

MINUTES

The minutes of the meeting of the Local Governing Body of The Albert Pye and Ravensmere Schools Federation held at **Albert Pye on Thursday 9th May 2019 at 6.00pm.**

Present:

Phil Tate (Chair), Sally Brooks, Gillian Lee (arrived at 6.20pm), Melanie Mills (Headteacher), Katie Rattenbury

In attendance:

Ryan Stevens (Year 6 Teacher) – left at 6.30pm
Lucy Batt (Year 2 Teacher) – left at 6.30pm
Emma Plane (Business Manager / Clerk to the Governors)

1 Welcome and Apologies

- 1.1 The Chair welcomed all present to the meeting.
- 1.2 There were apologies for absence from Lindsay Blankley and Samantha Thompson.
- 1.3 Consent was given to both absences.

2 Pecuniary and Other Interests

- 2.1 There were no declarations of any pecuniary or other interests with regard to items on the agenda.

Item 5 was covered first as Miss Batt and Mr Stevens had attended the meeting for this item.

5 Input from SLT

- 5.1 The Chair welcomed Mr Stevens and Miss Batt to the meeting.

Miss Batt, year 1/2 teacher, explained that her Leading Active Learning (LAL) project for this year has been on reading and improving parental involvement in reading. In 2018, 63% of the year 2 cohort at the Albert Pye achieved expected standard, which was below the national average of 75%. In November 2018, Ofsted found that the reading records didn't demonstrate a clear purpose. A Firework share was held for parents of children in KS1, during which parents were asked feedback about reading and supporting their children with reading at home. Following this, Miss Batt developed the cube system; every time a book is read at home or in school it is recorded in the reading record and then the child is given a cube for the class. A session was then held to share this with parents for KS1 and reception. It was extremely well attended, with 80 families out of 120 attending. **Governors asked why this was so well supported.** Miss Batt explained that they talked a lot with the children about the session and it was based on the 'Day Monkey, Night Monkey' story and was craft based so it was more accessible. At the end of the 3 weeks, a celebration of reading was held and again over 80 adults attended. **Governors asked whether using Year 6 children to help with reading has been successful.** Miss Batt explained that there has been lots of volunteers from year 6 and it had worked very well. Mr Stevens added that it had also benefitted the year 6 children, who have increased in confidence. Governors viewed a couple of examples of red reading records. Miss Batt reported that the data has shown an improvement. The target for this cohort is 83%, which is

PAGE 1 OF 7

SIGNED BY CHAIR AS A TRUE RECORD
OF MEETING:



DATE: 11/7/19

challenging as there is a large number of SEN in the cohort. 65% of the cohort are on track to achieve expected standard at present. **Governors asked whether there is a difference between the achievement of the boys and girls.** Miss Batt explained that it is a boy heavy cohort and that the girls are doing slightly better. **Governors asked whether the parent helpers are having an impact.** Miss Batt explained that it is working really well. The volunteers have been trained to support children and children are enjoying working with them. The aim is to help children to build up their enjoyment of reading. **Governors asked whether the books in school are fit for purpose.** Miss Batt conducted a questionnaire with the children about the types of books they would enjoy and then selected some new books based on the feedback, supported by Mrs Verrall. **Governors asked how Miss Batt envisages this continuing.** Miss Batt explained that they will continue to use the cube jars in KS1 and as the current year 1 children move into year 2, further impact is expected as this method is embedded.

Mr Stevens, year 6 teacher, explained that the focus of his Teaching Leaders programme is boys' reading. Mr Stevens established a Boys' Reading Club for some year 6 boys, which offered a relaxed atmosphere and made reading more accessible. The focus was to get the foundations in place through a careful use of texts and then increase complexity as the children gain confidence. Mr Stevens highlighted that once the love of reading is lost, it is very hard to get it back. **Governors asked whether the books in school are fit for purpose.** Mr Stevens explained that they had chosen carefully.

Gillian Lee joined the meeting at 6.20pm.

One of the main barriers was a dislike of reading and so the aim was to develop the love of reading. Governors asked how children were selected for the group. Mr Stevens explained that it is boys who are working towards the expected standard in reading who are struggling with it. Mr Stevens reported that he was approached by 3 parents asking if their child could join the group, as they felt it would benefit them. The confidence and engagement has increased hugely and 9 out of 11 boys are now achieving the expected standard. Overall this cohort had 66% reaching expected standard at the end of year 5 but this has increased to 86% based on last set of assessments. The children have been supported to challenge their 'can't do' attitude and are very well prepared for the SATS reading paper.

Mr Stevens shared videos of some of the children from the group talking about the reading club. The pupil voice showed that the children are now engaged and like reading.

Governors were pleased to note this evidence of committed and passionate staff, taking the CPD opportunities offered to them and using it to have impact for children and drive school improvement, and congratulated them on it.

