



Reydon Primary School

Local Governing Body Agenda
Monday 23 January 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	Ap
Gillian Simmonds	Trust	P
John Verity	Trust	P
Alison Hurren	Staff	Ap
Catherine Millward	Staff	P
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 23rd January 2017 @ 6.00 pm

Agenda Item & Associated Challenging Questions	Items Discussed	Actions
Governor Training Item	<p>Book review: The meeting commenced with an opportunity for governors to review a sample of books for English, science and maths. Governors conducted a detailed review of the books presented and received an update from the headteacher and the deputy headteacher on approaches in English, maths and science. Governors agreed the books reviewed were of a good quality and demonstrated the progress the children have made.</p>	
1. Welcome from the Chair and Apologies for Absence	<p>The formal meeting commenced at 6.30 pm. In the absence of Andrea Hall, Celia Eldridge agreed to chair the meeting.</p> <p>Governors welcomed Carol Andrewes to her first meeting. Apologies for absence were received from AH and AHr; governors consented to the absences.</p>	
2. Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p>	
3. Minutes of Previous Meeting and Matters Arising	<p>Minutes of last meeting: The minutes of the last meeting were approved as an accurate record.</p> <p>Matters arising:</p> <p>Governor training item – review of SEND progress: A review of progress has been included within the headteacher’s report for this meeting.</p> <p>Item 3 – Matters arising from previous meeting:</p> <p>Glossary: The headteacher has completed this and will include a copy on the governors’ section of the website, a paper version will be available for governors to collect from the school office.</p> <p>Actions:</p> <ul style="list-style-type: none"> • <i>Item 4 – Membership:</i> AHr has begun her maternity leave; GS has a copy of the challenging questions and will make these available to CE. • <i>Item 9 – Review of policies (Sex Education & Relationships):</i> The DBS check for OR has now been completed which will enable her to visit and review the resources. 	<p>Headteacher</p> <p>GS</p> <p>OR</p>

		<ul style="list-style-type: none"> • <i>Item 10 – ALT business:</i> <p><i>DBS checks:</i> The DBS check for OR has been completed.</p> <p><i>Governors' attendance:</i> A record of governors' attendance has been provided for inclusion on the website.</p> <p>Item 6 – Update on school development plan: The meeting schedule has been amended, the SDP will be included as part of the headteacher's report in future.</p> <p>Item 10 – Governor visits: A review of books took place at the start of this meeting.</p> <p>Item 11 – Review of policies: JVR agreed to review the policies prior to the next finance meeting.</p> <p>Item 12 – ALT business: ALT have been made aware of governors' comments regarding the survey; the survey is also an agenda item for the next governors' hub meeting.</p>	JVr
4.	Membership	<p>Appointment of chair: Governors noted CE has agreed to take on the role of chair of governors and will be meeting with Gary Peile (ALT) later in the week to finalise her appointment, governors confirmed their approval.</p> <p>Appointment of Vice-Chair: JVR confirmed his agreement to becoming vice-chair, nominated by GS, seconded by CA; governors confirmed their approval. The clerk will update the membership and inform ALT.</p> <p>The headteacher confirmed the school are delighted with the appointments, the school will provide as much support as possible going forward.</p> <p>Staff governor: Governors noted AHr has started her maternity leave but is remaining as staff governor and hopes to be able to attend some meetings. Governors confirmed their approval.</p>	Clerk
5.	Pupil Premium	Governors noted an update on pupil premium has been included as part of the headteacher's report. A review of expenditure will be presented to the next meeting.	Clerk agenda
6.	PE Premium	Governors noted an update on pupil-PE premium has been included as part of the headteacher's report. A review of expenditure will be presented to the next meeting.	Clerk agenda
7.	SEF Update	This item was merged with item 8 and included as part of the headteacher's report.	

