



Reydon Primary School

Minutes of Local Governing Body meeting held on Monday 8th July 2019 @ 6pm

Chair:	Celia Eldridge	Clerk:	Paul Cunningham
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Celia Eldridge (CE)	Trust (Chair)	P
John Verity (JVe)	Trust (Vice-Chair)	P
Gillian Simmonds (GS)	Trust	P
Carol Andrewes (CA)	Trust	Ap
Carly Grimmer (CG)	Staff	Ap
Catherine Millward (CM)	Staff	P
Jo Viner (JV <i>i</i>)	Headteacher	P
Jenny Knights (JK)	Parent	A

In Attendance

Linda Ellis, Deputy Headteacher (LE)
Nicki Mayne, School Business Manager (NM)
Paul Cunningham, Governor Services Clerk

Reydon Primary School Local Governing Body
Minutes / Actions

Monday 8th July 2019 @ 6pm

Agenda Item	Items Discussed & associated Challenging Questions
1. Welcome and apologies	Chair welcomed governors to the meeting. Apologies for absence were received from Carly Grimmer and Carol Andrewes; Jenny Knights was not present. Governors consented to these absences.
2. Training item on GDPR	Linda Ellis gave a presentation on Data Protection and GDPR.
3. Declarations of Pecuniary Interest	There were no declarations of pecuniary interest relevant to items on this agenda. Headteacher declared that she is a governor at Red Oak Primary School.
4. Minutes of Previous Meeting and Matters Arising	The minutes of the previous meeting (held on March 18th) were confirmed as an accurate record. There were no matters arising.
5. Headteacher's Report / Update on Pupil Progress	<p>Governors received a report from the Headteacher (copy in minute book). In presenting her report, JVi made particular reference to the following items:</p> <ul style="list-style-type: none"> • Pupil Roll stands at 191 (three appeals are pending for applications that have been rejected because the relevant classes are full). 27 children are projected to be in Reception Class in September 2019. • Collaboration work with other schools in the Trust has been successful, especially for subject leadership (this Group has been led by Linda Ellis). JVi noted that there is evidence that the CPD staff have attended on subject leadership has delivered positive outcomes for pupils. • Launch of Chimp (Children's Health is Mental and Physical) project, which has been developed across the Hub of Schools, will be at Reydon on 9th July. • Joint Science Project with Dr Becky Parker to measure impact of biodiversity on mental well-being. • Quality of Education: monitoring learning walks and book scrutinies have continued; greater depth writing assessment and target setting for staff have boosted confidence. • Three volunteers regularly visit the school to hear identified children read, some of whom perhaps do not often get the opportunity at home. • Maths: the calculation policy has recently been reviewed to ensure methods taught, follow in a logical and coherent sequence so that children are able to build upon prior learning and can be challenged in their thinking. • Pupil Premium (PP): no gaps in progress between PP children and other children, unless the PP children also are SEND, in which case the progress remains lower. • Two SEND children have been given places at the Ashley School from September and one child will be starting alternate

	<p>provision at The Attic in Carlton Colville. JVi noted that these children's attendance at their new provision will be included in Reydon's attendance figures going forward.</p> <ul style="list-style-type: none"> • Sports Premium: improvement in children being active throughout the day, including at lunchtime, as well as being used to support children to attend a variety of local tournaments. • Attendance is lower than last year - overall attendance is at 95.5%. JVi noted that the school will be reviewing the rewards and celebrations for good attendance for children next year. Chair asked about the attendance, and JVi and LE explained the work done in school to promote good attendance. • Personal Development remains strong: Eco-Committee continues to be effective; Road Safety Officers have received a Gold Award for their work from Suffolk Roadsafe. • Leadership and Management: CPD very active. Reydon continues to be active in Leadership across the Trust. • EYFS Provision continues to be good: 77% of children have achieved a Good Level of Development against a target set of 75%. • Data: Year 1 Phonics 2019: 77% reached the threshold score (National 81%) • Data: Key Stage 1 Results 2019: Reading = 79% at expected (National 2018 = 75%) = 21% at Greater Depth (National = 26%) <p>Writing = 79% at expected (National 2018 = 70%) = 21% at Greater Depth (National 2018 = 16%)</p> <p>Maths = 86% at expected (National 2018 = 76%) = 32% at Greater Depth (National 2018 = 22%)</p> <p>Read/Write/Maths = 75% at expected (National 2018 = 65%)</p> <ul style="list-style-type: none"> • Data: Key Stage 2 Results (still awaiting Reading and Maths) <p>Predicted Reading = 62% (National 2018 = 75%) = 23% at greater depth</p> <p>Writing = 58% at expected (National 2018 = 78%) = 12% at greater depth</p> <p>Predicted Maths = 65% (National 2018 = 76%) = 15% at greater depth</p> <p>Predicted Read/Write/Maths = 46% (National 2018 = 65%)</p> <p>JVi noted that these KS2 figures include five children who joined the school during this academic year, who were not working at the expected level.</p>
<p>6. Curriculum Update</p>	<p>Governors received an update from LE (copy in minute book).</p>

