

MINUTES

The meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation was held at the Albert Pye on Wednesday 6th December 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 for absence were received from Jodie Poll, Sam Burton and Helen Nicholson.
- 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 Those governors present have all signed the register of Pecuniary Interests for 2017/18.

ACTION – Clerk to arrange for Jodie Poll, Sam Burton and Helen Nicholson to sign the register of Pecuniary Interests for 2017/18.

3 Minutes

- 3.1 The minutes of the previous meeting held on 11th October 2017 were agreed as a true and accurate reflection of the meeting and were duly signed by the chair, with the following amendment:

Item 6.1 – Page 5

For example, the Headteacher and EYFS Leader from each school in the Trust has a full day every term with an Early Excellence consultant.

- 3.2 Matters arising from the minutes not already covered on the agenda were discussed.

1	Governors not present at the last meeting to sign the register of Business Interests	Clerk to arrange directly with these governors
2	Deputy Headteacher to be invited to a future LGB meeting to explain PIXL in further details	Meeting held at Ravensmere on 29 th November 2017, Sally Brooks, Kate Rattenbury, Helen Nicholson and Jeanette



		Kershaw attended.
3	Governors to attend the training on ASP at Red Oak on 22 nd November 2017	Phil Tate and Gillian Lee attended with Melanie Mills and Andy Adcock.
4	Attendance Governor to report back to next LGB	Report circulated for discussion later in the meeting.
5	To report the results of the NGA Skills Analysis	Covered later in the agenda
6	To source 'A' frames re parking	Frames have been sourced and are on order
7	To give feedback on Trust Board Meeting at next LGB meeting	The reports were presented to the Trust Board and it was a lovely opportunity to demonstrate the work being done within our schools
8	Budget links to be added to the SDPs	Yet to be completed
9	To meet to agree a Governance Development Plan and monitoring schedule	Covered later in the agenda
10	To send out parent questionnaires at parent consultation meetings	Completed at parent consultation meetings
11	To analyse the results of the parent questionnaires	Covered later in the agenda
12	To circulate the PE Premium plans to Governors	Circulated to all governors on 2/11/17

4 **Academy Improvement**
4.1 **Headteacher Report**

Governors discussed the Headteacher's report, which was circulated in advance of the meeting.

In reference to the data on page 4 of the report, Governors asked what progress is being made with regards to reading in year 6, as the % of children at expected standard is low. The Headteacher



explained that the data for year 6 in the report is based on PiXL assessments carried out in October, where only 31% were at expected standard or above. Further assessments have taken place during the last week and the results show 61% at expected standard or above. Stamina was an issue initially for the children and staff have been working hard with the children on this, which has already shown an impact. The Reading Advocate and one Year 6 teacher have attended excellent training on reading and improving inference skills for comprehension from Tony Whatmuff, who is an expert in this field. He has now been booked to work with all staff on this on Monday 19th February 2018. He will work with each key stage in turn, ending the day with a staff meeting after school.

Governors were invited to attend to see this work in action if they are available.

ACTION – Clerk to invite absent governors.

The Deputy Head has analysed the PiXL assessments and senior leaders are now using the question level analysis to progress children. Higher Prior Attaining children did not reach greater depth (only 5% at latest results), so the focus on this will remain. The SENCO is to do an extra support group for SEN children. Staff are giving focus to the 3 mark questions because inference and clarification are the issues. The impact of this focus is being seen already.

In Maths, the results on paper 1 were strong but paper 2 was weaker. Multi-step problems are an issue for some children and so these are a focus. 67% reached expected standard and whilst this is good, senior leaders believe that this can be higher. The Maths Leader will be released 3 mornings per week (as last year) to give extra capacity to year 6 and will work with the key marginal children. The SENCO will teach a group of SEN children, the Assistant Headteacher will teach the core group and the other Year 6 teacher will work with the greater depth children. This method was very successful last year and had a big impact on outcomes for children.

ACTION – Maths governor to carry out a monitoring visit to school to see how groups are working once they are embedded.

Governors asked how the SENCO is able to manage this additional workload. The Headteacher explained that senior leaders will monitor this with the SENCO and she will be released for additional time where needed.

