



# Grove Primary School

## Agenda Local Governing Body

Thursday 24<sup>th</sup> May 2018

### 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.

**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.



# Grove Primary School

Grove Primary School Local Governing Body

## MINUTES/ ACTIONS

Wednesday 18<sup>th</sup> July 2018 @ 4.00 pm held at Westwood Primary School

<b>Chair:</b>	Jackie Cutchey	<b>Clerk:</b>	Pauline Hart
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<b>Name</b>	<b>Governor Type Trust/Parent/Staff/Associate</b>	<b><u>P</u>resent/<u>A</u>polo<u>G</u>ies/<u>A</u>bsent</b>
Jackie Cutchey (JC)	Trust - Chair	P
Jeremy Rowe (JR)	Trust	Ap
John Hughes (JH)	Trust	P
Mary Corker (MC)	Trust	P
Mike Chaplin (MCh)	Trust	A
Emma Hall (EH)	Trust	Ap
Stephen Clarke (SC)	Parent	P
Rae Aldous (RA)	Headteacher	P
Sarah Ross	Staff (teaching)	P

### **In Attendance:**

Louise Creed (Assistant Head from 01.09.18)

**Grove Primary School Local Governing Body**  
**Minutes / Actions**

**Wednesday 18<sup>th</sup> July 2018 @ 5.40 pm**

Agenda Item		Items Discussed	Action
1.	Welcome from the Chair/ Apologies	The Chair welcomed everyone to the meeting and advised that there would be one LGB covering both schools as from 01.09.18  Apologies for absence were received from Jeremy Rowe and Emma Hall. Mike Chaplin was not present. Governors consented to these absences.	
2.	Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda.	
3	Minutes of the last meeting/matters arising	<p><b>Minutes of last meeting:</b> The minutes of the previous meeting held on Thursday 24<sup>th</sup> May 2018 (copy in the Minute Book) were approved as an accurate record and signed and dated by the Chair.</p> <p><b>Matters arising:</b>  <b>Item 7 – Risk Register/RPA</b>                      The Headteacher had updated the Risk Register. <b>Action Closed</b></p> <p>GDPR to be an agenda item at each WGB meeting.</p> <p><b>Item 3 Matters Arising</b>  <i>Item 3/7 The School Development Plan</i> - would be available at the meeting on 4.10.18.</p> <p><i>Item 3/11 Policies and Papers.</i> A new schedule would be in place from September. <b>Action Closed.</b></p> <p><i>Item 3/12 Health and Safety check.</i> MCh had undertaken a Health &amp; safety walk about with SC. A report would be brought to the next meeting. (4.10.18).</p> <p><i>Governor visit</i> – MC had met with Anna Ball and she gave details regarding work with a family. MC was impressed with the hint cards for each class, made available for Supply Teachers on how to best support various children. Training for all staff in dealing with SEND pupils was available. Communication was improving and the impact of having AB in school was very positive.</p> <p><i>Calendar of schools' timetable and activities</i> to be emailed to Governors at the beginning of the academic year for them to indicate where their expertise lay for them to support and monitor. RA to action this.</p> <p><b>Item 4 Review Membership and new</b> - It was agreed to wait until they received further information from the ALT. Action in the Autumn Term.</p>	<p><b>RA/JC</b></p> <p><b>RA</b></p> <p><b>MCh</b></p> <p><b>RA</b></p> <p><b>RA/JC</b></p>
	Extra Item – Preparation for September	SR and LC explained that they had asked the question 'What would the teaching team need to do to ensure the curriculum was delivered successfully right across the school?'	

		<p>They explained that The Curriculum had been totally revamped to ensure the children receive a consistent curriculum. Blocks of subject teaching would be taught on a 2-year cycle. All resources would be available for HLTA's and Cover Supervisors when working with classes. Feedback had been excellent.</p> <p>Computing would be taught discretely across all subjects. Maths had been planned across the school, short term and long term with teachers mapping in where TA's need to support. The Maths Calculation Policy was being re-written from the nursery upwards.</p> <p>Time teams were being introduced and Governors were informed how this would enhance some learning, including building in statistics.</p> <p>English – there were a lot of components and as with Maths they were establishing long term plans over a 2-year cycle through the school. There were ideas to support staff in their planning to meet the needs of their pupil. New class novels had been bought in to cover a 2-year cycle; there were new assessments for writing, with examples of what the different levels looked like. Spelling – new resources had been bought in to support the teacher's knowledge. There had been a very positive meeting with staff regarding this consistent curriculum being put in place.</p>	
4	Membership	It was agreed to wait until they received further information from ALT. Action in the Autumn Term.	RA / JC
5	Headteacher's Report	<p>Governors received a written report from the Headteacher (copy in Minute Book) and invited questions:</p> <p><b>Staffing</b> RA advised that there would be 8 new teachers in September, either returning from maternity or new to the school.</p> <p><b>JC asked for the rationale of mixed classes in each phase.</b> RA explained that it was based on poor organisation the previous year. Parents had been consulted regarding friendship groups. There had been a few changes, but they would see how it worked. There had however been some positive feedback on the age mixed classes. There will however be fluid teaching with Maths especially.</p> <p><b>SC asked how the classes were made up – clearly not on ability, but did behaviour play a part?</b> RA explained that behaviour did not play a part, the classes were mixed ability and mixed behaviour and trying to honour requested friends being together.</p> <p><b>SC asked how progress would be monitored.</b> RA explained that the SDP would be colour coded, and Governors would be asked to come in and monitor, linking with this.</p> <p><b>SC asked how pupils working at greater depth would be catered for? Would both the year groups get the provision required?</b> LC explained there would be differentiation and teachers were being upskilled and provided with the resources required.</p> <p><b>Data Results</b></p>	

