

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at **Albert Pye on Monday 19th March 2018 at 5.30pm.**

Present:

Phil Tate (Chair), Melanie Mills (Headteacher), Gillian Lee, Sally Brooks, Katie Rattenbury, Jeanette Kershaw, Jodie Poll, Helen Nicholson, Abi Watson (Assistant Headteacher, English Leader), Emma Plane (Business Manager / Clerk to the Governors)

1 Welcome and Apologies

- 1.1 The Chair welcomed all present to the meeting.
- 1.2 Apologies for absence were received from Sam Burton.
- 1.3 All agreed to consent to 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 The register of Pecuniary Interests was completed by those governors present that had not previously completed it for 2017/18.

3 Minutes

- 3.1 The minutes of the previous meeting held on 31st January 2018 were agreed as a true and accurate reflection of the meeting and were duly signed by the chair.
- 3.2 Matters arising from the minutes not already covered on the agenda were discussed.

1	Helen Nicholson and Jodie Poll to sign the register of Business Interests	Completed under item 2.2
2	To report the results of the NGA Skills Analysis	See item 6.2
3	To carry out a monitoring visit to school to see how Year 6 Maths groups are working	See item 7.1
4	To repeat Science monitoring visit later in the school year	Arranged for Tuesday 17 th April
5	To report on the progress of the creation of a Wellbeing strategy at the Personnel Committee	Update given on 26.2.18
6	To meet with the Pastoral Support Leaders to review Mental Health awareness week	See item 7.1
7	To update governors on the success of the team building staff meeting held at Ravensmere	The Headteacher reported that the session had been very positive. It had helped with information sharing and to further develop relationships.

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SIGNED BY CHAIR AS A TRUE RECORD OF MEETING:



DATE: 4/7/18

4 Input from SLT

4.1 Miss Watson attended the meeting to update governors with regards to progress in year 6.

The most recent data collection was in early March and staff feel that the results are slightly skewed as the first test took place as the first snow fell outside and children were distracted. That said, the results are higher in all areas compared to this time last year. Results were 67% at expected standard for reading, 64% for GAPS and 61% for Maths.

The year 6 staff team are now reviewing the groups for intervention strategies, to ensure they are targeted in the right place.

Miss Watson explained that reading was likely to be 67-84%, GAPS was likely to be 64-80% and maths was likely to be 61-73%. This means that even at the most conservative estimate, the results should be in line with national.

Governors asked what the numbers achieving greater depth were. Miss Watson explained that this is weaker in maths and so the maths groups have been changed around. She clarified that 24% achieved greater depth for reading in the most recent testing, which is a strong position. In addition, the Reading Advocate has been deployed to work with some children who are borderline to help them to attain greater depth.

Breakfast booster groups are being held twice a week. Those children who can't make those sessions for whatever reason are then picked up during the day. **Governors asked what parental support has been like for these groups.** Miss Watson confirmed that one parent has declined the offer for their child but all others are supportive. Miss Watson explained that the group focus is constantly changing to ensure that it is sharp and focused.

Governors asked how the teachers that are new to working with year 6 are being supported. Miss Watson sets the work and then the teacher delivers it, mentored by her. This is working really well.

Governors questioned whether the team is confident that the results were adversely affected by the snow. Miss Watson confirmed that the test from 2016 were harder and children did better on these before Christmas, so they are confident that this is the reason for the dip.

Governors asked whether the children's stamina develops between now and the SATs tests. Children approach the papers completely differently to how they have done in the past as they are used to this process now with all the PiXI testing that takes place.

Governors asked how the pupil premium and SEND children were doing. Miss Watson confirmed that the pupil premium children are performing as well as the rest of the cohort or even better. SEND children are slightly



below but we would look at progress for those children rather than attainment in some cases.

Governors asked how boys and girls were performing in relation to each other. Miss Watson confirmed that there was no difference.

