



**Cromwell Community College
Earith Primary School
Kingsfield Primary School
Local Governing Body Meeting
Wednesday 4th December 2019**

MINUTES

Present: Mrs C. Corby-Judge Ms C. Foster
 Mrs J. Horn Mrs K. Jarvis (clerk)
 Mr T. Jones (Chair) Ms H. Llewelin
 Mrs S. Pritchard Mr I. Whitlam

Item	Notes	Action
1.	<p><u>Welcome & Apologies</u></p> <p>Mr Jones welcomed all present. Governors were informed that Mr Paul Hanley had resigned his position due to work commitments.</p> <p>A Safeguarding for Governors pack was distributed to all present</p>	
2.	<p><u>Declaration of Interests</u></p> <p>No member present made a declaration for the circulated agenda.</p>	
3.	<p><u>Minutes of the Last Meeting & Matters Arising (25.09.19)</u></p> <p>The minutes of the meeting held on 25th September were confirmed as a true record. There were no matters arising.</p>	
4.	<p><u>Headteacher Reports</u></p> <p>It was confirmed that all governors had received and reviewed the reports that had been circulated prior to the meeting. Mrs Horn and Mrs Pritchard went through their reports and answered questions.</p> <p>CROMWELL Points covered included:</p> <ul style="list-style-type: none"> • This term has seen a focus on Oracy and literacy. 	

- Mock exams have been completed and results shared with parents at parents' evenings. Indications are that data outcomes will be stronger than last year.
- Gaps identified by Mocks will be plugged, and QLA has been explained to parents
- Data in the given tables was explained, including why some areas are red.
- Grades and how Progress 8 and Attainment 8 are scored was explained to governors, with the offer for further training on analysing data in the future. It was noted that FFT does not link to attainment scores.
- Building work continues for the primary phase.

Q: have the challenging pupils always been a challenge or is this a recent change.

Mrs Horn: There have been past issues, but some are finding Year 11 particularly stressful.

Q: It seems that the accelerated learning groups have made good progress. Is this being continued?

Mrs Horn: Yes – with a focus on reading. There has been rapid improvement, particularly for the low ability group where improvement is up to one year. The nurture group are a strong case study and are now confident enough to contribute to lessons.

Q: Please update on the work on attitude for learning and behaviours for learning. Mrs Foster said she was impressed with this area of work during her recent visit and was able to see the aims and benefits.

Mrs Horn: Stated that it is clear from Ofsted that there is a focus on the curriculum and what is happening in the classroom. Every subject lead is meeting with SLT prior to Christmas to ensure they are aware of the expectations in this area. Mrs Horn added that one member of staff is completing a project through Leading Active Learning Advanced on homework which will aid all teachers throughout the school. Staff have completed the three-day training programme STEPS, which will be devolved to staff in schools. This is a positive outlook programme with a nurturing focus to aid continued learning.

Q: what types of incidents do the FTE refer to?

Mrs Horn: a number of incidents, and some re-offenses. Mrs Horn will add detail to her next report. Mrs Pritchard will also review how this data is reported to governors. Both agreed to email Mr Jones for all exclusions.

Q: Explain the report's reference to off-rolling.

Mrs Horn: sometime pupils leave the school and move to another area. They may not apply to another school straight away yet cannot be removed from roll until a new school has accepted them. This is particularly difficult if parents elect to home educate. A Missing In Education (MIE) report can be submitted, but pupils remain on their leaving schools roll until officially notified that they are being educated somewhere else. This can effect results and attendance data.

Q: Could governors have more information on the Library usage.

Mrs Horn: The Library and books have been updated and teachers are encouraging usage to aid learning by recommending books. Data on frequency of loans is analysed and usage is known to be improving.

Q: Are there staffing vacancies?

Mrs Horn: A second in department for English will be joining after Christmas, and there is an IT/Media/Business Studies vacancy pending. Mrs Horn is hopeful that an early advert for a September start will be beneficial.

