
SIDEGATE PRIMARY SCHOOL

Local Governing Body

4th October 2016 5.30pm

Key elements of governance:

- With the leadership of the school, establishing and sustaining the culture, climate, ethos and values of the school.
- Taking a clear role in holding the leadership of the school to account with regard to standards, i.e. knowing how the school compares against similar schools and nationally. Particular importance should be placed on levels of progress and attainment for all pupils generally, and vulnerable groups in particular. All governors should be aware of the standards achieved and through appropriate challenge of the leadership of the school, what is being done to continue to improve them.
- Ensuring that the school's financial management is robust, achieves a high level of value for money and complies with all audit requirements. This is public money and governors need to assure themselves that it is being spent appropriately and efficiently.
- Beyond the above, there are further responsibilities that need to be met by the LGB. They include:
 - Ensuring all Health and Safety requirements are adhered to;
 - Safeguarding and child protection;
 - Staff welfare;
 - How special education needs are met, including those of gifted and talented pupils;
 - Contributing to the performance management of the Head/Principal.

Remember: Outstanding governors ensure an appropriate balance between strategic role and the operational role of the head and avoid getting drawn into parochial issues.

Rules for membership: The committee shall consist of a **minimum** of **four** governors which will include the Headteacher.

Quorum: The quorum for a meeting of the Local Governing Body, and any vote on any matter thereat, shall be any three of the members of the Local Governing Body, or, where greater, any one third (rounded up to a whole number) of the total number of persons holding office on the Local Governing Body at the date of the meeting.

Chair of the Committee:	Steve Wildon	Clerk to the Committee:	Toni Cornish
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Attendees

<u>Name</u>	<u>Governor Type - Trust/Parent/Staff/Associate</u>	<u>Present/Apologies/Absent</u>
Ed Dewson	Trust	Present
Matthew Ferrier	Associate	Present
Katie Gooch	Staff	Present
Danny Howden	Staff	Present
Wendy James	Headteacher	Present
James Mehmed	Trust	Present
Helen Quantrill	Associate	Present
Steve Wildon	Trust	Present

Sidegate Primary School Local Governing Body

AGENDA ITEMS / MINUTES / ACTIONS

Full Governing Body Meeting 4th October 2016, 5.30pm

Time	Agenda Item & Associated Challenging Questions	Items Discussed	Actions to be taken
	Welcomes and apologies	<p>Welcome to HQ, Interim Business Manager following resignation of Chris Dorling.</p> <p>Welcome to TC, Clerk. ALT currently advertising for Hub Clerk to cover Hillside/Gusford. Sidegate will retain their own Clerk (TC).</p> <p>No apologies received.</p>	Internal advert published. One application received. Interviews to be held 13/10/16.
	Declaration of Pecuniary Interests that relate to items on the agenda	2016/17 Register of Declaration of Interests to be completed by all Governors.	Completed by all present and copies passed to Zoe Gorham.
	Minutes of Last Meeting	<p>https://docs.google.com/document/d/1bCRKuY3F0aQc4tHee4nWsGclbPjBMTh-HYyc6Th135U/edit</p> <p>GP contacted TG. TG resigned. SW contacted SD. SD resigned. CC resigned. ST resigned due to family circumstances. Would like to return to Governing Body in the future as a Trust Governor.</p> <p>GP has emailed TC a business link.</p> <p>JM exploring contacts for Trust Governors.</p> <p>Deadline for Parent Governor nominations 6th October 2016.</p> <p><u>Budget cuts</u> Letter sent. Letter sent re: voluntary contributions for clubs. Approx. £750 received. Invited to make payments on a termly basis.</p>	<p>Ideas for Trust Governors please forward to WJ.</p> <p>WJ to contact Libby Wragg (Schools HR).</p> <p>TC to investigate further.</p> <p>JM to contact Sally Marlow to explore “multi-skilling”.</p>