Governors thanked Miss Batt and Mr Stevens for their hard work with reading.

Miss Batt and Mr Stevens left the meeting at 6.30pm.

Governors praised the rapid improvement seen with regards to reading.

5.2 Miss Burch, Deputy Headteacher at Ravensmere and Miss Day, NQT, have been invited to attend the next meeting, as agreed by governors at the

PAGE 2 OF 7

SIGNED BY CHAIR AS A TRUE RECORD
OF MEETING:



DATE: 11/7/19

previous meeting. Governors decided to hold the meeting at Ravensmere, beginning with a learning walk at 5.45pm.

3 Local Governing Body Membership

- 3.1 The Chair advised governors that Jodie Poll had resigned from her Trust Governor position. The Chair thanked her for her commitment to the role and wished her well for the future.

The Chair and Headteacher will recruit a new governor.

4 Minutes

- 4.1 The minutes of the previous meeting held on 28th March 2019 were agreed as a true and accurate reflection of the meeting and were duly signed by the Chair.

- 4.2 Matters arising from the minutes not already covered on the agenda were discussed.

To monitor how KS2 children feel during the build-up to and after the PiXL testing.	Katie Rattenbury and Gillian Lee to meet with Year 6 children after SATS
Katie Rattenbury to write up monitoring visit reports	Completed
Business Manager to facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	To be done Autumn 2019
Clerk to ask Jodie Poll to monitor websites	Sally Brooks to complete – Clerk to email Sally the checklist – Sally to meet with Mrs Harvey 22 nd May 2019
Clerk to recommend NGA modules to governors	Completed 29.3.19
H&S Governor to write up monitoring visit report	To be discussed later in meeting

6 Academy Improvement

6.1 Headteacher Reports to ALT Board

Governors considered the written Headteacher's reports to be presented to the ALT Board on 23.5.19, which were circulated in advance of the meeting.

Governors noted that they found the format of the report useful.

Ravensmere

Governors noted that persistent absence is slightly higher than last year and asked why this is. The Headteacher explained that many of the children at



11/7/19

Ravensmere were absent due to chicken pox in March this year, and this has had an effect on the attendance figures. Often sickness absence is lower in the summer term and so this figure is likely to improve again by the end of the year.

Governors considered the budget monitoring information for Ravensmere.

Governors noted that an in-year overspend of £16,816 is predicted, which is slightly higher than the overspend budgeted (£15,888). The carry forward is predicted to be £49,143. This is a change from the figures reported to governors on 7.2.19. The Business Manager explained that the reason for this change is that the expected Universal Infant Free School Meals grant will be less than budgeted due to the lower take up of meals on the October and January census days. The Business Manager and the Headteacher are working with Caterlink to increase take up of school meals.

Governors considered the school context information for Ravensmere and noted that pupil premium is 28%. Governors noted that pupil premium children achieve well compared to their peers at Ravensmere, due to the emphasis on quality first teaching and small class sizes.

The Headteacher explained that Ravensmere is very special to lots of families, largely due to its distinct ethos. Often several generations of the family attend the school. A former pupil, and later reading helper, recently passed away and has left a donation to the school because it was so special to her. The money will be used to develop an outdoor reading area. Governors agree that Ravensmere is a unique and special school and wholeheartedly agreed with the funds being used in this way.

The Albert Pye

Governors considered the budget monitoring information for The Albert Pye.

Governors noted that an in-year underspend of £43,535 is predicted, which is more than the underspend budgeted (£4,852). The carry forward is predicted to be £143,801. **Governors asked why this is the case.** The Business Manager explained that this is mainly due to the high number of children attending the nursery this year, which has increased income significantly. In addition, staffing costs are slightly lower than budgeted due to a member of the teaching staff returning from maternity leave on a part time contract.

Governors considered the progress and attainment data in the report.

Governors noted that the progress of the Year 6 SEN cohort is very good, particularly in writing, **and asked why this is.** The Headteacher explained that the expectations of the school for SEN children are high and the methods being used are working well for this cohort. For writing in particular, the Paul Hamlyn Arts Project has seen drama facilitators working with children to use performance and acting as a way of inspiring writing and increasing vocabulary. The children have thoroughly enjoyed this and it is now becoming embedded.

In maths, governors noted that expected **standard** has increased from 65% to 80% and greater depth has increased from 5% to 19%. **Governors asked what has been done to achieve this.** The Headteacher explained that arithmetic is practiced every morning, which has assisted the children with the sharp recall of facts. The calculation policy is embedding now and the teaching groups



have been smaller this year. There has been a careful use of resources and visual aids. There has also been an impact of PIXL, with the testing enabling question level analysis and targeted therapies to deal with knowledge gaps.

