



Reydon Primary School

Local Governing Body Minutes of Meeting Monday 17th October 2016 @ 6.00 pm

Chair:	Jane Austin	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
Jane Austin	Trust (Chair)	P
Carol Andrewes	Trust	Ap
Celia Eldridge	Trust	P
Andrea Hall	Trust	P
Gillian Simmonds	Trust	Ap
John Verity	Trust	P
Alison Hurren	Staff	P
Emma Warnes	Staff	Resigned
Jo Viner	Headteacher	P
	Vacancy (Parent)	
	Vacancy (Parent)	

In Attendance

Nicki Mayne, School Business Manager
Linda Ellis, Deputy Headteacher
Olivia Roffey, Parent observer
Adele Colman, Parent observer

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

Monday 17th October 2016 @ 6.00 pm

	Agenda Item & Associated Challenging Questions	Items Discussed	Action
1.	Welcome from the Chair and Apologies for Absence	<p>The meeting commenced at 6.00 pm. The Chair welcomed Linda Ellis, Deputy Headteacher to the meeting and prospective parent governors, Olivia Roffey and Adele Coleman; governors introduced themselves to the wider group.</p> <p>Apologies for absence were received from Carol Andrewes and Gillian Simmonds; governors consented to the absences. Governors noted the late arrival of Andrea Hall.</p>	
2.	Declarations of Pecuniary Interest	Governors confirmed there were no changes to the declarations of pecuniary interest previously submitted. 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: Governors approved the minutes of the previous meeting, held on 18th July 2016, as an accurate record.</p> <p>Matters Arising:</p> <p>Item 3 – Matters arising from previous meeting:</p> <p>Action Points:</p> <p><i>Item 1 – Membership:</i> The attendance sheet has been updated to include Linda Ellis, Deputy Headteacher.</p> <p><i>Item 3 – Matters arising:</i></p> <ul style="list-style-type: none"> • Policies: Sex Education & Relationships Policy, has been included as an agenda item for this meeting. • Governor training: CE has safer recruitment training booked for 31st January in Lowestoft. • NGA website: CE has login to website. <p><i>Item 4 – Headteacher's Report:</i> The draft parent survey has been included as an agenda item for this meeting.</p> <p><i>Item 10 – Any Other Business (Risk Register):</i> A governor review of the risk register has taken place; this has been included as an agenda item for this meeting.</p>	

		<p>Matters Arising:</p> <p>Item 5 – Headteacher’s Report (Glossary): The glossary of terms has been circulated; not all governors received this. Governors discussed whether the two versions of the glossary should be merged and agreed to conduct a further review of what should be included and compile one comprehensive glossary of all items relevant to the school. JA suggested that the glossary should include brief explanation of each term, not just the acronym/abbreviation in full.</p> <p>Item 6 – Reports from sub-committees: Health and Safety. The meeting to agree an action plan in response to the findings has still to be arranged.</p> <p>Item 10 – Any Other Business (Membership): Gary Peile has been in touch with Carol Andrewes.</p>	<p>JVr</p> <p>JVr/NM</p>
4.	Membership	<p>Appointments: Governors noted the appointment of Carol Andrewes as Trust Governor. Carol was unable to attend this meeting due to personal circumstances, governors welcomed Carol to the governing body in her absence.</p> <p>Resignations: Governors noted the resignation of Jane Austin (Trust Governor / Chair of Governors) and Emma Warnes (Staff Governor).</p> <p>Governors noted JA had originally agreed to a twelve-month term of office to provide some continuity during the period of transition. This has now expired and ALT are in the process of recruiting a new Chair of Governors.</p> <p>Governors noted a member of staff has expressed an interest in replacing EW but is unable to get to meetings until 6.30 pm due to other commitments. Governors discussed changing the day/timing of future meetings and agreed to consider a late start initially and review how this works, pending no other offers from teaching staff.</p> <p>The letter sent out to parents had been useful; expressions of interest had been received from three parents.</p> <p>Terms of Reference: Governors noted the terms of reference set out in the ALT Scheme of Delegation.</p> <p>Arrangements for Vice-Chair: Governors agreed to defer the appointment of Vice-Chair until ALT have confirmed the appointment of a new Chair of Governors.</p>	<p>Clerk update membership</p> <p>Clerk update agenda</p> <p>Clerk agenda</p>