<p>8.</p>	<p>Headteacher's Report</p> <p>CE: The outside area was classed as unkempt; this relates to one member of staff or the team?</p> <p>CE: How long has been set to develop this?</p> <p>CE: How have staff members reacted?</p> <p>GS: Regular feedback will be provided?</p> <p>NM: Is there a cost to the school?</p> <p>CE: Some historical safeguarding issues sorted out as a matter of course, is there anything I need to be aware of?</p> <p>GS: Vocabulary development should be a focus?</p>	<p>Headteachers report: Governors received an update from the headteacher, key points arising from the discussion:</p> <p>A visit from DfE has taken place for all hub schools; the report has been attached as an appendix to the headteacher's report; a copy has been included in the minute book. The report identified some concerns in early years, the data for early years is good but the provision requires some development. The school has engaged an outstanding practitioner from within the hub who will be coming in two days per week to work with staff to improve the provision. Governors noted that the data is good and the children are on track but this needs to be evidenced by children engaging with the provision, which the school and Andy Redmond (ALT) were aware of, the DfE report supports this view.</p> <p>The outstanding practitioner will be looking at teaching in early years to develop the characteristics of effective learning and ensure there is a set programme for this in line with what happens in year 1. Governors noted the early years team are skilled but disorganised, the children are making progress but the provision does not demonstrate this.</p> <p>A six week programme has been put in place, the first three weeks will consist of intensive modelling, in the following three weeks staff members will be set targets for each week which will be measured and further advice offered. At the end of the six week period Andy Redmond (ALT) will conduct a further review of the provision. This has been received positively by staff who would like guidance on how to improve and are excited about working with the outstanding practitioner and having their expertise for support. The outstanding practitioner is coming in tomorrow for the first day and will show a phonics session and how she would teach it. Regular feedback will be provided which will also include AR (ALT).</p> <p>There is no additional cost to the school; this is being completed as part of the collaborative work done across the hub. The issues around safeguarding mostly relate to the information the school gave the DfE adviser becoming muddled. The information related to the period prior to academy involvement two years ago and not since the appointment of the new headteacher. Governors noted all concerns were prior to ALT involvement with the school and these have now been addressed; ALT are drafting a reply to pick up some of the inconsistencies within the report.</p> <p>Interventions in place to develop vocabulary were observed during the visit; this was a comment made to all hub schools visited. Governors agreed the overall comments were positive. The visits are part of the</p>	
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	<p>CE: These visits are spot checks?</p> <p>CE: Why are year 1 and 2 attendance figures down?</p> <p>CE: Is the school funding the French trip?</p> <p>CE: Have costs gone up due to the Euro?</p>	<p>government's work on monitoring academies and improvements being made in the East, the inclusion of less positive comments will be beneficial for the school. Governors agreed this had been a very positive visit.</p> <p>Governors noted the role play area in Reception has been completed. A new projector screen and speakers for the hall has been provided by the Friends of the School, installation work will be finished this week.</p> <p>Attendance figures for Reception and year 2 are down. In Reception this relates to some children not being at statutory school age yet, it is not compulsory for them to attend. In year 2 some children have been off with illness related to operations, there has also been a number of unauthorised holiday absences. This is a small cohort and any absences have an impact on the overall data. Governors noted that the autumn term is variable for attendance, data in the autumn term will show a larger percentage of absence than would be shown at the end of the year; if the non-compulsory age children are taken out of the equation the school is matching national data.</p> <p>Attendance in KS2 is good, in KS1 this is not usually as good as in KS2 due to younger children being more susceptible to bugs. The school is in the process of sending out monitoring and information letters to parents where attendance is below expectations. Attendance is carefully monitored and the school will refer unauthorised absences to the education welfare services; some parents will incur a fine but the school is keeping communications open with parents and trying to work with them to resolve issues before imposing fines.</p> <p>The number on roll has increased to 179. The school has been in contact with feeder nurseries and is expecting numbers to increase; the school may be over-subscribed in Reception next year.</p> <p>The year 4 residential trip took place in October, the children had a fantastic time. The French trip is currently being arranged, an afternoon visit has been set up to meet the children from Grove Primary, a return visit by Grove children will take place before the trip. This enables the children to get to know each other and the staff who will be involved. Governors noted this approach worked well last time and the children were enthusiastic ahead of the trip.</p> <p>The school continues to support pupil premium children to go on trips. Parents are able to talk to the headteacher in confidence if they are unable to pay for a trip, for a pupil premium child the school will negotiate with the parents on an amount to be paid and subsidise the balance. Madame Godet from Grove Primary School is French and organises the trip, she books everything and organises the itinerary. There are savings for the school due to not having to pay a</p>	
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	<p>JVr: What does the governors' invitation on 6th February relate to?</p>	<p>premium to a company to complete the arrangements.</p> <p>School development plan: Governors received an update on strategic objectives from the School Development Plan. Key points arising from the discussion:</p> <p>Governors noted the school has been recognised for the work they are doing with learning behaviours, hub schools have been asked to contribute to development visits for other ALT schools. The school do a lot of work with learning behaviours to improve progress and have invited <u>governors-staff</u> from other schools to visit on 6th February from 1.30 pm until 3.30 pm. School Council members are being trained to become learning ambassadors and have been completing learning walks in classrooms, they will be leading the visits and showing the visitors around to explain what is happening and how learning behaviours are being used in sessions. The afternoon will finish with a celebration assembly. Governors were invited to take part in the visit; JVr, GS, CE confirmed their attendance.</p> <p>Going forward the school has an aspiration to develop pupil governors ie pupils on the governing body who would not attend meetings but perhaps sit with governors during visits etc, enabling governors to hear their views. Governors confirmed their approval to this approach as a future development and agreed this will help the children to develop a rapport with governors.</p> <p>The new website has been launched which is a vast improvement on the previous website, teachers are finding it much easier to add information to the website. Teachers are being given time during staff meetings to update their pages and there is an expectation they will continue to update their pages with new information. A governors' area is being set, the login will be circulated, the clerk agreed to populate the pages with documentation for governors. Governors agreed to include an introduction to how the new website works, as a governor training item at the start of the next meeting. Governors noted forthcoming events are included and updated regularly and are also included in the newsletter.</p> <p>In year 6 the school is continuing to work with Pixl and has a clear picture of where year 6 are and what they need to do to move forward. Year 6 children are making good progress but are coming from low starting points. The school is addressing the gaps in terms of what is needed to help these children access the SATs tests.</p> <p>Standards meetings continue to be held with other schools, the headteacher leads standards meetings as part of her management role. Staff feedback is very positive, the meetings provide opportunities to liaise with other professionals and review work. Leaders of standards groups are particularly skilled and knowledgeable and</p>	<p>JVr, GS, CE</p> <p>Clerk</p> <p>Headteacher Clerk agenda</p>
	<p>GS: Forthcoming events are included?</p>		

