

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at Ravensmere on Thursday 11th July 2019 at 6.00pm.

Present:

Gillian Lee (Chair), Lindsay Blankley, Melanie Mills (Headteacher), Katie Rattenbury, Samantha Thompson

In attendance:

Jennifer Burch (Deputy Head, Ravensmere)
Andrew Adcock (Deputy Head, Albert Pye)
Libby Day (NQT and Year 1/2 Teacher) – left at time 6.35pm
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 Philip Tate and Sally Brooks.
- 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.

Item 5 was covered first as Miss Day had attended the meeting for this item.

5 Input from Staff Team

- 5.1 The Chair welcomed Miss Burch and Miss Day to the meeting.

Miss Day has been working at The Albert Pye since 1st September 2018 and is a Newly Qualified Teacher (NQT).

Governors asked Miss Day to tell them about her experience of her NQT year. Miss Day explained that she has had access to the Active Learning Trust programme for NQTs. This has previously been accessed by a number of other teachers from the federation and found to be of very high quality. Miss Day explained the nature of the programme and informed governors that the sessions enabled her to receive high quality training from renowned speakers. She also felt that the opportunities to network with colleagues from across the Trust, all of whom are NQTs or in their NQT +1 year, were very valuable. Miss Day explained that not all NQTs have access to the same high quality professional development in their NQT year and so she was delighted that the federation and The Active Learning Trust value this development for NQTs.

Governors asked Miss Day what she thought the impact of this high quality professional development has been. She explained that the sessions had given her practical strategies to use within the classroom but above all had given her greater confidence for teaching her class.

Governors asked what support Miss Day had received in school. She told governors that she has been mentored by Mr Adcock. She has been supported



by Mrs Mills and Miss Burch in their roles leading Key Stage 1 at Albert Pye. She also received support from other teachers and from the wider staff team, who had welcomed her into the staff team.

Governors concluded that Miss Day had been well supported during her NQT year and had access to very high quality professional development. They congratulated her on a successful NQT year.

Governors asked Miss Burch to give them an update with regards to progress with the wider curriculum during this year. Miss Burch explained that staff have worked really hard on progressing consistency across the curriculum this year. She has worked with all foundation subject leaders to set the expectations of senior leaders for subject leaders. All subject leaders were provided with a toolkit and were tasked with gathering examples of work from across the primary phase to show what expected standard and greater depth looks like for their subject in each year group.

In addition, the North Suffolk Hub Deputy Heads were tasked with leading the Subject Leaders Development Groups (SLDG) and Miss Burch explained her role in this. Through these regular meetings, subject leaders from across the hub work together to moderate the assessment of children within the foundation subjects.

Miss Burch also explained that a curriculum statement for the Active Learning Trust will be created for each of the foundation subjects. Subject leaders from across the trust will work together to create an overarching curriculum statement that makes the curriculum offer clear. This has already been done for History and Religious Education and will continue in 2019/20 for other foundation subjects. Miss Burch continues to support Subject Leaders in their role.

Governors thanked Miss Burch for the work she has undertaken in the leadership of the development of the curriculum this year.

The Chair thanked Miss Day and Miss Burch for attending the meeting and providing an update.

Miss Day left the meeting at 6.35pm.

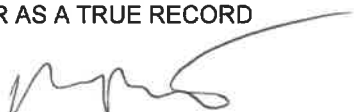
- 5.2 Governors decided to invite Miss Burch (Curriculum Leader) and Mr Stevens (Teaching and Learning Leader) to the next meeting to provide an update with regards to development of the curriculum.

3 Local Governing Body Membership

- 3.1 There were no changes in the membership of the Local Governing Body since the last meeting to report. There is one vacancy for a Trust governor.

4 Minutes

- 4.1 The minutes of the previous meeting held on 9th May 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.

Katie Rattenbury and Gillian Lee to monitor how KS2 children feel after the SATS tests on 20.5.19	Completed – report to be considered later in the meeting
Business Manager to facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	To be completed in the Autumn term
Sally Brooks to monitor the content of both websites	Completed – update to be given later in the meeting
Agreed monitoring visits to take place before next meeting.	Samantha Thompson to monitor outdoor learning environment with Headteacher on 17.7.19

6 Academy Improvement

6.1 Headteacher Report

Governors considered end of year attainment data for EYFS and Key Stage 1 which was circulated ahead of the meeting.

Ravensmere

Governors noted that Good Level of Development (GLD) was 80%, which is a good result again and likely to be above the national average.

