

## 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 11<sup>th</sup> October 2018 at 6.00pm**.

### **Present:**

Phil Tate (Chair), Melanie Mills (Headteacher), Katie Rattenbury, Jodie Poll, Lindsay Blankley, Sally Brooks

### **In attendance:**

Joy Parke, Director of Primary Standards, Active Learning Trust  
Emma Plane (Business Manager / Clerk to the Governors)

#### **1 Welcome and Apologies**

- 1.1 The Chair welcomed all present to the meeting, in particular Joy Parke from the Active Learning Trust who attended the meeting to observe.
- 1.2 Apologies for absence were received from Gillian Lee.
- 1.3 All agreed to consent 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.
- 2.2 All present completed a new declaration form for 2018/19

**ACTION – Clerk to ensure that Gillian Lee completes a new declaration.**

- 2.3 It was agreed that the Clerk would update the register of interests on the websites for the 2018/19 academic year following the meeting.

**ACTION – Clerk to update the website with the register of interests.**

#### **3 Local Governing Body Membership**

- 3.1 The Chair welcomed Lindsay Blankley as a new Trust governor on the Local Governing Body.

#### **4 Governors' Code of Conduct**

- 4.1 Governors adopted the ALT Code of Conduct for Governors and a copy was signed by the Chair.

The Director of Primary Standards drew governors' attention to the section of the document 'Being a Governor with The Active Learning Trust' regarding named governors and their roles.

#### **5 Governor Roles & Responsibilities for 2018/19**

- 5.1 In advance of the meeting, Gillian Lee volunteered to continue in the role of Vice Chair for 2018/19 academic year.

Gillian Lee was unanimously voted in as Vice Chair.

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Jodie Poll offered to assist with training others and supporting with the development of the board, utilising her own development through using the NGA Learning Link. All agreed that this would be extremely useful.

- 5.2 The following named governors were confirmed for 2018/19:  
 Safeguarding – Gillian Lee  
 SEND – Gillian Lee  
 Health and Safety – Phil Tate  
 Attendance – Gillian Lee  
 Pupil Premium – Phil Tate  
 English – Lindsay Blankley  
 Maths – Katie Rattenbury  
 Science – Sally Brooks  
 EYFS – Jodie Poll

**6 Minutes**

- 6.1 The minutes of the previous meeting held on 4<sup>th</sup> July 2018 were agreed as a true and accurate reflection of the meeting and were duly signed by the Chair.
- 6.2 Matters arising from the minutes not already covered on the agenda were discussed.

1	To recruit a Parent Governor from Ravensmere	The process is underway but not yet complete.
2	To repeat Science monitoring visit in 2018/19	Visit undertaken – report to be given later on the agenda
3	To discuss options with regards to parent helpers for reading with Phase Leaders	Recruitment underway. Reading meeting for KS2 was really informative and helpful.
4	To monitor how KS2 children feel during the build-up to and after the PiXL testing.	It was agreed that Governors would monitor this w/c 4 <sup>th</sup> March 2019



5	To undertake the online PREVENT training	Lindsay to complete
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**7 Staff Wellbeing Questionnaire**

7.1 Katie Rattenbury analysed the responses and tabled her report.

This was the 2<sup>nd</sup> year that this questionnaire had been undertaken and so comparisons were made to last year's responses.

There was 100% response from Ravensmere, which was excellent. Responses were overall very positive.

All governors agreed that they would like to visit Ravensmere more, to ensure staff know how much they are valued.

There was a lower response this year from teachers at Albert Pye, with only 33% compared to 65% last year. However, responses on the whole were positive. 50% of respondents remained neutral on the matter of communication. Feedback about wellbeing and the impact of the wellbeing committee was positive.

The response from classroom support staff was also lower than last year (50% compared to 69%). A third of respondents felt that they didn't have sufficient opportunity to discuss changes at work.

The response from business support staff was also lower at 45%. Responses were very positive.

Governors thanked Katie for her work on analysing the questionnaire.

**8 Academy Improvement**

8.1 Governors discussed the Headteacher's Report which had been  
8.2 circulated in advance of the meeting.

The Headteacher explained that the school is full and several applications for places have been rejected already this academic year, which has resulted in several appeals. There is additional pressure on all resources when the school is full.

Governors noted again that the percentage of children in school at the Albert Pye is high. This is partly because of the school's strong reputation for supporting SEN children.

Governors celebrated the participation of staff in Continued Professional Development (CPD) opportunities offered by ALT in 2017/18. There were 10 staff from the federation involved. Some staff are now working beyond the federation, sharing their expertise more widely within the trust.



The Director of Primary Standards highlighted that the work of North Suffolk Hub is having a positive impact on all schools.

Governors offered their congratulations to staff and pupils on the fabulous sporting achievements in 2017/18.

**Governors asked what Fischer Family Trust (FFT) 50 tells them.**

The Director of Primary Standards explained that FFT uses the prior attainment of children and estimates their achievement at the end of the key stage if they make average progress. Schools use the estimates when setting targets for particular groups.

