



Reydon Primary School

Local Governing Body Agenda
Monday 11th December 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)	P
Andrea Hall	Trust	P
Gillian Simmonds	Trust	P
John Verity	Trust (Vice-Chair)	P
Alison Hurren	Staff	Ap
Catherine Millward	Staff	P
Jo Viner	Headteacher	P
Jenny Knights	Parent	P
Wayne Stocking	Parent	Ap

In Attendance

Nicki Mayne, School Business Manager
Linda Ellis, Deputy Headteacher

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

Monday 11th December 2017 @ 6.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Actions
	Governor training item	The meeting commenced at 6.00 pm with a tour of the Early Years area and an update from the tutor.	
1.	Welcome from Chair / Apologies	<p>The formal meeting commenced at 6.17 pm. The chair welcomed Jenny Knights, new parent governor, to the meeting.</p> <p>Apologies for absence received from Wayne Stocking Governors consented to the absence.</p>	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Minutes of Previous Meeting and Matters Arising	<p>Minutes of last meeting: The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters arising:</p> <p>Item 4 – Membership: Parent governor vacancies have been advertised and filled. The clerk has provided a copy of the attendance record for inclusion on the school website. A review of the school website has been completed.</p> <p>Item 5 – Headteacher’s report (governor monitoring): The visit with the school council has been arranged. Dates for learning walks have to be coordinated with ALT and should be finalised by the end of next week. LE/CE have not met and agreed to meet to plan and coordinate visits prior to the next FGB meeting, staff coordinators will contact governors to arrange visits. GS has visited with JV to discuss SEND, a full update will be providing at the beginning of next term, the clerk has included this on the agenda. ALT meetings will take place at the beginning of next term, CE and JVr will attend meetings.</p> <p>Item 7 – Reports from governor visits: CE has written up visit report.</p> <p>Item 8 – Review of policies: The revised scheme of delegation has been circulated, the policy schedule has been updated. The record of borrowing has been set up.</p> <p>Item 10 – Future events: CE attended learning review, GS attended Big Sing, CA/GS attended book scrutiny, all governors attended training. Governors will be walking with children to the church on Friday 15th December and noted timings: 9.00 am for younger children, 1.15 pm for</p>	<p>LE/CE</p> <p>CE/JVr</p>

		older children. Governors will walk ahead of the children, manage traffic and help with crossing roads.	
4.	Membership	Governors received an update on membership and noted the appointment of Wayne Stocking and Jenny Knights as parent governors. Governors welcomed Jenny to her first meeting. Wayne was unable to attend due to a previous commitment, governors welcomed Wayne in his absence.	
5.	Headteacher's Report / Data Review	<p>Governors received a report from the headteacher, previously circulated, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>The school roll has increased and is now at 185, reception has increased from 28 to 30 children. Attendance is good and currently at 97.1% which is above national. Persistent absence has dropped significantly and is below the national figure.</p> <p>A focus for the school has been to develop pupil voice ie involve children more, provide opportunities for them to share in the development of the school, share their ideas. Things have happened this term to encourage this through the school council and school ambassadors.</p> <p>The school buys into a system called Evolve for risk assessments, this provides a way of logging all the details of the trip and uploads a risk assessment for the trip. Where children visit an activity centre the centre has its own risk assessment which the school adds to with details of travel etc. Teachers will also do individual risk assessments for identified children. The headteacher confirmed a risk assessment is in place for every trip, GS has completed previous reports on the French trip. Governors can be provided with access to Evolve, JVr will complete a review.</p> <p>Governors received an update on the SDP, noting a large part of objective one relates to the effect of the recent learning review; governors noted positives and areas for improvement.</p> <p>Objective 1: Work has already started on teaching guided reading, which was an area for development in the June review, governors noted initiatives in place to ensure all skills are being covered and progress noted in the last learning walk. Governors noted guided reading helps builds skills in reading and comprehension; the school is moving toward whole class texts to ensure all children have an opportunity to share quality texts, guided reading targets are increasing year on year for the school. Some children have one paragraph to read, some may have a whole chapter to read related to a story the children are interested in. The school follows the talk for writing scheme which has good quality texts children are interested in; this has been introduced as a reading spine. There are different strategies for different groups</p>	<p>CE: Who does the risk assessment for school trips?</p> <p>AH: Are these checked by anyone?</p> <p>JK: Do children go through these at different paces?</p> <p>JK: Who chooses the texts?</p> <p>JVr</p>

