



Reydon Primary School

Local Governing Body Agenda Monday 10th July 2017 @ 6.00 pm

Chair:	Celia Eldridge	Clerk:	Elaine Szpytma
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Carol Andrewes	Trust	P
Celia Eldridge	Trust (Chair)	Ap
Andrea Hall	Trust	P
Gillian Simmonds	Trust	P
John Verity	Trust (Vice-Chair)	P
Alison Hurren	Staff	Ap
Catherine Millward	Staff	Ap
Jo Viner	Headteacher	P
Olivia Roffey	Parent	P from 6.15 pm
Adele Colman	Parent	P from 6.15 pm

In Attendance

Nicki Mayne, School Business Manager
Linda Ellis, Deputy Headteacher

Reydon Primary School Local Governing Body
Agenda Items / Minutes / Actions

Monday 10th July 2017 @ 6.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair and Apologies for Absence	The meeting commenced at 6.00 pm. Apologies for absence received from Celia Eldridge, Alison Hurren, Catherine Millward; governors consented to the absences. Olivia Roffey and Adele Colman arrived later in the meeting.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on the agenda.	
3.	Minutes of Previous Meeting and Matters Arising	<p>Minutes: The minutes of the previous meeting were confirmed as an accurate record, subject to the amendment below.</p> <p>Item 7 (Page 11) – Reports from Governors Visits: The minutes indicate Olivia Roffey visited to attend a celebration assembly on 6th February, the visit was undertaken by Adele Colman and not Olivia Roffey.</p> <p>Governors noted the last meeting was 27th March, the meeting scheduled for 8th May had been cancelled.</p> <p>The headteacher will arrange for Jvr and AH to be provided with login details to the governor zone on the website.</p> <p>Matters arising:</p> <p>Item 7 – Risk Register: This has been included on the agenda in preparation for the autumn term meeting.</p> <p>Item 10 – Future Events: The headteacher has circulated the calendar of events, a new calendar is being developed.</p>	Headteacher
4.	Headteacher's Report / SDP	<p>The headteacher presented her report, previously circulated. The report also included an update on the SDP, a copy of the report has been included in the minute book. Key points arising from the discussion:</p> <p>The headteacher provided an update on current news, governors noted that new dining tables had been delivered, the summer fete had been held on Saturday and was well attended.</p> <p>Governors noted there has been some mobility related</p>	