**Governors noted that the results in the Phonics Screening Check are good but then the number of children achieving the expected standard in reading at key stage 1 is lower (and below average). In addition, the results of the Phonics Screening Check appear to be declining.**

**Governors asked what the barrier is with reading and what is in place to drive improvement.** The Headteacher explained that reading fluency has been identified as a problem. Those children that didn't reach the expected standard at KS1 are now being targeted in year 3. Fluency at KS1 is reading 90 words per minute. This will be addressed by listening to children read more in school. The recruitment of volunteer reading helpers is underway, replicating the process at Ravensmere, which has been successful. The Headteacher is leading KS1 this year due to maternity leave and is working with the KS1 team and the Deputy Headteacher and Year 1 Teacher from Ravensmere to make changes to improve outcomes for the current year 2 cohort. KS1 staff have observed teaching of reading at Ravensmere and support staff are being deployed differently with regards to reading.

It was agreed that the named English governor would carry out a monitoring visit looking at reading in KS1.

**Governors noted that there appears to be a decline year on year in the percentage of children in Reception at Ravensmere achieving GLD.** The Headteacher explained that there are cohorts of 20 children at Ravensmere and so one child is 5%. She explained that Perspective Lite produces a report which shows the details across all areas of the EYFS framework. **It was agreed that the EYFS governor would be given the report for both schools so she could consider the data in more detail.**

**Governors asked how the children that move from Ravensmere to Albert Pye in year 3 progress.** The Headteacher explained that there is a lot of transition work that takes place in the Summer term and the children have settled very well this year.

The Director of Primary Standards explained how the FFT dashboard can be used to support target setting and for giving context to the results. She explained that results for disadvantaged



children is a problem across the Trust and that nationally boys are not doing as well as girls. She encouraged governors to look at the picture over the last 3 years to make the groups statistically significant, as the groups can be very small.

The Headteacher expressed that the reading result was disappointing and that sometimes children just don't perform in the tests during SATs week. In last year's cohort, one child didn't sit the paper, which did have an effect on the results. The Headteacher assured governors that senior leaders and the year 6 team are working hard to analyse what can be done differently for this cohort. It is anticipated that the library will have a positive influence and that having a male teacher as a positive role model for the boys in year 6 will have an impact.

**Governors noted that the GAPS results were lower than expected.** The Headteacher confirmed that many of the children that didn't reach the standard were doing so in the writing in class and on the PiXI tests but didn't do it in the actual SATs tests.

#### School Development Plans

The Albert Pye School Development Plan for 2018/19 was circulated in advance of the meeting. The Ravensmere School Development Plan is not yet completed but will be shared with governors when finalised.

The EYFS, English and Maths Action Plans are being completed by senior leaders and will be shared with governors when finalised.

The Strategic Objectives in the School Development Plan are in keeping with the Ofsted framework.

The Headteacher highlighted to governors the work that will be done by several teachers (including the English Leader) on oracy and the focus of the Leading Active Learning projects that are being undertaken this year, including work with the school council.

The Chair reminded governors that their monitoring visits should be linked to the School Development Plan.

Governors noted the focus on reading, which follows on from the results seen both at KS1 and KS2 last year.

The Headteacher explained that learning behaviours are still not working for a small minority of boys and so these will be revised and possibly aligned to the sports values.

Governors were reminded that the Headteacher is leading the KS1 team, supported by the Deputy Headteacher from Ravensmere.

The Headteacher confirmed that the Ravensmere School Development Plan mirrors the Albert Pye plan but there are some areas that are specific including outdoor learning and sharing expertise.



The Headteacher also confirmed that the software 'My Concern' has been purchased by the Trust for recording safeguarding information and that this will be implemented in January.

The Albert Pye School Development Plan was approved.

**9 Safeguarding and Health and Safety**

- 9.1 The Safeguarding Policy has been revised to be in line with Keeping Children Safe in Education (KCSiE) guidance 2018. The Headteacher explained that there are two parts to the policy; part one is the Active Learning Trust Policy, which applies to all schools and part two is the federation local procedures.

Governors noted that the changes required by Keeping Children Safe in Education (KCSiE) 2018 have been included.

The Safeguarding policy was approved.

- 9.2 All governors present signed to confirm that they have read and understood the relevant sections of Keeping Children Safe in Education.

**ACTION – Gillian Lee to confirm that she has read and understood the relevant sections of Keeping Children Safe in Education 2018.**

- 9.3 The Headteacher reminded governors that a whole Governing Body Safeguarding training session will be held on 8<sup>th</sup> November 2018 at 3.30pm at the Albert Pye.

- 9.4 The Business Manager gave a verbal update with regards to health and safety. Progress against the Health and Safety Audit action plans is on track and the biannual Health and Safety Audit by an independent auditor will be carried out next half term. Health and Safety information continues to be provided to the ALT Board via HANDSAM. Phil Tate, as the new Health and Safety Governor, carried out a monitoring visit at the Albert Pye on 8<sup>th</sup> October 2018 and confirmed reviewing evidence of some of the action taken.

