governors Development Session on 04/03/2019.

10 **Clerk's Update**

10.1 The clerk informed the governors of proposed change to the Ofsted Inspection Framework, to be called the Education Inspection Framework and advised where they could locate further information about it.

The clerk also informed governors that a compulsory check for multiplication tables for year 4 children will be introduced from Summer term 2020. At this stage the details of this are not know, but it is another measure that all schools will need to comply with.

11 **Budget Monitoring**

11.1 Budget Monitoring Reports were circulated for both schools in advance of the meeting, showing the predicted year-end position at the end of December 2018.

Ravensmere

Governors noted that an in-year overspend of £12,825 is predicted, which is slightly lower than the overspend budgeted (£15,888). The carry forward is predicted to be £53,134, which is 13.69% of the budget.

Albert Pye

Governors noted that an in-year underspend of £8,024 is predicted, which is slightly more than the underspend budgeted (£4,852). The carry forward is predicted to be £108,290, which is 6.69% of the budget.

The Business Manager explained to governors that a thorough Budget Monitoring process is undertaken every month and reported to the Active Learning Trust Finance Manager, who scrutinises all reports and asks questions where necessary. The financial position is reported to the Chair of the Finance and Audit committee of the Trust Board on a monthly basis.

Governors were reassured that the federation leadership team is held to account for the financial management of the delegated budgets.



12 Approval of Documents

12.1 Policies for Approval

The Team Selection and Use of Substitutes Policy was discussed and some changes are required. It was therefore agreed to add this to the next agenda for approval.

ACTION Approval of the Team Selection and Use of Substitutes Policy to be added to the agenda for 28.3.19

13 Communication

13.1 There was no communication required with the Trust Board

13.2 There was no communication required with staff

13.3 There was no communication required with parents

14 Date of Next Meeting – Thursday 28th March 2019 at 6pm

There was no further business and the meeting closed at 8.10pm

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 carry out a monitoring visit to the Headteacher's year 1 reading group.	English Governor
5	To invite Maths Leader to the next meeting	Headteacher
6	To review the Maths plan at the next meeting (add to agenda)	Clerk
7	Section 157 Safeguarding Audit return to be completed.	Headteacher / Senior Pastoral Support Leader / Safeguarding Governor
8	Health and Safety Audit report to be circulated when received.	Business Manager
9	To carry out a H&S monitoring visit.	Health and Safety Governor
10	Ravensmere visit report to be circulated via GovernorHub.	Clerk
11	Agreed monitoring visits to take place before next meeting.	All governors
12	Governors Development Session on 04/03/2019.	All governors
13	Approval of the Team Selection and Use of Substitutes Policy to be added to the agenda for 28.3.19	Clerk

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

.....  Chair of Governors, FGB 28/03/2019

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SIGNED BY CHAIR AS A TRUE RECORD OF MEETING:



DATE: 28/3/19