Governors asked how ambitious the 2019 targets are and how they had been set. The Headteacher explained that they are Fischer Family Trust (FFT) targets, which uses the children's previous data score (at the end of KS1) to predict what they will achieve at KS2. The targets are really challenging but the latest assessment showed that they are achievable; 86% achieved expected standard in reading (against a target of 83%) and 80% achieved expected standard in maths (against a target of 86%). Mrs Everett is working 1:1 or 1:2 with key children to teach specific gaps. Senior leaders are really proud of the results seen in the most recent assessments (which was the 2018 SATS papers).

Governors noted that the coaching triad work led by the Deputy Headteacher at Albert Pye has worked really well and had impact, across year groups. This has addressed any inconsistency identified during the Autumn term learning review.

Governors noted the staff wellbeing board and celebrated the commitment to supporting staff wellbeing.

Governors asked what the impact has been of the Paul Hamlyn Foundation project. The Headteacher explained that there has been a significant impact for year 6 children, who have reported increased confidence, which will help with their transition into high school. The project continues into the 2019/20 academic year.

The Headteacher highlighted that the school roll, which is currently 401 children is the highest it has ever been, due to the high numbers in nursery this year. The Headteacher explained that the nursery numbers for September 2019 are low, which has an adverse impact on the budget and staffing. The situation continues to be monitored by the Headteacher, the Business Manager and the EYFS leader.

Governors noted that the Headteacher continues to monitor workload of staff and currently the workload of the SENCO is high due to the increasing numbers of children with SEN. It is possible that the number of children with an Education, Health and Care Plan will increase to 8 next year. The Albert Pye has a strong reputation in the community for being very good for children with SEN.

6.2 School Development Plans

Governors heard an update from Miss Batt and Mr Stevens under item 5.1 with regards to the reading element of the School Development Plans.

7 Safeguarding and Health and Safety

7.1 The Headteacher gave a verbal update on safeguarding, as this was not covered in the Headteacher's report to the board. Governors were pleased to note that the hard work with regards to safeguarding children continues.



- 7.2 The Health and Safety Governor carried out a monitoring visit at Albert Pye on 15th March 2019. The report has been uploaded to GovernorHub. *Governors were pleased to note that the Health and Safety Governor saw evidence of the strong management of Health and Safety.*

The Business Manager reported that Karen Jarvis from the central team at the Active Learning Trust carried out monitoring visits at both schools on 26th April 2019. Whilst there are some actions arising from the visit, Health and Safety Management was found to be robust. An update with regards to actions will be provided at the next meeting.

8 Governor Monitoring

- 8.1 The English Governor carried out a monitoring visit on reading at Ravensmere
8.2 on 1st April 2019. The report has been uploaded to GovernorHub.

Governors agreed to carry out the following monitoring visits in Summer 2 term:

Maths Governor – a book look in June with the Maths Leader at both schools

English Governor – a book look on writing with English Lead (English Governor to arrange with English Leader after SATS).

Safeguarding Governor to carry out a safeguarding walk at both schools

Ravensmere Parent Governor – to visit Ravensmere to see the new outdoor learning area hear pupil voice

ACTION – Monitoring visit to be carried out before next meeting

9 Governor Development and Training

- 9.1 Katie Rattenbury has completed a module on the NGA Learning Link and recommended them to other governors.

The Clerk informed governors that from September 2019, governors will be able to book a place on Schools' Choice training sessions directly via GovernorHub.

10 Clerk's Update

- 10.1 The Clerk updated governors with regards to the changes to the Ofsted framework from September 2019.

The Clerk updated governors with regards to the changes to the Governance Handbook (March 2019), particularly drawing governors attention to section 2.4 Parental Engagement and sub-section 3.1.8 Staff Workload.

11 Finance

- 11.1 A budget monitoring report for both schools for 2018/19 financial year was included in the Headteacher's report to the board (item 6.1).

- 11.2 Governors considered the request for debt write-off of £385.20 for school meals for children who have left the school. *In line with the Financial Procedures Manual, Governors approved the debt write-off.*

12 Approval of Documents

- 12.1 There were no policies for approval at this meeting.



13 Communication

- 13.1 There was no communication required with the Trust Board
- 13.2 There was no communication required with staff
- 13.3 There was no communication required with parents

**14 Date of Next Meeting – Thursday 11th July 2019 at 6pm at Ravensmere
(Learning Walk at 5.45pm)**

There was no further business and the meeting ended at 8pm.

Agreed Actions

1	To monitor how KS2 children feel after the SATS test.	Katie Rattenbury and Gillian Lee 20.5.19
2	To facilitate parent questionnaires being carried out using ParentMail in Autumn 2019	Business Manager
3	To monitor the content of both websites	Sally Brooks – Clerk to send checklist
4	Agreed monitoring visits to take place before next meeting.	All governors

These minutes are confirmed as a true and accurate record of the meeting.

.....  Vice Chair of Governors, FGB 11/07/2019



11/7/19