		<p>to children leaving the school due to families having moved home and children of families who have moved into the area joining the school. Twenty eight children will be coming into reception and there are four new children starting in years 1, 2 and 5.</p> <p>The school received a visit from the Director of Primary Standards. This was expected due to year 6 predictions for September being lower than the national expected level. ALT invited the director to spend a day with the school to compile an audit of what is in place. The report confirms everything being done is good and no further advice has been offered for improvement which endorses what the school is already doing in year 6.</p> <p>The French trip took place a few weeks ago. This was a successful trip and the school is already looking at running this again next year. Other trips undertaken in the summer term include The Play Barn, Norwich Castle and the Time and Tide Museum.</p> <p>A teaching and learning review has taken place, this was similar to the review conducted in January last year to review teaching and learning, leadership and management and behaviour in school; the key findings are detailed in the headteacher's report. Governors noted guided reading is an area for improvement, the school is working on a scheme for this and will be providing CPD to support improvement across the school and raise the profile of reading. Presentation in books is variable in terms of handwriting but marking is consistent, which is a positive outcome. The school has purchased a handwriting programme which has been implemented earlier than planned and will enable the school to have a clear idea of expectations in September.</p> <p>Two EHCP reviews have taken place for SEN children. The outcomes of both are positive, parents are pleased with the support their children are receiving and the progress they are making. One has been returned to the LEA and approved for the support the school is offering, the other has been confirmed today.</p> <p>One of the developments in the January review related to the website not being fit for purpose. The new website is in place and has received very positive feedback, the website gives a very positive picture of the school for those moving into the area.</p> <p>In relation to the quality of teaching and learning, improvements have been made in phonics and EYFS children are achieving at national level. A moderator from the LEA has visited and agreed teacher</p>	
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	<p>GS: As governors this is a cause for concern, how are the school reacting to this?</p>	<p>judgements. There are no concerns for children moving through the school.</p> <p>Year 1 has made excellent progress, interventions for SEN children are good.</p> <p>Year 2 is above national levels for last year for reading and maths and at national for writing; national levels for this year have still to be received.</p> <p>There is a clear focus on data across the school, which is accurate and helps the school to move forward, teachers are accurate with assessments and know where children need to be to meet expected standards.</p> <p>Attendance is 96% which is the same as last year, there is no significant difference for attendance of pupil premium children which is slightly under at 95.8%, attendance for SEND children is 95.6% The school has introduced fines for unauthorised absences which may or may not have an impact. If this has no material impact on attendance the school will review the strategy. The school continues to monitor attendance and is working with families, this is having an impact and persistent absence has dropped from 14.9% to 7.6%. The school continues to hold weekly celebration assemblies.</p> <p>The recent review noted that children feel safe in school and teaching is good. During lunch time periods, some felt things were not dealt with as well as at other times of the day and this is an area for development. The school is implementing additional training for mid-day supervisors, the headteacher and deputy headteacher are reviewing how situations on the playing field are being dealt with. In September the school will set out its expectations on how to deal with more difficult situations.</p> <p>Governors reviewed the academic performance and progress results. In reading and phonics the school is doing well, KS1 results are above national, in KS2 results indicate 55% of children have reached expected standard. Governors noted that in year 6 children made above expected rates of progress for reading but don't have the attainment; the threshold increased, had this stayed the same the result would be 77% for reading, many of the children achieved just below the threshold. The new higher expectations of the curriculum caught the school by surprise this is a four year key stage, children taking the new levels have only had two years in which to prepare. Everything which could have been done to support year 6 children has been done.</p>	
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	<p>GS: What can governors do to help and support programmes being put in place for September?</p> <p>JVr: What has parental reaction been to results?</p> <p>GS: Information will go out with reports on Friday?</p> <p>AH: Have you considered changing approach to reading in the mornings?</p> <p>AH: Whole class text?</p> <p>AH: Handford Hall in Ipswich are above national in all areas, perhaps investigate their approach?</p>	<p>OR and AC arrived at this point in the meeting (6.15 pm).</p> <p>Governors noted children need consistency of teaching in every year group throughout the school. Progress for year 6 has been good, children achieved within the band but two years was not sufficient time to get attainment where it needs to be. The picture looking forward is far more positive, the school is far more confident and will continue with interventions to ensure children receive the support they need. It is important to ensure there is consistency across the school and to build knowledge and skills which are embedded throughout the school, not just in year 6. The school will be asking governors to support this as necessary and will continue with learning walks and books scrutinies etc.</p> <p>The school talks to parents throughout the year, parents are aware of whether their child is at expected level or not; a key strength of the school is the accuracy of its assessment. Results will be sent out on Friday with reports. Any disappointment will relate to the overall cohort results rather than individual results, parents know their children have made progress and are pleased with this.</p> <p>Discussions have taken place with other schools, there is no definitive advice regarding the approach to guided reading but the school acknowledges having this in the morning may not be the best start to the day and will be amending the timetable for September. The school will continue with whole class text approach, where this has been used children have shown an improvement in vocabulary levels which is having a positive impact on writing. LE will explore approaches used at Handford Hall.</p> <p>RAISE online last year highlighted the school did not have children working at greater depth; this is now changing and is being demonstrated through the statutory test. Grammar, punctuation and spelling matched writing in KS1. In KS2 this was not as good because the focus for the school was to develop reading, writing and maths.</p> <p>In KS1 maths is slightly above national. Year 6 achieved the same as last year but this was a much weaker cohort than last year, coming from a lower position than last year's group. Despite this some children, who the school predicted would not achieve, have achieved.</p> <p>Progress for pupil premium children is in line with their peers, there are some gaps in year 2 where children are also SEND. Two children in this cohort have high</p>	<p>LE</p>
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		<p>needs and this can have a negative impact on the data. Year 5 pupil premium children are out-performing peers but there are only three pupil premium children in the group. In KS2 pupil premium children did not perform well in the KS2 assessments. The headteacher has reviewed interventions and this will form the focus of the headteacher's case studies which will be shared in anonymised form at the second autumn term meeting. On average children have made 2.9 steps of progress against the whole school figure of 3 in May. The school is expecting children to have made 3 steps progress by the end of the summer. The target for SEND children was to make progress in line with peers, children have made 2.8 steps of progress and are on schedule to achieve three by the end of the year, which is very positive.</p> <p>Governors noted the school was aware the SATs results would be problematic this year. The picture for children moving through school is positive; the school is growing and thriving, EYFS are at national. A new EYFS teacher is starting in September, she has already visited and is planning what she wants to develop and put in place for next year.</p> <p>Governors thanked the headteacher for her comprehensive report.</p>	Clerk agenda
5.	<p>SEF Update</p> <p>JVr: This will be updated?</p> <p>AH: Is there anything governors can do to contribute?</p>	<p>Governors received a copy of the school development plan, governors noted this has not been updated since being circulated, key outcomes were discussed as part of the headteacher's report. The school has data to add to the SEF and the final version will inform the new school development plan. A staff meeting will be held in September to discuss the SDP, review results and plan priorities moving forward.</p>	
6.	<p>Reports from Sub-Committees/Governor Visits</p>	<p>Governors received an update on sub-committees:</p> <p>Personnel: A meeting was held on 22nd May. Key points arising:</p> <p>The committee received an update on performance management and approved pay awards for support staff, pending confirmation of results in July.</p> <p>An EYFS teacher has been appointed for September, the committee reviewed arrangements to cover maternity leave, a site supervisor has been appointed and the school is recruiting a cleaner. JVr has agreed to conduct a spot check on recruitment files.</p> <p>The committee adopted updated ALT HR policies.</p> <p>Governors were asked to notify the headteacher regarding their availability for safeguarding training.</p>	Governors

Finance: A meeting was held on 22nd May. Key points arising:

The committee received an update on the budget position, the budget is in a healthy position and there are no concerns over the 2017/2018 budget plan; the key cost to the budget is staffing. The picture is uncertain going forward and the school is keeping enough reserves for next year and being cautious about spending. Governors noted, going forward, ALT Board will hold responsibility for monitoring and approving the budget.

