

MINUTES

The meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation was held at the Albert Pye on Wednesday 11th October 2017 at 6.30pm.

Present:

Phil Tate (Chair), Melanie Mills (Headteacher), Gillian Lee, Sally Brooks, Katie Rattenbury, Jeanette Kershaw, Emma Plane (Business Manager/ Clerk to the Governors)

1 Welcome and Apologies

- 1.1 The Chair welcomed everybody to the meeting.
- 1.2 Apologies were received from Sam Burton, Helen Nicholson and Jodie Poll.
- 1.3 Consent was given to all 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.
- 2.2 All present confirmed that their details for the register of Pecuniary Interests for all Governors for 2017/18 had not changed.

ACTION – Governors not present to complete the register for 2017/18

3 Election of the Vice Chair

- 3.1 Sally Brooks proposed Gillian Lee for the role of Vice Chair for 2017/18. Phil Tate seconded the motion. Gillian Lee was therefore elected as the Vice Chair following a unanimous vote.

4 Terms of Reference

- 4.1 The Terms of Reference for the Local Governing Body for 2017/18 were agreed by all present and adopted.

5 Minutes

- 5.1 The minutes of the previous meeting held on 5th July 2017 were agreed as a true and accurate reflection of the meeting and were duly signed by the chair.
- 5.2 Matters arising from the minutes not already covered on the agenda were discussed.

1	To add the Nursery Admissions and Charging Policies to the Albert Pye website	Completed
2	To add the Complaints Policy to both school websites	Completed
3	Visit to Ravensmere to meet with Jo Verrall about spelling	Visit undertaken
4	Deputy Headteacher to be invited to a future LGB meeting to explain PIXL in further details	Governors agreed to ask Andy to provide training on a Wednesday

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SIGNED BY CHAIR AS A TRUE RECORD
OF MEETING:



DATE: 06/12/2017

		at 4pm. HT to arrange. Possible dates to be sent to governors. Training to be held at Ravensmere
5	Governors to attend the training on ASP at Red Oak on 22 nd November 2017	
6	Attendance Governor to attend team meeting	Attended – report to Governors at next LGB
7	To complete the NGA Skills Analysis by 7 th July	Results to be presented at next LGB
8	Staff Wellbeing Questionnaire Report to be added to the agenda for next Personnel committee meeting	On agenda for next Personnel Committee
9	Business Manager to send details of staff numbers to Katie Rattenbury to support analysis of wellbeing questionnaires.	
10	Governors to monitor boys writing in 2017/18	
11	To source 'A' frames re parking	

The Headteacher explained to Governors that although Lindsay Blankley had agreed to join as a Governor, during the period that we were trying to recruit her, ALT have changed the requirement for numbers of Trust Governors so there is no longer a vacancy. **Governors extended their thanks to Lindsay** and the Headteacher said that she would discuss with her the possibility of her working with the school in another way.

6 Academy Improvement

6.1 Headteacher Reports to Trust Board

The Headteacher confirmed that a written Headteacher's report will be provided for Governors in the second half of each term.

The Headteacher has produced the circulated reports for the Trust Board and will present them at their meeting tomorrow. She will give feedback to governors at the next meeting.

ACTION – Headteacher to give feedback on Trust Board Meeting at next LGB meeting.

Governors discussed the reports.



The Albert Pye

The Headteacher stressed that standards across the board at all phases are at or above national (with the exception of KS2 writing which was just below). **Governors agreed that this is to be celebrated.** The gains in maths are particularly notable and this demonstrates capacity to improve within the staff team. **Governors were pleased to note that senior leaders didn't compromise the curriculum to achieve this.** The Headteacher reported to Governors that the school no longer meets the 'Coasting Schools' definition. **Full credit goes to the staff team for the hard work and dedication that went in to achieving this.**

The federation continues to focus on areas for improvement. Grammar, punctuation and Spelling (GAPS) needs further work. Tests were carried out with Year 6 tests last week and results indicate that this cohort is doing well with maths but reading is vulnerable.

