



# Reydon Primary School

**Local Governing Body Agenda**  
**Monday 16<sup>th</sup> October 2017 @ 6.00 pm**

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

**In Attendance**

Nicki Mayne, School Business Manager  
Linda Ellis, Deputy Headteacher

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

**Monday 16<sup>th</sup> October 2017 @ 6.00 pm**

	<b>Agenda Item &amp; Associated Challenging Questions</b>	<b>Items Discussed</b>	<b>Actions</b>
1.	Welcome from the Chair and Apologies for Absence	The meeting commenced at 6.06 pm. Apologies for absence were received from Andrea Hall and Alison Hurren, governors consented to the absences.	
2.	Declarations of Pecuniary Interest	Governors signed and completed declarations of pecuniary interest forms at the meeting.  There were no declarations of pecuniary interest relevant to items on this agenda.	
3.	Minutes of Previous Meeting and Matters Arising	<p><b>Minutes of previous meeting:</b> The minutes of the previous meeting were approved as an accurate record.</p> <p><b>Matters arising:</b></p> <p><b>Item 3 – Matters arising:</b> CE/JR have been provided with login details for the governors’ area of the website.</p> <p><b>Item 4 – Headteacher’s report / SDP:</b> Development of guided reading has been referred to the English coordinator who has rewritten assessment bands and put staff training in place.</p> <p>Headteacher’s case studies have been added to the agenda for the next meeting.</p> <p><b>Item 6 – Reports from sub-committees/governor visits:</b> Governors were asked to confirm their availability for safeguarding training. The training has been arranged for 7<sup>th</sup> November, other schools are attending. Governors noted CA will be attending training at Stradbroke later in November.</p> <p>There are still a few visit reports which require signing. These were checked and signed at the meeting.</p> <p><b>Any other business:</b> The headteacher has spoken with caterers about portion size and requested children are given the option of seconds.</p>	
4.	Membership	Governors received an update on membership. Both parent governors have resigned, one has resigned as her child is leaving school, the other has resigned due to family commitments. The headteacher will advertise the parent governor vacancies.	Headteacher

		<p><b>Approve arrangements for Vice-Chair:</b> JvR agreed to continue as Vice-Chair, governors confirmed their approval.</p> <p><b>Review terms of office:</b> Governors reviewed terms of office and end dates, noting there are no concerns for this year but the school currently have two parent governors and will need to advertise to fill these.</p> <p><b>Review attendance 2016/2017:</b> Governors reviewed the attendance record, noting attendance is good. The clerk will send a copy of the attendance record to CM for inclusion on the website.</p> <p><b>Confirm governor roles and responsibilities:</b> Governors reviewed their roles and responsibilities and agreed to continue with their current roles. CA will take responsibility for pupil premium.</p> <p><b>Agree arrangements for reviewing single central record:</b> JvR has visited and completed a review of the single central record.</p> <p><b>Agree arrangements for reviewing information on school website:</b> CM will complete a review of the school website for compliance.</p>	<p>Clerk / CM</p> <p>CM</p>
5.	Headteacher's Report / SDP	<p><b>ALT board headteacher's report:</b> Governors received a report from the headteacher, a copy has been included in the minute book. Key points arising from the discussion:</p> <p>During this half term the headteacher was asked to present a report to ALT board and respond to questions from the trustees. The report circulated is the report which was presented to the board; it encapsulates the school's current position and key priorities moving forward.</p> <p>The number on roll has increased to 185 pupils, two years ago the number on roll was 153. Numbers are increasing in a healthy way; the school believes this is due to the improved standing of the school within the community.</p> <p>Governors noted the report includes a financial summary, this is an overview of issues raised at the finance meeting. There is an overspend in teaching staff which relates to recruitment of an intervention teacher and cover for maternity leave. An overspend has been offset against income related to the purchase of reception furniture, dining tables, decoration, I-pads. The school has a healthy carry forward and is aiming to bring this down to 8% by the end of this financial year. Previously money has been held back to cover maternity leave, renovations etc, the school is now in a more secure</p>	

