

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Body Meeting

10<sup>th</sup> November 2015, 6.15pm

**Present:** Barry Collins (BC), Liz Broadley (LB), Olly Cocker (OC), Jo Dye (JD), Steve Elliott (SE), Don Faulkner (DF), Jodie Fazackerley (JF), Colin Reeves (CR), Mungo Sheppard (MS),

**Apologies:** Bob Metcalfe (BM), Sarah Kay (SK), Nicola Shepherd (NS), Robb Sutherland (RS)

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

#### Framework for Governance self-assessment/review Nov 2015

Governors completed eight aspects of effective governance & 20 questions. Celebrated in all aspects that contribute to whole school effectiveness & impact on pupil outcomes. Identified areas for improvement. Action plan produced & will be emailed out.

Action

KL

#### 1. Welcome & apologies

Apologies as above, consent given.

- NS term of office ends 13/11/15 & due to family commitments is unable to re-stand. Thank you letter to NS. FGB has benefitted greatly from the connection & skills base that comes with the Police & with this in mind MS & KL approached Alice Cordingly PCSO for co-option to governors. She is keen to join our team & is able to attend from Jan '16. KL has emailed skills audit for her to complete & return; will invite to next meetings.
- JF term of office ends 20/01/16. Governors agreed that they would like to retain JF's skills set & governance experience. JF was asked to serve another term, JF agreed. JF thanked.
- Governors agreed to bring Item 7 forward on agenda.

KL

#### 2. Declaration of interest

- MS Item 9
- KL Item 10

#### 7. Progress & Attainment

- **KS2 data**

##### Challenge

*Q. Writing attainment is a weakness, what are we doing about this? Is how it's assessed an issue?*

*A. We have done in depth digging through LA data. A 3<sup>rd</sup> of school were moderated, AG was included in 3<sup>rd</sup>, & there is a 5-6% drop in schools that were moderated. It is now harder to gain average attainment in writing. Areas for improvement in writing have been identified & are a focus in SIP. Assessment is now on progress. Progress is good with accelerated progress in KS1&2; impact of SIP.*

A lengthy discussion around writing, particularly boys writing took place main areas were:

- Increasing competitive element
- Boy friendly genres
- Linking writing to enrichment experiences
- Redrafting for improvement
- EY Talk for Writing, fine & gross motor skills, imitate, innovate, invent
- Emotion linked to writing, maturity
- Finding the balance between motivation & enjoyment
- Reading link to writing, expanding vocabulary
- Competitive reading resources, sourcing best practice
- Maths problem solving skills link to writing structure
- Role models, male staff member with journalist background to increase pupil to teacher ratio in Y6
- Utilise LA library service

Governors agree to deploy funding to support extra resourcing.

- **RAISEonline (unvalidated)**

**Challenge**

*Q. What does it tell us, where are we, what are we doing to improve?*

*A. Children make very good progress, accelerated progress in reading & maths & we are looking at ways to translate this success into writing. Data shows SIP focus is correct. Data shows we are making progress in closing the gaps. Data also shows attendance above NA & exclusion is lower than NA; evidence of this is children are happy in school.*

SM left meeting 7.55pm

**EY Baseline** data tabled, this data has just arrived in school & leadership wanted to bring to governors now rather than wait for next comm meetings in Jan '16. JF took governors through data explaining areas judged at the end of reception.

**Challenge**

*Q. Literacy 66.7% is that typical?*

*A. This is a pilot year for this baseline & the boundary level was lowered for literacy after initial analysis. Early Excellence has admitted that this needs to be looked at; JF attending a moderation meeting this Thursday.*

*Q. Will figures be adjusted through moderation?*

*A. No, these figures will stand but we do have our own data on Target Tracker. Schools have reported to DfE statements that are in contention. JF has a copy of NHx Cluster Development Plan.*

**3. Minutes of last meeting 29/09/15**

Approved as an accurate record.

