

## 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 5<sup>th</sup> July 2017 at 6pm.

### **Present:**

Phil Tate (Chair), Melanie Mills (Headteacher), Sally Brooks, Gillian Lee, Jeanette Kershaw, Helen Nicholson, Jodie Poll, Katie Rattenbury, Sam Burton

Abi Watson (Assistant Headteacher), Emma Plane (Business Manager, Clerk)

### **1        Absence**

1.1        There were no absences.

### **2        Pecuniary and Other Interests**

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

2.2        The clerk confirmed that all governors have completed the register of Pecuniary Interests and there were no updates to be made.

### **3        Minutes**

3.1        The minutes of the meeting held on Wednesday 17<sup>th</sup> May were agreed as a true and accurate record of the meeting and were duly signed by the Chair.

3.2        Actions from the previous meeting

1	Nursery admissions to be added to the 5/7/17 agenda	Included on the agenda for this meeting
2	Visit to Ravensmere to meet with Jo Verrall about spelling	Awaiting a date
3	To approach Lindsay Blankley with regards to her joining the Governing Body	HT approached and she is interested so will meet with her to discuss further.
4	Breakdown of data by gender in Headteacher's report	Included in the Headteacher's report this time
5	Deputy Headteacher to be invited to a future LGB meeting to explain PIXI in further details	Assistant Headteacher invited today to discuss KS2 results. Deputy Headteacher to attend a single agenda item meeting in September
6	Governors to attend the training on ASP at Red Oak on 22 <sup>nd</sup> November 2017	
7	Attendance Governor to attend team meeting	Date of next meeting to be confirmed

8	Investigate whether there are sufficient resources for the reading challenge	Assistant Headteacher has investigated. Discussion with Kim Dawson, Reading Advocate showed that the issue is not lack of resources but that the books are not always returned. Kim Dawson to work on this.
9	Governors to read the Behaviour and Anti-bullying Policies and send any comments by Friday 26 <sup>th</sup> May	Policies adopted.
10	Governors to monitor lunchtimes	Jodie Poll and Kate Rattenbury both monitored a lunchtime
11	Safeguarding Governor to attend level 2 Safer Recruitment training on 26 <sup>th</sup> May	Completed on 26.5.17 and certificate received
12	To complete the NGA Skills Analysis by 9 <sup>th</sup> June	Completed by those present at last meeting. Others to complete and return by Friday 7 <sup>th</sup> July.

There were no further matters arising.

#### 4 **Academy Improvement**

##### 4.1 **Headteacher's report**

There has been lots of sporting success again this year. The Albert Pye have taken part in 7 county finals, all this week. The Headteacher reported being really pleased to see the impact this has had on children's confidence and pride. A particular highlight is the Panathlon team who reached and won the South of England finals which took place at the Copper Box in the Olympic Stadium. **Congratulations were extended to all staff and children.** This year 80% of children in school have attended a sports club and 63% have represented the school.

The headteacher celebrated the support of parents. A difficult decision was taken to continue with the 'Lion King' visit to London for year 5 children. This decision was not taken lightly given the recent terrorist attacks in London but parental support was fantastic. A rigorous risk assessment was carried out before the visit took place and parents were kept informed throughout the day. Mrs Mills attended the visit, along with a Governor. Support from the staff in London was amazing. The theatre was very well prepared and supported safeguarding the children. **Helen Nicholson reported that the children's behaviour during the visit was impeccable.**

**Governors asked how terrorism is discussed within school.** The headteacher reported that they covered the subject of 'being afraid' in

assembly. She confirmed that it is discussed but in child friendly and positive manner. The subject was discussed a lot in year 5 as and when the topic arose.

Governors were reassured that the safety and security of our children was assessed rigorously and supported the staff decision to continue with the visit.

The headteacher pointed out that the impact of PIXL testing is now being seen as we are moving into the second year of using it. The data is showing maths to be up by 28% and reading by 21% reading. Even with variations in the cohorts, this shows a marked improvement.

