

MINUTES

The Local Governing Body of The Albert Pye and Ravensmere Schools Federation on Wednesday 1st February 2017 at 6pm.

1 Absence

1.1 Apologies for absence were received from Gillian Lee and Jeanette Kershaw. Jodie Poll did not attend the meeting. The clerk resolved to contact her by telephone to ensure that she is receiving email correspondence.

1.2 Consent was given for the absences.

2 Pecuniary and Other Interests

2.1 There were no declarations of pecuniary or other interests with regard to items on the agenda.

3 School Improvement

3.1 Coasting Schools

As discussed at the last meeting, the Albert Pye has received notification that it has met the 'coasting schools' definition in 2016 due to progress not being good enough in maths.

Governors were invited to discuss the letter and the response (circulated at the previous meeting).

Governors noted that one of the actions that stands out is the use of PiXL and they asked for further information about it.

The Headteacher explained that senior leaders have knowledge of it being used successfully at the Sir John Leman High School. It is a gaps analysis tool and all of the ALT schools to use it. It is for use in Key Stage 2 and we started to use it in June 2016. The analysis is test based and there has been lots of training for senior leaders on how to use it effectively. As staff become more skilled at using it, the impact will be greater.

Governors asked how often the children are tested.

The Headteacher explained that in years 3 & 4 NFER tests are used to assess children. In the summer term, PiXL tests are used with year 5. These are then repeated each half term in year 6. The tests fully replicate SATs tests conditions so by the time the children sit their SATs they are used to the format.

PT explained that he has been into school and observed some of these tests taking place.

Staff have identified that stamina is the issue for most children. Teaching test technique throughout year 6 ensures that children are well prepared for the actual tests.

Governors asked whether the results of the PiXL tests are for internal use only.

The Headteacher confirmed that they are.

'Pearls of wisdom' are sent to the Headteachers each week by PiXL. The tests used are written by PiXL but they are in the style of SATs paper.

Governors asked whether the tests cover reading, writing and maths.

The Headteacher confirmed that they do not cover writing because that is teacher assessment and so is different. The English Leader is closely monitoring writing assessment as she is a county moderator for writing.

Governors enquired where the resource comes from to assist children when the 'gaps' are identified.

Where reading issues are identified, the Reading Advocate is deployed to assist. In year 3, the teacher identified a group of children (mainly boys) who were struggling with reading and so the teacher arranged to run two extra guided reading sessions per week for those children after school. He takes the children out of the classroom for these sessions and makes it more fun. We have sourced some new books from Just Imagine to engage the children.

Governors asked whether the children are enjoying it.

The Headteacher confirmed that they are and there has been 100% attendance.

It became clear through the PiXL tests just before Christmas that maths in year 6 was not on track. In response, senior leaders have changed the way that maths is taught to year 6 this term. The cohort of 60 children is split into groups of 12; Andy Adcock is teaching Ilena Everett's year 5 maths class 3 days per week (making use of his year 5 maths expertise) to release Ilena to work with 12 target children from year 6. Abi Watson and Julie Harman (year 6 class teachers) have 12 children each. Henrietta Lane (SENCO) takes 12 lower ability children to accelerate progress for them. Dinah Spiller (Pupil Premium teacher) takes another 12. Some groups also have a TA with them enabling a 1:6 adult to child ratio. The feedback from children is really positive. We expect to see the impact of this becoming evident next half term.

Governors supported this use of resources but queried whether we can continue this with the resources we've got.

The Headteacher explained that we don't know at the moment but we are doing this for this term. There is lots of good will from staff and this is what is making it possible.

Sally Brooks informed governors that she has made contact with Heidi Dimmock, Science Leader and offered to visit school on 8/2/17. The Headteacher agreed to confirm a time with Heidi.

It was agreed that Helen Nicholson would arrange to meet with Abi Watson, English Leader, at a mutually convenient time.

Governors noted that the percentage of SEN in the current year 6 cohort is high again (23%), which is a challenge

Governors agreed that there is a good plan in place but that methods used need time to embed in order to see impact on outcomes.

3.2 School Development Plan

The Headteacher explained that the 'School Context' information was developed from the feedback sessions that were held jointly with staff and governors.

Governors asked for further explanation of the performance profiles for staff.