		<p>RA drew Governors attention to end of Key Stage 1 results (Y2). The expected % was in the 60s for all subjects which was low and should be in the 80s and greater depth should also be higher. This was due mainly to staff changes. Governors were assured that there would be strong staff in that year group next year. Yr3 pupils next year would be focussed on as there were a lot of SEND pupils.</p> <p><u>Yr1 Phonics</u> – 73% meeting the standard was lower than national <u>EYFS Profile</u> – 74% reached a Good Level of Development (GLD). This was low, and the SMT were looking at this and supporting the EYFS team.</p> <p><u>SATS data</u> RA said these were phenomenal compared to previous years, for all pupils and disadvantaged pupils (see P5 of report)</p> <p><u>Attainment – have met standard for end of year expectations</u></p> <p>Yr2 assessments were accurate and these had been moderated. Yr3 Reading 84%, Writing 82%, Maths 82% - these could differ as it had been a turbulent year.</p> <p>Yr 4 &amp; 5 generally in the 70s; <b>JC highlighted Writing in Yr5 being 50% and questioned this figure.</b> SR and LC would be looking at these assessment figures next week.</p> <p><b>SC said that these results were disappointing and what was going to be done.</b> RA explained that the baseline had been assessed incorrectly, and they needed to ensure that the Baseline and assessments were accurate. RA explained that the Baseline assessments had ben redone and weekly lesson observations would be taking place. there would be half termly Pupil Progress Meetings (PPM). RA admitted that she was not sure how accurate the data was, and they were working on improving the accuracy.</p> <p>JC informed Governors that by the end of September the data should be accurate and by Christmas there should be accurate assessments. She would be very surprised if all the children were not at expected by the end of the Autumn Term.</p> <p>LC would monitor the phases, so progress will be seen right across the school. The HMI Inspector was aware of what was now in place to measure progress. RA explained that the tracking system used was not accurate.</p> <p><b>SC asked about Pixel.</b> SR said it worked for Yr6 and would probably be used through the school.</p> <p>RA said that it was very important that each child was treated uniquely focussing on improving, nurturing and caring for each individual. There was a lengthy and in-depth discussion re the school culture which needed to be changed to become more positive throughout especially with communications between various stakeholders.</p>	
6	School development Plan/SEF	<p>RA highlighted the following priorities:</p> <ul style="list-style-type: none"> <li>• To develop teaching and learning so that at least 100% of teaching was good;</li> <li>• To develop learning behaviours that were relevant to all year groups.</li> </ul> <p>She explained that they would need a cohesive plan with accurate data</p>	

