

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Body Meeting

14<sup>th</sup> July 2015, 7pm (FGB meeting followed Annual Prize Giving Event)

**Present:**, Olly Cocker (OC), Don Faulkner (DF), Jodie Fazackerley (JF) Bob Metcalfe (BM), Colin Reeves (CR), Mungo Sheppard (MS), Robb Sutherland (RS)

**Apologies:** Barry Collins (BC), Liz Broadley (LB), Steve Elliott (SE), Sarah Kay (SK), Nicola Shepherd (NS)

**In attendance:** Steve Mayfield (SM), Karen Lovelady (KL) Clerk

School Improvement Partner report delivered by Tina Warden (TW)

TW briefly explained her role of monitoring/HT appraisal & additional areas she is involved in, NQTs & SIP development/planning day. The NQT programme has now been running for 5 years out of Ash Green (2014/15 through the Teaching School Alliance but AG remains the base for delivery) & has gone from strength to strength, each year the programme is refined based on annual feedback from delegates. TW ensures her CPD through networking, conferences & extensive research.

MS thanked TW for her support & challenge, her passion for excellent NQT provision is shared with our current leaders. RS thanked TW for her outside perspective and impartiality when assisting HT appraisal governors.

Governors agreed for TW to continue her work with AG for 2015/16.

#### 1.Election of Chair & term of office

Clerk opened meeting. BC was voted unanimously to serve as Chair for 2015/16.

#### 3. Election of Vice Chair & term of office

RS was voted unanimously to serve as Vice Chair for 2015/16. RS chaired this FGB meeting in BC's absence.

#### 2. Welcome & apologies

JD welcomed. Apologies as above, consent given.

#### 4. Appointment of Clerk for 2015/16

KL appointed as clerk to governors for 2015/16, governors thanked KL.

#### 5. Declaration of Interest

None.

#### 6. Minutes of last meeting 28/04/15

Approved as an accurate record.

Proposed: DF Seconded: MS

Unanimously agreed

#### 7. Matters arising

Ofsted criteria has changed again SEF will be updated to link with new criteria – SEF on agenda item 13.

- **Biomass Boiler Sale Agreement signed off**

Boiler sale agreed LA confirmation of receipt of payment & signed agreement received. Contract for fuel & warranties have yet to be set up. BM stated that further saving on energy should become apparent through 2015/16. RS thanked BM & MS for all their hard work.

All actions closed with the exception of working document on new framework for governance to revisit during 2015/16.

#### 8. Committee minutes

- Resources
- Standards & Effectiveness
- Matters arising

Resources

Action

Bursar

Agenda

Draft proposal for bursar was agreed at committee. His wider remit to ensure correct funding received, oversee SLA's, reviewing best value, income generation & brokering new deals will have a nil impact on budget. Bursar is excellent & very experienced.

### **Standards & Effectiveness**

Target Tracker is the assessment system school will now use, it took a while to decide on a system but the time we took to compare the market ensured we have the right system in place for AG. All staff have been trained on data input & retrieval, empowering them to own their data. Key statements match to pupils learning which informs planning & intervention; this will be further embedded at Sep training days. Nationally 22% of primary pupils will be tracked via this system which will enable national comparators.

### **Questions**

*Q. Is there an AREX for Rising 3's on entry?*

*A. Yes through Development Matters and progress will be measured. EY staff are already much further on with this than a lot of other EY settings. We will now, through Early Excellence & Target Tracker, be able to effectively track progress from EY to Y6.*

#### ○ **Teaching School Alliance (TSA), evaluation/assessment information**

Governors asked what quality assurance (QA) is carried out on the TSA, what impact has it had & where this evidence can be found – can a QA report be made available to Strategic Partners? MS explained that the TSA has to produce an action plan which is submitted to the National Teaching College. Most of the work they have opted to do is Initial Teacher Training (ITT). OC is now the lead on School Direct provision for a hub of schools. MS will raise the issue of QA with TSA & report back to next FGB meeting.

Minibus drivers

Governors agreed that funding for minibus drivers should be allocated through budget not School Fund. For staff who do not have a D1 on their driving licence the Blue Card training/test is approx. £1000. Governors agreed to a cost centre on budget to fund 1 or 2 of our young staff to gain Blue Card per year. DF & RS volunteered to do Blue Card test, both have D1, KL to book. MS will take idea for a pool of drivers to NHx Cluster.

#### ○ **Reading Recovery (RR) report**

It has been a very successful year for RR, we are very pleased with pupil progress & thanks must go to A Shopland, S Harrison & D O'Hara. Although A Shopland returned from leave partway through 2014/15 pupil progress was not compromised as S Harrison & D O'Hara carried programme delivery. This proven approach will be adapted when A Shopland starts her slight reduction to her working hours.