The headteacher pointed out to governors that the 'Depth of Learning' data sometimes looks lower for years 3 and 5 due to the nature of the assessment being across the milestone rather than per year group. As some things are not taught until the next year, they cannot be achieved within that year.

Governors asked whether all children will be at expected standard by the end of the year. The headteacher explained that in some areas yes but not always and that is often the SEN children that will not reach expected standard.

The headteacher explained that Year 4 is possibly not on track to reach expected standard. There is a significant difference between boys and girls attainment in this cohort; in particular the boy are struggling with writing. 14 children in year 4 are SEN and these are all boys.

Governors agreed to monitor boys writing at a future meeting.

Governors were happy with the format of the data.

In EYFS, the early indications are that national for GLD will be 77%. This means that we will be above national at Ravensmere and in line with national at the Albert Pye.

For the Year 1 phonics screen, national in 2016 was 81%. Both schools are above that again this year. At Ravensmere only two children did not pass. At the Albert Pye, staff were predicting a lower pass rate but staff have worked really hard and children have achieved well.

In KS1, 2017 results are above the national figure in 2016 across the board but the national figure is expected to rise for 2017. Governors noted that the KS1 team at the Albert Pye were new staff including an NQT.

Governors asked whether the changes that are planned to KS1 for next year were as a result of the data. The headteacher clarified that it was due to a reflection of the year and considering the needs of the year 1 cohort next year. Year 1 is a crucial year for getting reading and writing established.

Governors asked why there is a large difference in the % of children reaching expected standard in KS1 in writing between the two schools.

The headteacher explained that differences in cohort size and nature make it difficult to compare.

The headteacher explained that there are now writing checklists in place for the end of KS1 and KS2. It is now broken down for each year group so teachers are clear about the expectations at end of each year.

**Governors asked whether we have these checklists for other subjects.** The headteacher explained that the staff use depth of learning checklists for this purpose in other subject areas.

**Governors thanked the headteacher for providing a very thorough report.**

#### 4.2 Learning Reviews

Governors considered the reports from the learning reviews carried out in both schools.

##### **Albert Pye**

The headteacher reported to governors that she has challenged the fact that the fabulous work carried out in EYFS at the Albert Pye wasn't covered in the report. An amended version acknowledging this has now been received.

There were lots of positives found in the reviews but the main aim was to focus on how to improve. One area to focus on is the fact that the school websites need to be used more effectively to really showcase the schools.

**Governors discussed ways of encouraging parents to complete Parent View.** They agreed to be present at parents evenings and have computers and/or iPads set up for parents to use whilst in school.

**Governors noted that marking was mentioned in both reports. Governors expressed their surprise at marking has been a focus for several years.** The Assistant Headteacher clarified that the reviewers felt that there was a difference in marking across subjects. The action to be taken following the review is to review marking policies from outstanding school to assist development of the federation's policy. The headteacher explained that it is the impact of the marking on children's learning that is important and reminded governors that the Learning Ambassadors contributed to the current policy development.

This will be covered in the School Development Plan for 2017/18.

The reports celebrated the rich curriculum including art (art work, silver arts mark award) and drama (end of term production next week). The behaviour for learning was praised and the pastoral support available in school is a strength. There was however, a lack of evidence of religious education around the school.

Another point for development is further strengthening the federation and working across the federation.

The final point for inclusion in next year's development plan is providing greater challenge for those children working at greater depth.

### **Ravensmere**

The headteacher reported that she felt the report captured spirit of what Ravensmere does well.

**Governors queried what the report meant when it said that there is a loss of learning time when swimming during the second summer half term.** The headteacher explained that only one group can swim at any one time, whilst another group is getting ready. So the query from the review is what the other children are learning during this time. Staff have taken this on board and will review for next year. Across the federation, they will use the opportunity to support transition to Albert Pye for year 3.

**Governors queried whether there is sufficient outside space at Ravensmere for the early years children.** The headteacher explained that although space is limited, the staff make the best use of it that they can and they take the children down to the quay when necessary for moving and handling.

**Governors noted that the report states that the Headteacher is the only member of the Senior Leadership Team that works across the federation and queried whether this will change.** The Headteacher explained that Jeanette Kershaw leads Early Years across the federation, Henrietta Lane is the SENCO for the federation and Emma Plane leads the office team but there are stronger links to be made.

