

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at the Albert Pye on Wednesday 17th May 2017 at 6pm.

Present:

Phil Tate (Chair), Melanie Mills (Headteacher), Sally Brooks, Gillian Lee, Jeanette Kershaw, Helen Nicholson, Jodie Poll, Katie Rattenbury, Emma Plane (Business Manager, Clerk)

1 Absence

- 1.1 Apologies for absence were received from Sam Burton.
- 1.2 Consent was given for his 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 To clerk confirmed that all governors have completed the register of Pecuniary Interests and there were no updates to be made.

3 Local Governing Body Membership

- 3.1 There were no changes to the governing body since the previous meeting.
- 3.2 It was agreed that the Headteacher would approach Lindsay Blankley with regards to her possibly being recommended as a Trust governor.

4 Minutes

- 4.1 The minutes of the meeting held on Wednesday 22nd March were agreed as a true and accurate record of the meeting and were duly signed by the Chair.
- 4.2 Actions from the previous meeting

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| 1 | Nursery admissions to be added to a future agenda | Will be added to the agenda of the LGB meeting on 5/7/17 |
| 2 | Visit to Ravensmere to meet with Jo Verrall about spelling | Helen Nicholson to meet with Abi Watson initially |
| 3 | Monitoring of 'I wonder ...' boards | Sally Brooks |
| 4 | Breakdown of data by gender | Headteacher to include in Headteacher's Report on 5/7/17 |
| 5 | Review the advice for parents on supporting learning at home available on the website | Parent Governors reported back that there is some information available for parents but it is not consistent across year groups and there is a lot more that could be done. |

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| 6 | Circulate the Governor Visits Policy and Monitoring Visit Report form to all governors. | Confirmed that this was done by the Clerk on 23/3/17 |
| 7 | Contact clerk to book a place on any training course | This will be done as and when need arises. |
| 8 | Advise governors of location of ALT training on 10/05/17 | This was completed. |

Governors questioned whether the improvements discussed had been made regarding dealing with bullying in school. The Headteacher confirmed that a lot of work had been done with the children through assemblies about bullying, and that children are clear who they can go to for help. Helen Nicholson went to the Hall to confirm that photographs and 'how to contact' information are visible for children there.

5 **Academy Improvement**

5.1 **School Development Plans**

The Headteacher explained for the new governors that School Development Plans are often called different things by different schools; e.g. School Improvement Plan or Ofsted Action Plan.

The Headteacher talked governors through progress against the School Development Plans (SDP).

The Albert Pye

The SDP is linked to the Ofsted framework. 'Quality of teaching, learning and assessment' - coaching continues to work very well, with the Deputy Headteacher at the Albert Pye holding coaching sessions with teaching staff across the federation. All classroom staff (both Teachers and Teaching Assistants) are observed regularly and constructive developmental feedback is given the same day to support further improvements. Pupil progress meetings continue half termly. Teaching is consistently good or better.

The Active Learning Trust (ALT) are conducting learning reviews in both schools on Tuesday 13th and Wednesday 14th June. Liz Tennant (a trained Ofsted inspector), David Hilton and Andy Redman will visit the schools and will observe learning. We are expecting the review to be rigorous and developmental feedback will be given. **Governors asked what format the reviews will take.** The Headteacher explained that as this is the first time this has been done at our schools we don't yet know. However, there are 14 classes at Albert Pye, which is a lot of classes to observe in one day.

The Headteacher pointed out that a strength of the school is that the staff know the children well. **Governors asked whether the teachers know about the learning reviews and how they feel about them.** The Headteacher explained that the teachers do know about the learning reviews. They are unsure about them at the moment as it is the first time they have been through them.

Governors agreed that the learning reviews will be useful for the development of the SDP for 2017/18. The report will give external

validation that the judgements about teaching and learning being made by Senior Leaders is accurate.

The Headteacher referenced section 1.3 and explained that the staff team have fully embraced PiXL, led by Andy Adcock, Deputy Headteacher. Governors were invited to view the data on the wall in the Headteacher and Deputy Headteacher's office. The staff now have data on gaps and barriers for every child, which is a very robust system.

An example of the impact of using PiXL is that the tests carried out in December highlighted that the Year 6 children weren't on track for maths. As a result, the cohort was broken into 6 groups of 12 children and for 3 days each week during the Spring term, maths was taught to small groups. We will not know the full impact of this teaching until the SATs results are known, however, the children responded well to this method of teaching and were confident with their maths by the time they sat the exams. The children worked incredibly hard during the exams and showed resilience. Senior leaders are expecting a positive impact on progress measures. The Headteacher reported being extremely proud of the children and their sustained concentration and superb effort.