<p>CA: How are children encouraged, some may not be confident enough to read out loud?</p>	<p>of children, some children may read one to one with an adult, some may work in ability group with peers, some children may have text read to them. There are strategies in place to ensure all children make progress depending on their ability, but all children work on the same texts.</p> <p>Objective 2: Leadership and management relates to subject leadership and developing skills across foundation subjects to ensure the curriculum is broad, deep and provides challenge. The school continues to develop this and is supporting other schools with this. Following the review in June the school continues to develop middle leadership. Two members of staff are completing the leading active learning programme through ALT, a member of staff is completing an advanced version of this.</p> <p>Performance management has been completed for all teaching staff, targets have been set for all staff which link to SDP priorities. TA reviews will take place in the new year.</p> <p>Teaching, learning and assessment is improving. Teaching is good across the school with areas of outstanding teaching. This is an improving picture and the school is now able to confidently say teaching is good across the school. Good practice is shared with other staff to ensure consistency.</p> <p>In EYFS, early indications suggest the school will hit national figure of 75% for GLD, some children may exceed GLD. Phonics is on track to achieve 81%, one child is receiving extra intervention.</p> <p>In KS1 reading, writing and maths are all above national, the same applies to KS2. Attainment of pupil premium children in KS1 is above attainment of non-pupil premium children and two out of three pupil premium children will reach expected levels in at least one of the three areas, two of these children are SEN. The headteacher continues to lead hub standards meetings which is where moderation takes place across a hub of schools. Pixl tests are being used to make comparisons. In terms of writing standards are compared across the hub and the school has signed up to a national programme 'No More Marking' which provides a national comparison for writing. The school receives a report on work submitted for Reydon once work has been moderated nationally, this shows where Reydon children are within the national picture. Reydon is the first ALT school to sign up for this moderation programme, other schools are being encouraged to do this.</p>	<p>JV and LE</p>
<p>AH: What work is being done beyond this to look at standards of writing?</p> <p>AH: How does behaviour compare to this time last</p>	<p>Objective 3: The school continues to provide opportunities for children to broaden experiences and provide curriculum trips. A range of opportunities are being offered, pupil premium children are supported to attend trips and workshops. Good behaviour is a strong feature of Reydon School. A review took place in June</p>	