Governors thanked Miss Watson and the Year 6 team for all their hard work to prepare children for their SATs and for giving them the best chance.

- 4.2 Governors discussed the report from the Reading Deep Dive days held on 5th February at the Albert Pye and 6th February at Ravensmere which were circulated in advance of the meeting.

Governors asked Miss Watson for an update as to what has happened with regards to reading since the Deep Dive days.

Antony Whatmuff was in school on 19th February and carried out whole school training. Staff worked on a reading toolkit; which enables them to teach the skills required for comprehension rather than simply decoding. Staff were given strategies to use with the children and there are 6 or 7 ideas that staff will try. Miss Watson will write an action plan.

Miss Watson will lead a training session for teaching staff tomorrow on whole class teaching for reading

Miss Watson has looked at extended read books for years 3 and 4. She has used the Chris Quigley brilliant books system, which identified The Island for year 6, The day the crayons quit for year 3, The Lion, the Witch and the Wardrobe for year 4, Storm breaker for year 5. Whole class sets of Harry Potter books have been purchased.

Governors asked how the books are being used. Miss Watson explained that there is a half hour session which involves reading and questioning. This is linked through to writing and comparisons are made across texts. They then use the ideas from the fiction texts to write non-fiction pieces. Miss Watson explained that it is hard to interest both boys and girls and often it is the unusual texts that work best.

Miss Watson explained that the use of 'reading buddies' will be trialled after Easter. The Reception teachers would like their classes to be included and linking up with Ravensmere would be ideal.

Governors asked for an update with regards to the library project. The Headteacher explained that a donation of £500 has been received from the Foeffees and 3 boxes of books have been donated by Usborne. A bid for £10,000 towards the cost of books has been submitted to the Foyles Foundation and the result is expected by end of April 2018. The Business Manager explained that quotes have been received for the refurbishment of the room in the West Building, and the work will be carried out by Weaving and Sons and will commence soon. It is anticipated that the project will be completed by the end of the school year.



Governors thanked Abi for attending the meeting and for providing a comprehensive update.

Abi Watson left the meeting at 6.20pm

5 Academy Improvement

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

With regards to strategic objective 2, some parents are volunteering as helpers with reading at Ravensmere, which has been successful, can this be replicated at the Albert Pye? The headteacher reported that this has been attempted before but without success. However, at Ravensmere this time, the parents were trained and prepared by Jen Burch, Deputy Headteacher, before they began volunteering. This may be what has made it so successful this time. Governors suggested that grandparents be targeted of this, as many have free time and that perhaps this could be piloted in EYFS or KS1 before being applied across the whole school.

ACTION The Headteacher will discuss the options with Phase Leaders.

Governors noted that the % of children who are SEND is approximately 25%, which is high, and asked how this compares to national. The headteacher confirmed that it is above national. Governors questioned why this might be the case. The headteacher explained that SEND children are well supported at the Albet Pye and they often achieve well. Anecdotally, we know that in the past children have come to Albert Pye because it has been recommended by people who have had good support, particularly for Autism. We have two passionate Autism champions within the school and children are very well provided for.

Governors queried whether the high SEN numbers could also be partly due to the fact that the school is skilled at identifying those children that are SEND. The headteacher agreed that this has an impact.

Governors noted that EAL numbers are low, with only 10 out of 396 at Albert Pye.

Governors noted that the results for year 2 are low and questioned why this is. The headteacher explained that some children were exceeding at EYFS but aren't on track now for greater depth at the end of KS1, which is a concern for progress measures. Teaching is strong so these results are not due to the quality of teaching. Governors asked what is being done to improve the situation. The KS1 team are meeting with the Headteacher and the Deputy Headteacher tomorrow to work through what the issues are and identify what measures can be put in place.

