



Cromwell Community College
Earith Primary School
Kingsfield Primary School
 Local Governing Body Meeting
Wednesday 8th May 2019

MINUTES

Present:	Ms C. Foster	Mr P. Hanley
	Mrs J. Horn	Mrs K. Jarvis (clerk)
	Mr T. Jones (Chair)	Ms H. Lewellin
	Mrs S. Pritchard	Mr I. Whitlam

Item	Notes	Action
1.	<p><u>Welcome & Apologies</u> Mr Jones welcomed all present. Apologies for absence had been received prior to the meeting from Mrs Corby-Judge.</p>	
2.	<p><u>Declaration of Interests</u> No member present made a declaration for the circulated agenda.</p>	
3.	<p><u>Minutes of the Last Meeting & Matters Arising (13.03.19)</u> The minutes of the meeting held on 13th March were confirmed as a true record, with one technical correction being required: Item 8: the PAN for Cromwell should read 210 (not 120)</p> <p>Matters Arising: Mrs Jarvis reported that some governors are still to provide information, including photos, for the governor pages of school websites. Governors were reminded that these need completing as a matter of urgency. Issues with access to governor emails should be referred Sue Wardell at Earith Primary School. Mrs Pritchard agreed that this would be the point of contact for the governor pages of school websites. Mrs Jarvis agreed to ensure that copies for the school websites are provided to school staff as soon as possible following confirmation that they are a true record.</p> <p>Mrs Foster was appointed to the position of vice-chair unopposed.</p>	<p style="text-align: center;">ALL</p> <p style="text-align: center;">KJ</p>

4.

Headteacher Reports (Verbal)

Mrs Horn and Mrs Pritchard gave verbal updates on the schools. Areas covered included:

CROMWELL

Mrs Horn gave a verbal update for Cromwell Community College. Points covered included:

- Pupils are revising hard for GCSEs, and Year 11 are predicted to do well,
- Term time holidays have been an issue, with two Year pupils on holiday for the first exams – this will impact on their results and Progress 8.
- Attendance is above target at 95.3%.
- Exclusions remain below national average.
- Shan Oswald, Standards Advisor for the Trust visited prior to Easter to test Cromwell for ‘outstanding’. The outcomes were ‘Outstanding’ for Personal Development and Welfare, and ‘Good’ for Behaviour, particularly behaviour for learning. Mrs Horn agrees with the view that there is not enough challenge and engagement in all areas to be considered ‘Outstanding’. A positive review overall.
- The position of Head of Primary Phase has also been advertised. The LA will growth fund the Primary Phase from September which will allow the successful applicant to work with both primary and secondary colleagues prior to pupils joining.
- Some staff are leaving at the end of the summer term. A teacher has been appointed to teach A level Law for the first time, and a maternity cover is needed for Business Studies and IT.

Q: Mr Jones asked what is being done about Behaviour for Learning.

Mrs Horn replied that several ‘quick fixes’ have been introduced, eg blinds, water and projectors have all been improved.

Q: Mrs Foster asked how teachers are being encouraged to change their thinking.

Mrs Horn stated that good communication is key. Staff are being taught to challenge pupil expectations. She added that it is an aspirational work in progress that should not be rushed, and will be embedded over the next eighteen months with ongoing quality assurance.

Q: Mrs Llewellyn asked if Andy Cope will be back in school for follow up work.

Mrs Horn replied that he will be returning in October to review the impact of his work. She added that Mr Cope spoke to all teachers of all 21 Trust schools last September and the challenge for schools is to maintain impact from his work.

Q: Mr Jones asked about the building work.

Mrs Horn gave governors an outline schedule, with the all-weather pitch being moved over the summer and building work starting in earnest in September.

EARITH

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

- Work at Earith is going well. Exclusions are down and Year 6 are on-track to meet SATs expectations (although one child will be away on holiday during SATs week).

	<ul style="list-style-type: none"> • There are only 8 children in Year 6, which makes the data below the reportable level. • 20 children have been offered places in the Reception class for September – meaning Earith has reached PAN. • The pond has been filled in - as it was concerned a health & safety risk – and the area has been made good (including tree work). This has been funded by ALT. • New grounds maintenance contractors have been employed. • The Budget remains challenging, with an in-year deficit of £16k <p><i>Mrs Pritchard added that she is talking to Caterlink and the Trust Procurement Manager and would update governors at the next meeting.</i></p> <p>Q: Mr Hanley asked when the Caterlink contract will expire.</p> <p><i>Mrs Pritchard replied that it is a three year contract that has only just started.</i></p> <p>Q: Mr Hanley asked if school were aware of the prices when the contract was signed.</p> <p><i>Mrs Pritchard replied that school were aware of initial prices,</i></p> <p>KINGSFIELD</p> <p>Mrs Pritchard spoke about Kingsfield Primary School Pupils are preparing hard for SATs, with some feeling the pressure.</p> <ul style="list-style-type: none"> • A meeting has been arranged with the SEND team, funding has been secured to train staff in STEPs and a £10k grant has been given to set up a nurture group. The Trust is supporting with budgeting. • The SEF needs to be amended as Behaviour cannot be considered ‘Good’ anymore. • The Literacy Team have reviewed the changes in literacy teaching, and consider there to be pockets of strength. • The Early Years department is strong – Good with Outstanding features. <p>Q: Mr Whitlam suggested that the school consider holding a dummy exclusion panel as a means to deter pupils.</p> <p><i>Mrs Pritchard will consider this with SLT.</i></p>	
5.	<p><u>Data Reports</u></p> <p>Mrs Pritchard explained the data packs that had been distributed prior to the meeting for Kingsfield and Earith.</p> <p><i>Kingsfield</i></p> <p>Writing is going in the right direction, but there is still work to do. Progress data is obtained from Target Tracker, where each child is expected to make six points progress over the year. Early years have made significant progress. Ofsted will not be looking at ‘hard’ data in future, and referring more to books. However, schools feel that some form of data is required to assess teacher accountability.</p> <p>Year 1 writing needs progress Year 2 writing shows good progress Year 5 writing shows very strong accelerated progress</p>	