	<p>position and looking at how to spend money to improve learning opportunities for children. Governors confirmed their approval.</p> <p>Overall attendance is at national, persistent absence has reduced and it is anticipated this will be a continuing downward trend. Governors noted some children have left to go to other schools, some persistent absence last year related to operations and long term medical conditions. Fines were introduced last year for unauthorised absences which exceeded five days and will continue this year. Currently all classes have attendance above national but it is too early in the term to make a firm judgement.</p> <p>The number of pupil premium children has reduced this year and is patchy across the school. Some classes still have 30% pupil premium which may have an impact on data, as this can be cohort driven.</p> <p>A teaching and learning review was conducted in June by an external specialist. The report recognised many positives regarding leadership and management across the school, the vision and direction the school is taking and what has had an impact. Further improvements identified are being addressed and a review of guided reading has taken place, there has been a restructure of the senior leadership team and areas of leadership covered by the headteacher have been delegated across the team, SEND will revert to the responsible member of staff once she returns from maternity leave.</p> <p>The quality of reading and writing is more consistent, the school has introduced a handwriting programme and recent book scrutinies show a marked improvement in presentation in all areas; this view is also supported by an ALT external book review. Monitoring processes are secure, improvements are being made and impact is being seen. The school feels there are several areas of the Ofsted framework where achievement would be acknowledged as good but last year's results may still be a limiting factor.</p> <p>Predicted data for this year is at or significantly above national in all areas of statutory testing. For GLD it is too early to make a judgement but the school anticipates this will be at least at national expectations. For KS1 this is likely to be above national, in KS2 there is a more positive picture than this time last year, predictions are supported by results for tests, learning walks and book scrutinies. The school is positive in moving forward, children are now where they should be and there are no vast numbers not at expected levels, with a few SEND exceptions.</p> <p>Governors noted key priorities and strategies. KS2 is a</p>	
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	<p>priority for the school, data is not where it should be but this is an improving picture. Governors noted initiatives in place in years 5 and 6 to ensure teachers have prior knowledge of children moving through KS2. A methodical approach has been taken to progress during the last two years and this is beginning to have an impact. The school will continue to monitor progress, pupil progress meetings are being held tomorrow and Wednesday. Early indications are that first assessment is significantly better than last year, already an expected number of children are on track. The school continues to ensure teaching is at least good.</p> <p>Guided reading has been implemented, the school continues to review the requirement for testing against developing a love of reading which is not linked to a test. The senior leadership team has been discussing how to promote a love of reading across the school and is trying to make the system right for Reydon children. The school recognises the need to improve standards but want the children to enjoy reading and not see this as something to do in order to pass a test. The school is looking at a reward scheme for incentives and motivation, governors noted examples of initiatives in place to promote this.</p> <p>A priority for the school is development of EYFS provision ensuring best results for children. Some governors have looked around the new provision and met with the teacher; governors noted this is a carefully planned environment. Governors agreed to start the next meeting with a ten-minute visit to EYFS and a presentation by the teacher.</p> <p>The school continues to seek feedback from parents and incorporate parents' views into the journey of the school. Governors noted the need to recruit parent governors, the school would also like to set up a Parent Forum, present key priorities to the Parent Forum twice a year and feedback ideas into the school development plan.</p> <p>The school is closely monitoring KS2 outcomes, gaps are being identified now for the current year 5, which the school will be able to address. The school continues to provide a level of challenge for all children and is looking at how it can further challenge high attainers, this is a continued focus of CPD, learning walks and staff meetings. Governors noted in KS2 an experienced member of staff is on maternity leave, ensuring the children have the quality of provision they deserve has been an additional challenge for the school.</p> <p><b>Academic progress:</b> Governors received an update on academic progress at the end of the Summer term. There are no changes to the data but Suffolk figures have been added enabling a comparison to be made</p>	Clerk agenda
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		<p>against Suffolk and national data for tests last year. Governors noted many of the issues brought up at the board are issues which have been discussed at length and challenged at governing body meetings.</p> <p><b>SDP Audit Trail:</b> Governors received a copy of the SDP Audit Trail, previously circulated. Further work is taking place during half term to agree the final school development plan which will include the school evaluation statement.</p> <p>Governors noted the audit trail summarises key priorities in school and breaks these down into areas of responsibility; it covers the main priorities for the school which will inform the SDP.</p> <p>In EYFS children must achieve in five areas of learning and must meet milestones in each of these areas. All children made progress but some children didn't meet all of these milestones due to circumstances outside of the school's control eg emotional development because of difficulties at home. In order to achieve GLD children must hit the expected level in all areas. If children who missed in one area are removed from the data this would increase to 75-80%.</p> <p>Governors noted their responsibilities and agreed to arrange monitoring visits and book scrutinies for next term. Governors agreed it was important to speak with the school council and noted meetings take place on Thursdays at 2.45 pm. GS agreed to visit to meet with the school council. Dates when learning walks and book scrutinies are scheduled are on the school calendar, the headteacher will arrange for governors to have access to this. Governors agreed to set up initial governor visits for areas they would like to see, this will provide a good overview to enable planning of specific areas to look at. Governors agreed to focus on subject development and leadership this year. Governors noted History, Computing and RE are the first three subjects getting under way this term and presenting to staff meetings.</p> <p>Governors agreed the following additional responsibility areas:</p> <p>CA: RE GS: History CM: MfL JVr: Computing, Geography, CE: Art</p> <p>Governors agreed LE and CE will hold an initial meeting to go through this. Staff members will contact governors to arrange times for visits, the headteacher will provide staff members with governor contact details. Governors noted all long-term curriculum plans are on the school</p>	
	<p><b>GS:</b> EYFS results indicates children must achieve in 5 areas of learning?</p> <p><b>JVr:</b> The audit trail has responsibilities for governors. How will the school facilitate governors carrying out these responsibilities, monitor this, arrange visits etc?</p> <p><b>CE:</b> Provide list of when these things are taking place next half term?</p> <p><b>JVr:</b> What is the best way for us to do this?</p>		<p>GS</p> <p>Headteacher</p> <p>Governors</p> <p>LE/CE</p> <p>Headteacher</p>