Governors agreed that they would like some training on PiXL.

The Headteacher explained that there will be some training on Analyse School Performance (ASP) (replacement for RAISEonline) on Wednesday 22nd November, 1.30-4pm at Red Oak Primary. Jen Burch, Andy Adcock and Melanie Mills will attend. It was agreed that Jodie Poll and Gillian Lee would also attend.

There is an EYFS Standards group within the hub. As the EYFS standards have been in place for 4 years, they are well established. Jeanette Kershaw leads the moderation group and the focus for the next meeting is writing.

Science – the skills for children 'thinking scientifically' have been improving, supported by the work that Heidi Dimmock has been doing through Leading Active Learning. The use of umbrella questioning has had impact beyond science. There has been really good feedback from staff.

Attendance – we are still working on improving attendance. Prevent and fast track meetings are being held by the Education Welfare Officer (EWO) for those families that need them. Attendance is currently 96% at AP and slightly higher at Rav. **Governors asked whether sending out the attendance letter has had any impact.** The Headteacher reported that it is too early to say at this stage. The fast track meetings have already had an impact. The parents are interviewed under caution and then their child's attendance has to be 100% attendance for 6 weeks. The Headteacher and Deputy Headteacher attended training on Fischer Family Trust, which shows the attendance across the years for each child at the click of a button, which will be useful in identifying patterns.

It was agreed that Gillian Lee would attend the next 'Attendance Team' meeting as the Attendance Governor.

Governors asked what the national average is for attendance. The Headteacher confirmed that it was 96.1% in 2015/16.

Governors queried whether the attendance data for reception children is included in the whole school figure, as their attendance is not statutory. The Headteacher confirmed that it is.

Governors queried whether it would be possible to schedule the PD days to enable parents another option for holidays. The Headteacher explained that the dates are already set for next year but it would be possible to consider options for 2018/19 onwards.

Leadership and management – participation in Leading Active Learning has been very beneficial and extremely powerful. Informal monitoring and coaching is having impact on the quality of teaching and learning. The ALT NQT induction programme has been really effective again this year. High quality CPD is valued by ALT.

Ravensmere

Andy Redman has been in working with the Deputy Headteacher at Ravensmere. They have identified two significant strengths; the learning behaviours of the children (all children highly engaged and on task) and team work that is seamless between the staff (there is a high level of respect and level of interaction is outstanding). All staff are really proud of this.

In EYFS, there has been a focus on having greater breadth in the 'Understanding the World' area of learning and we are predicting that some children will be 'exceeding' in that area this year.

The School Council at Ravensmere are working well and have a fundraising idea in mind.

Governors questioned why there are no links to the budget in the SDPs. The Headteacher explained that when the SDPs were produced in September/October 2016, there were many unknowns in the budget due to the conversion process. The links will be included next year.

5.2 English and Maths Plans

The Headteacher updated governors on the progress of the English and Maths Plans.

English Plan – The Headteacher confirmed that there is a 'writing wall of fame' in the hall at The Albert Pye, which is used to celebrate good writing. Gaps in children's skills and knowledge are being identified through the use of PiXL and therapies are being used to close the gaps. Reading stamina is being developed and was demonstrated by year 6 children during the SATs tests. This is a significant improvement. Abi Watson, Literacy Leader, continues as a moderator for the Local Authority, which benefits the school. The Headteacher reported that there is more work to be done with reading and further developing the love of reading. The Library improvements have not yet started. Another focus is on continuing to improve fluency for already fluent readers. Due to the strong phonics focussed teaching lower down the school, children are good at decoding.

Governors asked whether there are enough books to resource the Reading Challenge, as there have been some comments from parents that

there is not always a choice available. The Headteacher will investigate whether this is an issue and then explore with the Business Manager how this can be addressed.

Maths plan – The Headteacher reported that PIXL has been used well this year to make improvements in maths. The Maths Leader has observed maths teaching at another school in the hub and as a result the ‘chilli challenge’ has been introduced. Staff are reporting improved fluency in maths and that children are ahead of where they were last year. Evidence of this impact should be seen next term.

- 5.3 The Knowledge – to Chair drew governors’ attention to the sections on Behaviour in schools, Pupil absence and Pupil Premium allocations update.