	<p>JVr: How are parents responding to zero tolerance approach?</p>	<p>provide input on governing initiatives, frameworks etc.</p> <p>A book scrutiny has taken place, outcomes were discussed as part of the book review at the start of the meeting. Another book scrutiny is planned to take place at 10.00 am on 8th February.</p> <p>The school has been monitoring attendance and is in the process of issuing letters to parents where attendance is approaching or over the threshold. The letters explain the support available in school to help with attendance issues.</p> <p>A pupil survey has been carried out, results are generally positive. In KS-<u>2</u> pupils wanted more pupil voice, the school is addressing this with learning ambassadors. Learning behaviours are embedded in the lower school but this is something which is still quite new in KS2; the school is working with the children to help them to identify where they can see learning behaviours. The new display in the hall is around learning behaviours and provides evidence of what the children are doing. The school is particularly pleased with some of the comments received from the children and is reviewing the outcomes of the survey with teachers to embed changes.</p> <p>The results of the staff wellbeing survey were very positive, as some staff members were new to the school in the initial survey, a follow up survey will take place in the summer term. Based on the feedback received some changes have already been made. To improve communication, minute of staff meetings are being put up the next day; LSAs are being paid to attend staff meetings where there is a training focus, this helps communication but is also providing a training programme for LSAs and increasing their involvement. Previously LSAs could attend staff meetings but were not paid.</p> <p>Governors received an update on behaviour incidents and behaviour support plans in place. The school has incredibly high expectations of behaviour and has a zero tolerance approach; governors noted the incidents reported are not major incidents. Parents are very supportive, historically incident slips were sent home, now the school rings parents to talk through what has happened; <u>99.9% almost all</u> of parents are supportive and follow the incident up at home.</p> <p>Levels of attainment in EYSF and years 1-3 are around what is expected but this suffers in years 4-6. Governors reviewed data sheets and noted that progress across the school is looking positive but in year 2 there are some SEN children who aren't making expected progress, which has an impact on the data. The school is working with external agencies to support these children.</p> <p>There are some concerns in year 4, the school is recruiting</p>	
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	<p>CE: Can the school afford this?</p> <p>JVr: This is a much better picture than this time last year?</p> <p>CE: When do funding cuts come in?</p> <p>JVr: If money is coming in this year it is for this year's children?</p>	<p>an intervention teacher to come in for five morning per week to work with targeted groups on maths, English and reading to ensure children are working at the expected level. Governors noted the school can afford to provide the intervention; this has to be a priority for the school, the children are not far off where they should be but are coming from low starting points and need to make accelerated progress to enable them to catch up. The school is confident the intervention teacher will do this. Governors noted that in other year groups everything is on track and data shows a significant improvement compared to this time last year.</p> <p>Phonics in year 1 is scoring above threshold in October data, with fifty percent of children scoring what they need to achieve or above, it is likely this will be above national in May. Progress in KS1 is tempered slightly by SEN children but children are on or around national for reading, writing and maths. In KS2, year 6 is a concern but only in so far as the children have come from low starting points. For this year group KS1 results weren't excessive and the children have followed this trajectory through school; the children are making good but progress but are not yet where they are expected to be. Governors noted two teachers are working in the classroom, interventions are taking place, two lunchtime clubs are taking place, after school boosters have taken place; the school is doing everything it can to support these children to make really good progress.</p> <p>Pupil premium and SEN children are making progress above expected rate, where attainment is not as expected the school is looking for ways to address this.</p> <p>Governors received an update on early years progress and comments from the DfE visit earlier in the meeting. The school has been creative with its budget to enable support to be put in place and this is now being provided.</p> <p>The school has a large carry forward due to some unpredictables, now the school is more stable and the roll has increased some of this money can be released for the benefit of the children in school now. A spending walk has been conducted to identify areas of the school requiring urgent attention / improvements to the environment and a wish list has been compiled to identify priorities for spending. The business manager explained proposed changes to funding grants and possible implications for future funding, governors noted the school has a growing roll but staffing remains the same, the school should break even. The business manager has completed some budget planning and will provide an update of how things will be for September once confirmed. Governors agreed that money coming in should be spent on the children but noted the need to safeguard against financial difficulties.</p>	
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9.	<p>Reports from Sub-Committees /Governor Visits</p> <p>JVr: Will another safeguarding training event be available in the summer term?</p>	<p>Reports from sub-committees: There were no committee meetings to report since the last meeting.</p> <p>Update on governor visits: Governors received an update on governor visits:</p> <p>GS/CE attended the Christmas production which was thoroughly enjoyable and behaviour of the children walking to church was good. The headteacher thanked governors who helped to walk the children to church.</p> <p>GS/CE attended online safeguarding on 4th January and have completed the Channel online general awareness course. This was very good training, CE confirmed she had reviewed her own online practice as a result of the training.</p> <p>GS attended the celebration assembly on 16th January which focussed on the five R's for behaviour. There was a good discussion with the children about resilience and children received certificates. This was a very positive event.</p> <p>Governors noted a presentation to parents, about how to keep children safe online, is being held on Wednesday evening at 6.00 pm. There have been incidents outside of school and this is an opportunity to provide some information for parents to help them monitor what happens when their children are online. Governors were invited to attend the event. The school has purchased an online App for children for internet safety day, the App uses online gaming platforms to teach children about online safety, the school can review results and online participation. Governors agreed it would be helpful to hold another safeguarding training event in the summer term, prior to the governors' meeting.</p>	<p>Headteacher</p> <p>Clerk agenda</p>
10.	<p>Additional LGB Papers Including Review of Policies:</p>	<p>Attendance Policy: Governors received a copy of the attendance policy for approval, previously circulated; a copy has been included in the minute book. Governors noted the attendance policy has not been reviewed since 2014, the school updated this to make it clear to parents what the policy is and what the school do regarding attendance. The key difference relates to the start of the school day. The school is hoping to introduce a soft start to the school day where doors will open at 8.40 am, children can come straight into classrooms and learning opportunities will be available to them from 8.40 am. This will provide opportunities for children to go through their work from the previous day, reflect on comments in their</p>	