		<p>and the new curriculum with everything in place to ensure better progress and results with consistency across the school and hopefully to would not take too long to turn things around.</p> <p>JH commented that RA had a good track record of 6 years at Westwood where she had turned the school around. SR said it had been great supporting RA and with LC joining the team the situation was very positive.</p>	
7	Budget	<p>RA suggested there might be a carry forward of about £100K but Health and Safety was a major issue and she gave some details. Some of these issues had now been addressed, but there was a massive action plan, which would impact the budget, also a lot of resources for the classroom were required.</p> <p>The budget was set on 81%, however ultimately the budget was the Trust's responsibility.</p>	
8	Health and Safety / HandSAM	<p>RA advised that a lot of training was required and an up to date report would be available at the LGB meeting on 4.10.18.</p>	RA
9	Reports from Governor Visits	<p>Governors received a verbal report from <b>IE on her visit to EYFS</b> looking at progress from the start to the end of Reception. The Reception Teacher had evidence for her report. Strategic issues:</p> <ul style="list-style-type: none"> <li>• Checking that TA's were prepared and supported in their role for helping with assessments;</li> <li>• Ensure a way of monitoring TAs being supported in taking on extra responsibilities.</li> </ul> <p>Governors received a verbal report from <b>JR on progress on the curriculum in place for September</b>. The KS2 results were excellent. The plans shared earlier by LC and SR had been discussed and he had outlined these in his written report. It was a result of his visit that Governors had the presentation.</p> <p><b>JC had been into visit RA to discuss progress against the Ofsted visit</b> and also a follow up visit. The SDP had been written as advised by the HMI. Governors monitoring visits were to fit in with the Ofsted priorities.</p> <p><b>JH had been to see Vicky McDonald re the impact of Pupil Premium</b>. He had given her a template for her to complete and send to him to look at. He reported that he had not yet received this. There was some discussion regarding the use of this widely used template and one offered by a private company. RA reported that it was on the website. JH agreed to look on the website and contact her if necessary.</p> <p>It was noted that copies of written reports of Governor Visits were in the Governor Visits File.</p>	JH
10	Additional LGB Papers including review of policies	<p>Governors received and noted the slight changes in the following policies and were informed that they would be on the website over the summer:</p> <ul style="list-style-type: none"> <li>• Positive Behaviour Policy;</li> <li>• Code of Conduct Policy;</li> <li>• Marking and Feedback Policy.</li> </ul>	
11	ALT Business	<p>There were no updates to be received.</p>	
12	Any Other Business	<p>SC raised the issue of a non- school uniform picture of some of the pupils being in the paper, which he was not impressed with. RA</p>	

		<p>explained that the photographer had not been booked, but just turned up and unfortunately it happened to be a non-school uniform day.</p> <p>SC suggested school badges be made available to sew on to summer shirts. RA reported that they were changing the school uniform supplier and were now using Screens, who offered more value for money. From September they would be stricter with uniform.</p>	
13	Personnel Issues (Trust Governors to remain for this item)	Approving performance management recommendations (support staff) and review staffing priorities for next year - RA suggested that this would be on the agenda at the next meeting on 4 <sup>th</sup> October 2018.	<b>RAJC</b>
14	Date of Next Meeting	<p>Thursday 4<sup>th</sup> October 2018 at 4.00pm</p> <p>Thursday 6<sup>th</sup> December 2018 at 4.00pm</p> <p>Thursday 21<sup>st</sup> March 2018 at 4.00pm</p> <p>Thursday 23<sup>rd</sup> May 2018 at 4.00pm</p> <p>Thursday 11<sup>th</sup> July 2018 at 4.00pm</p>	

Meeting closed at 7.15pm

Signed:.....

Date: .....

As from 1<sup>st</sup> September there will be one Local Governing Body over the two schools:

Jackie Cutchey – Trust Chair

Rae Aldous – Trust (Executive Headteacher)

Mary Corker – Trust

Mike Chaplin – Trust

Emma Hall- Trust

Jeremy Rowe – Trust

Stephen Clarke – Parent

Iona Ellyat – Parent

Anna Ball – Parent (resigning from end of September)

Sarah Ross – Staff (teaching)

Lauraine Barnes – Staff

Maria Smith – Staff

Kerry Read – Associate (Deputy Head at Westwood from 1.9.18)

Louise Creed – Associate (Assistant Head Grove from 1.9.18)



# Grove Primary School

## Grove School Local Governing Body Action Sheet

Date of Meeting: Thursday 24<sup>th</sup> May 2018

Action point	Responsibility	Yes	I/H	C/F
<b>Item 7 Risk Register/RPA:</b> GDPR to be an agenda item at each WGB meeting	RA/JC			
<b>Item 3 Matters arising:</b>  <i>Item 3 – Matters arising:</i> <i>Item 7 – School Development</i> would be available at the next meeting 4.10.18  <i>Item 12 – Health and Safety check.</i> MCh had undertaken a Health & safety walk about with SC. A report would be brought to the next meeting. (4.10.18).  Governors to visit the school, following the Head emailing them a calendar of the schools' timetable and activities.	RA  MCh  RA / Governors			
<b>Item 4 – Review Membership and new:</b> – Deferred to the next LGB meeting. (4.10.18).	RA/JC			
<b>Item 8 – Health and Safety</b> – An updated Health and Safety report would be brought to the next LGB meeting (4.10.18)	RA			
<b>Item 9 – Governor visits.</b> JH to check the website for the PP report and if necessary follow this up.	JH			
<b>Item 13 – Personnel Issues.</b> Agenda item 4.10.18)	RA/JC			

Signed by Chair: Jackie Cutchey .....

Date: .....