



Reydon Primary School

Local Governing Body Agenda
Monday 12th December 2016 @ 6.00 pm

Chair:	Andrea Hall	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	Ap
Celia Eldridge	Trust	P
Andrea Hall	Trust (Chair)	P
Gillian Simmonds	Trust	P
John Verity	Trust	P
Alison Hurren	Staff	P
Catherine Millward	Staff	P from 6.10pm
Jo Viner	Headteacher	P
Olivia Roffey	Parent	P
Adele Colman	Parent	P

In Attendance

Nicki Mayne, School Business Manager
Linda Ellis, Deputy Headteacher

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

Monday 12th December 2016 @ 6.00 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Action
<p>Governor Training Item</p>	<p>Governors received an update on SEND from Alison Hurren, presentation notes have been included in the minute book</p> <p>Governors received a copy of the SEND report; the report is compiled every term and provides an update on what is happening in SEND across the school. Governors noted EHCP (education health care plan) has replaced the statement of SEN and received an update on numbers in school in relation to pupil premium, EHCP etc; around 12% of the school is SEND. Governors noted there are four areas of need which have to be reviewed, the majority of children overlap between cognition of learning and social, emotional and health areas.</p> <p>This term AHr has completed the SENCO national award, this is a mandatory requirement which SENCOs must achieve within three years. The SEND policy has been reviewed and updated and includes information on the school offer. Staff training took place at the beginning of this half term on ISP support plan targets for children and included discussion related to children for higher tariff funding. SEND files are monitored to ensure these have been completed, signed and shared with parents and evidence is in place to ensure children are meeting targets. The school is currently contacting parents to ensure signed copies are received back; encouraging parents to sign will be a key focus at parents' evening.</p> <p>A main audit of SEND files has been started to ensure information is complete, up to date and accurate. Information is held in two places ie a central secure location and the relevant SEND folder held in each classroom. The audit has been completed for KS1 and is in progress for KS2. AHr has been working with staff members, providing suggestions on support which can be put in place, whether there is a need for outside agencies to support etc.</p> <p><i>CM arrived at this point in the meeting.</i></p> <p>Packs are being completed for higher needs tariff funding. Governors reviewed approved funding and noted where funding has not been approved this often relates to no previous information about the child having been made available to the school. There are four children with enormous gaps in learning but no paperwork has been</p>	