		<p>Membership of sub-committees: Governors reviewed membership of committees:</p> <p><i>Finance Committee:</i> The committee consists of John Verity (Chair), Jane Austin, Celia Eldridge, Alison Hurren, Emma Warnes, Jo Viner. Celia Eldridge no longer wishes to serve on finance, Jane Austin and Emma Warnes are no longer governors. The committee requires a minimum of three governors plus the headteacher to be quorate. Prospective parent governors were asked to consider what they could offer if willing to serve as governors.</p> <p><i>Personnel Committee:</i> Jane Austin (Chair), Gillian Simmonds, Celia Eldridge, John Verity, Jo Viner. Jane Austin is no longer governor; Andrea Hall agreed to chair the personnel committee in the short term, pending the appointment of the new chair of governors.</p> <p><i>Link governors roles:</i> Governors agreed CE will take responsibility for attendance, AHr agreed to provide CE with a list of challenging questions related to attendance. Governors deferred further discussion of roles and responsibility to item 5 on the agenda.</p> <p>Terms of office: Governors reviewed terms of office, previously circulated. Governors noted attendance for 2015/2016.</p>	<p>Clerk update membership</p> <p>AH Clerk update membership</p> <p>CE AHr</p>
5.	<p>School Development Plan / Headteacher's Report</p> <p>JA: Can you explain confidence intervals, what we are measuring, where does data come from?</p> <p>CE: Can you expand on this, provide more detail?</p>	<p>Governors received the school development plan, previously circulated. Governors met in September to review the plan which has been updated to reflect comments from the meeting. The current document is a combination of the SEF and the SDP; these will be separate documents in future years, which is in line with what other schools do. The document is colour coded to reflect responsibilities. For ease of reference, governor items are coloured red.</p> <p>Governors reviewed the amended SDP, key points arising from the discussion:</p> <p>SECTION 1: Governors reviewed comparisons for KS1/KS2 phonics against Suffolk and national figures. In KS1 Reydon is making good progress; this is a strong cohort coming through the school. In KS2 progress is slower but still in line with floor level. Governors noted that confidence levels are given to assess whether the school is below or above floor level for progress; band (floor) levels relate to the percentage of children within a particular band. The headteacher explained the range used, governors noted the school is above floor level for progress.</p>	