Proposed: DF    Seconded: LB

Unanimously agreed

**4. Matters arising**

Item 11

Trinity transition

Primaries have agreed an extended transition period of 2 weeks & pupils will now start at Trinity Academy on 04/07/16; all pupils involved will receive a letter from LA. New Head of Learning, J Nellis, is interested in a wider discussion on this & looking to develop a whole LA approach.

Free School

Information to Y4&5 parents was sent out. The meeting on 13/10/15 at Whitehill was well presented. The bid has now been submitted, MS will keep governors informed.

**5. Committee minutes**

- **Resources**

**Challenge**

*Q. The key holding service, would there be some mileage in talking to Pennine Housing?*

*A. The quotes we have received are very competitive & it will cost a lot less than we originally thought.*

- A lot of interest has already been shown in the admin post.
- We have implemented a new model for Y5&6 maths which will be rolled out through KS2 when staffing allows.
- School website, ICT Tutor will be reminded to update fully.
- MS updated governors on SM; school has capacity to cover leadership if necessary. MS updated governors on plan to cover Y4 mat leave, very good supply (previously on staff as TA prior to teacher training).

*Q. Is there a need for more support for SM?*

*A. SM feels very supported.*

- **Standards & Effectiveness**

Governors have requested Managers reports to be reformatted to include attainment/progress tables which show previous & current data (1 term for each) to enable challenge.

MS

## 6. HT report

BC thanked MS for a very thorough report & highlighted:

- L&M our assessment is outstanding; quality assured by Tina Warden, external SIP Partner.
- B&S we also grade as outstanding. The behaviour of our pupils on school trips is exemplary, feedback from governors who regularly go on trips is always very positive. Impact of the values we embed in our children.
- Q of T we grade as good. Observation & Work Scrutiny going forward will report on 'typicality' which will demonstrate good practice.
- Achievement we are also grading as good.
- Strengthening links between school & The Addy, initially with EY & extending to the School Council.

## 8. Safeguarding

CPOMS is very good & making a difference to sharing information. Recent feedback via a CP case was that the information from school was 1<sup>st</sup> rate.

### Questions

*Q. Do all LA schools have CPOMS?*

*A. A lot do have but it is a service we have to buy in.*

*Q. Can notification of D.V. be out on the system?*

*A. Yes.*

New LA Head of Safeguarding & Intervention J Jenkins will be visiting school 1<sup>st</sup> week after Christmas.

## 9. HT Appraisal

MS & staff members left meeting.

Confidential item i.

MS re-joined meeting.

Staff re-joined meeting.

## 10. Clerk

- **Clerk Development Programme**

KL has successfully completed Clerks Development Programme 2014/15; this is a National College for Teaching and Leadership programme delivered at Carnegie Leaders in Learning. Feedback received: An excellent submission which is extremely well evidenced. Very secure against all of the seven Clerk competencies and exceeds criteria. KL will follow up on suggestion, from programme, of seeking accreditation through ILM Level 3 in Leadership & Management. Governors congratulated KL.

- **Remuneration review**

KL left meeting.

Confidential item ii.

KL re-joined meeting.

## 11. Policy review

- **M30 Pay Policy & M32 Appraisal**
- **M39 Lettings Policy**
- **M46 Finance & Procedures Policy**
- **M60 Charging & Remissions Policy**

Governors asked for clarification on M32 Part A. MS assured governors that although TAs, through agreement, are not formally appraised the scrutiny & accountability is there.

Governors approved M30, M32, M39, M46 & M60.

## 12. Correspondence

None.

**13. AOB**

Governor Induction Pack.

KL has produced a new governor induction pack, tabled draft for governor feedback. Please email any comments to KL by the end of Nov '15, final doc will be brought back to next FGB for approval.

**All  
governors**

**14. DONM**

FGB 02/04/16

Meeting closed 9.15pm

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

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