	<p>Year 6 data show significant improvement in progress Year 6 teaching has been changed to allow for specialist subject teaching. Maths No Problem is being assessed for next year, but initial thoughts are positive. A teacher visited a MNP champion school to see good practice. Some SEND children are struggling but are being supported by interventions. A comparison in Maths for disadvantaged and non-disadvantaged pupils shows Kingfield to be in-line with other schools. Boys writing is weaker.</p> <p>Q: Mr Whitlam asked about the Year 1 percentage data for GLD. <i>Mrs Pritchard explained that although the data should be global, school always breaks it down to give a more accurate picture. She added that the target of 83% is unlikely to be reached. The AIG meetings analyse the data in great detail.</i></p> <p>Earith</p> <p>Progress is slower in the Year 3& 4 class as there is a lot of catching up to do. However, pupils are shown to be on an upward trajectory. There is strong focus work on SEND children, who have better progress. Writing it still an area of concern.</p> <p>Years 5 & 6 are still on track, and KS1 data looks better than it did in the Autumn term.</p> <p>Q: Mr Jones asked when pupils are expected to reach EYGs. <i>Mrs Pritchard replied that this is strictly on assessment data, and there are several children that are 'on the cusp'. She stated that she is confident they will reach the goals with the support in place.</i></p> <p>Q: Mr Whitlam asked about the At A Glance data, as the Year 1 data does not seem to correlate with the number of students. <i>Mrs Pritchard explained the data to governors' satisfaction.</i></p> <p>AQ: Mrs Corbyn-Judge asked if there was a reason why the Year 3 progress data for writing at 2.6 is less than the rest. <i>Mrs Pritchard does not think there is any one reason, and agreed that the data should be better. This is now focused guided group work, and it is hoped that this will have positive impact.</i></p>	
6.	<p><u>Governor Visits</u> All confirmed they had received the governor visit report form circulated by Mrs Jarvis.</p> <p>Reports were confirmed to have taken place as follows:</p> <ul style="list-style-type: none"> • Mr Jones has visited Kingsfield for Pupil Premium • Mrs Corby-Judge has visited Earith for Safeguarding & Esafety • Mrs Llewellyn has visited Cromwell for SEND • Mr Whitlam has visited Kingsfield and Earith for Attendance. • Mr Hanley has a visit arranged to Kingfield for Health & Safety 	

	<p>NB: All governors present visited the SEND department at Cromwell as part of the meeting. Mrs Gemma Fulcher was thanked for showing governors the department. Mr Jones explained that a focus visit will take place as part of each meeting in future.</p> <p>A folder of evidence will be kept at Cromwell.</p>	
7.	<p><u>Statutory Items</u> Standing agenda items of Safeguarding and Health & Safety.</p> <p>Safeguarding: No matters to report Health & Safety: Mrs Jarvis referred to the Handsam scores for each school. She made governors aware that these are reported to the Board of Trustees.</p>	
9.	<p><u>Trust Business</u></p> <p>Governors were made aware of letter from Rosemarie Sadler from the Cambridgeshire Governors Team concerning the rearrangement of support for governors from Cambridgeshire County Council.</p>	
10.	<p><u>Policies</u> Governors confirmed that they had received the Lettings polices circulated for Earith and Kingsfield, but had not had time to review them fully, Governors were asked to let Mrs Jarvis know if they had any issues within one week, otherwise the policies would be considered adopted.</p>	ALL
11.	<p><u>Any Other Urgent Business</u></p> <p>Mr Jones: reminded all present that there is a vacancy for a Trust Governor. Options were discussed, with Mrs Pritchard and Mrs Horn tasked to approach a gentleman known to have expressed an interest.</p>	SP & JH
12.	<p><u>Date of Next Meeting</u></p> <p>The date of the next meeting was confirmed as 17th July 2019: 2pm at Earith.</p> <p><i>Mrs Llewelin left the meeting at this point.</i></p>	