6 Budget and Staffing Items

- 6.1 Internal Finance Audit – the Business Manager reported that Internal Finance Audits had been carried out at the Albert Pye and Ravensmere on 24th and 25th April respectively. The results of the audit were very positive and the Director of Finance will report the findings to the Trust Board in July. The reports and action plans will be discussed by the Finance and Premises Committee on 26th May.
- 6.2 Financial Controls Manual – the site specific data sheet has been revised slightly following the Internal Audits and the updated version was approved and adopted by the governors.
- 6.3 Credit Cards – Governors noted Appendix 4 of the adopted Financial Controls Manual (adopted on 23/3/17) and approved credit cards for Melanie Mills at Ravensmere and for Melanie Mills and Andy Adcock at the Albert Pye. The Chair signed the relevant agreements.
- 6.4 Confidential Item – a confidential item was discussed.

7 Policies

- 7.1 The **2016/17 Pay Policy** was approved and adopted.

The Behaviour Policy and the Anti-bullying Policy have been revised and discussed with teaching staff. They will be discussed with classroom support staff on PD day on Friday 26th May.

The revised policies were tabled at the meeting and the Headteacher talked through the policies.

The Headteacher explained that the section on Exclusions has changed significantly and is now in line with the ALT Exclusions Policy, which we would need to use were there to be a permanent exclusion in school.

Governors were asked to read through the policies send any comments to the Headteacher by Friday 26th May. The policies will then be adopted.

The Headteacher highlighted that SchoolSafe, a behaviour management support service, no longer exists.

Governors wondered whether ALT would source an alternative to SchoolSAFE for schools to use.

8 Governor Monitoring, Training and Development

- 8.1 There were no monitoring reports from governors at this meeting.
- 8.2 Most governors attended the ALT Governor Training session on 10th May. The Headteacher highlighted that new governors may have found the training a little overwhelming as it was very detailed. It takes time for new governors to learn the role and the terminology can be very confusing.
- 8.3 Whilst the governing body is becoming established, it was agreed that alongside attending any sessions provided by Schools Choice for Governors, it would be ideal for governors to visit school regularly, to meet with staff and get to know the school really well. This will enable staff to hold the Headteacher to account for performance of the school. Governors are to advise the Clerk if they would like to be booked onto any training.

Jodie Poll agreed to visit the Albert Pye on 25th May to observe behaviour at lunchtime. Katie Rattenbury agreed to arrange an alternative date to do this.

Gillian Lee will complete the Safer Recruitment Level 2 training with the admin team on 26th May at 10am.

- 8.4 It was agreed to use the NGA Skills Audit template (which is linked to the Governor Competency Framework) to conduct a skills audit of the local governing body. Each member of the governing body is to complete the skills audit and return to school by Friday 9th June for the Chair to analyse.

9 Any other business

- 9.1 Jeanette Kershaw invited governors to attend the meeting for parents with children joining our reception classes at The Albert Pye on 20th June at 6pm.

- 9.2 Governors fed back that the year 2 children had seemed very relaxed during their SATs which is very good and not the experience of all children locally. They commended the year 2 staff on treating the process positively, which has impacted well on the children.

- 10 **Dates of future meetings** – the next meeting of the Local Governing Body will be on Wednesday 5th July at 6pm.

There was no other business and the meeting closed at 7.55pm.

Agreed Actions

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| 1 | Nursery admissions to be added to the 5/7/17 agenda | Clerk |
| 2 | Visit to Ravensmere to meet with Jo Verrall about spelling | Helen Nicholson |
| 3 | To approach Lindsay Blankley with regards to her joining the Governing Body | Headteacher |
| 4 | Breakdown of data by gender in Headteacher's report | Headteacher |
| 5 | Deputy Headteacher to be invited to a future LGB meeting to explain PIXI in further details | Headteacher |
| 6 | Governors to attend the training on ASP at Red Oak on 22 nd November 2017 | Gillian Lee / Jodie Poll |
| 7 | Attendance Governor to attend team meeting | Gillian Lee / Headteacher |

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| 8 | Investigate whether there are sufficient resources for the reading challenge | Headteacher / Business Manager |
| 9 | Governors to read the Behaviour and Anti-bullying Policies and send any comments by Friday 26 th May | All Governors |
| 10 | Governors to monitor lunchtimes | Jodie Poll / Katie Rattenbury |
| 11 | Safeguarding Governor to attend level 2 Safer Recruitment training on 26 th May | Gillian Lee |
| 12 | To complete the NGA Skills Analysis by 9 th June | All Governors |

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

..... Chair of Governors, FGB 05/07/2017