Governors questioned why there is such a big difference between the percentages of children at expected standard in year 1 between the two schools. The Headteacher suggested that the



difference is that one set of data is based on end of year predictions, where the other is based on current data. In Key Stage 1, assessments are not made using tests but by the teachers' assessment of the work. The Headteacher will explore this further and ensure that all staff are doing their assessment in the same way. From year 3 onwards, assessments are made using testing.

Governors noted again the excellent attendance figures. Last year, attendance at both schools was above national and work continues to maintain that this year. The EYFS lead explained that attendance in nursery is lower but that attendance is not a legal requirement until children reach statutory school age (the term after their 5th birthday). However, good attendance in nursery and reception is vital for good progress and so the leaflet given to parents of new nursery children has been revised to strongly encourage good attendance. Occasionally poor attendance in nursery is continuing into the reception year, which has a negative impact on children's progress.

RAG letters for attendance are being sent out again this week, in named envelopes as requested by governors. Although there was a strong reaction to the letters initially, they have had an impact.

Governors asked how the new style reports differ from the old reports. Reports are sent annually in July. The reports have been streamlined to make them less time consuming to produce but still informative to parents. They include information about attainment and progress for all subjects. They also include individual comments about learning behaviours and specific comments for literacy and maths. Feedback received from parents was positive. **Governors asked whether there had been any feedback from staff.** The Headteacher confirmed that the staff much preferred them.

Governors questioned whether all opportunities are taken to share information gathered through the PiXL tests with parents so that they can support by working with their children at home if they want to. The Headteacher explained that senior leaders are exploring the possibility of changing the way that parent consultation meetings are held. In KS1, staff need to meet with parents earlier in the Autumn term but in KS2 this would be more beneficial later once we have more information to share. Senior leaders are discussing the best way to share the information that we have with parents to the benefit of children.

The confidential section of the Headteacher's report was discussed.

4.2 School Development Plans (SDP)

The Chair and Headteacher met and agreed that it would be best for 2017/18 for governance development and monitoring to be included in the SDPs rather than having a separate plan.



Those governors that were able to attend the PiXL training session on 29th November found it extremely useful and it was agreed that this was a good method of development for the LGB at the present time.

ACTION – Governors to think about the next area that they need training on so that a session can be arranged

The SDPs have been updated to include this.

The Deputy Headteacher from Albert Pye will attend the LGB meeting in term 4 to give an update on PiXL.

The SEN Governor will monitor SENCO reading group in term 3.

The Deputy Head from Ravensmere will attend the term 3 LGB meeting to discuss curriculum provision.

Under section 2.1, leadership roles for children, the Assistant Headteacher will attend the term 5 LGB meeting.

The Attendance Governor to visit school to talk to the Senior Pastoral Support Leader about wellbeing and mental health for children during spring term.

Under section 3.2, The EYFS Leader and the Maths Leader will attend the LGB meeting in term 6 to give governors information about the Key Practitioner training focuses (adult engagement and higher attainers in maths).

4.3 This was discussed under item 4.1.

5 Governor Development and Training

5.1 See item 4.2

5.2 We continue to purchase the Governor Training package from Schools' Choice and governors should tell the Clerk if they wish to be booked onto any session.

The Hub Standards Adviser from ALT will hold session for governors on being Ofsted ready; the date is yet to be agreed.

5.3 The Chair will report on the Skills Analysis at the next meeting. However, the common emerging theme is that governors want more training, which we are arranging as and when needs arise.

6 Governor Monitoring

6.1 Sally Brooks carried out a Science monitoring visit at the Albert Pye on 15th November 2017. Along with the Headteacher and Science Lead, they conducted a learning walk, scrutinised science books and gathered pupil perceptions. Questioning in scientific language was very evident in the displays in EYFS. More scientific language is needed on displays in KS1. Evidence of cross



curricular links was seen in KS2. All agreed that the displays need to show questioning and scientific language. It is important to immerse children in the scientific language from nursery. Sally reported an enthusiastic and positive response from children, although it would be more beneficial to speak with a larger group of children next time. Science books across the school were monitored and the progress across the school was evident. Most year groups are using umbrella questioning but not all and not all presentation was as good as wanted. This feedback has been given to staff.