		<p>website; the school has assessment ring binder books which specify the success criteria for each of the different subjects which can be made available for governors to view.</p> <p>GS agreed to arrange to visit for SEND and agree a date at the end of this meeting. The chair and vice-chair agreed to attend the challenge and support meetings with ALT. Governors noted the previous meeting had been a very useful meeting providing a better understanding of the workings of the school and what it is trying to achieve (JVr). The headteacher will provide CE/JVr with dates.</p>	<p>GS / Headteacher</p> <p>CE/JVr</p> <p>Headteacher</p>
6.	<p>Risk register</p> <p><b>CE:</b> Why is there such a shortage?</p>	<p>Governors received an update on the risk register. NM updated this in the summer term, governors noted there are no longer any high risk areas in school. Rising costs continue to be a risk pending further confirmation of the national funding formula. For the first year Suffolk County Council will be responsible for re-delegating funding to schools and schools are not confident they will see the full benefits of the national funding formula for another two years.</p> <p>Governors noted Suffolk has insufficient SEN units and SCC has outsourced this provision to private companies, which is expensive. SCC has overspent on high needs funding, and want to claw this back from pupil funding. Governors noted, unlike other local authorities, Suffolk are not building any special schools. In a recent Ofsted report on Suffolk SEN provision the authority was graded inadequate. Previously SEN units were within schools but the funding has been withdrawn and these units no longer exist, Suffolk doesn't have a special school infrastructure to receive children which require this support, there is no funding available to set up specialised units in schools. To reinstate this level of provision will require a lot of funding, which is a challenge and SCC are looking to claw back this money from schools.</p> <p>Governors discussed implications and issues associated with SEN funding and noted this has an impact on the school budget, this is a significant area of spend for schools. The school is providing support for children in every class, and there is only limited funding for this; the school has recently recruited additional support for an SEND child because of the difficulty in accessing specialist provision.</p> <p>Governors noted ICT and premises are the biggest risk in school. With ICT this relates to the Internet failing; most of the programmes (apart from SIMS) are all web based, when there are Internet issues this has a big impact on the school. The school does not have fibre broadband which is not yet available in the area, changing provider</p>	