## **4.3 Report on results**

Abi Waston, Assistant Headteacher reported on the indicative KS2 SATs results.

### **Reading**

73% have reached expected standard, which is 2% above national. This is an improvement on last year and the threshold for achieving expected standard was raised by 5 marks. 20% of the cohort achieved greater depth.

### **Writing**

75% have achieved expected standard which is in line with national (76%). 23% of the cohort achieved greater depth.

### **Maths**

The 2016 result for Albert Pye was 64% and improvement in maths has been a major focus this year. Governors were reminded that the cohort was broken down into 6 smaller groups for focussed maths teaching, 3 days per week from Christmas. 77% of the cohort achieved expected standard, which is 2% above national. Greater depth increased from 4% in 2016 to 15%.

### **GAPS**

65% achieved expected standard whilst national was 77%. However, 1 child did not sit the papers and 3 children missed out by just one mark.

Spelling needs improvement and this will be a key focus for next year. 20% of the cohort achieved greater depth.

Reading, Writing and Maths Combined  
60% of the cohort achieved expected standard in all three areas, compared to 50% in 2016. 8.8% of the cohort achieved greater depth in all three areas.

Governors congratulated staff on these excellent results. The headteacher and governors thanked the staff for their hard work and dedication, and in particular that of Ilena Everett, the Maths leader.

Governors questioned whether staffing and the budget constraints would enable us to continue with the maths teaching arrangement for year 6 for next year. The headteacher explained that discussions are ongoing as this is a different cohort and so this method may not be suitable for them anyway.

Governors asked what the progress measures look and how this might affect whether we continue to meet the coasting definition. The Assistant Headteacher explained that the progress measure is difficult to calculate and the definitive figures won't be known until next term. However, our calculation show progress of +0.098 in reading and -0.145 in maths. Senior Leaders expect this to lift us out of the coasting definition but won't know until September.

#### 4.4 School Development Plans

These were discussed in the Headteacher's report.

#### 4.5 The Knowledge

The chair drew governors' attention to the sections on :

- Analyse School Performance: some governors to attend training in November
- Attendance
- Wellbeing
- SEN Analysis
- 30 hours childcare provision – which will be discussed later in this meeting

#### 5 Budget and Staffing Items

Governors were reminded that the financial year for academies is now from September to August. Governors were informed that, as at the end of May, the predicted outturn for the Albert Pye is £46,035 and for Ravensmere is £56,434.

Governors asked whether Mrs Spiller (teacher), Mrs Powles (Pastoral Support) and Mrs Penfold (HLTA) are being replaced. The headteacher explained that they are not being replaced but that other staff are being deployed differently, which is allowing us to make some savings. There will be changes to Mrs Chamber's role and a new Pastoral Support role is being created. The budget cannot withstand maintaining staffing as it is.

- 6 **Nursery Admissions**  
Jeanette Kershaw, EYFS leader, updated Governors with regards to the nursery arrangements from September, including the new offer of up to 30 hours free childcare for working families.

Governors approved the Albert Pye Nursery Admissions Policy and Nursery Charging Policy for 2017/18, which will both be reviewed on a termly basis initially.

Governors highlighted the importance of celebrating the fabulous provision in nursery.

Governors thanked Jeanette Kershaw and Emma Plane for the work that they have done on this as it has not been an easy process.

ACTION – Business Manager to upload the two policies to the Albert Pye website

- 7 **Policies**  
Governors approved the Asbestos Management Plan.

The ALT Complaints Policy was tabled at the meeting and the Governors adopted the policy for use within the federation.

ACTION – Business Manager to upload the Complaints Policy to both websites.

- 9 **Committees**  
To receive minutes of the Personnel committee and Finance and Premises committee meetings held on 23<sup>rd</sup> May 2017.

Governors noted the budget situation going forward.

Katie Rattenbury updated governors regarding the Staff Wellbeing questionnaire. There were lots of responses and at first glance, the issues appear to be around stress and workloads. Governors are hopeful that the good key stage results this year will help to relieve the pressure.

