

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 10th October 2019** at **6.00pm**.

Present:

Philip Tate (Chair), Lindsay Blankley (arrived at 6.10pm), Sally Brooks, Gillian Lee, Melanie Mills (Headteacher), Katie Rattenbury, Samantha Thompson

In attendance:

Marilyn Toft (Director of Professional Development, Active Learning Trust) - left at 6.50pm
Zellah Chambers (Senior Pastoral Support Leader) – arrived at 6.50pm and left at 7.25pm
Emma Remblance (Pastoral Support Leader) – arrived at 6.50pm and left at 7.25pm
Emma Plane (Business Manager / Clerk to the Governors)

1 Welcome and apologies for absence

1.1 The Chair welcomed all present to the meeting.

1.2 There were no absences to consent to.

Lindsay Blankley joined the meeting at 6.10pm.

Item 7 was covered first as Marilyn Toft, Director of Professional Development from the Active Learning Trust, had attended the meeting for this item.

7 Active Learning Trust Update

Marilyn Toft, Director of Professional Development attended the meeting to provide an update for governors.

Marilyn thanked the governors on behalf of the Trustees and the Senior Leadership team for their work as governors and time that they dedicate to governing the schools.

Marilyn gave governors an update with regards to the Trust, including confirmation that the new Chief Executive Officer (CEO) will take up his post in November 2019.

Marilyn briefed governors with regards to the new Ofsted framework. Governors discussed the emphasis on the curriculum through this new framework and discussed the types of questions that they might be asked by an Ofsted inspector. Governors agreed that they would like to develop an aide memoire to support them with an inspection.

ACTION – To develop an aide memoire for governors to use during an Ofsted inspection.

Given that there is a strong focus on the curriculum in the new framework, the Trust has been offering a variety of support to schools in developing their curriculum offer. Working through each of the foundation subjects, there is a development day scheduled for each subject where subject leaders from



across the trust meet to write the curriculum statement for their subject. Each session starts with a national speaker to offer high quality professional development for subject leaders. This has been done for history and religious education so far but will cover the other foundation subjects by the end of this year.

Marilyn explained the high quality continued professional development (CPD) offer for staff from the Trust.

Governors reflected on what professional development they require from the Trust. Governors felt that refreshers with regards to interpreting data for the various sources are always useful. In addition, governors felt that some support with monitoring the curriculum offer would be useful.

Governors thanked Marilyn for attending the meeting and for providing an update.

Marilyn left the meeting at 6.50pm

Item 9.1 was covered next as Mrs Chambers and Mrs Remblance had had joined the meeting for this item.

Mrs Chambers and Mrs Remblance joined the meeting at 6.50pm.

9.1 Safeguarding

The Chair welcomed Mrs Chambers and Mrs Remblance to the meeting and invited them to update governors with regards to safeguarding practices.

Mrs Chambers explained to governors that the Designated Safeguarding Lead (DSL) and Alternate Designated Safeguarding Leads (ADSL) are extremely well supported by all staff. She reported that whatever happens, the wider staff team are there to support; team spirit is a strength of the federation.

Mrs Chambers and Mrs Remblance informed governors that they share information about their cases with each other and they know each other's cases in detail. They have built strong relationships with some of the most vulnerable families, which has improved attendance for some children. They explained that there are often families who don't want to engage but the Pastoral Support Team work tirelessly to engage them as children come first. The Headteacher reminded governors that the Ofsted inspection in November 2018 highlighted the tenacity of the Pastoral Support Team as a strength.

Governors asked Mrs Chambers and Mrs Remblance how many families they are working with. Mrs Chambers and Mrs Remblance explained that this varies over time but currently it is about 12 families.

Mrs Chambers and Mrs Remblance explained that early help is down to the school to provide. One part of the early help offer is breakfast club. This is an invitation only provision provided free of charge to help those vulnerable children. It gives the children a positive and settled start to the school day and enables them to be ready to learn at the start of the day. It also enables



Mrs Chambers and Mrs Remblance to have direct contact with parents to discuss the child's needs.

Governors asked whether the same provision is offered at Ravensmere. The Headteacher explained that the breakfast club at the Albert Pye is run using pupil premium and there is not the same level of need at Ravensmere to require this provision at present.