95% of children met the Year 1 standards for phonics, which is again an excellent result. Those children that did not achieve the standard will be tested again in year 2.

End of Key Stage 1 results were strong; reading 78%, writing 83% and maths 83%. Notably, pupil premium children in the cohort outperformed their peers; reading 86%, writing 100% and maths 86%.

Governors concluded that the consistently strong results are due to quality first teaching delivered by experienced staff and small class sizes in the morning.

Albert Pye

Governors noted that GLD was 72%, which is likely to be in line with the average figure but is lower than previous years. **Governors asked why this is.** The Headteacher explained that the cohort were lower on entry than in previous years and although some did not meet the standard for GLD, they had made good progress from their starting point.



80% of Year 1 children met the standard for phonics. This figure is in line with 2018 and is likely to be in line with the national average.

End of Key Stage 1 results showed an improved picture from 2018; reading 77%, writing 70% and maths 74%. Governors noted the 14% increase in reading from 2018, which demonstrates impact of the Leading Active Learning Project undertaken by Miss Batt on parental involvement in reading. It also shows the impact of the Year 1 reading group being held daily by the Headteacher, allowing the year 1/2 classes to focus on year 2 expectations. **Governors were pleased to see the impact of this work shown through this improvement.** The Headteacher explained that a focus on reading will continue into 2019/20 and further work on oracy will be undertaken to provide further support.

The Deputy Head (Albert Pye) circulated the attainment data from Key Stage 2 SATs, which was released on 9th July.

Governors considered the actual SATs data against the expectations based on teacher assessments using PiXL, which were circulated ahead of the meeting.

86% of children reached expected standard in maths (against a prediction of 78%), which is a fantastic result. **Governors congratulated the staff and pupils on all their hard work which has secured these results.**

Writing was 86%, which is an excellent result.

Reading was 66%, which was a drop of 18% from the prediction of 84%. **Governors asked why this was.** The Headteacher explained that this result was a shock to staff and the year 6 team are extremely disappointed with the result. **Governors asked whether teacher predictions had been accurate.** The teacher predictions were based on the PiXL tests, which are carried out throughout the year. In Year 6, these are the actual SATs past papers and the most recent one, completed in March 2019, was the 2018 paper, marked using the mark scheme from the 2018 paper. In this paper, the cohort out performed last year's cohort by some way. Based on the 2018 paper, 86% of the cohort achieved the expected standard. **Governors agreed that teacher judgements were accurate, so wondered what was different in the 2019 paper.** The Deputy Head (Albert Pye) explained to governors that the 2019 paper had a high word count and so children's stamina was really tested. In addition, the mark scheme was very specific this year. Governors noted that the national average for reading also dropped slightly in 2019 from 75% to 73%.

The Headteacher explained that improvements in reading will be the main focus for Albert Pye for 2019/20. The Headteacher and English Leader will be visiting another hub primary school on 15.7.19 who achieved well in reading.

Governors agreed that improvement in reading will be a priority in the School Development Plan for 2019/20.

Governors thanked the staff team for their hard work in supporting the children with their SATs this year, especially the sessions that had been offered before school. Governors shared the team's disappointment with the unexpected reading results but were satisfied that plans are already underway to make improvements.



- 6.2 School Development Plans – the Senior Leadership team met earlier today (11.7.19) and reviewed the School Development Plans, including assessing the strengths of 2018/19, as well as looking at areas to improve next year. The wider staff team will discuss this next week. The information gathered will be used to develop the School Development Plans for 2019/20.

7 Safeguarding and Health and Safety

- 7.1 The Headteacher gave governors a verbal update with regards to safeguarding.

There are currently no safeguarding cases at Ravensmere.

At the Albert Pye, there are currently no child protection cases, 3 'child in need' cases and 2 children open to CAF (Common Assessment Framework). There are 3 children in care on roll at the Albert Pye.

The Headteacher reported that the Pastoral Team continues their excellent work and the needs of the children are being met. Feedback received from a recent police visit was that record keeping is exemplary and the chronology is excellent.

The Safeguarding Governor confirmed that this is consistent with the evidence seen in school.

The Headteacher informed governors that there has been an incident with an aggressive parent, who has been sent a warning letter explaining that a further instance will result in being barred from the premises.

The Headteacher informed governors that a draft of Keeping Children Safe in Education (KCSIE) 2019 has been released and the Safeguarding Policy will be revised early in September once the final document has been released.