	<p>JVr: How will link governors contribute to these areas?</p>	<p>Governors noted progress in KS1 and KS2 is across all years; attainment levels are added at each half term. The positive picture for KS1 reflects the positive start the children have received. Year 2 children have been taught this curriculum from the start but it will take time for the new curriculum to filter through to all year groups.</p> <p>Phonics is now at 85% and is showing a year on year improvement; children who do not achieve the standard in year 1 can retake in year 2.</p> <p>SECTION 2:</p> <p>Strategic Objective 1 - Effective leadership and management: Governors are making a positive contribution; learning walks, book scrutinies and looking at assessment data within different categories are all taking place. The school has introduced learning ambassadors and is developing a student voice survey as a starting point; governors noted the school has a benchmark from where to measure improvement. All governors will be involved in either learning walks, book scrutinies, observations etc; progress will be discussed in pupil progress meetings. A new chair will need to be appointed for pupil progress meetings; CE agreed to take on this responsibility, governors confirmed their approval.</p> <p>Responsibilities agreed:</p> <ul style="list-style-type: none"> • CE: Chair pupil progress meetings • GS Obj 1.2: To develop learning ambassadors... to be confirmed. • GS Obj 1.3: To improve the rate of SEND children...to be confirmed. • JVr Obj 1.4: To further develop community links... • JVr Governors assurance activities: To assure all activities by staff and senior team and web site design. <p>Strategic Objective 2 – Quality of teaching, learning and assessment:</p> <p>Responsibilities agreed:</p> <ul style="list-style-type: none"> • All governors Obj 2.1: To improve results at the end of KS2....to be reviewed through pupil progress meetings; CE to chair. 	<p>CE</p> <p>CE</p> <p>GS</p> <p>GS</p> <p>JVr</p> <p>JVr</p> <p>All governors CE chair</p>
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	<p>JVr: Was the staff survey completed by an independent body?</p>	<p>Governors agreed Adele Coleman (pending appointment) will shadow AH initially and eventually take over responsibility for 5.1 and 5.2.</p> <p>An internal staff survey with a focus on well-being had been completed; this was not a general survey. AHR confirmed no unnecessary stress had been caused by the survey; governors noted the school is happy with the outcomes, this had been well received with a high number of responses.</p> <p>Governors noted finance/costs need to be added to the SDP. The SDP is a working document and progress and impact will be ongoing and added to as progress is made. Governors noted the current plan incorporates all amendments discussed in the pupil progress meeting.</p> <p>Some governors had not received the circulated copy of the parent questionnaire; governors reviewed the questions and the wording of the questions and agreed to:</p> <ul style="list-style-type: none"> • Partition 'any other comments' to encourage more detailed information around what the school is doing well and what could be better. • Include information relating to activities. • Add a 'don't know' column to the questionnaire. The headteacher will make the changes. <p>Governors noted the school would like parents to complete 'Parent View,' which is the questionnaire used by Ofsted, and is planning to set up guest logins for the next parents' evening to encourage parents to complete the survey. Governors discussed possible difficulties asking parents to complete two questionnaires and agreed it was important for the school to have internal data / a historical record, noting there were other opportunities to share the questionnaire with parents at Topic Fairs, Parent Cafes. Governors agreed to trial the parent survey in November and compare to outcomes from next year.</p> <p>Headteacher's Report: Governors received the Headteacher's report, previously circulated; key points arising from the discussion:</p> <p>Numbers have increased to 178 which is four above target. It is too early in the term to confirm an improvement in attendance. In Reception some children are not at compulsory school age and therefore it is not compulsory for them to attend, but the attendance figure is higher than at this point last year; all other classes are showing really strong attendance.</p>	<p>AC</p> <p>Headteacher</p> <p>Headteacher</p>
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<p>JA: The risk register assumes that the Friends of Reydon Primary (FRP) will not contribute more than £5k/yr. Given the sums donated, will this need to be re-examined?</p> <p>JA: Need to be clear about the target audience and its ease of use?</p> <p>AH: What has been the impact so far?</p> <p>JA: Remedies from</p>	<p>Year 2 is a small cohort, there has been some long term absence due to illness; some parents have taken children out of school for holidays. Governors noted the impact this has on the individual child and the class; parents have been advised about fines for taking children out for holidays.</p> <p>Some work has taken place over the summer break; a new gas boiler has been fitted which should result in savings for the school; work has been completed to the staff room and the new meeting room is in place. Governors noted improvements which have been made to the school site and play areas and initiatives to help SEND children; the school is in discussions with FRP with regards to purchasing a set of iPads for the school to use.</p> <p>A residential trip to Ringsfield is planned for year 4; AHr gave an update on key activities planned for the trip. Another French trip is being organised in collaboration with Mdme Godet at Grove School; the school is supporting children from low income families.</p> <p>The SDP monitoring calendar has commenced; staff have received feedback from learning walks and book scrutinies and a planning scrutiny has taken place. New staff members have received an induction and safeguarding training; meetings have been held focussing on improving teaching and learning.</p> <p>A new website has been agreed with a provider; the design meeting is taking place tomorrow and the website should be up and running by Christmas. The school will contact governors and parents once the design is available. Governors agreed it is important to get parents engaged with the new website and considered holding a formal launch in the new year.</p> <p>The quality of teaching, learning and assessment has strengthened and areas for improvement have been identified. The maths plan has been rewritten; after half term the school will be holding shared afternoons for parents to share the calculation policy for each year group and encourage parents to support children at home.</p> <p>The school has started using Pixl; this is providing support for KS2 teachers and children and helping to identify gaps in learning and resources for teachers to use to help children make accelerated progress. The school has already addressed some gaps; tests were completed at the end of year 5, the year 6 teacher has worked with the year 5 teacher to come up with a plan and work out a strategy for tests based on previous test papers. A SATs information evening for parents is being held tomorrow, following this the school will be running</p>	
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	<p>Pixl are helpful?</p> <p>AH: Has there been an impact on the school related to staff being released for training?</p>	<p>a booster group each week; Pixl remedies and therapies will be used to support this. AH will visit and monitor one of the sessions.</p> <p>Both the school and ALT are forward thinking and want to develop staff but staff training has had an impact; providing cover is impacting on the budget. For the immediate future Reydon needs to focus on the priorities for the school and what is best for the children; the school may need to take a step back from some of the activities other schools further forward than Reydon are accessing. This has been shared with ALT and the school is awaiting their response.</p>	AH
6.	<p>Finance Update</p> <p>AH: What is the carry forward?</p> <p>JVr: Where are we with the 3 year view now the number on roll has changed?</p>	<p>Governors received an update from the Business Manager and noted the business plan has been approved by ALT board; the current position is still looking positive. The carry forward, including sums from previous years, is in the region of £104k; a revised budget is being completed this week to reflect the increased number on roll. The business manager confirmed there have been no other changes to the budget plan and governors agreed to formally adopt the budget for 2016/2017.</p> <p>The three year plan is being revisited and updated to reflect the increase in numbers; it is possible the school will be running at an overall in-year surplus rather than a predicted deficit. Governors noted Suffolk Schools Forum still have still to decide how much will be allocated per pupil for high needs; the school has been informed they will lose £33 per pupil to fund high needs which will have a big impact on the budget. More information will be available in November.</p>	
7.	<p>Risk Register</p>	<p>Governors received the review of the risk register, previously circulated. Governors noted the review document groups all categories of risks and agreed the risk owner should look at comments and queries raised by governors and address these. Governors noted the register needs further review and agreed to delegate responsibility for this to the Finance & Premises Committee for review at their next meeting.</p>	Clerk finance agenda
8.	<p>Reports from Governor Visits</p>	<p>Governors received an update on governor visits.</p> <p>JA maths calculation policy and book scrutiny: the maths calculation policy is effectively applied across school. It was noted that some children had ticks for all their exercises, which raised questions as to whether children were being sufficiently challenged in their school work. JVr proposed to use the "what went well" and "next steps" approach to ensure that children were move learning on at pace.</p> <p>AH visited and undertook a learning review with JV: The review involved looking at the consistency of</p>	