<p>year?</p> <p>CA: Bullying, 29% of parents indicate they don't know?</p> <p>CM: No longer 'gifted and talented' category?</p> <p>JVr: How is progress measured?</p> <p>JVr: Who carries out the assessment, is this validated or moderated?</p> <p>AH: Have governors received an analysis of school performance?</p> <p>JVr: Government website has headline numbers for 2016, when</p>	<p>for children where external support or behaviour plans were in place which had a positive impact and behaviour of these children improved.</p> <p>The parent survey confirms positive endorsement of children's wellbeing at school. Bullying incidents are rare, if a child has never been involved in a bullying incident parents may not necessarily know whether bullying has been dealt with or not because they have no experience of this.</p> <p>Objective 4: The school has reviewed targets for pupils, particularly in relation to those achieving greater depth, which was previously an issue. Outcomes for pupils is now an improving picture across the school and is in line with national. Governors noted terminology has changed, every teacher identifies children who need to be challenged and pushed in the same way as children who need to be supported. Part of the learning walk scrutiny is to ensure all children are being challenged from their starting point.</p> <p>Gaps have been identified for a small proportion of pupil premium children in years one and three. This is being reviewed in pupil progress meetings, strategies are discussed, support is in place. In years two and six pupil premium children are doing well.</p> <p>Objective 5: EYFS provision has now been judged as very strong, this has been confirmed by an ALT EYFS advisor who completed a learning walk and noted developments made. Some minor adjustments are required within the provision but overall this is a positive outcome and ALT has confirmed approval.</p> <p>Progress and attainment tables: The school is in a position now to be able to show attainment. Mobility in year three has had an impact, extra support is in place for this group after Christmas and an extra TA will be provided. In year five attainment is the highest the school has had for this group. There are three bands for progress (beginning, working within or secure at expected level), each of which represents one step progress. Children are expected to make three steps progress per year, some children may fall outside of these bands because of a particular need. Assessments are completed as part of the learning review and triangulated against outcomes of book scrutinies and learning walks. A hub moderation and assessment programme also takes place each half term; this is also part of the work of subject leadership across the curriculum.</p> <p>In EYFS the early excellence assessment tracker is used to track progress which assesses against age related milestones. Children are making expected progress, some of these children have come from a low starting point. Governors have completed training recently in relation to performance data but have not looked at the school's data, governors agreed it would be helpful to have a copy of the headlines. Governors noted the</p>	<p>Headteacher</p>
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	<p>will this be updated? Have we seen the completed SDP?</p> <p>CE: Visits will be based on the old SDP, we don't have a copy of the new one?</p> <p>JVr: SEF also included in SDP?</p>	<p>data is released on 14th December and available on the website soon after this date. The headteacher is working on the draft SDP with Andy Redmond (ALT), the final copy should be available for governors by the beginning of the new year. Governors noted there are no major changes from the original objectives. The headteacher will circulated a copy of the new draft SDP to inform monitoring visits. The SEF has been included in the new SDP.</p> <p>Governors thanked the headteacher for her report.</p>	<p>Headteacher</p>
<p>6.</p>	<p>Budget Monitoring</p>	<p>Governors noted the budget is monitored by ALT; governors received a summary update on the budget position from the Business Manager.</p> <p>Balances from the last finance year have been agreed and rolled over, these are in line with what was reported at the last meeting. Governors received an update on the monitoring report up to November, predicting an in-year deficit of £49k, this has now changed and the predicted in- year deficit is £47k. Governors noted some savings have been made in premises staff due to not having a site manager in place; there will be an overspend in TAs to the end of the year to cover a child in year one requiring support.</p> <p>The budget is in a good position and is in line to achieve the year- end target, there are no areas of concern within the budget.</p>	
<p>7.</p>	<p>Premises / Health & Safety Monitoring</p> <p>CE: Is this an old heating system?</p> <p>AH: This is a cost to the school when the job was not done properly?</p> <p>CE: Tasks will be completed before the end of term?</p>	<p>Premises issues: There have been some issues with heating and a whole system flush is required. Engineers have advised this is best done while the system is up and running and the school is trying to arrange for this to take place over the Christmas holiday period. Governors noted, the boiler is new but the radiators are old and the system should have been flushed when the boiler was installed. The cost for the work is around £3,000, the initial work to replace the boiler was agreed directly by ALT and the contractors involved. The work is in hand and some savings have been made to heating costs related to the move from oil to gas heating.</p> <p>Health and safety: The school has appointed a health and safety officer for six hours per week. There are a few outstanding issues to be addressed, work is in hand and is being prioritised</p> <p>HandSAM tasks: Governors noted there are five areas covered by HandSAM, four areas are currently green and up to date, one is amber due to tasks in need of completion. The HandSAM tasks are set to a certain date, some prompts from the last three days have still to be actioned, this is not a cause for concern the outstanding tasks will be completed before the end of term and within the timeframe.</p>	

