

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Board Meeting

19 July 2016, 7pm

**Present:** Barry Collins (BC), Olly Cocker (OC), Jo Dye (JD), Steve Elliott (SE), Don Faulkner (DF), Jodie Fazackerley (JF), Bob Metcalfe (BM), Colin Reeves (CR), Mungo Sheppard (MS), Robb Sutherland (RS)

**Apologies:** Liz Broadley (LB), Alice Cordingley (AC), Sarah Kay (SK),

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

#### Action

#### 1. Welcome & apologies

Apologies as above, consent given.

- Staff governor farewell

BC told OC that she was a fantastic appointment 7 years ago, a terrific member of staff, a valued member of the governing board, thanking her for her contribution to school & wishing her all the best for the future. MS also thanked OC for all she has done at school highlighting her achievement of becoming an SLE for ITT & saying he was sure OC will continue to be a great supporter of school through her new role at the Teaching School.

OC explained her new role leading ITT at the Teaching School & thanked governors for a fabulous 7 years.

#### School Improvement Partner report - TW

TW explained her report is a brief summary of her visits throughout the year. She stated SATs results are very good & to get pupils achieving at greater depth is an accolade for school. TW invited questions from governors.

*Q. What stands out for you at AG this year?*

*A. The Teaching School NQT Programme we host at AG is one of the best we've done & have had a particularly engaging cohort. This year is the first time I've missed the annual musical production & I'm so sad about that. TW took this opportunity to thank governors for helping her to spread her wings as a consultant when they initially engaged her as the school improvement partner. TW informed governors of her continual professional development & the time she takes to ensure she is up to date with the latest research to enable her to support schools effectively.*

*Q. What is the biggest challenge for us in the coming year?*

*A. The challenge centres on pupils progress & providing clear induction for new staff. The KPIs for learning need to be developed ensuring all staff are engaged. Effective progress tracking for pupils learning. I have to say it is hard work in schools, really hard work.*

*Q. Do we need to do anything to support our existing staff with subject knowledge?*

*A. OC - Staff have to be sure of our knowledge before we teach particularly with levels of greater depth. As an English specialist this areas has been fine for me but Maths has been more challenging. The secondary sector have specialist teachers to teach each subject yet primary teachers have to now teach at a much higher level & therefore need to sometimes broaden their own knowledge before being confident to deliver to pupils.*

*MS – Next Y6 both our Y6 teachers are new to this year group but we have enabled a good handover for staff. In addition leadership have looked closely at TA skills & allocated to classes based on these skills ensuring effective support.*

*TW – quite a few Clusters have set up links to high schools at access specialist assistance.*

*Q. Are the Clusters carrying on?*

*A. Yes, next year definitely. LA recently contacted MS (Primary Heads) to put forward the idea of utilising Clusters to make a way forward for Writing; LA wants to promote a joint approach for Writing & is keen to ensure schools aren't isolated.*

*Q. What about the NHx Federation?*

*A. This continues but on a much smaller scale; all the core business takes place in Clusters.*

TW monitoring reports throughout 2016/17 to be circulated to FGB.

TW thanked.

MS/KL

## 2. Declaration of interest

None.

## 3. Minutes of last meeting 19/04/16

Approved as an accurate record.

Proposed: JF Seconded: MS

Unanimously agreed

## 4. Matters arising

All actions closed or addressed on agenda.

## 5. Committee minutes

- Resources

The committee agreed that it was a good decision for the FGB to monitor the SIP. Going forward this will ensure a strong strategic focus for the resources committee on finance/resources. Site Manager currently sourcing quotes for a new boiler at the upper site; MS to follow up.

- Standards & Effectiveness

The committee focused on monitoring & how this is impacting on pupils learning. The committee requested a sample of books be brought to next comm meeting to explain the checklist process & feel this would be beneficial for the FGB. MS/SM to arrange for FGB Sep '16.

- ICT report

Governors stated that it is good to see pupil enjoyment in reports.

### **Challenge**

*Q. With how rapid advances in technology are today how quickly does the IT curriculum change?*

*A. The last change was with Curriculum 14, we've not had a change since then.*

## 6. HT report

MS explained that this different format links to the mandate given from committee regarding the SIP. The report focus is an update of the day to day management of school.

D Kirk is keen to get the RQT Programme up & running through his new role at the Teaching School.

### **Challenge**

*Q. Have we got the leadership structure we would like?*

*A. We do have a changing staff, in the Autumn Term we will have 2 Assistants HT's on mat leave but we do have a leadership structure that's sustainable. We have a very strong HT, a Deputy HT & middle leaders. In Sep it is possibly not as robust as we could be but we have secured a 1yr secondment of an Assistant HT. Kate Cotton will return from mat leave Jan '17.*

*Q. Is one site more challenging than the other?*

*A. No, behaviour was potentially more challenging at the upper site but the change to the staffing structure Sep '15, matching skills to pupil need, has had impact with a more positive environment promoting pupils learning.*

### **Outcomes against SIP 2015/16**

Outcomes have been presented to both committees.