		<p><u>RE c/f to next term</u></p> <p><u>Homework Policy</u> Letter sent reinforcing policy. Meeting to be arranged with SW/JM/ED.</p> <p><u>Mathletics</u> Contract runs until end of term. Alternative option being explored by Ellen Wellfare.</p> <p><u>Structure of Governing Body</u> See below.</p>	<p>Meeting scheduled 10/10</p> <p>SW to contact EW to discuss.</p>
	<p>ALT GB Training 29/9/16 Feedback https://docs.google.com/a/sidegate.net/document/d/1TMrtauVOpT48PybFBSM-dM8HxOb4KD6LjLC9Lscl00/edit?usp=sharing</p>	<p>Circulated ALT Governor Briefing Autumn Term 2016, powerpoint slides. Summer term meeting, exploring aims. Need to ensure Sidegate aims link with these. Would welcome non-staff Governors at future meetings if available.</p> <p>Page 4 restructuring.</p> <ul style="list-style-type: none"> • Each school has an ALT hub leader - Jenny Wheeldon. Jenny has visited school couple of times and has experience as a Head and Literacy Advisor. Two staff meetings are scheduled for after half term. Jenny W. will be working alongside Jenny Springfield (formerly Smee) to look at how phonics link in to reading. The SIP will be reviewed with Jenny W. next week. • Director of Primary Standards appointed. • Marilyn Toft, David Hilton remain in role together with HR/Finance (Clive Paskell). <p>Page 7 - Governor Visits. We are using the ALT form. Effective Questioning: A toolkit for Governors is available on the ALT website. http://www.activelearningtrust.org/our-resources/governance</p> <p>Page 8 - Governor visits, highlights governors visit and whether they add value, improve school. The importance of this question will need exploring further.</p> <p>Safeguarding - new KCSIE issued September 2016. Governors to sign to confirm they have read this. ALT have updated their policy and Sidegate need to ensure our policy is updated to reflect this. WJ has a meeting scheduled with Sam Hicks to discuss. TC/HQ attended Single Central Record training which</p>	<p>TC to copy questions into visits template. https://docs.google.com/document/d/1LafQ6SrYaGbOMIR2cqW2lz649MO-n0g_d6OjmqB18Po/edit</p>

		<p>highlighted a couple of questions.</p> <p>Need to agree SG Governor (to cover SEN/Attendance/SG)</p>	
<p>Safeguarding Update</p> <p>Safeguarding - All governors need to have read the latest version of "Keeping children safe in education" Part 1, Sept 2016. https://drive.google.com/file/d/0B7C2jl93etyPTkthc3hxdUhXcUU/view</p> <p>Sam Hicks has suggested Governors make themselves aware of the content of the whole document to give them an overview of everyone's duties.</p>	<p>New Safeguarding regulations have been introduced, which have resulted in all Safeguarding Policies needing reviewing.</p> <p>Governors to sign paper copy of "Keeping Children Safe in Education - September 2016"</p>	<p>Governor training update required. This has been scheduled for Tuesday 31st January 2017.</p> <p>ED/HQ/KG signed at meeting. New Governors to sign.</p>	
<p>Approval of residential visits: SSC Flatford 6-7 October 2016 Y4 How Hill - 15-17 April 2017 Y5 Ironbridge - 6-10 March 2017 Y6 Hilltop - 22 - 26 May 2017</p>	<p>JM questioned whether all trips are adequately resourced. MF confirmed activities off site are risk assessed by the provider or school. The Evolve online system is used to risk assess. External approval legislation came into effect following incidents in past. We are currently exploring the feasibility of the DSL/Alt. SL at all events. Awaiting clarification from ALT. Governors noted DSL and ADSL are always contactable.</p> <p>Governors requested a brief overview of the future residential visits.</p> <ul style="list-style-type: none"> • Flatford - Field study centre, environmental activities led by staff. Overnight stay (5 children KS2 staying overnight). 7 staff 19 children. Compliant with best practice ratios (1:10). SSC explores additional needs. • How Hill, residential field centre. 44 children attending. Space limited. Visiting centre for over 20 years. Activities led by centre staff. Ties with science curriculum. • Ironbridge, history and science DT focus. Led by Sidegate staff, visit variety of museums, stay at Youth Hostel (sole residency). Structured activities. 10th year. Approx. 40 children attend. Mon-Fri. • Hilltop, outdoor adventure centre, abseiling, climbing, bikes, personal challenges. Activities led by centre staff. Activities in the evening also. Share site with other schools. Historically held after SATs. Date moved to autumn term due to availability in the past which was too cold. This time it is after SATs. 		