		<p>will not resolve the issues. ICT therefore continues to be recorded as a risk but governors noted failure of core systems is not a risk. The buildings require investment. Some work has been completed, the boiler was replaced last year, trees have been removed in the playground and windows have been replaced. There are no major premises works to be completed over the next few years but the school needs to keep on top of maintenance to ensure there are no issues going forward. The school has a five to ten-year plan which identifies areas which will need replacing in future years. Once the new health and safety admin person is in post this can be reviewed and prioritised.</p> <p>Governors noted the impact a fall in role would have on staffing but agreed the school is doing well and the role is increasing, this is a risk but not a significant risk at the present time.</p> <p>Key staff are insured on insurance policy for long term absence, this includes all teaching staff and HLTAs. Governors noted support staff are not included on the policy. If support staff are off sick the school tries to cover this, if teachers are off sick they must be replaced and this is a big expense to the school.</p> <p>Governors reviewed the main issues and agreed the risk register is in a better position than previously, areas that were of concern are no longer areas for concern.</p>	
7.	<p>Reports from Sub-Committees (including HandSAM and health and safety) / Governor Visits</p>	<p>Governors received an update from Committees; meetings took place prior to the full governing body meeting.</p> <p><b>Personnel Committee:</b> The committee reviewed and approved the headteacher's recommendations for pay award.</p> <p>The committee received an updating on staffing. The school has appointed an additional TA to support an SEND child. The committee received an update on difficulties appointing a site supervisor. The school has appointed somebody to take responsibility for health and safety admin, on a six-month trial basis, and has appointed an additional cleaner. The committee discussed division of responsibilities.</p> <p>A discussion took place regarding equality reporting and, the imbalance of male/female staff and whether there was an ethnicity issue. Governors agreed to continue advertising posts across a range of media to facilitate applications from a wider audience.</p> <p>The committee discussed GDPR replacement for Data Protection Act and plans in place to ensure compliance when this comes into force.</p>	



		<p><b>Finance Committee:</b> The committee received an update on the budget position and discussed budget changes which are relatively minor.</p> <p>The committee reviewed progress made on issues considered important in relation to premises and the Kier Report on safety. All issues considered important have been signed off or are near to being signed off; one issue was discussed and is no longer considered to be relevant. The health and safety plan has been reviewed and successfully signed off, a new plan has been started and involves actions related to fire doors.</p> <p>Both committees discussed the revised scheme of delegation and have agreed to replace committees with working parties to consider issues where a need is identified. The working parties will be less formal, do not need to be quorate and minutes do not need to be taken. Where decisions are required the working party will make recommendations to the full governing body for their approval. Governors agreed to continue holding working party meetings immediately prior to the full governing body as per the schedule of meetings.</p> <p><b>Health and Safety / HandSAM:</b> This has been reviewed by finance and an update provided to this meeting. External auditors have visited as part of the health and safety action plan; there is nothing further to report.</p> <p><b>Governor visits:</b> Governors received an update on visits which have taken place since the last meeting.</p> <p><b>CE:</b> Visited last Friday and conducted observations of years 1 and 5 with the headteacher, dropped in and out of reception throughout the morning to see how this was functioning, looked at books in year 6. CE will write up a report. CE has also visited to talk about safeguarding and general staffing issues.</p> <p>GS will arrange a visit for SEND and has received a copy of the new SEND policy, information report and school offer which have been amended from last year. Governors noted AH is on maternity leave but has been coming in regularly to help with SEND and will provide governors with an update on SEND on her return.</p>	<p>CE</p> <p>GS</p> <p>AH / Clerk agenda</p>
8.	Additional LGB Papers Including Review of Policies:	<p>Governors received and noted the ALT revised terms of reference and ALT scheme of delegation. The clerk will arrange for a copy to be put on the governors' pages of the website.</p> <p>Governors received and noted updated ALT policies:</p> <p>Admission arrangements Complaints policy</p>	Clerk

		<p>Governors' allowances policy Safeguarding policy Whistleblowing policy.</p> <p>Governors noted the policies are all on the school website; CM is the school's expert on admissions.</p> <p>Governors received and noted changes to school policies:</p> <p>SEN policy: No changes</p> <p>Positive behaviour and anti-bullying policy: No changes</p> <p>Sex education policy (sex and relationships policy): No real changes, this has been reviewed by the subject leader and reference to some resources has been removed due to these not being used by the school.</p> <p>Teaching learning and assessment policy: Some codes for marking have changed in the appendices</p> <p>Homework policy: No changes</p> <p>Acceptable usage policy: No changes</p> <p>Borrowing policy: No changes but it has been identified that the school does not have a log book in the office for borrowing items. CM will arrange for this to be set up.</p> <p>Art and design policy: No changes</p> <p>Governors confirmed their approval and noted policies are all on the school website.</p> <p>Governors discussed the revised policy schedule and agreed, unless specific in law, policies should be reviewed every three years. The clerk will update the schedule to reflect this.</p>	<p>CM</p> <p>Clerk</p>
9.	ALT Business	<p>Governors received an update on ALT business, key points arising from the discussion:</p> <p>New regulations have been introduced for school exclusions, which essentially mean that fixed-term exclusions can no longer be extended and the guidance has been revised to reflect this. ALT will be updating the Trust guidance.</p> <p>ALT will shortly be forwarding updated HR policies for this academic year. These are approved at ALT Board level and cannot be changed but governors need to be aware of the content.</p> <p>The headteacher confirmed all governors have completed a DBS.</p>	