<p>AH: Is there a breakdown of SATs from last year and a comparison of how SEND compare to national figures?</p>	<p>provided from the previous school to support this.</p> <p>Governors reviewed attainment and progress data comparing the whole school cohort from years one to six; governors noted different information has to be included for reception but the school is looking at this. The information is based on data from the first half term, information for the second half term has only just been received and has not yet been incorporated into the document. At the end of the first half term last year no SEND children had made expected attainment for their year group; for the first half term this year 5% of SEND children have made expected attainment in reading and maths, this is still lower than the non-SEND cohort but is an improvement on previous data.</p> <p>Governors compared progress data for SEND and non-SEND children against last year's data. This year there has been a drop in the number of SEND children at expected progress, governors acknowledged it is very early in the year and a number of new SEND children have joined the school; teachers have some information from the previous school but are still trying to work out where this fits into the banding system and progress. The data received today for the second half of the term shows a more positive picture and indicates that all SEND groups, bar one, are keeping up with their non-SEND counterparts in relation to progress.</p> <p>Governors compared data for average steps progress and noted reading is higher but in writing and maths there has been a slight dip. The parameters have changed in maths and this should aid progress for later on in the term. Governors noted the average point score for maths is on target, reading and writing are below this but progress is present; reading and writing has improved since the initial progress meetings completed in the first half term. The overall picture is that SEND children are making good progress at Reydon school; an update will be provided in the next headteacher's report.</p> <p>Governors received an update on arrangements to cover the SENDCO's maternity leave and noted a clear and detailed handover is in place. Procedures are in place to ensure paperwork for EHCP reviews is completed, an audit is in place and all outside agencies have been informed of the key points of contact. Progress of SEND children is being monitored through pupil progress meetings to ensure relative measures are taken to provide support in line with peers. A breakdown of SATs from last year showing how SEND children compare to national figures is not currently available but can be provided for the next meeting. Progress for SEND children at KS2 was good but attainment did not meet expected levels. Governors agreed it would be useful to review the data at the next meeting.</p> <p>Governors thanked AHr for a useful and informative report.</p>	<p>Clerk agenda</p>
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1.	Welcome from the Chair and Apologies for Absence	The formal meeting commenced at 6.00 pm. Governors noted AH has agreed to chair this meeting and the next meeting, pending the appointment of a new Chair. Apologies for absence were received from CA; governors consented to the absence.	
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 previous meeting: The minutes of the previous meeting have been approved by JA (outgoing Chair); the minutes were approved as an accurate record of the meeting.</p> <p>Matters arising:</p> <p>Item 5 – School Development Plan (<i>Strategic Objective 1 - Effective leadership and management – responsibility areas</i>): CE has not been asked to chair pupil progress meetings.</p> <p>Actions:</p> <p>Item 3 – Matters Arising (Headteacher’s Report):</p> <ul style="list-style-type: none"> • <i>Glossary:</i> This is in hand • <i>Reports from sub-committees:</i> Meetings were held prior to full governing body <p>Item 4 – Membership:</p> <ul style="list-style-type: none"> • <i>Updated membership:</i> The membership has been updated • <i>Defer appointment of Vice-Chair:</i> Appointment of vice-chair deferred pending confirmation of new chair of governors • <i>Link Governor challenging questions:</i> AHr will arrange for CE to receive the information. <p>Item 5 – School Development Plan:</p> <ul style="list-style-type: none"> • <i>Responsibilities:</i> Responsibility areas have been noted and minuted. • <i>Parent survey:</i> The parent survey has been completed and included for discussion on this agenda. • <i>SATs booster group visit:</i> A visit to the SATs booster group session is to be arranged but is in hand. <p>Item 7 – Risk register: The risk register has been discussed by the finance committee.</p> <p>Item 9 – Review of policies:</p> <ul style="list-style-type: none"> • <i>Sex education and relationships policy:</i> OR will arrange to visit to review resources • <i>Safeguarding:</i> The poster in school has been updated. 	<p>AHr</p> <p>OR</p>

		<p>Item 10 – ALT Business:</p> <ul style="list-style-type: none"> • <i>DBS check:</i> DBS checks have been completed for all governors with exception of OR who will arrange to come into school and complete this. • <i>Review of school website:</i> This is in hand; the clerk will send NM a copy of governors’ attendance. <p>Item 14 – Any Other Business (Ofsted school inspections – guide for parents): A link to the document is available on the school website.</p>	OR Clerk
4.	Membership	<p>Welcome to new governors: Governors welcomed Olivia Roffey and Adele Colman, new parent governors and Catherine Millward, new staff governor, to their first official meeting.</p> <p>Appointment of Chair / Vice-Chair: Governors received an update on progress in appointing a new Chair and noted AH has agreed to chair this meeting and is available to chair the March meeting if a new appointment has not been confirmed. Governors discussed the role of vice-chair; JVr confirmed he would be willing to take on responsibility as Vice-Chair once a permanent Chair has been appointed.</p>	
5.	Headteacher’s Report	<p>Governors received a copy of the headteacher’s report, previously circulated; a copy has been included in the minute book. Key points arising from the discussion:</p> <p>Data included in the report is historic data, some relates to the first half term when things were very new but shows where children are making good progress. Children in year 6 were starting from low starting points; there are still some concerns in relation to expected standards for KS2 but the school is in a stronger position than previously. Pupil progress meetings have been held today and children are where they need to be at this stage and making expected or accelerated progress; support is in place for children not making expected progress.</p> <p>Across school teaching is much stronger than previously. Book scrutinies demonstrate real consistency in the marking policy and the curriculum being followed. The school has tightened this further to include non-negotiables for English, maths and science to ensure all staff are clear about expectations for each subject; this ties in with the marking and presentation guidelines to ensure consistency in every classroom.</p> <p>The focus of assessment in reception has changed slightly; instead of assessing against GLD the school is looking at six month milestones and reviewing whether children are achieving what is expected for their age ie a child born in the summer would not be expected to be at the same level as a child born in the autumn; this is helping to provide a more</p>	