Governors agreed the impact of RR on pupil progress for these targeted children was good which validates this high cost intervention. 10 pupils have had their lives transformed from this strategy.

### **9. HT report inc staffing update**

Governors noted evidence of narrowing the gap for Pupil Premium (PP) pupils demonstrating that these pupils are maintaining pace with & in some cases out performing non PP pupils. Governors understand that Ofsted will measure PP progress against NA of non PP pupils but are realistic when measuring these NA comparators with the local knowledge & experience our governors have with the extensive support our pupils & families need. Governors & leadership agree that best value for our pupils & families is achieved through PP expenditure. Having said that governors & leadership will strive to match outstanding criteria.

EY have achieved good progress.

Phonics has good attainment.

KS1 pupil mobility has had an impact on progress.

### **Challenge**

*Q. Having identified an issue, experienced teaching leaving mid-year, how do we move forward what are we doing about this?*

*A. Staffing structure 2015/16 will have an impact here. Outstanding staff will be deployed at the upper site in Y3 (current Y2); staff proven to produce accelerated progress.*

*KS2 have very good results, Reading has brilliant progress, Maths has even better progress, Writing is much more difficult to achieve 3 levels of progress.*

MS Agenda

KL/RS/DF  
MS

MS updated governors on staffing changes. There are 3 new teacher appointments which have been placed strategically through sites. There is a lot of movement of support staff this year as skills set have been deployed to enable effective support & intervention.

MS asked governors to start thinking about distribution of pupils over our 2 sites. This discussion has been instigated by parental feedback. Currently both sites have yrs N-6 an option could be to have 3-7yrs on one site & 8-11yrs on the other site. Governors initial thoughts were that this move could promote community cohesion. Governors requested MS bring back a realistic proposal to next FGB meeting.

MS Agenda

### 10. Attainment & progress report - updated

Headlines of report have been covered through HT report. U/S Y5 has targeted intervention for Literacy planned. SM reported that in future there will be fewer anomalies as from now on every ½ term teachers will track pupil progress and adjust intervention.

Governors agreed that the format for reporting gave good overviews and appreciate visual form of data.

### 11. Safeguarding annual report

Report tabled.

#### Challenge

*Q. What happens when families leave the area, this often happens with CP families & it is a concern that these families just don't disappear?*

*A. All pupils have a Unique Pupil Number (UPN) which enables services to track pupils from one educational establishment to another. Attendance is tracked daily if pupil/s fails to attend school our IPT pick up immediately & follow up. If it appears that the family have moved out of the area the pupil/s are classed as missing in education and Education Welfare take up responsibility.*

### 12. Statement of Internal Control

Governors approved.

### 13. SEF

This linked to Ofsted criteria at time of writing & links to SIP 2015/16. This SEF includes Effectiveness of EY Provision for the 1<sup>st</sup> time.

As already reported the SEF will be updated 2 or 3 times through 2015/16 to reflect new Ofsted criteria & validated statistics. Analysis of KS1 results will be done for Nov '15 but unable to do KS2 analysis as papers are no longer returned to school. School have appealed results on 2 KS2 papers.

### 14. Governors Skills Audit for 2015/16

KL asked all governors to complete & return new NGA governor skills audit ASAP to enable effective review of committee membership for 2015/16.

KL previously asked governors to consider what changes need to be made to enable an efficient GB committee structure for 2015/16. Proposed a meeting **16/09/15 at 11am** of chair, current chairs of committees, LB (Governor Development), MS & KL to discuss & produce plan for 2015/16  
To consider:

- ToFR review to take into consideration powers of delegation.
- Committee structure & membership numbers.
- Governors' responsibility.
- Governors' year planner to link with new SIP.
- Timing of all meetings including finalising proposed dates for 2015/16.
- Length of agendas.

Outcomes will be brought to next FGB for approval.

All governors

BC, BM, RS,  
LB, MS, KL  
All above  
to confirm  
attendance

Agenda

### 15. Correspondence

- Feedback from governor conference on effective cluster working.
- One Education 2015/16 Service Agreement.

Governors agreed to buy in to service for 2015/16 cost £ 713. Governors encouraged to access

training.

KL

**16. AOB**

KL requested governors write off a dinner money debt of £8.00, family moved out of the area. Governors approved write off of £8.00.

KL

**17. DONM:**

Proposed dates for 2015/16

Chair, Chairs of Committees, LB (Governor Development), MS & KL 16/09/15 11am.

Meeting closed 9.45pm

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_