		<p>Governors questioned appropriate risk assessments/resourcing in place. They were reassured they were and on this basis unanimously APPROVED visits.</p>	
Terms of references/membership of subcommittees and link governors	<p>https://docs.google.com/document/d/15LVGT_nbpMCot96qCokKY2PYV7bxqs5toX3se6_iQ2U/edit</p> <p>Structure - Discussions took place with Governors and more recently Gary Peile. Discussed holding individual sub committee meetings. JM suggested interim arrangement holding meetings with an individual focus (i.e. Personnel/Finance). Meetings need to be efficient/effective. JM found personnel meetings effective.</p> <p>Governor Responsibilities 2016/17 https://docs.google.com/document/d/1pjmD9ce4-Ctqlr1PDrFTci-TTJl4kArYFmUxmZ-zos/edit</p> <p>WJ suggests three meetings. Two core meetings, looking at curriculum/data. Summer term requires a finance focus meeting including H/T report/data meeting.</p> <p>Agreed - three meetings Autum term (2 hours each) FGB, setting strategy/vision/structure/governance, 15/11 focus Personnel/Finance/Premises/H&S. 06/12 H/T report/curriculum reports. Repeat again in Spring Term, same format. Recognises benefits of Governors having a greater overview of all areas.</p> <p>https://docs.google.com/a/sidegate.net/document/d/15LVGT_nbpMCot96qCokKY2PYV7bxqs5toX3se6_iQ2U/edit?usp=sharing</p> <p>Responsibilities were discussed and below AGREED as interim measure until new Governors are appointed.</p> <p>Finance Governor - Ed Dewson (interim) HR Governor - James Mehmed (interim) Safeguarding/LAC/Prevent/SEN/PP/Attendance/H&S - Steve Wildon</p>	<p>TC to update calendar with revised dates and invite Governors (SW work email).</p> <p>ED to contact HQ to meet. WJ/TC to discuss further TC to contact Sam Hicks/Teri Tanner to meet with SW.</p>	
Policies for review	Dates to be checked.		
2015/16 EYFS/KS1 & KS2 data	End of last year data (national) was circulated to Governors. WJ reported the school was pleased with cohort progression.		

2016/17 Targets

Actions being taken to achieve targets.

ALT Challenge document:

https://drive.google.com/a/sidegate.net/file/d/0B09TwWBCQ3_GTTRubUllanM3MIU/view?usp=sharing

WJ spoke of the [national guidance EYFS framework](#) and that part of this contains criteria for early learning goals (see page 10). Teachers assess and those children who meet this criteria are counted with a good level of development. As a school, a list of criteria has been written against subjective statement. This has been moderated by LA and received good feedback. [EYFS ELG Standardised Criteria 2015/16](#)

Phonics above national. Good leadership in KS1, ensuring on top of where children were at, regular assessments, looking for gaps and teaching next stages. Assessments were carried out early to identify gaps. Y2, if children do not pass in Y1 they have to retake. National data also available this time around. 96% started passed. 4 children currently in Y3 currently not passed.

New ways of assessing this year. Interim Teacher Assessment Frameworks (ITAF) published in March 2016. Children had to sit formal tests and results had to be taken into account when preparing final teacher assessment. Matching TA and outcomes.

Greater depth (ITAF), there was not great detail for this. Sidegate staff were advised that if they reached the standard (embedded) they have met greater depth. Schools have been cautious. WJ/MF read out examples of criteria to Governors.

KS1 data for children in current Y4, data was corrupted and incorrect, but were advised at validation this would not be corrected.

In summary - KS1 just above national as expected.

KS2 - Data not as good as KS1, phonics, gld. New national expected standard. Not done on teachers assessment. Children given a standardised score. Scale score is calculated when results for national cohort are known.

SW felt that the teacher assessment was more generous than the independent assessment and questioned what is being done differently. MF explained that the ITAFs were unknown and were not published until late. Now these are available, the criteria needs to be met to meet the standard.

Teachers are now able to align with ITAF.