**10 Governor Monitoring**

- 10.1 It was agreed that governors would continue to monitor as per their individual responsibilities.

It was agreed that Lindsay would carry out a monitoring visit at Ravensmere with a reading focus.

- 10.2 Several monitoring visit reports were circulated ahead of the meeting.

The Science Governor carried out a science monitoring visit on 2<sup>nd</sup> October 2018. She met with the Science Leader and heard about the method of assessment that was discussed at the ALT Subject Leadership Development Group for science. Governors were in



support of this. During the visit, the Science Governor saw science learning in action. There is a difference within the federation currently regarding the approach to teaching science; with some teaching it weekly and others teaching as an in depth focus for a whole day. The Headteacher explained that the method of teaching is less important than the impact it is having and the quality of the teaching and learning. A small minority of boys weren't on task during the visit but generally the pupils were positive and learning behaviours were good.

The EYFS Governor carried out a monitoring visit on 28<sup>th</sup> September and visited both Albert Pye and Ravensmere. Governors noted that the new gates have been installed at Ravensmere which has greatly improved site security. Governors noted the celebration of children's achievement through the 'star of the week' assembly. Children were highly engaged.

At the Albert Pye, the new Learning Support Apprentice reported being welcomed and having settled well into the staff team. Governors noted the high level of support given for children with individual needs through a cosmic yoga being run by the pastoral support team.

Jodie Poll reported on the new library opening event. Governors noted what a wonderful resource this offers our children. Governors will review impact on children's reading ability during the year.

Governors received a report from the Safeguarding Governor ahead of the meeting from a monitoring visit on 4<sup>th</sup> October 2018. Governors noted the need to consider training for governors to be able to support with mental health.

Governors received a report from the Attendance Governor ahead of the meeting from a monitoring visit on 4<sup>th</sup> October 2018. Governors noted that there has been a slight drop in attendance, which may possibly due to the change to the Attendance policy which meant that unauthorised absence would incur a fixed penalty notice (FPN) after 10 sessions rather than 6. The Attendance Governor will continue to monitor this.

The Maths Governor gave a verbal report of a maths monitoring visit that she had undertaken. Governors noted that PiXI testing is being done in years 3-6 and the results during the Autumn term will then be used to direct the teaching of maths in year 6 from January to May, as in previous years.

Katie Rattenbury also attended the parents group run by the SENCO. The session was extremely well attended and offered support to parents of SEN children. Another session will run in November about strategies to be used at home. Governors gave their full support to this group.

**ACTION – Katie Rattenbury to write up reports.**

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**11 Governor Development and Training**

- 11.1 The Clerk circulated a document prior to the meeting which clarified the role of the clerk as much more than a minute taker and explained how the clerk can have a positive impact on the effectiveness of governance.
- 11.2 It was agreed that a face-to-face session facilitated by Jodie Poll, using the NGA Learning Link module 'Key Functions of the Governing Body' would be the best format to be used in auditing skills and assessing development needs.
- 11.3 It was agreed that Phil Tate, Melanie Mills and Jodie Poll would attend the Schools' Choice 'My 1<sup>st</sup> Ofsted'.

**ACTION – Clerk to book training.**

- 11.4 The Clerk previously advised governors that as part of the governor CPD package bought from Schools' Choice, governors are now able to access the e-learning via the NGA Learning Link.
- Jodie Poll reported that she had completed several modules and had found them extremely useful. She recommended them wholeheartedly to the other governors.

**12 Nursery Policies**

Governors approved the revised Nursery Admissions Policy and Nursery Charging Policy without amendment.

**13 Approval of Documents**

13.1 Policies for Approval

Governors approved the following policies without amendment:

- Attendance Policy
- Online Safety Policy
- Professional Appearance Policy
- Minibus Policy
- Medical Conditions Policy

13.2 Trust Policies

Governors received and adopted the following Trust policies:

- Site Specific Data Sheet for Financial Controls Manual
- Pay Policy 2018/19

**14 Date of Next Meeting – Thursday 6<sup>th</sup> December 2018 at 6pm**

There was no further business and the meeting ended at 8.10pm.

**Agreed Actions**

1	To complete a new declaration of interest form	Gillian Lee / Clerk
2	To update the websites with the register of interests	Clerk
3	To recruit a Parent Governor from Ravensmere	Clerk
4	To complete the recruitment of parent helpers for reading	Headteacher

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5	To monitor how KS2 children feel during the build-up to and after the PiXL testing.	Governors (March 2019)
6	To undertake the online PREVENT training	Lindsay Blankley
7	To sign to confirm that you have read and understood the relevant sections of Keeping Children Safe in Education 2018	Gillian Lee / Clerk
8	To write up monitoring visit reports	Katie Rattenbury
9	To book training 'My 1 <sup>st</sup> Ofsted' for 12/11/18 in Halesworth for Melanie Mills, Phil Tate and Jodie Poll	Clerk

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



..... Chair of Governors, FGB 06/12/2018

