

**Isle of Ely Primary School
Local Governing Board
Minutes of the Meeting
held on Tuesday 12th November 2015**

Present: Ms C. Amory Mr S. Dove
Mrs S. Hogger Mrs D. Knox
Ms M. Lloyd (Chair) Mr D. Marriott
Mrs K. Marriott Mr A. Perry
Mr A. Sanderson Mrs B. Surtees (Head)

In Attendance: Mrs K. Jarvis (Clerk)

<i>Item</i>	<i>Notes</i>	<i>Action</i>
1.	Welcome & Apologies for Absence Ms Lloyd opened the meeting by welcoming all governors. Chloe Amory was introduced as newly appointed non-teaching staff governor.	
2.	Declarations of Pecuniary & Non-Pecuniary Interest No new declarations were disclosed. Governors who had not already done so were reminded to complete a Disclosure Form and return it to Mrs Jarvis.	All
3.	Minutes of the Last Meeting & Matters Arising Amendments required as follows:- 8. The Pay Policy was not approved at the last meeting The H&S Report was noted – not approved The format for Capital Projects was explained Matters Arising:- Ely governors requested additional training due to being a new LGB Mrs Jarvis agreed to find out if a 5yr maintenance plan is needed Ms Lloyd would like to extend the solar panel provision	KJ
4.	Chair's Action 02.11.15: Ms Lloyd reported that she had agreed that the Autumn term would end for pupils on Thursday 17 th December to enable staff to move to the new site. Mrs Surtees invited all governors to attend Carols Around the Tree, at the new site, on 17 th December. The new building is expected to be available from the contractors on 11 th December.	
5.	Trust Business <ul style="list-style-type: none"> • The Scheme of Delegation was discussed, and noted by governors. • It was agreed that all governors should receive a copy of the Roles & Responsibilities paper. • Governors suggested that the Articles of Association should be available on the governors section of the ALT website. 	KJ

	<ul style="list-style-type: none"> • The Health & Safety Policy statement was noted and approved. • Mrs Hogger asked how contractors working on future phases of the new build were covered. Mrs Surtees informed governors that they will follow their own rules and have their own insurance. • Mr Sanderson asked that governors be made aware of the contractors schedules, and how the site will be made secure when pupils move in. • Governors acknowledged receipt of the Financial Controls Manual. 	BS
6.	<p>Headteacher's Report Mrs Surtees referred governors to her report, which had been previously circulated. All governors acknowledge the content – Comments /questions raised included:-</p> <p>Mrs Hogger & Mr Sanderson: asked for more information about the changed curriculum. <i>Mrs Surtees explained that the curriculum has not changed, but has been reviewed and updated. It is now more structured, with two mixed ability groups that can still work independently – but teachers monitor to ensure challenge. In summary, the curriculum content hasn't changed, but the structure and delivery have. Mrs Surtees confirmed that this was the appropriate time to implement and that all staff involved are happy. Mr Sanderson praised the school for responding so rapidly.</i></p> <p>Mr Sanderson asked for clarification on how monitoring is recorded. <i>Mrs Surtees explained that the system in place for monitoring, including the frequency, and that this is fed back to the Personnel committee. Everything is recorded and relayed to staff (eg hospital beds).</i></p> <p>Mr Sanderson: asked if the head's report is only intended for internal consumption. <i>Mrs Surtees replied that the report is available for all (apart from any confidential items).</i></p> <p>Mr Sanderson: questioned the terminology, eg: use of the word 'good' <i>Mrs Surtees explained that this is an accepted term for Ofsted, alongside Outstanding, Requires Improvement, and Inadequate.</i></p> <p>In light of the resignation of GE, Mr Sanderson recommended review of the admin role. <i>Ms Lloyd explained that this is already in hand, with the need to be flexible to ensure the best person for the job is employed.</i></p>	
7.	<p>Feedback from Committees</p> <p>Personnel: The Pay Policy was approved and the staffing structure considered. The role of Site Supervisor was discussed – with interviews taking place late November. Safer Recruitment training for governors was requested – EPM on-line training available.</p> <p>Finance: The Budget is set, but there are some anomalies in the Management Accounts due to coding issues. Ms Lloyd asked why ALT retain £80,000 – Mrs Jarvis will enquire.</p> <p>Mr Sanderson asked if Isle of Ely Primary School are appropriately funded. Ms Lloyd replied that it was difficult to judge until things are settled and running costs are known. New furniture and IT equipment have been budgeted for.</p>	KJ
8.	Pupil Progress	

	<p>Mrs Surtess spoke through her report, which governors acknowledged they had received prior to the meeting. She stated that it is probably more relevant to refer to this section as Pupil Attainment in the future.</p> <ul style="list-style-type: none"> • Ely had begun using the Early Excellence Programme. • Levels show evidence of effective transition • Overall attainment is broadly in line with national averages • Data will be used to show progress levels in Year 6 • Vulnerable groups, such as EAL, had to be assessed in English • C&CT was explained as Creativity and Critical Thinking • 5 x Pupils generate Pupil Premium funding • Assessment for deferred entry pupils was discussed • Areas of concern were identified as Communication & Literacy and Physical Development. • Mrs Surtess will be looking at data individual children next and will report at the Pupil Progress Meeting. • Mrs Knox pointed out that some figures did not add up – Mrs Surtees explained that these were due to typing errors, and gave actual figures. • Mr Sanderson: asked if staff consider there have been any repercussions of Ely having limited facilities (eg the low Physical Development levels). Mrs Marriott replied that she felt this was not the case, as PD also included handwriting, and assessment takes place early in a child’s school life. • Ms Lloyd: asked for clarity on targets set. Mrs Surtees explained that the end of year targets of 90% were high, but had been set with consultation from Clive Bush from the ALT. • Mrs Hogger: asked how baselines compare with last year. Mrs Surtees stated that they were better, and the work staff have carried out is paying dividends. Mrs Surtees will produce graphs to show progress for the next meeting. • Ms Lloyd: asked how many pupils were summer-born and EAL – 9X summer-born, 9X EAL, 1X summer-born & EAL. • Ms Lloyd: asked for numbers of pupils to relate to percentages. Mrs Surtees informed governors that 3 children are below in Reading, 4 in writing and 3 in Maths. 	
9.	<p>Governors Visits</p> <p>Mrs Surtees asked that governors contact her to arrange governor visits. Four are available:</p> <ul style="list-style-type: none"> ➤ Big Maths in Year 1 ➤ Writing in Early Years ➤ Outdoor Learning ➤ The role of Head of School 	All
10.	<p>Any Other Urgent Business</p> <p>ALT & Heads within the Trust have agreed new admission arrangements that will come in for pupils entering schools in September 2017. These were explained, along with the oversubscription criteria. A consultation period will commence shortly.</p>	
11.	<p>Date of Next Meeting</p> <p>Agreed as 17th December 2015, at the new site, at 6pm.</p>	