



SUTTON BENDER C of E PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY MEETING Thursday 23 November, 2017 at 7.00pm Term 2

SUMMARY OF UNAPPROVED MINUTES

Present: James Passmore (Co-Chair of Governors), Tom Whittingham (Co-Chair of Governors), Katie Brown (Chair of Staffing), Ursula Scott (Executive Headteacher), Daisy Broomfield (Chair of Teaching & Learning), Vicki Wilson (Staff Governor), Joan Cocker (Chair of Ethos), Rev. Alison Love, Louise Pitman-Jones (Associate Headteacher) and Melanie Knight, James Hirst

Apologies: None

In attendance: Simon James (Clerk);

1. Welcome and Introductions

Mr Tom Whittingham greeted all governors to the second full governing body meeting of the year, extending a warm welcome to Mr James Hirst the new parent governor.

2. Election of Vice Chair of Governor

Following discussion and governor vote Mrs Daisy Broomfield was elected as Vice Chair of Governors for a twelve month period.

Clerks Update – The Governing Body has received from the Diocese of Bristol the formal letter of reappointment in respect to Mrs Joan Cocker. Mrs Cocker will continue to serve on the board, as foundation governor, for a further four year term effective November 23, 2017.

3. Ratification of Special Minutes / Minutes of the Meeting of 28 September 2017

Special Minute SM20171004 and SM20171016 relating to the schools model pay policy and parent governor appointment respectively, were approved by the full governing body and signed as a true and accurate record. The minutes of the Full Governing Body meeting held on September 28, 2017 were agreed and signed as a correct record.

4. Safeguarding Update

Mrs Ursula Scott presented the schools updated "Safeguarding and Child Protection" Policy to the governing body, which had been revised in October 2017, advising that all governors are expected to have a good understanding of this policy, and in particular the process of what to do if they are worried a child is being abused or neglected (referencing Appendix 3 of the policy to governors) and guidance in respect to allegations against adults (referencing Appendix 5 of the policy).

Mrs Scott stated that all governors will be issued with an electronic pack which will include the updated policy (including the schools code of conduct – page 13), and other relevant documents such as the SIDP, local authority visit notes, Headteacher Reports and Ofsted Info (E13) which should be read and understood.

5. Project Enthuse

Mrs Louise Pitman-Jones advised the governors that with a career push toward STEM professions (particularly towards girls) she had been fortunate to join Project ENTHUSE, a project which enables primary schools to work collaboratively with other secondary schools (in this case Malmesbury Secondary) to improving teaching and learning in science. <https://www.stem.org.uk/project-enthuse>

Mrs Pitman-Jones stated that the school was focusing on more topics based on science, allowing children to focus on challenges, by working in practical situations, improving their scientific working and questioning skills.

6. NACE Challenge Award

Mrs Scott stated that the school was pursuing the NACE Challenge Award which provides national recognition of a school-wide high-quality provision for more able learners within a context of challenge for all. Mrs Scott confirmed that the NACE assessment had been booked for January 19, 2018.

<http://www.nace.co.uk/challenge-award/achieving-schools>

7. Building Expansion - Peace Classroom Extension Project (December 2017)

Mrs Scott reported that Mr Simon James (H&S Representative) had attended a pre-contract meeting with Mrs Traci Langford, Mr Tom Bishop (Hookway) and JH Group (principal contractor) in respect to the learning extension build project. Mr James confirmed that this meeting had an agreed a construction start date of December 4, 2017 (14 week programme of works) and that the contractor compound / access route had been approved. Mr James advised that weekly site H&S risk assessments will take place, and that a contractor code of conduct had been issued to JH Group via Hookway.

8. Data Summary / Annual Performance Assessment & KS2 Results

Mrs Scott presented the 2016-2017 summary data picture for governors, noting that their had been a general uplift in KS2 SAT's attainment and particularly the increase in KS2 SPAG test results from 52% (2016) to 70% (2017). The combined school total achieved in 2016 in reading, writing and maths was 48%, this had increased to 61% in 2017.

Mrs Scott continued that as discussed earlier in the meeting, staff are focused on attaining the NACE Challenge Award, and increasing the amount of challenge available to the children, particularly the higher attaining children.

Mrs Scott stated that whilst accepting these positives, the school needed to continue to monitor risks, including ensuring that the level of challenge in written work from Year 3 to Year 6 particularly higher attaining children at the end of KS1, is maintained. Mrs Scott stated that the school will be introducing numeracy and AGaT leaders in providing 1:1 support for Year 6 children who are on the borderline of working towards expected and children who are less confident in test situations.

Mrs Louise Pitman-Jones presented an assessment of the 2017 KS2 Year 6 cohort results and progress of that cohort from KS1 to KS2. Mrs Pitman-Jones stated that whilst attainment had increased from last year to be in line with the national average, the progress of the Year 6 cohort fell below the national average particularly in maths and reading.

Mrs Pitman-Jones continued that recognising cohort specific issues, including a high SEN percentage, the following contextual factors must be taken into consideration when interpreting the results:

- Mobility - only 17 of the 23 children were at the school for KS1, with 6 (26%) arriving from KS2 onwards.
- SEN Child joined the Year 6 class in October of Y6
- Child assessed as 2b in writing at KS1 failed to meet expected standard at KS2 and as a result had an individual progress score of minus 15.54. The progress score for the cohort if this child had met the expected standard would have been minus 2.1 rather than minus 2.8. The combined school total would have increased from 61% to 65%.
- Cohort were in mixed Year 3/4 and Year 4/5 classes of circa 35 children during year 4 – both classes taught by NQT's
- Cohort in Year 5 was mixed Year 4/5 class taught by a 2nd year teacher.

9. Academisation

Mr James Passmore presented the Q&A summary sheets from the recent parent and staff forums on academisation held in November, at which governors had met with these stakeholders to discuss academisation and to understand their thoughts and concerns. Governors reviewed these summary sheets.

Mr Passmore requested thoughts from the governing body on progress to the next stage in view of this feedback, reiterating that any decision made by the board this evening would not give its formal consent for the school to join the Diocese of Bristol Academy Trust ('DBAT'), but to agree to consult further with DBAT under a more formal arrangement. Mr Passmore continued that this would allow all stakeholders the ability to continue to probe and ask questions of the governing body and DBAT regarding academisation, during this consultation period, and ensure that all necessary due diligence was completed.

After an open, honest and candid discussion, Mr Passmore requested a motion for the governing body to issue to DBAT a formal letter requesting that the parties begin the formal consultation stage of the academisation process. This was seconded by Mrs Joan Cocker. A vote was taken and there was unanimous approval from those eligible to vote to issue to DBAT a formal letter requesting that the parties begin the formal consultation stage of the academisation process.

The meeting closed at 10.00pm.