EARITH

Mrs Pritchard gave an overview of work at Earith Primary School:

- A new specialist school is due to open in April in North Stowe which may result in an increase in specialist places, but until this is confirmed Earith must manage pupils in school.
- One pupil is on a phased integration (two days per week).
- School have struggled to find a TA and current staff have been working additional hours to support. A temporary contract has recently been filled.
- The revised staffing structure (from September) is working well.
- A curriculum review was carried out prior to half-term. A follow-up date is set, with the next review being a deep dive and more intense.
- A Literacy consultant has also visited and will be returning in March 2020. This review adds capacity and moderates at the same time. Recommendations will be built into the post-Christmas curriculum.
- Earith's Academy Improvement Group meeting took place last Friday. Mr Jones attended for governors. Although meetings are scheduled for two per year it has been agreed that an additional meeting will be added to the calendar.
- Year 6 data was shared. Seven students means that each student's results account for 14%.

Q: please explain the acronyms in the report.

APDR: Assessment, Plan, Do, Review

PIVATs: and assessment for SEND using small steps to break down detail.

P Scales: Assessment tools for children working outside of the national expectations.

FBA: Functional Behaviour Analysis.

Mrs Pritchard is not convinced that FBA is a good tool, but it is needed for pupils that are being put forward for an EHCP.

Q: Why was there a budget rebase?

Mrs Pritchard explained that the budget is set early and then adjusted in the Autumn term when areas such as pupil numbers and teacher costs are known.

Q: where does any additional funding come from?

Mrs Pritchard: several areas, eg. LA funding, grants, any additional pupils, SEN funding.

KINGSFIELD

The discussion regarding Kingsfield centred around the Ofsted Inspection that took place on 7th & 8th November. Mrs Pritchard reported on the process, although was unable to report officially on the actual grading as the final report has not been received.

Q: when are Earith and Cromwell due to be inspected?

Mrs Horn: Cromwell is expect to be Autumn Term 2020, and Earith is expected to be Summer Term 2021.

JH &
SP

	Mrs Horn and Mrs Pritchard were thanked for their reports.	
5.	<p><u>Governor Visits</u></p> <p>All confirmed they had received the governor visit report forms circulated by Mrs Jarvis.</p> <p>Reports were confirmed to have taken place as follows:</p> <ul style="list-style-type: none"> • Mrs Corby-Judge has visited Earith and Kingsfield for Safeguarding & Esafety • Mrs Llewelin has visited Kingsfield for SEND <p>All governors were encouraged to visit schools.</p>	
6.	<p><u>Ofsted Reflection</u></p> <p>Covered in previous items.</p>	
7.	<p><u>Governor Training</u></p> <p>The following governors have attended training session since the last meeting. All who attended declared the training useful.</p> <p>Governor Induction training: Mrs Llewelin and Mrs Foster Ofsted readiness: Mrs Llewelin, Mrs Foster and Mrs Corby-Judge</p> <p>Mrs Horn volunteered to do some training with governors. Governors were requested to discuss what they thought was needed and let Mrs Horn know.</p>	ALL
8.	<p><u>Policies</u></p> <p>The Behaviour Policy for Kingsfield Primary School was ratified.</p>	
9.	<p><u>Standing agenda items of Safeguarding and Health & Safety.</u></p> <p>Safeguarding: No matters to report</p> <p>Health & Safety: Mrs Jarvis reported that she had visited all three schools during the last two weeks for spot checks on behalf of the Board of Trustees. Reports will be sent to schools and can be supplied to governors. She added that H&S Audits are due at all schools early in the Spring term.</p>	
10.	<p><u>Any Other Urgent Business</u></p> <p>Mrs Jarvis: Pay Reviews have been successfully completed, with the support of Mr Jones. Mrs Horn offered governors the opportunity to visit so that they can be aware of the annual process for pay reviews and how awards are decided.</p>	

11.	<u>Date of Next Meeting</u> The date of the next meeting was confirmed as 12 th February 2020. Mrs Jarvis suggested that an additional meeting may be needed to discuss the Kingsfield post-Ofsted Action Plan, and so that Mr Jones can feedback on his discussion with Mr Chamberlain.	
-----	---	--