<p>8.</p>	<p>Pupil Premium Outcomes & New Plan</p> <p>JVr: You are budgeting to spend more than funded for, is this a problem this early in the year?</p>	<p>Pupil premium spending and the impact of the previous year's spending has been reviewed in detail at previous meetings. Governors received an update on the new pupil premium plan, key points arising from the discussion:</p> <p>The purpose of pupil premium funding is not only to support children not achieving at expected levels but also about supporting children to achieve better than expected levels. These are the two main focusses of the pupil premium plan.</p> <p>The effectiveness of the interventions, support and first quality teaching can only happen if teachers and TAs are experts in moving children on. Support in class is geared to help any child falling behind who needs extra support. Support needs are identified in pupil progress meetings, TAs are in place to support pupil premium children where needed. More able children need to be provided with opportunities to achieve greater things and challenge themselves further.</p> <p>Training on mastery has been put in place, a consultant has visited to speak about assessment for learning, weekly training is provided through staff meetings. Governors noted TAs are paid to attend staff meetings every Monday because these meetings have a training focus. These initiatives are enabling TAs to become more skilled in delivering quality teaching and support. TAs support pupil premium children. This has had an impact on the budget but is a key element of ensuring staff have the skills to support all children effectively.</p> <p><i>JK left the meeting at this point, 7.11 pm.</i></p> <p>The school continues to provide additional provision eg speech and language support, iPads have been purchased for some pupil premium children and a digital leaders club has been set up to help children develop their use of IT and support others in the use of IT across the curriculum. Pupil premium children are supported to ensure they are able to go on trips.</p> <p>Governors noted attainment this year for pupil premium children is strong, but this can sometimes be cohort driven and can also depend on whether the child also has SEN needs.</p> <p>The school is committed to supporting the children who are falling behind and are going above and beyond what is provided through the funding to ensure this. Governors noted the additional spending relates to staffing costs and is the worst-case scenario, the final sum could be less than is being predicted.</p>	
<p>9.</p>	<p>PE Premium Outcomes</p>	<p>Governors noted there has been a significant increase in the funding allocated to pupil premium this year; an update on the new PE premium plan will be provided at the next meeting. The school is widening experiences through a range of clubs and activities.</p>	<p>Clerk agenda</p>

10.	Performance Management Overview	Governors received an update on performance management. AH has visited and completed a spot check on performance management. Paperwork has been examined and checked it is line with the aims of the school improvement plan; the targets are suitable, challenging and in line with school improvement targets (AH).	
11.	Reports from Governor Visits / Update from Working Parties	<p>Governors received an update on visits which have taken place since the last meeting.</p> <p>GS: Visited at the end of October for a maths book scrutiny, following on from the ALT check. GS also met with JV for SEND update and was provided with statistics and information. A further visit will be arranged with the SENCO on her return to work.</p> <p>GS completed an observation of the school council which was fascinating, well conducted and a pleasure to attend. The children were provided with an agenda, including safeguarding and any other business. The chair covered each item on the agenda, all items were discussed with interventions from everyone in attendance. The children were confident and enthusiastic and took on their specific roles and responsibilities.</p> <p>GS accompanied the school choir for the Big Sing at Snape, this was a very enjoyable event, the children were extremely well behaved and were good ambassadors for Reydon Primary School. The children enjoyed the event and contributed to each question posed, this was an excellent way of exploring music and singing.</p> <p>CE: Visited in October and completed a learning walk with JV to see reception, year one and year five. Reception has been transformed, there is a great improvement compared to last year. In year one a guided reading session was observed, which is a priority area for the whole school. In year five a maths session was observed, children were learning long division, this was an excellent session.</p> <p>CE reviewed handwriting in year six, a new handwriting scheme has been introduced. CE visited again with KR (Westwood School) and ALT to look at reception and year one. This involved dropping in and out of sessions throughout the morning and giving feedback to JV; all agreed this was a good visit.</p> <p>CE has met with LE to review safeguarding. CE looked at the safeguarding policy, went through the safeguarding check list and reviewed the updated anonymised list of safeguarding issues for children.</p> <p>CE also attended the book scrutiny and met with staff, the report for this will be completed. This was a positive and worthwhile event which provided an excellent opportunity to meet with staff members and find out what they are doing.</p>	CE