		<p>teaching, Maths and English and how Talk for Writing is being implemented. This was a positive visit; children were engaged in lessons with clear objectives and successful criteria. AH had been particularly impressed with reception children. Some questions had been raised around Talk for Writing and how grammar aspects will be covered. The headteacher explained the approaches the school will take, how evidence will be presented through books and suggested a focus for the next book scrutiny should relate to how grammar will be developed. The headteacher explained other initiatives planned to develop grammar, spelling and writing skills.</p> <p>CE visited to conduct a learning walk with AR (ALT): This involved visiting all year groups, conducting a 10-15 minute observation, reflecting on whether the criteria for pace and challenge had been met. This is an extremely effective way for governors to get to know teachers and classes really well and enhance understanding of what goes on in school on a daily basis.</p> <p>CE conducted a safeguarding visit: Safeguarding had been discussed in detail; discussions included an update on children on the safeguarding register.</p>	
9.	<p>Additional LGB Papers including review of policies:</p> <p>JA: There are many references to traditional marriage in the policy. What about other types of partnerships/relationships?</p>	<p>Governors received the following policies for adoption/approval:</p> <p>ALT Model Pay Policy 2016 / Briefing Notes: Governors received and adopted the policy.</p> <p>Sex Education & Relationships Policy: Governors received the policy, previously circulated. The main body of the policy is about relationships and takes into account different types of marriage and relationships in line with statutory and curriculum guidance. Governors noted that the resources are still awaiting review; Olivia Roffey (pending appointment as parent governor) agreed to review the resources</p> <p>Teaching, Learning and Assessment Policy: Governors received and approved the policy, previously circulated.</p> <p>Positive Behaviour & Anti-bullying Policy: Governors received the policy, previously circulated. The policy was reviewed last year, governors noted changes to the policy relating to the names of personnel and approved the policy.</p> <p>Safeguarding policy: Governors received the policy and noted the policy has been updated in line with ALT guidance and current changes to legislation. The school</p>	OR