		<p>Governors noted their responsibility to revisit terms of reference, governor responsibilities and absence which were reviewed during the first part of the meeting. Arrangements are in place to review information on the school website, declarations of pecuniary interest forms were completed at the start of the meeting. Safeguarding training is mandatory training and this has been arranged to take place at Reydon on 7<sup>th</sup> November with other ALT schools.</p> <p>The planned hub briefing for September was postponed, this will now take place on Wednesday 22<sup>nd</sup> November at Carlton Manner.</p>	
10.	Future Events	<p>Governors received an update from the headteacher on future events:</p> <p>3/11/17: 3.00pm Assembly featuring Ukuleles from Southwold</p> <p>6/11/17: 1.00 pm English book scrutiny. Parents' evening</p> <p>7/11/17: Safeguarding training which will include some Prevent training</p> <p>8/11/17: Second parents' evening</p> <p>10/11/17: Multi-faith day</p> <p>14/11/17: 9.00 am learning review (CE is attending)</p> <p>15/11/17: Steel band</p> <p>17/11/17: 9.00 am – 2.00 pm. LE is taking the choir to the Big Sing event at Snape, it would be helpful to have more adults and governors were invited to help. GS will confirm her availability directly with LE.</p> <p>21/11/17: 3.30 pm book scrutiny. GS, CA will attend for this. 5.30 pm Governors invited to attend Ofsted preparation session with Andy Redman ALT.</p> <p>22/11/17: 1.20 pm, Red Oak Primary School, Lowestoft. Online support training for new RAISE online data. Governors noted they are attending this event.</p> <p>22/11/17: 5.30 pm for 5.45 pm at Carlton Manor, ALT hub governors' session</p> <p>4/12/17: Pupil progress meetings (Monday and Tuesday)</p> <p>13/12/17: 2.00 pm, dress rehearsal for new Christmas production, governors are invited to attend.</p>	<p>CE</p> <p>GS</p> <p>GS, CA</p> <p>All governors</p>

		<p>18/12/17 or 19/12/17 pending confirmation: Carol service, governors were invited to walk with the children to the church for the carol service. JVr, CE, GS, CA offered their services, the headteacher will confirm arrangements and date.</p> <p>The headteacher reminded governors the school has a Twitter feed and weekly events are included on this along with updates on what is happening at the school. Governors noted it isn't necessary to sign up for a Twitter account, the front page of the school website has a Twitter feed section which governors can scroll through to see what is happening.</p> <p>The class pages on the website have been updated and governors were asked to look at these, governors noted the school has a good quality website.</p>	JVr/CE/GS/ CA Headteacher
11.	Items to be deemed as confidential	There were no additional confidential items.	
12.	Any Other Business	<p><b>Training for new governors:</b> CA expressed her concerns about training for new governors and felt sometimes out of her depth as to what is required of governors particularly in relation to book scrutinies and learning walks; the last hub training was a little evasive. CA has visited Schools Choice website and noted there is some useful training available. Andy Redman (ALT), is delivering training on 21<sup>st</sup> November on what schools need to do for Ofsted, governors agreed to raise issues here; governors noted the audit trail will help clarify some areas. Governors agreed to review this again after the meeting with Andy Redman has taken place.</p>	
13.	Date of Next Meeting	<p>The next meeting of the full governing body will be held on Monday 11<sup>th</sup> December 2017 at 6.00 pm. Working party meetings will take place prior to full governing body: Personnel at 4.30 pm / Finance &amp; Premises at 5.15 pm.</p> <p>The meeting closed at 7.40 pm.</p>	