	<p>CE: Are there many children coming in late?</p>	<p>work and ask questions. This approach will also support working parents who will no longer have to wait with their children until school starts. Consultations are taking place with staff and it is anticipated this will start after half term.</p> <p>Other changes relate to information about how the school monitors absence and when letters are triggered informing parents if there are concerns about absence. The policy clearly states what is considered to be authorised absence and how to apply for other absence during term time. There is an issue with some children arriving late which is not conducive to learning; the policy explains the procedures for managing attendance, what lateness is and when this becomes unauthorised absence.</p> <p>Governors noted that most schools allow six absences, whereas Reydon allows ten absences before this triggers further action. If attendance falls below national then the school may be challenged on this policy and may have to make further amendments.</p> <p>Governors confirmed their approval.</p>	
<p>11.</p>	<p>ALT Business</p>	<p>Governors received an update from the clerk on ALT business:</p> <p>Governor vacancies: Governor vacancies should be reported to ALT as soon as possible to enable ALT to update their records and amend NGA membership. Governors noted the clerk holds a database of governors which is copied to ALT, vacancies are reported as soon as the clerk is made aware.</p> <p>Terms of office and end dates: These should be reviewed and, if required, an election process commenced for staff and parent governors and the process for renewal commenced for trust governors. Governors noted terms of office were reviewed in the October meeting.</p> <p>DfE Documents: The DfE has published an updated version of the Governors' Handbook. https://www.gov.uk/government/publications/governance-handbook.</p> <p>The DfE has also published a new Competency Framework which outlines six "principles and personal attributes" for governance ie strategic leadership, accountability, people, structures, compliance and evaluation. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf.</p> <p>Governors noted that, in the case of ALT, the amendments relate mainly to Board of Trustees level, but school governors need to be aware of the updates and their role</p>	