Feedback from wellbeing survey will be included on the agenda of the next personnel committee.

ACTION – Business Manager to inform Katie Rattenbury of the numbers of staff in school.

- 10 **Governor Monitoring, Training and Development**  
10.1 Governors shared the reports from their monitoring visits.

Jodie Poll – monitored lunchtime. Further action was to monitor again to see whether there are more activities out for KS2.

Katie Rattenbury – monitored lunchtime and confirmed that there were activities going on in KS2 playground that day but noted that there wasn't much shade for the KS2 children. The headteacher explained that now the

gates are the front of school are secured, children will be encouraged to use the shade at the front of the school during lunchtime.

Sally Brooks – monitored Science with a visit with Heidi Dimmock, Science Leader. They carried out a learning walk and saw evidence of science going on in school. As science leader, Heidi's focus will be on science assessment and monitoring more lessons. Next action – Sally to view talk less teaching in action.

Helen Nicholson – monitored English with a visit with Abi Watson, English Leader. They viewed literacy displays and discussed the English action plan. Student engagement was good and the quality of displays was very high. Early writing was witnessed in EYFS. Almost all points in English action plan have been implemented although there is further work to do on handwriting. The development of the Library is yet to take place.

**Governors queried what has stopped the library project this year.** The Headteacher and Business Manager explained that there were several factors that had held up the project but in particular the time taken in converting to academy status had meant less time to work on this project. This will be a focus for all in 2017/18.

Gillian Lee – monitored SEN provision by meeting with the SENCO Henrietta Lane in order to obtain an overview of SEN across the federation. She monitored safeguarding by meeting with the Pastoral Support Leaders, Rachel Powles and Zella Chambers, in order to gain an overview of the safeguarding practices in place across the federation. Gillian will meet with the EWO in September to discuss Attendance. On 26<sup>th</sup> May, Gillian attended part of the Support Staff PD day. Evidence of the effectiveness of LAL was seen in a presentation by those TAs that took part this year. In addition the Reading Advocate engaged colleagues in a discussion about books, sharing her vast knowledge.

10.2 Gillian Lee completed Level 2 Safer Recruitment training on 26<sup>th</sup> May 2017.

#### **17 Any other business**

Governors discussed the issue of parking outside school at Albert Pye. The headteacher explained that she has contacted the PCSOs who have agreed to visit to try to assist, when they are able. It was agreed to try to source some 'A' frames to be used outside of the school to encourage more sensible parking.

ACTION – Business Manager to source 'A' frames.

#### **18 Dates of future meetings**

The meeting schedule for 2017/18 will be agreed in September. Local Governing Body meetings will be on Wednesdays at 6.30pm and committee meetings will be on Monday afternoons.

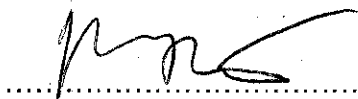
There was no further business and the meeting closed at 8.45pm.



## Agreed Actions

1	To add the Nursery Admissions and Charging Policies to the Albert Pye website	Business Manager
2	To add the Complaints Policy to both school websites	Business Manager
3	Visit to Ravensmere to meet with Jo Verrall about spelling	Helen Nicholson
4	Deputy Headteacher to be invited to a future LGB meeting to explain PIXL in further details	Headteacher
5	Governors to attend the training on ASP at Red Oak on 22 <sup>nd</sup> November 2017	Gillian Lee / Jodie Poll
6	Attendance Governor to attend team meeting	Headteacher / Gillian Lee
7	To complete the NGA Skills Analysis by 7 <sup>th</sup> July	Helen Nicholson / Sam Burton
8	Staff Wellbeing Questionnaire Report to be added to the agenda for next Personnel committee meeting	Clerk
9	Business Manager to send details of staff numbers to Katie Rattenbury to support analysis of wellbeing questionnaires.	Business Manager
10	Governors to monitor boys writing in 2017/18	Governors
11	To source 'A' frames re parking	Business Manager

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



..... Chair of Governors, FGB 11/10/2017