Governors questioned what is being done with higher attaining pupils to ensure that they achieve greater depth when they are capable of doing so, and whether this is covered in the School Development Plan (SDP). The Headteacher explained that this is covered specifically in the Maths and English plans. The focus on higher attainers starts with the children who are 'exceeding' at GLD as these children must then exceed all the way through, at end of both key stages.

Governors decided to monitor this during the year.

Governors noted the vast improvement in persistent absence, which has halved and is now below average. Governors asked how this has been achieved. Gillian Lee as attendance governor reported that this improvement is as a result of the hard work of the Attendance Team (Zellah Chambers and Tracey Cossey), working closely with the Education Welfare Officer. A number of prevent and fast track meetings have been held with parents and these have been successful. Despite some unrest amongst parents over the RAG letters sent out about attendance, they did have an impact on attendance. **Governors congratulated staff for their work on this and asked what the expectations are for 2017/18.** The Headteacher explained that the aim is to halve again this year.

Governors asked for clarification with regards to the 'First Day Calling' procedures and whether they are being followed.

It was agreed that this would be covered as part of the discussion about the Attendance Policy under section 11.1 of the meeting.

The Headteacher highlighted to Governors that the greatest risk to achieving the agreed targets is staffing; reduced staffing, recruitment and changes to staffing all causing concerns. The budget constraints mean that we are having to achieve the same and better standards but with fewer staff resources.



The EYFS Leader confirmed that the Good Level of Development (GLD) target for EYFS is 78% at the Albert Pye and 85% at Ravensmere.

Ravensmere

The Headteacher highlighted that last year was the first year with a new Deputy Head. She has implemented some changes to the curriculum, which has been a success. The quality of teaching and learning is of a consistently high standard. The learning behaviours displayed by the children are excellent and a significant strength of the school.

The focus for improvement at Ravensmere for 2017/18 is greater depth learners.

Governors asked what was being done to engage boys at Ravensmere, as the data suggested they do slightly less well than the girls. The Headteacher explained that there will be a particular focus on boys' interests. The Headteacher expressed caution in that the smaller cohorts at Ravensmere means that individual children can have a large effect on the data. In last year's year 2 cohort there were only 7 boys in the class of 20.

Governors noted that attendance was higher at Ravensmere last year. The Headteacher confirmed that general attendance was improved by the methods being deployed across the federation to manage attendance.

Governors asked for clarification of the difference between Leading Active Learning (LAL), Key Practitioner LAL and Advanced LAL. The Headteacher explained that Key Practitioner LAL recognise practitioners with significant strength and Advanced LAL is for senior leaders and is designed to build leadership capacity by preparing people to move on to Deputy and Headship.

Governors are pleased that ALT take CPD seriously and are working hard to retain expertise within the trust and support the schools continuing to invest in high quality CPD.



6.1 School Development Plans

Governors discussed the School Development Plans that were circulated in advance of the meeting.

The Headteacher reminded governors that each area of the SDP is linked to the Ofsted framework.

The Albert Pye

Governors asked what is being done to achieve more than 50% outstanding teaching and learning. Outstanding teaching and learning is demonstrated across the federation in EYFS, KS1, lower KS2 and Upper KS2. This will be shared through the coaching used in school. This will be more targeted this year but the strong role models throughout the federation. The Headteacher is confident that this can be achieved by July. Senior leaders now have a common language that they all use for their monitoring visits and this is linked to the teacher standards.

Governors asked to look at the framework for monitoring teaching and learning. It was agreed that this would be covered as part of the training session with Andy Adcock. Governors asked whether there is a timetable for monitoring. The Headteacher explained that informal observations are carried out by the phase leader. The phase leader identifies where coaching is required and then this is targeted. Last year everyone had coaching but this year it will be specifically done with those who need it. Governors questioned how often teachers are observed. The Headteacher explained that it depends on the need, as it would be done more often if there are issues to be dealt with. Phase leaders try to observe half termly but this can be a tall order (especially during short half terms) as it also includes classroom support staff. Every member of staff will be observed at least once per term. The quality of teaching and learning is now consistently good so the focus of observations is different.