Governors asked what wellbeing support is available to the Pastoral Support Team, especially when dealing with particularly stressful situations. Mrs Chambers explained that there is always supervision offered to support their wellbeing. She explained that the Headteacher is a massive support; she will not allow them to leave for the day without having a full debrief and checking on their wellbeing.

In addition, both Pastoral Support Leaders have their own area of joy within the work that they do. Mrs Chambers leads the successful panathlon team with Mr McKenzie. They will be taking the team to the regional finals again at the Copperbox in November. Mrs Remblance launched the 'This Girl Can' group last year. It supports improving mental health for girls through physical activity and the group led the whole school in dancing the conga on 10th October 2019 for world mental health day.

Governors agreed that the DSL/Headteacher provides excellent support for the wellbeing of the staff but asked what support there is for the DSL/Headteacher when stressful safeguarding situations arise. The Headteacher explained that excellent teamwork and support from the team helps her wellbeing, and always having the opportunity for a debrief is essential. In 2018/19 The Active Learning Trust arranged and paid for 5 coaching sessions for all Headteachers in the Trust. This was particularly beneficial. Provision has been made in the Albert Pye budget for 2019/20 for 3 coaching sessions. **Governors agreed to provide the Headteacher with 5 sessions rather than 3, as they feel that this is key for supporting her mental wellbeing.**

The Pastoral Support Leaders have received some excellent feedback recently. The Multi-agency Safeguarding Hub (MASH) remarked that the team's ability to give verbal updates on cases without preparation or reference to any paperwork is excellent. When working on a case with the police, the officer from CID said the chronology and records were outstanding.

Governors asked whether the Pastoral Support teams meet across the hub. Mrs Chambers explained that they don't meet with other pastoral support teams within the hub but they do attend the county meetings.

My Concern, the new electronic system for records safeguarding concerns, has been launched and all relevant staff now have a login for the system. Its use continues to be developed.

In January 2020, the federation will be working with the National Society for the Prevention of Cruelty to Children (NSPCC) to deliver a programme for children on staying safe. The programme is run over three weeks to enable



the messages to embed, and the content is age and stage appropriate, including workshops for years 5 and 6.

Mrs Chambers is developing an interactive safeguarding notice board for the children at each school. The work is underway.

Both Mrs Chambers and Mrs Remblance attended Children and Adolescent Mental Health Services (CAMHS) training to find out about the changes to the service. The changes may mean more work in school but should also mean that school has access to more support with regards to children's mental health.

Governors thanked Mrs Chambers and Mrs Remblance for all their hard work.

Mrs Chambers and Mrs Remblance left the meeting at 7.25pm.

2 Pecuniary and Other Interests

- 2.1 There were no declarations of any pecuniary or other interests with regard to items on the agenda.
- 2.2 New declaration forms for this academic year were completed by all governors.
- 2.3 The Clerk will update the register of interests for the 2019/20 academic year and publish on the website.

ACTION – Clerk to update the Register of Interests for 2019/20

3 Election of Vice Chair for 2019/20

- 3.1 Gillian Lee was elected as the vice chair for 2019/20 academic year.

4 Local Governing Body Membership and Organisation

- 4.1 Sally Brooks has been appointed as a Trust governor. This means there is a vacancy for a parent governor. An election will be held.

ACTION – Clerk to hold an election for a parent governor.

- 4.2 Governors were appointed to the monitoring roles as follows:

Attendance – Gillian Lee
English – Lindsay Blankley
EYFS – Samantha Thompson
Health and Safety – Phil Tate
Pupil Premium – Phil Tate
Maths – Katie Rattenbury
Safeguarding – Gillian Lee
Safer Employment Champion – Gillian Lee
Science – Sally Brooks
SEND/LAC – Gillian Lee

- 4.3 The Active Learning Trust code of conduct was reviewed and adopted.



5 Minutes

- 5.1 The minutes of the previous meeting held on 11th July 2019 were agreed as a true and accurate reflection of the meeting and were duly signed by the Chair.
- 5.2 Matters arising from the minutes not already covered on the agenda were discussed.