SW questioned whether there have been any lessons learnt. WJ explained how work has been carried out with the Pyramid and standardised files have been produced. There is an Independent expert (via St Helen's Primary) who has started looking at each year group and a rep is going to each session to focus on expected standards at the end of the year group, parity. Follow up sessions. Suffolk/Ipswich issue.

Report showed SATS scaled scores. Maths/reading very close. Teacher Assessments were close too. Need to ensure children are secure in all key elements. **ED questioned whether there was a particular class that did well.**

WJ explained how positive feedback from parents how children had enjoyed SATs, not stressed etc. Need to establish balance, being test ready without causing stress. Pride ourselves on broad curriculum but need to ensure there is the right balance, tightening up what is being taught. Monitored by classroom visits, pupil interviews, book scrutinies.

Spelling scheme - expectations. PM objectives for staff, clear about spelling, handwriting, ensuring children secure in multiplication tables, reading ITAFs, looking at whether this is the correct approach. First year where reading is lower than national. Meeting with year groups to discuss new approaches. Jenny Wheeldon suggested grammar scheme.

ED spoke of the time available for teachers and what was the issue about maths, is it to do with interventions/resources? DH explained how all children are good calculators but once this is put into a problem/situation this is their downfall. This has highlighted the need to teach with a context.

WJ explained how the school do not have the financial resources available and cannot compete with those in receipt of high levels of pupil premium. The school can look at maths schemes although have moved away from this as they are trying to teach maths in context, however, feels like we are now moving backwards. Unit plans were produced 5 years ago/teaching units in blocks. When new NCL was published,

these plans were upgraded in line with this. There is a need to continue every week. Mixed maths is being taught once a week. **ED noted but concerned that this is basics of teaching and need to ensure this is being monitored. Are there appropriate early measures in place. What is happening now.** WJ spoke of the constant change which causes struggle, particularly with a three form entry. Last year there was a T&L review day, every half term and phase leaders/SLT visiting classrooms, book scrutinies and then reported back to discuss what needs improving upon. Phase leaders have responsibility for monitoring and leading classes. Subject leaders have responsibility for their subject. Trialling idea from Hillside, focussing on year group at a time, indepth monitoring. Y1 last Friday, Y2 tomorrow, Y6 next week. Day and a half to discuss with each teacher progress, high attaining children being challenged and those not working to ARE, to identify gaps and look at support available. Following up on issues, feedback to subject leaders. Y1 have identified areas to improve on. Phase leaders will then carry out interim monitoring. Model working well in London schools. Key is follow up by phase leaders to identify if there is impact.

JM noted the observations had more variables, perfection or failure and that there were so many variables in school to align. SW acknowledged the mandate is to achieve set targets. DH explained that the school decides what values they hold.

Ofsted have said this years data, will not form main basis for their assessment of the school. Judgement will not be made on this alone.

Pupil premium on the report, 11% gap between good level and PP. Pupil equivalent, 1 pupil = 10%. Phonics, gap 14.5% equates to 2 pupils. 4 children have made accelerated progress.

SW questioned staff morale. WJ - staff are feeling under pressure, Y6 particularly. WJ has met with them twice this term. 2 Y6 existing members of staff, 1 new who has taught Y5 in past. Recent writing training.

Back page PP. Data is key to identify gap but to outline.

	NGA - any important updates on national agenda, legal requirements, etc.	Not discussed in this meeting.	
	Updates from Personnel and Finance & Property Committees	<p>Jan Steel will shortly be forwarding updated HR policies for this academic year – governors need to be aware of these, but as they are approved at Board level they cannot be changed.</p> <ul style="list-style-type: none"> • Whole School Pay Policy https://drive.google.com/open?id=0B8q6gDZk1oBIUWJyM20yU3hqT00 • Briefing note https://drive.google.com/open?id=0B8q6gDZk1oBIVWk3VVVvM3BNTXc 	
	Governor Visits	<p>23/09/16 - Steve Wildon - Audit of Single Central Record https://docs.google.com/a/sidegate.net/document/d/1sblpWQPyGKV3kxh8CcNFJcTe3FbwHF_6C2O4105kiQ4/edit?usp=sharing </p>	
	Update on any T&L Reviews - strengths and areas for improvement	Not discussed in this meeting.	

Meeting closed 19:40