	<p>AH: Has the new information been included on the poster in the school?</p>	<p>safeguarding policy references the information in the new document and includes NSPCC telephone numbers; an appendix has been added which explains routines within Reydon School. Names have been changed for those trained as designated safeguarding lead, governor for safeguarding and the Deputy Headteacher as Prevent lead; JV is responsible for online safety. The poster in the school requires updating with the new information; the headteacher will arrange for this to be put in place. Governors approved the policy.</p>	<p>Headteacher</p>
<p>10.</p>	<p>ALT Business</p>	<p>Governors received an update on ALT business, key points arising from the discussion:</p> <p>Safeguarding regulations: New safeguarding regulations have been introduced which were discussed at ALT hub briefing. The policy has been reviewed at this meeting and changes which needed to be made have been made.</p> <p>Updated HR Policies from ALT: Governors noted updated policies will be forwarded by ALT; the policies have been approved at ALT Board level and cannot be changed.</p> <p>DBS Checks: All governors have to complete an enhanced DBS check; governors noted these are now transferable across organisations for a fee of £10.00. CE confirmed this is in place and recorded on the single central record. NM explained the requirements to prospective parent governors who agreed to contact NM to arrange, pending confirmation of their appointment.</p> <p>Review of school website: Governors noted the requirement to conduct a review of the school website. Governors' pages must be updated and include an up to date list of governors' details and statistics on their attendance at meetings for the previous academic year. Minutes of full governing body meetings (once approved) must also be available on the website. The clerk provide the school with an updated copy of the attendance record for 2015/2016.</p>	<p>AC/OR</p> <p>Clerk</p>
<p>11.</p>	<p>ALT Briefing</p>	<p>An ALT hub briefing for governors had been held on 28th September 2016 at Carlton Manor. This had been a useful meeting; CE had attended and provided an update on key points:</p> <ul style="list-style-type: none"> Safeguarding policies require updating in line with updates from government. JV and CE have met to discuss; the school has updated the policy and governors reviewed the changes earlier in the meeting. 	

		<ul style="list-style-type: none"> Expansion of ALT, ethos and values; ALT are looking at expanding into special schools and opening a free school. 	
12.	Forward programme of agenda items	The forward programme of agenda items has been agreed.	
13.	Items to be deemed as confidential	<p>Olivia Roffey and Claire Coleman left the meeting at 7.59 pm prior to discussion of confidential items. Governors thanked OR and CC for their attendance and willingness to serve as governors.</p> <p>Confidential Item: Governors noted arrangements in place to cover maternity leave.</p>	
14.	Any Other Business	<p>Ofsted School Inspections – A Guide for Parents: Governors received a copy of the document, previously circulated for information and action. Governors agreed to include a link to the document on the school website.</p> <p>SGOSS Update: Governors received a verbal update from JA. The national contract with SGOSS had been re-instated and the organisation will continue to help to find new governors; governors noted their efforts have not been successful for the school to date.</p> <p>Governor training session (Maths): Governors noted the governor training session for maths had been postponed; the maths calculations policy has been circulated to governors.</p> <p>Thanks to JA: Governors wished to formally record their thanks to JA for her work as chair over the last 12 months; her work has been valued by the school and by governors.</p> <p>The meeting closed at 8.03 pm.</p>	Headteacher
15.	Date of Next Meeting	<p>Date of next meeting: Since the date of the meeting it has been necessary to rearrange the committee meetings to ensure these are quorate. The meetings will now take place immediately prior to full governing body on 12th December 2016 as indicated below:</p> <p>Personnel Committee: Monday 12th December 2016 at 4.00 pm</p> <p>Finance and Premises Committee: Monday 12th December 2016 at 5.00 pm.</p> <p>Full Governing Body: Monday 12th December 2016 at 6.00 pm</p>	