		<p>within the process. Articles and a summary of the main amendments for both the Governors Handbook and the Governance Competency Framework can be seen on both the NGA and The Key websites.</p> <p>The clerk will circulate the link to both documents with the minutes.</p> <p>External health and safety report action plan: An external audit has taken place and each school has been given an action plan. Governors are asked to monitor this as part of their health & safety responsibilities and reassure themselves that progress is being made. Training, where identified by the Audit is being offered to schools. Governors noted this was agreed at their last meeting and has been included as a regular item on the Finance & Premises Committee agenda.</p> <p>DBS checks for governors: Governors were reminded it was now a mandatory requirement for governors to complete a DBS check as soon as possible; all governors who commenced in the autumn term should have completed this. Governors noted DBS checks have now been completed for all governors.</p> <p>Date of next ALT governors' session: This will take place on 10th May and topics will include an update on the new Governors Handbook and Competency Framework, an update on changes to future schools funding and feedback from the recent ALT Governors Survey. Details regarding timing and venue will be made available in due course. Governors were asked to make a note of the date in their diaries.</p> <p>Headteacher's Report: The headteacher's report contains various information that ALT are required to collate; going forward a copy of the report will be sent to ALT with the minutes</p>	<p>Clerk</p> <p>Governors</p>
12.	Items to be deemed as confidential	There were no additional confidential items for discussion.	
13.	Any Other Business	<p>Governors' page on website (CM). The new website has been launched and the governors' page requires updating. CM requested governors provide a pen portrait for inclusion on the website and return this as soon as possible, CM will circulate a sample biography to governors.</p> <p>Policies (NM): There are some policies from the October meeting which have been reviewed but have not been signed. CE agreed to sign the policies.</p> <p>The meeting closed at 7.52 pm.</p>	<p>Governors</p> <p>CM</p> <p>CE</p>

14.	Date of Next Meeting	Full Governing Body: Monday 27 th March 2017 at 6.00 pm Personnel Committee: Monday 27 th February 2017 at 4.00 pm Finance and Premises Committee: Monday 27 th February 2017 at 5.00 pm.	
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