ACTION – Science Governor to repeat this later in the school year.

Gillian Lee met with the Business Manager with regards to monitoring finance on 9th November 2017. This raised a few questions, which were put to the finance committee.

Gillian Lee met with the Pastoral Support Leaders and the Education Welfare Officer (EWO) to monitor attendance. They explained the fast track and prevent meetings in more detail. The EWO highlighted how well that staff know individual children and their situations. The impact on absence figures has been huge; Persistent Absence (PA) has halved and is now below the national rate.

Katie Rattenbury presented feedback to the Personnel Committee regarding the Wellbeing Survey carried out with staff in June. She reported to the LGB that the vast majority of responses were very positive, with only one or two negative comments. She reported that senior leaders have been considering what can be done to improve staff wellbeing. A whole staff Wellbeing meeting was held on 28th November 2017. The Headteacher and Senior Pastoral Support Leader attended a PiXL Wellbeing course, which recommended the federation has a wellbeing strategy.

ACTION – The Headteacher will report on the progress of the creation of a Wellbeing strategy at the Personnel Committee.

Governors discussed the time of the LGB meetings going forward and agreed to hold future LGB meetings at 5.30pm and monitor.

6.2 See item 4.2

PE Governor to monitor PE Premium plans ahead of next LGB meeting.

6.3 Sally Brooks tabled a report detailing her analysis of the Parent Questionnaires.

The response rate was good; 77% at Ravensmere and 65% at the Albert Pye.



Overall responses were extremely positive.

At Ravensmere, all parents agreed that their child is happy, well looked after and feels safe in school. All would recommend the school to another parent. All parents agreed that their child is taught well and makes good progress.

At the Albert Pye, 99% of parents agreed that their child is happy, well looked after and feels safe in school. 98% agreed that their child is taught well and makes good progress.

There were mixed views on homework, with 7% of Ravensmere parents and 6% of Albert Pye parents disagreeing with the questions 'My child receives appropriate homework for their age'.

Governors noted that 37% of Ravensmere parents and 24% of Albert Pye parents answered 'don't know' to the question 'This school deals effectively with bullying'. Governors agreed that for this particular question, this is most likely to be because they have not had any issues with bullying, rather than being a negative response.

Governors considered the breakdown of the results across year groups at the Albert Pye and were pleased to see so many positive comments made.

Governors thanked Sally for all her hard work on analysing the questionnaires to produce the report.

7 The Knowledge

7.1 The Chair drew governors' attention to relevant sections of the Knowledge.

Governors asked what preparation is being made to ensure compliance with the General Data Protection Regulations (GDPR). The Business Manger reported that ALT are supporting with these changes. A Compliance Officer has been appointed, who will be the Data Protection Officer for all the schools in the Trust and will attend in depth training. She will then support roll out in the schools.

Governors noted the proposed changes to the Ofsted working arrangements which means that 'Good' schools will receive a 'short' 1 day inspection. If the inspector sees evidence to suggest that the school may be outstanding then a further full inspection will then follow within 1-2 years.

The EYFS Lead informed governors that the 30 hours funding for pre-school children is under review.



8 Date of Next Meeting

8.1 Wednesday 31st January 2018 at 5.30pm at the Albert Pye

There was no further business and the meeting finished at 8.15pm.

Agreed Actions

1	Helen Nicholson, Sam Burton and Jodie Poll to sign the register of Business Interests	Clerk
2	To report the results of the NGA Skills Analysis	Chair
3	Budget links to be added to the SDPs	Business Manager
4	Invite Helen Nicholson, Sam Burton and Jodie Poll to attend training day with Tony Whatmuff on 19 th February 2018	Clerk
5	To carry out a monitoring visit to school to see how Year 6 Maths groups are working	Maths Governor
6	To think about the next area for Governor training	All governors
7	To repeat Science monitoring visit later in the school year	Science Governor
8	To report on the progress of the creation of a Wellbeing strategy at the Personnel Committee	Headteacher

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



..... Chair of Governors, FGB 31/01/2018