The committee received an update on PE premium, the school has entered a significant number of tournaments this year and all PE premium has been spent. The school has brought in a variety of activities which are not so competitive but will provide opportunities for as many children as possible to take part and form team skills and relationships.

Governors discussed opportunities to include more swimming and noted the significant costs involved. Currently one year group go swimming for one term during the year at a cost of £3,000 per term for one class, this is in line with what other schools do.

The committee received an update on pupil premium, a large part is spent on LSAs and interventions. Progress across school is consistent with other children, the money is being well spent.

The committee approved RPA and agreed sufficient insurance is in place and is covered by RPA, except for residential and overseas trips for which additional insurance taken out.

A new site supervisor has been appointed and has begun working through site security and fire risk assessments and actions remaining from the health and safety action plan. The site supervisor has taken over monitoring of HandSAM.

Governors Visits: Governors received an update on visits which have taken place since the last meeting.

GS has conducted a number of visits: 24 April for celebration assembly; 17 May book scrutiny to monitor progress in science; 23 May learning walk across school accompanied by headteacher; 26 May general risk assessment for French

CA completed learning walks with the headteacher on 26 April for year 6 and year 3. CA also attended a celebration assembly and was very impressed.

		<p>JVr attended a celebration assembly and was very impressed; the children were well behaved and the event was very position. JVr is visiting again tomorrow to attend a challenge and support meeting with ALT.</p> <p>Visit reports have been completed and have been sent electronically. Governors noted visit reports are kept in the school office; governors were asked to check all visit reports are on file and have been signed.</p>	Governors
7.	Additional LGB Papers Including Review of Policies:	There were no additional papers or policies for approval/adoption at this meeting.	
8.	ALT Business	Governors discussed the ALT hub meeting, noting the meeting had been well attended, the focus had been around strategic planning. Governors discussed future training needs, governors noted NGA have carried out some external training at another ALT school, governors would welcome similar training. Andy Redmund (ALT) has indicated he may be able to provide the training. Governors agreed it would be helpful to have a crib sheet for governors in preparation for Ofsted.	
9.	Future Events	Dates for future events have been circulated, next year's diary is a work in progress and will be confirmed once agreed.	
10.	Items to be deemed as confidential	<p>Governors received confidential items included in the headteacher's report. Key points arising from the discussion:</p> <p>Governors received an update on appointments and resignations and noted arrangements in place to cover maternity leave. Information has been circulated to parents through the newsletter.</p> <p>Governors received an update on safeguarding issues. Where needs have been identified the school has been proactive in getting support for families involved, some cases have been closed because the support in place has had a positive impact on families involved. New guidelines are in place for children who don't arrive in school which will have an impact.</p> <p>The school has developed a behaviour impact plan, support is in place and this is having a positive impact on behaviour.</p> <p>Governors received an update on racial and homophobic incidents and noted the school follows the behaviour policy, parents are advised and consequences are in place.</p>	

		Governors received an update on exclusions and actions put in place; children involved have external agency involvement.	
11.	Any Other Business AH: Has there been a survey of parents recently?	School Dinners: OR raised concerns from some parents related to sufficiency of portion sizes of school dinners for years 5 and 6; parents have indicated portion sizes are not sufficient. Governors noted the catering staff have incredibly strict guidelines on what is an adequate portion size / nutritional content, this is directed from Government and strictly adhered to. Seconds are usually available for children who are still hungry. The catering team has met with children, this has not been raised as an issue by the children. The headteacher will inform caterers of concerns and ask them to conduct a parent survey. Governors noted menus go out in advance to enable children to choose what they want, children are not forced to eat what they don't want to eat, some may refuse what is offered. The school has been in discussion with the caterers regarding provision of taster sessions for parents and ways to engage with parents and children to increase uptake of free school meals.	Headteacher
12.	Date of Next Meeting	Governors reviewed the suggested schedule for future meetings. Governors agreed to continue holding committee meetings, these will be shorter meetings held prior to the full governing body meeting. The next meeting will be held on Monday 16 th October 2017: Personnel Committee at 4.30 pm Finance Committee at 5.15 pm Full Governing Body at 6.00 pm. The meeting closed at 7.32 pm.	

Signed Chair: Celia Eldridge

Date: 16th October 2017