	<ul style="list-style-type: none"> • ‘Teaching vocabulary through the Arts’ fund for ALT from Paul Hamlyn Foundation – at Reydon this has been delivered through Drama. Children are responding well to this approach, although it presents a challenge to record evidence of what children have done. LE showed example of a class reflective journal from Year 4. LE also showed an example of an Assessment Grid for Anglo-Saxons topic, which gives children a vocabulary background, and can be used to assess children’s understanding. She noted that the project has been very effective in boosting confidence for less able and vulnerable children. • Year 2 of the project will be how the ideas used can be embedded into future work. • Geography and History review, to include building vocabulary. Curriculum planning across Key Stage 2 will aim to provide opportunities to revisit and build on skills learnt in earlier years (e.g. language base for understanding rivers in Year 3, then applied in a topic on Ancient Egypt in Year 5). JVi explained that this has been based on academic research about the way that children learn and retain information, and that it is also clearly based on the school’s curriculum Intent. <u>CE asked: is this a major change in curriculum teaching?</u> LE replied that yes, this will be different, especially for staff.
7. Budget Update	<p>NM reported on the current budget. She noted that:</p> <ul style="list-style-type: none"> • In-year surplus of around £7k, although she noted that the final figure is likely to be a break-even figure. She noted that the original budget had shown an in-year deficit of £12k, so a balanced budget is a positive outcome. • Expenditure included some overspend on repairs and maintenance; some savings on fuel. • Carry-forward likely to be £116k at the end of August. <u>JVe noted that this was above the 8% recommended carry-forward within the Trust, and he asked if this would cause any problems?</u> NM confirmed that this was unlikely to be a problem, and that no clawback would happen. Governors recorded that they were content with the projected carry-forward figure. <p>NM circulated the three-year budget plan 2019-2023. She noted that the budget is based on pupil numbers in the October 2018 Pupil Census, irrespective of the numbers in school at present. <u>Income:</u> she noted that Pupil Premium of 42 pupils is based on January 2019 data, and that it includes a Teacher Pension Grant to recompense schools for the almost 7% increase in pension contributions. <u>Expenditure:</u> includes incremental and inflation increases for both teaching and support staff; supply cost to cover maternity leave in the Autumn Term; £17k on Sport Premium, as this is a ring-fenced grant.</p> <p>Budgets for both 19-20 and 20-21 predict deficits of £19k and £13k respectively, which would be covered by the carry-forward. NM noted that the lower figure in the second year was because of an increase in pupil numbers in 20-21 because this will be based on October 2019 census. <u>JVe asked: Key Performance Indicators, is there guidance on what these should show?</u> NM noted that the staff costs should be at 80%</p>

	<p>or below of total expenditure, and that this is 77%.</p>
<p>8. Reports from Sub-Committees and Governor Visits</p>	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits: several have been completed by CA, CE, GS and JVe, and these are filed in the Visits folder.</p> <p>JVe reported that he had attended the Science Carousel day.</p> <p>CA had visited to discuss PE with the PE co-ordinator. CA had asked how performance would be maintained now that the PE Instructor had left, and JVi confirmed that she was investigating coaches who could deliver sessions that would also provide CPD for staff. Subject leadership for PE may also change. <u>CM asked: How will PPA cover now work?</u> JVi replied that an HLTA will now cover the PPA.</p> <p>CA also visited to carry-out a book scrutiny, and to attend a celebration assembly.</p> <p>CE reported that she had spent a day in school, including a book scrutiny in the morning. She had also visited to discuss DT subject leadership. JVi noted that the budget for individual subjects will follow once the curriculum is agreed, rather than the other way round. <u>CE asked: will the new DT Curriculum start in September?</u> LE replied that yes, this was the Plan.</p> <p>GS had attended an interview panel, and had also met with subject leaders for SEN.</p>
<p>9. Review of Policies:</p>	<p>Governors noted that there were no policies to be reviewed.</p> <p>(CM left the meeting).</p>
<p>10. ALT Business</p>	<p>JVi noted that the new CEO has been appointed: Stephen Chamberlain.</p>
<p>11. Future Events</p>	<p>JVi reported that future events will be added to the Governor Hub calendar. She further noted that the Leavers' Assembly will be on 16th July at 2pm, and that the Transition Day will be on Friday 19th July, with a Bollywood company visiting to teach dance.</p>
<p>12. Any Other Business</p>	<p>Governors also received an update on the latest Handsam scores from NM - all areas were 100% complete. She also noted that there had been no reported incidents in school.</p> <p>Premises developments: all toilets being refurbished; re-turfing on field; replacing some windows with UPVC.</p> <p><u>CE: painting competition at Southwold Museum over the Summer, will any children be taking part?</u> JVi agreed to promote this in an assembly.</p> <p>Governors agreed a Data Working Party meeting on Thursday 26th September at 4pm.</p>

13. Date of Next Meeting	To be confirmed.
Confidential Personnel Matters (<i>Trust governors to remain for this item</i>)	(LE left the meeting) See separate confidential minutes.
	Meeting closed at 7.53pm