	<p>AH: What is in place to support the data?</p> <p>GS: Encouraging to see a move from red to amber, previously a lot of red ratings?</p> <p>AH: Age related expectations?</p> <p>AH: What is being done to reduce the gaps?</p>	<p>realistic picture of where children should be at that stage in their development.</p> <p>The number on roll is increasing, early indications from feeder nurseries indicates reception is likely to be oversubscribed in September.</p> <p>Maternity leave in the new year has been covered with teachers who are already known to the children and who have worked closely with the children. An LSA has been appointed on contract to the end of the academic year to provide more flexibility in KS1.</p> <p>Governors noted confidential information included in the report relating to safeguarding, incidents of racial/homophobic abuse and exclusions.</p> <p>The headteacher responded to questions from governors:</p> <p>Teachers of early years, year 2, year 6 meet with teachers from other schools to compare standards and hold a dialogue with each other to confirm what is expected. Within this hub an external moderator is employed by Suffolk County Council to moderate work; the school's own internal moderations take place as part of staff meetings ie review workbooks, review progress throughout the school.</p> <p>Reading had a change of focus and a pilot initiative in Year 6 and Year 3 have moved from guided reading groups to whole class texts. The whole class is exposed to high quality texts, what the children do with the texts depends on their ability but it is hoped that this will have a big impact on reading; there are a few writing hot spots in some year groups still to be addressed but in years 3 and 4 reading is now green across all different groups. The same applies to maths which is progressing nicely across the school and is green in most areas.</p> <p>In year groups 1-3 children are meeting expectations, some may be above national expectations. In years 4-6 progress and attainment is not quite so high, there are some gaps in learning and progress is slower. An update will be provided in the next headteacher's report.</p> <p>Pupil progress meetings analyse each child individually and review support needed and what support should look like for each individual child; a review of data and progress made takes place at each meeting. There is tight scrutiny of where a child is, progress made and what needs to be put in place alongside individual support plans (where required), speech and language needs etc; a whole menu of support is put in place through the pupil progress meetings. These are useful meetings which do give a focus on the personal needs of the child (AHr), governors have previously attended pupil progress meetings.</p>	
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6.	Update on School Development Plan	Governors noted the headteacher's report is written against the SDP outcomes and agreed to include this once per term as part of the full headteacher's report going forward.	Clerk agenda
7.	Performance Management	Governors received an update on performance management and noted pay awards agreed by the personnel committee. Governors noted all staff had an initial performance review meeting to agree targets set against the SDP with a second review taking place after six months to review progress. Pay increments have been released for staff members who achieved their targets for last year.	
8.	Health and Safety Audit	The health and safety audit has been completed and presented to the finance and premises committee. An action plan has been completed and will be presented termly to the finance and premises committee for monitoring purposes.	
9.	Parent Survey	<p>Governors received a copy of the outcomes of the parent survey and noted this had been distributed to all parents. Outcomes were positive, all parents agreed their child was looked after at school and was safe. Governors agreed comments were generally positive, parents are positive about the changes made in the school and agree their children are happy in school.</p> <p>Governors discussed action points moving forward and agreed it might be helpful for the school to communicate what it does in relation to bullying in order to raise the profile, communicate with children and parents what bullying is and initiatives in place to prevent this happening. Governors agreed it might be helpful for governors to conduct an audit of the new website once this is up and running to provide an external view of what the website is like to use.</p>	
10.	Reports from Sub-Committees/Governor Visits	<p>Finance & Premises Committee: The budget was the main focus of the meeting. More money is available than originally budgeted for due to increased pupil numbers but costs are rising and income from government is reducing; this will have an impact on the budget going forward. Governors agreed the budget was well presented and updates from the business manager were clear; there is a balanced budget in place with built in flexibility over the next few years.</p> <p>The committee discussed health and safety issues and outcomes from the audit report and noted a lot of work has already been put in place to address some of the shortfalls identified in the audit. In relation to premises, new gates have been installed and fencing is being provided to other areas of the school.</p> <p>Personnel Committee: Everything is in order. The committee reviewed performance management and agreed pay awards for those staff entitled to one. AH had visited to review the performance management files and was able to verify the statements made by the headteacher. The committee discussed the TA performance management cycle taking place in April, changes to staffing and reviewed policies</p>	