The Headteacher explained that this is a record of all the informal monitoring of teaching and learning that takes place. Each member of staff has a section in the monitoring folder and records of any informal monitoring that is undertaken is included in the section. For example, for teachers monitoring may include book scrutinies, pupil progress meetings, learning walks. This method is working really well for NQTs. There is a plan of monitoring by SLT in the headteacher's office to ensure no-one is overburdened or missed out. Action points that arise from the monitoring are discussed with the individual immediately. The monitoring plan highlights that everyone is being consistently monitored. In the past, some support staff have not been seen as regularly as they ought to be. Consistently good and outstanding teachers are often used as part of the coaching that the Deputy Headteacher does.

Governors supported the coaching that is taking place and felt that it is good for teachers to watch outstanding practice with someone else so they can discuss what they are seeing.

The Headteacher agreed that the method is working successfully across both schools and staff benefit both from being observed and from observing others.

Governors clarified that the progress measures for 2016 were reading -0.6, writing -2.1 and maths -2.9 and that they should ideally all be positive figures (expected progress is 0, better than expected is +, worse than expected is -).

Governors clarified that 6% of the 2016 cohort were disapplied but they were still included in the data. Governors considered that the progress measure would not have been below -2.5 if those children weren't in the cohort.

The Headteacher confirmed that case studies have been written up about the progress made by each of those children.

Governors queried whether there is sufficient time for the SENCO to spend monitoring teaching and learning for SEN children across the federation.

The Headteacher explained that there hasn't been as much time as we would like for this, as we have had a child join the federation with a high level of need and this has taken a lot of SENCO time.

Governors noted that the federation has a good reputation locally for providing good education for SEN children.

The Headteacher raised concern over the lack of support available for SEN children in the local area. In Suffolk in 2017/18, schools budgets will be further top sliced with a view to providing more specialist provision.

Governors fed back to the Headteacher that children they spoke to felt that they would like to hear more about the decisions taken by the school council on their behalf.

Governors asked whether any progress has been made with the library development project in the Albert Pye development plan.

The Headteacher confirmed that the conversion to academy status had taken an extra-ordinary amount of time so far this academic year and so this project hadn't been moved forward yet. Governors highlighted that money was available from the Friends of Albert Pye to support with this project.

Governors agreed to adopt the School Development Plans.

3.3 Maths and English Plans – the Maths and English Leaders are working hard on these plans with the Headteacher. They will be emailed out to governors once completed. They give further details on actions contained in the School Development Plan, and document what is already happening in school.

3.4 Update on Standards and Progress – the Headteacher confirmed that she will write a written report for governors once per term and will produce one for the next meeting.

3.5 The Knowledge – governors agreed that the Knowledge is a useful document and they wish to continue to receive it.

4 Academy website monitoring

It was agreed that Sam Burton would take responsibility for monitoring the contents of the website for compliance. Emma Plane will contact Sam with guidelines.

5 Budget Items

5.1 Budget monitoring – the Business Manager explained that the monitoring of the budget has changed considerably due to the conversion to academy status, as the accounting software has changed to PS Financials. The budget is monitored very closely at the end of each month by the Business Manager and the Secretary at Ravensmere, with the Headteacher. This is then scrutinised by the ALT Finance Manager who reports to the Director of Finance, who then reports to trust board.

A budget monitoring report will be presented to the Finance and Premises Committee on 27th February 2017.

6 Policies

6.1 Policies for review or approval – the federation Safeguarding Policy was approved and adopted.

7 Nursery Admissions – to be delayed until the next agenda.

8 Any other business

The Chair reminded governors that there was to be a RaiseOnline training session on Thursday 9th February 6pm at the Albert Pye.

9 **Date of next meeting** – Wednesday 22nd March 2017 at 6pm

There was no further business and the meeting concluded at 7.30pm

Agreed Actions

1	Contact Jodie Poll to ensure she's receiving email communication	Clerk
2	Confirm time for SB to meet with Heidi Dimmock on 8/2/17	Headteacher
3	Arrange a meeting with Abi Watson, English Leader	Helen Nicholson
4	Maths and English plans to be circulated once completed	Headteacher/Clerk

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


..... Chair of Governors, FGB 22/03/17