The annual Safeguarding Train the Trainer session has been completed and all staff will attend Safeguarding training on 12th September 2019.

With regards to wellbeing, the Headteacher informed governors that four members of staff will complete Mental Health First Aid training in September. The CHIMP campaign (Children's Health is Mental and Physical), which has been developed by the School Councils from the local Active Learning Trust hub schools, will launch in the Autumn term with a visit from Andy Cope, Doctor of Happiness, on Thursday 5th September 2019.

Governors gave their full support to this work on mental health and wellbeing and will monitor in 2019/20.

With regards to attendance, the Headteacher informed governors that RAG letters have been sent out to parents with the annual reports. The 2018/19 attendance data will be presented to governors at the Autumn 1 meeting for monitoring.

- 7.2 Governors considered the health and safety update circulated by the Business Manager ahead of the meeting.

Governors were satisfied that good progress is being made against the actions from the Audit Actions Plans and the actions from the Active Learning Trust monitoring visits.



Governors noted that the current task completion rates on HANDAM are:

	Curriculum	First Aid	Leadership & Staff	Office	Site
Albert Pye	85.3%	75%	96.2%	100%	94.2%
Ravensmere	76.9%	100%	97.7%	100%	76.7%

Governors observed that the task completion figures reported to the Trust Board on 23rd May 2019 were low, due to the maternity leave of one of the office team, who updates HANDSAM at both sites, particularly recording the site tasks completed by the Caretakers at each site. Governors were pleased to see that this situation has been remedied.

ACTION – Health and Safety Governor to carry out a monitoring visit at Ravensmere during the Autumn term.

8 Governor Monitoring

8.1 Monitoring visit reports were presented by Katie Rattenbury and Gillian Lee.

Year 6 views on SATs – Katie Rattenbury and Gillian Lee met with two groups of year 6 children on 20th May 2019 to discuss how they had found the SATs process, with a view to their wellbeing. Their report was circulated ahead of the meeting. Governors were pleased to note that pupils were positive about their experience and had some useful tips to share with the year 5 cohort. Governors agreed that they would like to repeat the monitoring again next year.

Safeguarding and Attendance – Gillian Lee met with Zella Chambers (Senior Pastoral Support Leader), Emma Remblance (Pastoral Support Leader) and Helen Riches (Secretary at Ravensmere) in June 2019 to discuss safeguarding and attendance. Her report was circulated ahead of the meeting. Governors noted that agreed safeguarding practices and procedures for monitoring attendance are continuing at both schools. Attendance data for 2018/9 will be presented to governors at the next meeting.

SEND – Gillian Lee met with Henrietta Lane (SENCO) on 18th June 2019 to discuss provision and support for children with SEND. Governors noted the increased workload for the SENCO this year with the number of children with an Education, Health and Care Plan (EHCP) rising to 8. The process of obtaining an EHCP is lengthy and involves a significant input from the SENCO. The SENCO's workload will continue to be monitored in 2019/20.

The Business Manager explained to governors that Sally Brooks had monitored the content of both school websites and had reported her findings to the office team, who are working through the recommendations. There were no major emissions found, and recommendations will help to make information clearer.

8.2 Unfortunately, it was not possible for the Maths and English book looks to take place during this term. This will be done during the Autumn term.



The Ravensmere Parent Governor will visit Ravensmere to see the new outdoor learning area with the Headteacher and capture pupil voice regarding the new provision on 17th July 2019.

9 Governor Development and Training

9.1 Katie Rattenbury had completed further modules on the NGA Learning Link and recommended them to other governors.

As a new governor, Samantha Thompson found the module that she attempted very confusing. The Clerk will offer some training for clarification in this area in the Autumn term.

ACTION – Clerk to carry out training session

The Clerk reminded governors that from September 2019, governors will be able to book a place on Schools' Choice training sessions directly via GovernorHub.

10 Approval of Documents

10.1 [Governors approved the Health & Safety Policy.](#)

11 Communication

11.1 There was no communication required with the Trust Board

11.2 [It was agreed to carry out a staff survey during the Autumn term](#)

11.3 There was no communication required with parents

12 Date of Next Meeting – Thursday 10th October 2019 at 6pm at The Albert Pye

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

Agreed Actions

1	To facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	Business Manager
2	To carry out a Health and Safety monitoring visit at Ravensmere during the Autumn term	Health & Safety Governor
3	To carry out a new governor training session for Sam Thompson	Clerk

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



..... Chair of Governors, FGB 10/10/2019