	<p>CE: Have the catering staff completed training yet?</p>	<p>CA: Attended a book scrutiny on 21st November to look at the work of Reception from September to November, books were very well presented. CA also reviewed maths and English for years two to six to check progress. Handwriting has improved and noted in feedback along, with tips to bring handwriting back to where it should be, wide ranging examples were seen to show progress in the work, the notes for these visits will be written up.</p> <p>JVr and CE attended the Challenge and Support meeting with Andy Redmond (ALT) and reviewed the new format for this ie the workplan and who is responsible.</p> <p>JVr, GS, CA participated in a maths book scrutiny with ALT. It was pleasing to see how much impact there has been.</p> <p>All governors completed safeguarding training in November, CA attended a separate session at Stradbroke which was very good</p> <p>Governors attended ALT preparation for Ofsted meeting with AR. Governors have been provided with a pack of information. Governors also attended the Aspire School Dashboard training at Red Oak Primary School and the ALT hub governors' event.</p> <p>Governors noted training for catering staff is scheduled to take place on 5th January, as contractors they do also have to complete an online training programme, but this is not of the same quality as the school's training.</p> <p>No working party meetings have been held since the last meeting, going forward these will be arranged on an individual basis as the need arises and will not be held immediately prior to full governing body meetings.</p>	CA
12.	<p>Additional LGB Papers Including Review of Policies:</p> <p>AH: This should refer to online safety rather than e-safety?</p> <p>AH: This is local policy for school, does this match up to ALT policy?</p>	<p>Governors received and reviewed policies.</p> <p>Safeguarding Policy: Governors noted amendments to the policy. Nothing has been taken out of the original policy, but this has been improved to ensure clarity of safeguarding procedures. Policies linked to safeguarding have been added to the appendix and local issues and other issues have been identified in the appendix. Governors agreed reference to e-safety should be amended to online safety. Governors noted there is an overarching ALT safeguarding policy but the school policy underpins all the work in the school. Governors confirmed their approval subject to e-safety being changed to online safety and confirmation the policy is in line with the ALT policy. CE will come in to school to sign once this has been confirmed and amendments made.</p> <p>Positive Handling Policy: The reference to another school has now been amended, governors confirmed their approval.</p>	LE CE

13.	ALT Business	Governors discussed the recent ALT hub briefing for governors. Governors had attended training at Red Oak prior to the meeting, there was some repetition of this in the hub training, but this had provided an opportunity to apply what had been learned from the afternoon session. Governors confirmed the hub sessions are positive events which provide opportunities to find out ALT's future plans and meet the ALT team.	
14.	Future Events	The headteacher has dates from AR (ALT), once completed the monitoring calendar will be circulated. Governors were asked to familiarise themselves with the Ofsted pack over the Christmas break and provide CE with any questions by 18th January.	Headteacher Governors
15.	Any Other Business AH: Is this regularly reviewed, comparisons made against previous year etc?	Safeguarding Issues (GS): Governors noted safeguarding data is regularly updated. The school has safeguarding monitoring forms which track what agencies are involved and what support children have. Governors noted the need to be aware of trends, which categories issues fit into and how these are being addressed as a whole school (AH). The safeguarding needs in the school are varied, there isn't a trend or one particular need emerging. A safeguarding update or an element for staff training is included on the agenda for staff meetings each week. Staff are encouraged to complete safeguarding forms which are logged, including any action taken, this enables the school to monitor any emerging issues but not all issues develop into a safeguarding referral. Summary information is included on the confidential page of the headteacher's report. CE thanked governors for their support over the year. <i>Staff members left the meeting at this point (7.49pm) prior to the confidential item.</i>	
16.	Confidential Personnel Issues (<i>Trust governors to remain for this item</i>)	Governors received a confidential staffing update from the headteacher, which has been summarised in the confidential page of the headteacher's report; a copy has been included in the minute book. Governors received an update on safeguarding issues and exclusions, summarised in the confidential page of the headteacher's report; a copy has been included in the minute book.	
17.	Date of Next Meeting	The next meeting of the full governing body will take place on Monday 26 th March 2018 at 6.00 pm Working party meetings will be arranged with relevant governors as and when these are required. The meeting closed at 7.54 pm. JVr gave his apologies for the next meeting.	Clerk note