

## MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at **Albert Pye** on **Wednesday 4<sup>th</sup> July 2018, 5.30pm.**

### **Present:**

Phil Tate (Chair), Melanie Mills (Headteacher), Gillian Lee, Katie Rattenbury, Jodie Poll, Helen Nicholson, Andy Adcock (Deputy Headteacher, Assessment Lead), 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 Sally Brooks and Jeanette Kershaw.
- 1.3 All agreed to consent to both 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.

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

- 3.1 The Governors extended their thanks to Helen Nicholson for her work on the Local Governing Body (LGB) as this is her last meeting.

Sam Burton has also resigned. Governors thanked him for his service as a governor.

The Headteacher reminded governors of the change to the constitution of the LGB for next academic year, which has been decided by the Active Learning Trust (ALT) Board. Our LGB will consist of 8 governors; the Chair and the Headteacher, 4 Trust governors and 2 parent governors (one from each school). There will be no staff governors but different staff will be asked to attend each meeting to talk to governors. Lindsay Blankley will join us as a Trust Governor in September and a parent governor from Ravensmere will be recruited next term.

**ACTION Clerk to follow recruitment process for a parent governor in September.**

#### **4 Minutes**

- 4.1 The minutes of the previous meeting held on 19<sup>th</sup> March 2018 were agreed as a true and accurate reflection of the meeting and were duly signed by the chair.
- 4.2 Matters arising from the minutes not already covered on the agenda were discussed.

To repeat Science monitoring visit on 17 <sup>th</sup> April 2018	There will be a Science day across the Trust for KS1 in September.
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	Science governor welcome to attend for monitoring
To discuss options with regards to parent helpers for reading with Phase Leaders	This will be actioned in September
To book a place on Safeguarding for Governors training session on 10 <sup>th</sup> May 2018	This was booked and attended by Jodie Poll

**4 Input from SLT**

- 4.1 The Headteacher explained that formal results from Key Stage 2 (KS2) will be received next week.

Mark Bennett and Jill Larkin from Suffolk County Council came to school to discuss PiXL today. Thank you to Andy Adcock for this work on this and his presentation to them today. He was excellent.

Andy Adcock, Deputy Headteacher at Albert Pye and Assessment Lead, explained the process for assessment within KS2. Years 3, 4 and 5 all do PiXL tests in October, February and June. The PiXL year starts in June. Children have done brilliantly across the board. The gap to expected standard has closed a lot and teacher assessment is much closer to test results now. There is still a larger gap when assessing greater depth but senior leaders continue to work on this with staff, in particular looking at why the gap is there. In years 3 and 4, activities that pupil complete in class are usually 20 minutes long but test papers are 40 minutes. This means that children need to be taught resilience in order to demonstrate their knowledge in the tests. The evidence is showing that some children have done really well on the first few questions but they haven't necessarily finished the paper, which could indicate stamina is the issue rather than their knowledge. Teaching staff are reporting that when they look through the questions and answers with the children after the test, children know how to answer the questions but they didn't have enough time to get through the whole paper. Andy explained that teachers carry out a 'walking, talking mock' where the teacher shows the children how to answer questions, like a model answer. The test results support the teacher's assessment of achievement.

Andy explained that the federation has outgrown the data tracking system that was being used (Depth of Learning) and senior leaders and staff agreed that it was no longer meeting our needs.

Andy had an idea of how to track assessment and Lisa Minter then worked really hard to design the spreadsheets and created them in the cloud. The new system allows staff to analyse their data with action points and decide what they are going to do, before they meet with senior leaders. This has given staff ownership of their data and has stimulated lots of conversations about assessment across year groups. Staff are now clearly using the data to inform their teaching.



Governors were shown an example. The programme analyses the data for staff, which has taken hours off their workload. Then staff scrutinise the results and come up with actions needed with the children in their class. This then sets the agenda for the pupil progress meeting held with staff. It was trialled initially with core subjects but now also covers foundation subjects. **Governors asked how teachers know what 'expected standard' looks like.** Andy confirmed that the Subject leaders are starting to produce this, working with teachers from other ALT schools through the Subject Leaders Development Group (SLDG) meetings. Andy reported that it is work in progress and not perfect yet, but the impact on teachers' workload is already a benefit.

**Governors asked whether this will help teachers with knowing which children are greater depth, as this can be very subjective.** Andy explained that for core subjects, children need to achieve 80% on the tests for greater depth. With writing, which is teacher assessment, the protocols are there for year 2 and year 6, but not the year groups in between. Teachers across the hub are working on the standards at different year groups.

Governors celebrated the reduction in teachers' workload.

**Governors asked what support is in place for pupils as they sit the increased number of tests.** Andy explained that the teaching that happens on a day to day basis, and the culture created within the classroom, supports children with being able to sit the tests. Teachers explain to the children that it also shows the teachers what they haven't taught. Teachers are given extra release time each week to pick up children who have a specific barrier within the week. Teachers also use 'pre-learning' which means that they introduce children to a topic early to boost their confidence.

Andy showed governors the question level analysis that PiXL produces and explained that this allows senior leaders to be directed with what to look for when looking at areas for improvement.

Andy explained that there are some tweaks needed to the new system but Lisa Minter has done a brilliant job in creating it.

The Headteacher explained that alongside this, the SENCO has been doing some work with Ivor De Sousa and they have developed a system for tracking the progress being made by SEND children, so that progress can be tracked well.

Governors agreed that they would like to monitor how children feel in the build-up to and after the testing.