### **Progress against SIP 2016/17**

Report format for governor monitoring has been design to enable governors to track progress, next steps & milestones creating clear opportunities for challenge. Governors to consider which Key Issue tracking responsibility their skills set would link to. Allocation of SIP link governors will be at the FGB meeting 27/09/16.

### **Challenge**

*Q. Key Issue 2, to provide disadvantaged pupils with more experiences to support their writing, how will you do this?*

*A. We have always taken our pupils out for experiences but now this area is linked with areas for development and key skills. The vision to utilise pastoral support for those vulnerable pupils who need time in an easy environment to settle to writing will ensure impact. Edukey will be used to match need to support making sure our most vulnerable pupils do well.*

*Q. We talk a lot about our most vulnerable pupils what about our high achievers?*

MS

MS/SM  
Agenda

FGB

A. The appointment of our intervention teacher is very much geared for work with any pupils, vulnerable, mid achievers & high achievers. Any pupils who just don't quite grasp the concept will be targeted for intervention. Each Y6 class will have 3 adults providing more support for all pupils.

Q. As we have just seen at our prize giving event our pupils can be inspirational for others especially the high achievers, how can we ensure we take advantage of this?

A. Yes we need to develop an effective process to follow our pupils through the educational system keeping them engaged with us enabling future celebration of achievements. We need to create opportunities for invitations for inspirational visits back to school; possibly to awards events/careers talks. MS to follow up.

Q. What have we learned from this year's tests, what will we take going forward?

A. One of the things is that pupils must achieve the set of standards at the end of each key stage with the evidence in pupil's books. The only way pupils will be at expected is to achieve the non-negotiables.

Q. This does raise the question of what happens with our SEND pupils?

A. That is the way this framework works but we will look to develop 'Working Towards' Statements for children who cannot access AREx.

Q. How do you avoid throwing out all the stuff we've done over the years promoting creativity, how do you do right by the children by keeping time for creativity?

A. Pupil learning starts in EY & we are implementing a more systematic learning approach for EY. The impact of this will be if the mechanics are in place earlier & embedded through school there will be time for creativity.

MS

## **7. Attainment & Progress end of year report**

Report now contains end of year attainment for all year groups.

BC stated that school should be proud of these results. LA comparison shows that school has done very well against other schools in similar circumstances (deprivation). We need to have the confidence that we are doing right by our children. Maths was an issue at the last Ofsted & now we are above LA average & just below NA. GLD expectations that all pupils should be inline by the end of reception are unrealistic from our very low starting points. However other schools are succeeding. JF has visited other schools, will replicate good practice & monitor impact.

S&E comm will unpick this data in Autumn Term; RS requested a pre-meeting with SM. KL to email RS/MS in Sep to arrange.

BM left meeting 8.30pm

RS/SM/KL

## **8. Pupil Premium end of year report**

The report gives clear evidence & impacts of PP spend. The funding is clearly allocated for PP pupils but is managed effectively for whole school impact. Upper site breakfast club has extended provision to be inclusive of 3-11yrs from Sep '16.

## **9. Safeguarding annual report**

Useful to look at this against PP report. Governors appreciated the added CPOMS data sheet this year but would like start/finish date on this. Data does show the level of work the team deal with in school. SM to work with team on future reports.

Report approved.

SM

## **10. Statement of Internal Control**

Approved.

## **11. Academy news**

MS updated FGB with feedback from recent meetings. Established Multi Academy Trusts (MAT) are approaching schools who they would like to join them. MS is keeping a close watching brief on options. We have previously been approached by the local Grammar School MAT but haven't had recent contact & MS doesn't think they are any further along. Trinity Academy has contacted MS again asking that we start dialogue with them as they would like to have AG on-board. Governors agree MS explore options with Trinity MAT if they are willing to discuss a model that would be of

benefit to AG. There is also a potential LA MAT of maintained schools. MS will keep FGB informed.  
RS left meeting 9.10pm

**MS**

**12. Governor update**

- Governor skills audit, annual review

KL thanked governors who have already returned their audit & requested that all audit be emailed to KL by 09/09/16. Skills audits will inform committee membership & governor responsibilities to be allocated at FGB 27/09/16.

**FGB**

**13. Policy reviews**

- M9 Admissions Policy
- M25 Equal Opportunities Policy
- M53 Complaints Policy with Supplementary Guidance for Staff, Leaders & Governors, Guidance Leaflet for Parents
- M62 Policy for Monitoring Staff Recruitment

All policies approved.

**14. Correspondence**

None.

**15. AOB**

C25 Single Equality and Cohesion Policy circulated will be brought back to next FGB meeting for approval.

**Agenda**

**16. DONM**

Proposed dates for 2016/17. RS gave apologies for 27/09/16 & asked we revisit April '17 date. 2016/17 to be confirmed at 27/09/16 FGB meeting.

**Agenda**

Meeting closed 9.20pm

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

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