Governors asked whether the KS1 teachers moderate across the federation to ensure that judgements are consistent. The Headteacher



confirmed that they do. The difference is that children are in smaller cohorts at Ravensmere and in mixed age classes at Albert Pye. The headteacher confirmed that staff will be assessing exactly what the barriers are and then looking at what resources we have available to address those barriers. **Governors questioned whether pupil voice would give an insight as to what the barriers are.**

5.2

School Development Plans

The progress of the 2017/18 plans was covered in the Headteacher's report.

A joint meeting for governors and staff to review 'what's working well' has been arranged for Monday 25th June 3.30pm – 5pm.

The headteacher informed governors that Andy Redman from the Active Learning Trust Central Team has carried out learning reviews at both schools. There were lots of strengths identified. Teaching was sharp and focused. At the Albert Pye, further work is needed on burning questions and ensuring sufficient challenge for children. Learning behaviour needs work for some children.

At Ravensmere, fantastic learning behaviours were observed. Again, burning questions need further work.

Governors asked how often these learning reviews take place. The headteacher explained they are carried out as and when required but that they will take place at least twice per year.

6 Governor Development and Training

6.1 Governors were reminded that the school purchases training for governors through Schools Choice and that they can attend any course that they feel would be of benefit to them. The Clerk will book places for governors.

ACTION – Clerk to book a place on the Safeguarding for Governors training for Jodie Poll on 10th May.

6.2 The Chair updated governors with regards to the skills audit which he had completed. The overriding position is that governors feel that they require more training and the Chair reminded governors again that they are able to undertake training run by Schools Choice as they wish.

7 Governor Monitoring

7.1 Monitoring visit reports were presented by Gillian Lee, Helen Nicholson and Katie Rattenbury.

Gillian Lee monitored safeguarding practices. She contributed to the completion of the Safeguarding Self-audit and carried out a spot-check of the Single Central Record (SCR) at both schools. She will continue to monitor the SCR on a termly basis.

Several questions for governors have arisen as part of this monitoring:

1. **How do we prove that governors have attended training?** The clerk can access training records for Governors through Schools Choice.



- In addition, each governor is expected to record training that they have undertaken on GovernorHub. A report from this can then be produced.
2. **How will the actions identified through the self-audit be acted on and monitored?** The Headteacher and the Senior Pastoral Support Leader will ensure that the required actions take place and governors will receive updates via the Headteacher's report.
 3. **How do we prove that policies have been read by governors?** It is in the minutes that policies have been approved and it is assumed that governors have read them as this is an expectation of all governors. However, we could ask governors to sign to say that they have read key policies in the same way as we do with staff.

Helen Nicholson attended the able readers and writers day which was held at the Albert Pye by Abi Watson. Children attended from other Active Learning Trust schools, which demonstrated collaboration across the Trust. The day was an excellent celebration for able readers and writers and the children were very well engaged in their learning.

Katie Rattenbury attended the training session held for KS2 teachers on reading by Tony Whatmuff on 19.2.18. Staff were given useful strategies to use with their classes.

Katie also visited Albert Pye during maths week. She also met with Ilena Everett, the Maths Leader. Katie reported how good it was to see so many children, staff and parents excited about maths. She explained to governors that support from parents via Twitter had been unprecedented and was a real positive. *Governors thanked Ilena Everett for all her hard work.*

8 Approval of Documents

- 8.1 The governors approved the Federation Wellbeing Policy.

The approval of the Business Continuity Plans for each school was deferred to next meeting.

9 The Knowledge

- 9.1 The contents of the Knowledge were noted and no further action was required on any item at this stage.

10 Date of Next Meeting

- 10.1 Wednesday 16th May 2018 at 5.30pm

There was no further business and the meeting ended at 8pm.




DATE 4/7/18

Agreed Actions

1	To repeat Science monitoring visit on 17 th April 2018	Science Governor
2	To discuss options with regards to parent helpers for reading with Phase Leaders	Headteacher
3	To book a place on Safeguarding for Governors training session on 10 th May 2018	Clerk

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


..... Chair of Governors, FGB 04/07/2018