		<p>Governors Visits:</p> <p>GS attended a pupil progress meeting; this had been a good meeting involving discussion of individual pupils, progress being made, any shortfalls and developing strategies for improvement.</p> <p>CE met with Mr Hedges to discuss pupil progress this half term. CE found out about the two types of assessment form used in early years including the Tapestry resource and discussed strategies in place to narrow the gap. The meeting was helpful and gave reassurance the school is moving forward; Mr Hedges is enthusiastic about outcomes for reception.</p> <p>CE had met with Mr Hedges to discuss how Tapestry works; CE had not been present at the governor's meeting when this had been presented. Mr Hedges demonstrated how he uses the IPad to gather information on a daily basis and gave a very comprehensive guide on how this is used to provide an overview of progress across the year.</p> <p>JVr /GS had attended book scrutinies for maths, English and science and noted there is a lot of science taking place across the school. There were some inconsistencies in marking and work being done, some years and some classes were better than others, but overall JVr/GS were impressed with the work being done. The headteacher confirmed that, following the book scrutiny, staff have had training and the school has introduced non-negotiables for English, maths and science (discussed earlier in the meeting).</p> <p>Governors agreed to include a governor training item at the start of the next meeting and agreed the headteacher will bring some sample books for English, maths and science for governors to review.</p> <p>GS visited for an afternoon in reception which was very enjoyable and included viewing the outside areas and finished with a story about three aliens.</p> <p>GS came in for topic fair which was very good, children were very enthusiastic.</p> <p>JVr conducted a health and safety visit referred to earlier in the meeting.</p>	<p>Clerk agenda Headteacher</p>
<p>11.</p>	<p>Additional LGB Papers Including Review of Policies:</p>	<p>Governors received the following policies:</p> <p>SEND Policy: The policy has been updated from last year, names have been changed where necessary, there are no major changes to the code of practice. Governors noted the report is a legal requirement and this has been updated in line with the code of practice, the school offer has also been updated. Information is available on the school website. Governors approved the policy.</p>	

		<p>Health & Safety Policy: The health and safety policy is an ALT policy which must be reviewed annually. Governors noted the policy was agreed last year, no changes have been made. JVr, as health and safety governor, will arrange to come in and examine the policy which is held in the front office. Governors adopted the policy.</p>	JVr
12.	ALT Business	<p>ALT Survey: Governors confirmed they had completed the survey but would welcome the opportunity to be able to provide additional comments on future surveys; the clerk will feedback to ALT.</p> <p>Review of finance procedures: Governors noted ALT is trying to centralise financial procedures and ensure all schools are reporting in the same way through the management reports. There have been issues related to data coming out of management reports not being consistent across all schools, which makes it difficult to analyse the data as a whole. ALT are streamlining the types of reports schools are going to use, the format and style are the same but the way the reports are viewed is slightly different. The data won't change but the process will be more consistent and all schools will be completing the same style of report.</p>	Clerk
13.	Items to be deemed as confidential	There were no additional confidential items for discussion.	
14.	Any Other Business	<p>Online safety training: Online safety training for staff is being held at 1.00 pm on 4th January 2017 and will take around 60-90 minutes to complete. This is part of the recommended training for governors and governors were invited to attend; a further session can be set up for governors if required.</p> <p>The meeting closed at 7.00 pm.</p>	
15.	Date of Next Meeting	<p>Full Governing Body: Monday 23rd January 2017 at 6.00 pm</p> <p>Personnel Committee: Monday 27th February 2017 at 4.00 pm</p> <p>Finance and Premises Committee: Monday 27th February 2017 at 5.00 pm.</p>	

Signed Chair:

Date:.....