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|---|---|
| Business Manager to facilitate parent questionnaires being carried out using ParentMail in Autumn 2019 | This has been sent out and will close on 27.10.19. Results will be presented at the next meeting. |
| Health and Safety Governor to carry out a Health and Safety monitoring visit at Ravensmere during the Autumn term | To be completed in Autumn 2. |
| Clerk to carry out a new governor training session for Sam Thompson | Completed on 2.10.19 |

6 Educational Performance

6.1 Headteacher's report

Governors considered the Headteacher's report, which was circulated ahead of the meeting. The report provided mainly contextual information and a staffing update as the new School Development Plans for 2019/20 contain the detail.

Governors asked why there was such low attendance rates in a couple of classes at the Albert Pye. The Headteacher explained that absence early in the term has a large impact of the attendance figures, as it shows the percentage of available sessions attended and the number of possible sessions is low at this stage. The Headteacher expects this to improve over time. However, the attendance team continues to monitor all attendance closely and letters have already been sent to parents where there are concerns over the level and pattern of attendance.

Governors agreed to continue to monitor attendance levels to see whether there is an improvement.

6.2 School Development Plans

Governors considered the School Development Plans for 2019/20, which were circulated ahead of the meeting.

Governors noted that the School Development Plans are aligned to the areas in the new Ofsted framework.

Governors noted that reading is a focus, which was agreed based on 2019 results. Senior Leaders have visited other Trust schools who achieved well in reading and have decided to implement the 'DERIC' model of teaching reading (decode, explain, retrieve, interpret, choice). Year 6 and year 4 teachers have visited another Trust school to see this method in action. A whole staff meeting will be held on 14th October 2019 to launch the method.



Governors discussed oracy, which will be led by Miss Turnbull. Governors noted that Miss Turnbull will be running a debating club, which was introduced to children at the Albert Pye in assembly and interest from children was extremely high.

Governors discussed the next stage of the development of the outdoor learning environment at Ravensmere to engage children even further through learning in the outdoors.

Governors adopted both School Development Plans.

Governors thanked the Headteacher for her hard work in producing such thorough and detailed plans.

Governors agreed to send out the staff wellbeing questionnaire at the start of Autumn 2.

ACTION – Business Manager to circulate the wellbeing questionnaire to staff on behalf of governors after the October half term break.

ACTION – Katie Rattenbury to analyse the completed questionnaires.

6.3 Pupil premium

Governors reviewed the impact of the pupil premium strategy for 2018/19 and agreed the strategy for 2019/20. These can now be published on the schools' websites.

ACTION – Business Manager to publish the reports on each school's website.

6.4 Primary sports premium

Governors reviewed the impact of the sports premium for 2018/19 and agreed the strategy for 2019/20. These can now be published on the schools' websites.

ACTION – Business Manager to publish the reports on each school's website.

8 Performance management

Performance management reviews are being shared across the senior leadership team. The timetable is in place to ensure that teachers performance management reviews are completed by 31st October and the reviews are underway. The Headteacher will report to governors once all reviews have been completed.

The Headteacher performance management review will be carried out by the Chief Executive Officer from The Active Learning Trust.

9 Safeguarding and health and safety

9.2 Governors were reminded to record on GovernorHub that they have read and understood the relevant sections of Keeping Children Safe in Education (KCSiE) 2019.



ACTION – Governors to record on GovernorHub when they have read Keeping Children Safe in Education (KCSiE) 2019

9.3 [Governors adopted the child protection and safeguarding policy, which has been updated in line with Keeping Children Safe in Education guidance 2019.](#)

10 Governors' monitoring

10.1 Samantha Thompson carried out a monitoring visit at Ravensmere on 17th July 2019 to look at the new outdoor learning environment. The report was circulated ahead of the meeting. [Governors were delighted to note that the new outdoor area is being enjoyed by the children, who talked passionately about their involvement with the development of the area. Governors monitoring demonstrated that the new outdoor provision was achieving the aims set out in the School Development Plan.](#)

Gillian Lee carried out a safeguarding monitoring visit on 8.10.19 with Zella Chambers and circulated the report at the meeting. [Governors were pleased to note that policies have been updated in line with KCSiE 2019 and that training has been carried out for all staff.](#)

10.2 Governors agreed that monitoring of the curriculum is a priority for this year. Governors decided to monitor History and Religious Education first, as the Subject Leaders have already produced the curriculum statements in these areas.