**ACTION Governors to monitor in October.**

**5**  
**5.1** **Academy Improvement**  
**Headteacher Report**

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

**Governors noted that year 2 boys at Albert Pye had not achieved as well and asked why this was.** The Headteacher commented that the Year 2 results are disappointing. Moderation visits took place for Key Stage 1 in both schools and all judgements were agreed, so senior leaders are confident that the judgements made are accurate. Some children didn't do as well as expected,



based on making expected progress from the end of EYFS. **Governors asked what will be done about this.** The headteacher explained that those children will be tracked closely into year 3 and targeted to make accelerated progress in year 3. The Headteacher explained that the expectations from year 1 to 2 increase rapidly. She highlighted that not all the children concerned are SEND. A couple of children were held back because of behaviour, i.e. not producing enough work to demonstrate their ability.

**Governors noted that year 5 has a high number of boys and that there is a gap between boys and girls in reading and writing. Governors asked what is being done to address this.** The Headteacher explained that children change a lot in year 6 and they mature, which shows in their results. That said, for this cohort in year 6, topics have been selected carefully to engage the boys. The addition of a male teacher into year 6 is also expected to impact on boys' engagement. The teachers have studied the data from the current year 5, and know the children that are in the window just below expected standard and just below greater depth. These children will be targeted to make accelerated progress during the year to achieve the standard.

**Governors noted that year 3 also has a high number of boys but data is good and boys are not behind the girls.** The Headteacher explained that PiXL test results have supported the accuracy of the teacher assessment.

Those children that don't reach expected standard in the KS2 SATs are given extra support through transition to the high school, to enable them to progress in high school.

**Governors asked how children with English as an Additional Language (EAL) are supported when they join the federation.** The Headteacher explained that most children do have some English when they start with us. As soon as they are identified there is a focus on language and vocabulary. If the children join in nursery or reception, the ethos and culture develops this quickly. All our EAL children are fluent in English. The difficulties tend to occur more for the parents than the children. Sometimes the children interpret for their parents. Our staff work hard to support those parents when they need it.

**Governors noted the fixed term exclusion that had occurred this term.**

**At 6.35pm, Jodie Poll and Helen Nicholson left the meeting.**

The Headteacher confirmed that the Library refurbishment is complete. The official opening will take place on Monday 10<sup>th</sup> September after school and all governors are invited to attend. There will be three authors and illustrators present for the opening. Polly Dunbar, author and illustrator, has created an amazing mural on the wall of the library as a gift to the school. **Governors expressed their thanks to all involved with the project and look forward to seeing it in use next year.**

**Governors celebrated the wider successes that the federation has achieved, including 13 county finals in a variety of sports. The Headteacher explained that a school has to finish in the top 2 locally to get to the county finals. On 5<sup>th</sup> July, there will be a total of 51 children out from the Albert Pye, participating in county finals. Congratulations and thanks in particular to Stuart McKenzie, PE Coach and Andy Adcock but all the staff involved who have supported the children to achieve this.**

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SIGNED BY CHAIR AS A TRUE RECORD  
OF MEETING:



DATE:

11/10/16

Governors celebrated the introduction of the 'This Girl Can' group led by Mrs Remblance. The Year 6 girls involved led a successful afternoon of activities for all girls at the Albert Pye and have been invited to dance at the opening ceremony of the Sports Festival.

5.2 **School Development Plans**

The Chair reported that a very successful session with both staff and governors was held on 25<sup>th</sup> June. The session, which was a review of the School Development Plans, involved assessing the strengths of 2017/18, as well as looking at areas to improve next year. The information gathered will be used to develop the School Development Plans for 2018/19. The Chair reported that the atmosphere in the session was positive and buzzing. There was a lot of positive feedback given about the wellbeing strategy that has been in place this year. The Chair commended the staff for their input. There were lots of good ideas as to how to further improve and a real energy about the staff team. The excellent teamwork which the federation is known for was well evidenced.

6 **Safeguarding**

6.1 Governors discussed the Safeguarding Audit visit report which was circulated in advance of the meeting.

Governors noted seeing evidence of safeguarding policies being put into practice.

Governors extended their congratulations to the whole staff team on receiving such positive feedback.

7 **Governor Monitoring**

7.1 The Chair reminded governors that all governor monitoring visit report forms need to be sent to the Headteacher for an accuracy check before sharing.

8 **Governor Development and Training**

8.1 There will be a whole Local Governing Body training session on Safeguarding on Thursday 8<sup>th</sup> November 2018 3.45pm. The Designated Safeguarding Leads will also join the session.

9 **Approval of Documents**

9.1 The Anti-bullying Policy and the Complaints Policy were approved without amendment.

The Anti-radicalisation Policy was approved with the following addition:  
Section 7.1 All staff will complete PREVENT training.

It was agreed that all governors would undertake the online PREVENT training.

**ACTION All governors to undertake the online PREVENT training.**

10 **Approval of Minutes**

10.1 The minutes of the Personnel Committee meeting held on 11<sup>th</sup> June 2018 were agreed as a true and accurate reflection of the meeting and were duly signed by the chair.



The minutes of the Finance and Premises Committee meeting held on 11<sup>th</sup> June 2018 were agreed as a true and accurate reflection of the meeting and were duly signed by the chair.

There were no matters arising to be addressed.

**11 Meeting Schedule 2018/19**

11.1 The meeting schedule for 2018/19 was agreed.

**12 Date of Next Meeting**

12.1 Thursday 11<sup>th</sup> October 2018 at 6pm

There was no further business and the meeting ended at 7.15pm

**Agreed Actions**

1	To recruit a Parent Governor from Ravensmere	Clerk
2	To repeat Science monitoring visit in 2018/19	Science Governor
3	To discuss options with regards to parent helpers for reading with Phase Leaders	Headteacher
4	To monitor how KS2 children feel during the build-up to and after the PiXL testing.	Governors
5	To undertake the online PREVENT training	All governors

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

  
..... Chair of Governors, FGB 11/10/2018