Governors asked what is being done with regards to marking this year as this was raised in the Teaching and Learning Reviews in the summer term. The Headteacher answered that this is covered in the SDP and the policy will be reviewed this year. Training will take place with staff.

Governors decided to monitor marking once this has been embedded by undertaking a book scrutiny and by governors with subject responsibilities asking the subject leaders about the impact of the policy.

Governors questioned whether there are funds for external training this year. The Headteacher answered that yes the training budget has been maintained for this year. The Headteacher explained that the view of senior leaders is that we have to balance the impact of the training against the cost. It is vital to continue to understand the national picture in order to improve. Governors supported this view.



Being part of ALT is supporting the federation to access high quality CPD. For example, the Headteacher and EYFS Leader from each school in the Trust has a full day every half term with an Early Excellence consultant. EYFS across the Trust is at least good (from Ofsted inspections), which is a position of strength. The provision is not the same in every school as cohorts are different but the quality and the principles are the same.

The SDP circulated prior to the meeting doesn't yet have links to the budget on it and so the Business Manager will resend to governors when completed.

ACTION – budget links to be added to the SDPs.

Ravensmere

Governors noted the focus on boys, specifically boys' writing.

Governors asked how the federation is to be strengthened, given the reports following the Teaching and Learning reviews in the summer term. The Headteacher explained that strengthening federation features in this year's School Development Plan to ensure greater impact on teaching and learning.

Governors asked whether the deputies work at both schools. The Headteacher explained that there are times when they do. For example, for the Maths learning review the Ravensmere Deputy worked at the Albert Pye. Ravensmere doesn't have KS2 so that is a barrier.

Governors asked whether the Ravensmere children come to the Albert Pye site for assemblies. The Headteacher confirmed that they don't currently but that joint celebrations could be considered.

The Headteacher acknowledged that there are lots of opportunities.

The EYFS Leader informed governors that EYFS are going to the pantomime together from both schools.

Governors questioned what is planned with regards to parental engagement. The Headteacher confirmed that staff are always seeking to improve parental engagement and there has already been several 'share' sessions across the federation. Senior Leaders feel that sharing expectations is key as they have changed so much.

Governors asked whether information could be put onto the website for those parents who are unable to attend.

Governors also suggested having an SEND section on the website to share tips with parents so that SENCO and Pastoral Support Leader aren't spending time duplicating information on a parent by parent basis.



The Headteacher explained that all teachers will be contributing to the class pages of the website to make this clearer for parents and to showcase the excellent work in our federation.

6.2 English and Maths Plans

The Headteacher explained that the English and Maths Plans give more detail, which underpins the SDPs.

Governors discussed the English and Maths plans that were circulated in advance of the meeting.

English Plan

Governors noted that the target is to double the percentage of children achieving greater depth. Governors asked how senior leaders expect to achieve this. The Headteacher explained that the targets are aspirational but achievable. They are set based on knowledge of the current cohort but by focussing on challenging those higher achieving children.

The Headteacher assured governors that senior leaders are setting aspirational targets.

The Headteacher explained that the current cohort didn't achieve as well at year 2, so progress measures will be better for them.

Governors noted that there is a high level of SEN in this cohort again.

Governors asked to be kept informed of progress.

The Headteacher explained that there have been some changes to staffing already this year. The Teaching Assistants from years 4 and 5 have left the school.

Maths Plan

Governors asked for further explanation of the huddle therapies mentioned in the plan. The Headteacher explained that tests set by PiXL are carried out with the children. Questions level analysis of those test results then takes place to identify any gaps in knowledge. Children have personal learning checklists (PLCs) and huddle therapies (interventions created by PiXL) are then used with specific children to teach their gaps in knowledge.

The attainment of 'key marginal' children was the key to the KS2 results seen in the summer. Those children reached expected standard following the small group teaching by the Maths leader when the vulnerability was identified through PiXL testing. Tests carried out so far this year have shown that maths is not the weak area for this cohort but they are vulnerable with reading. Senior leaders are discussing how best to respond to this.