The English governor will monitor reading due to the focus on reading in the School Development Plans.

The Health and Safety governor will carry out a monitoring visit at Ravensmere.

The Safeguarding governor will complete Appendix A of the Child Protection and Safeguarding Policy and present the findings at the next meeting.

11 Governor training and development

11.1 Gillian Lee attended a session for the Named Governor for Safeguarding on 10th October 2019. She reported that the session had been very helpful and in particular it highlighted the need for governors to ensure that supervision is taking place for the Designated Safeguarding Lead and there is sufficient support for their wellbeing.

[Governors were pleased to note under item 9.1 that there is some provision for the Headteacher as Designated Safeguarding Lead.](#)

11.2 Governors discussed their training and development needs with Marilyn Toft, under item 7.

Several governors are due to attend the session 'Pupil and Staff Wellbeing – the Governors' Role'.

Some governors are due to attend the 'Welcome to Governance' session.

The clerk reminded governors that they can book face-to-face training sessions directly through GovernorHub and that governors are free to attend



as many of those sessions as they wish. They are also able to access a wide variety of online learning through the NGA Learning Link.

12 Clerk's Update

12.1 An update with regards to the changes to the Ofsted framework was given by Marilyn Toft, under item 7.

13 Compliance

13.1 **Governors reviewed and approved the following policies:**

- Nursery Admissions Policy
- Nursery Charging Policy

13.2 **Governors received and adopted the following Trust policies:**

- Site Specific Data Sheet for Financial Controls Manual

The Pay Policy 2019/20 was not available in time for the meeting and will be added to the agenda for the next meeting.

ACTION – Clerk to add the Pay Policy to the next agenda.

13.3 The Business Manager informed governors that the website has been monitored by the Compliance Officer from The Active Learning Trust and by the website provider.

The School Office Team are currently updating the website for the 2019/20 academic year and governors agreed to monitor the website again at the end of the Autumn term.

ACTION – website monitoring to be carried out at the end of the Autumn term.

14 Governors agreed to receive an additional urgent update from the Headteacher.

On Monday 7th October 2019, the Headteacher was notified that Ravensmere Arc, the pre-school and out of hours childcare provider that shares the site with Ravensmere Infant School, will close on 1st November.

This means that several families from both schools will be affected as they rely on the childcare before and after school. The Headteacher and Business Manager are considering whether it is viable to be able to offer a before and after school club for childcare.

The Headteacher and Business Manager will also investigate what Suffolk County Council plans are for future occupation of the building.

The Headteacher will provide a further update to governors at the next meeting.

ACTION – Clerk to add this to the agenda for the next meeting.

15 Date of next meeting – Thursday 5th December 2019 at 6pm at The Albert Pye




There was no further business and the meeting ended at 8.25pm.

Agreed Actions

| | | |
|----|--|----------------------------------|
| 1 | To develop an aide memoire for governors to use during an Ofsted inspection | All governors and senior leaders |
| 2 | To update the Register of Interests for 2019/20 | Clerk |
| 3 | To hold an election for a parent governor | Clerk |
| 4 | To report the results of the parent questionnaires carried out using ParentMail in Autumn 2019 | Business Manager |
| 5 | To carry out a Health and Safety monitoring visit at Ravensmere during the Autumn term | Health & Safety Governor |
| 6 | To circulate the wellbeing questionnaire to staff on behalf of governors after the October half term break | Business Manager |
| 7 | To analyse the completed staff wellbeing questionnaires | Katie Rattenbury |
| 8 | To publish the pupil premium reports on each school's website | Business Manager |
| 9 | To publish the sports premium reports on each school's website | Business Manager |
| 10 | To record on GovernorHub when they have read Keeping Children Safe in Education (KCSiE) 2019 | Governors |
| 11 | To add the Pay Policy to the next agenda | Clerk |
| 12 | Website monitoring to be carried out at the end of the Autumn term | Sally Brooks |
| 13 | To add provision of before/after school care and closure of Ravensmere Arc to the agenda for the next meeting. | Clerk |

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


..... Chair of Governors, FGB 05/12/2019