Governors questioned whether the budget could support the same working arrangements again if they are needed. The Headteacher explained that whilst budgets are tight, current staff will be deployed where they will have the most impact. Any solution will be costed before a decision is made. For example, one suggestion is to buy in Reading Advocate for some additional hours which would have implications for the budget but would have great impact.

Governors asked what 'Messy maths' is. The Headteacher explained that this is a method that the Maths Leader has seen in other school and it works on using everyday maths. This will start in the Maths Leader's class and will then roll out across the school. This has been introduced to staff through staff meetings and they report to be confident with the method and keen to use it. This method will also be used to engage parents further.

7 Governor Development and Training

- 7.1 It was agreed that the Headteacher and Chair would meet separately to agree a Governance Development Plan for 2017/18.

ACTION – Headteacher and Chair to meet to agree a Governance Development Plan.

- 7.2 Governors discussed their requirements for training and development. It was agreed that focussed 1 hour training sessions would suit governors' needs. Topics to be agreed as needs arise.

8 Governor Monitoring

- 8.1 Governors didn't have any questions for Gillian Lee following the circulation of her monitoring visit report forms at the end of the last meeting.

Gillian Lee confirmed that she had carried out a monitoring visit on attendance and would present her report at the next meeting.

All agreed that governors would circulate their reports prior to the Local Governing Body meeting to allow governors to ask questions at the meeting.

- 8.2 As discussed under item 7.1, the Headteacher and Chair will meet to plan monitoring arrangements for the year.

Governors agreed to send out the usual parent questionnaires at the Parent Consultation meetings after the half term break. Sally Brooks offered to carry out an analysis of the results.

ACTION – parent questionnaires to be sent out at parent consultation meetings and Sally Brooks to analyse the results.

9 Budget Items

- 9.1 Governors noted that the outturn figure for the Albert Pye for 2016/17 was £66,814 revenue and £8,149 capital and for Ravensmere was



£59,020 revenue and £4,675 capital and that this was close to the budget set for the year.

The Business Manager informed governors that the PE premium allocated to schools has doubled this financial year and agreed to circulate the PE premium plan for each school to governors.

ACTION – Business Manager to circulate the PE Premium plans to Governors.

9.2 Governors considered the covers not included in RPA, which is just Minibus Insurance for the federation. Governors approved the insurance being purchased from Marsh.

10 The Knowledge

10.1 The Chair drew governors' attention to relevant items from the Knowledge.

11 Approval of Documents

11.1 Governors discussed the revised Attendance Policy. The Headteacher drew governors' attention the main change to the policy. In order for the schools in the North Suffolk hub to be consistent in dealing with the issuing of Fixed Penalty Notices (FPN), the policy now issues them from the 11th session of unauthorised absence. This is moving away from Suffolk policy towards ALT policy. Governors approved the policy.

Governors approved the Asbestos Management Plan for each school and the Site Specific Data Sheet for the federation for the Financial Controls Manual.

12 Date of Next Meeting

12.1 Wednesday 6th December 2017 at 6.30pm at the Albert Pye

There was no further business and the meeting finished at 20:35.

Agreed Actions

1	Governors not present at the last meeting to sign the register of Business Interests	Clerk
2	Deputy Headteacher to be invited to a future LGB meeting to explain PIXL in further details	Headteacher to arrange
3	Governors to attend the training on ASP at Red Oak on 22 nd November 2017	
4	Attendance Governor to report back to next LGB	Attendance Governor
5	To report the results of the NGA Skills Analysis	Chair
6	To source 'A' frames re parking	Business Manager
7	To give feedback on Trust Board Meeting at next LGB meeting	Headteacher



8	Budget links to be added to the SDPs	Business Manager
9	To meet to agree a Governance Development Plan and monitoring schedule	Headteacher and Chair
10	To send out parent questionnaires at parent consultation meetings	Headteacher and Business Manager
11	To analyse the results of the parent questionnaires	Sally Brooks
12	To circulate the PE Premium plans to Governors	Business Manager



DATE: 06/12/2017