

## ASH GREEN COMMUNITY PRIMARY SCHOOL

### Minutes of the Governing Board Meeting

25 September 2017, 6.15pm

**Present:** Barry Collins (BC), Jo Dye (JD), Steve Elliott (SE), Don Faulkner (DF), Jodie Fazackerley (JF) Bob Metcalfe (BM), Mungo Sheppard (MS), Kelly Taylor (KT)

**Apologies:** Colin Reeves (CR), Kim Robinson (KR), Dave Stout (DS), Heather Stout (HS), Robb Sutherland (RS)

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

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

KL opened meeting.

BC elected as chair for 2017/18. BC thanked governors.

#### 2. Welcome & apologies

Apologies as above, consent given.

#### 3. Declaration of interest

KL item 5.

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

RS elected as vice chair for 2017/18. KL informed FGB that RS has expressed his willingness to serve again as vice chair. KL to inform RS.

#### 5. Appoint Clerk for 2017/18

KL left meeting.

Governors agreed to ask KL to be clerk to governors for 2017/18. KL re-joined meeting, governors thanked KL for all she does for school. KL agreed to clerk for 2017/18 & thanked governors.

#### 6. Annual Papers for Governors

- Register of Pecuniary Interest
- Annual Declaration
- Code of Conduct
- Keeping Children Safe in Education Part 2

All 4 documents above were signed/dated by governors present & returned to KL for record. Governors with apologies to forward signed/dated documents to KL (CR & KR have signed & returned papers prior to meeting).

- Governor training programme 2017/18

BC encouraged all governors to attend relevant training available & asked for feedback from 2016/17. Governors feedback positively on all training attended through 2016/17. Governors will continue to access relevant training if able; with induction training for new governors essential. Due to the range of professional commitments of the FGB governors agree to continue with bespoke FGB training for e.g. safeguarding KL to schedule within the governor timetable of meetings for 2017/18.

#### 7. Annual review of GB and committee structure and TORs

- Full Governing Board
- Resources
- Standards & Effectiveness
- Pay/Personnel
- Complaints & Disciplinary
- Appeals

Governors agree FGB & current committee structure works effectively ensuring the governing

Action

KL/RS

DS/HS/RS

KR/DS

KL/Agenda

board fulfil its core strategic functions:

- i. Ensuring clarity of vision, ethos and strategic direction.
- ii. Holding the headteacher to account for the educational performance of the school and its pupils.
- iii. Overseeing the financial performance of the school and making sure its money is well spent.

TORs approved.

- Annual Planner

Governors agreed annual planner, all statutory requirements & monitoring scheduled. The planner shows the amount of work governors commit to annually to ensure continual school improvement. BC reminded governors that they make a big difference and are very rooted in the community.

- Governor attendance 2016/17

Governor commitment goes from strength to strength with average attendance at 85%; KL to post anonymised list on the website.

KL feedback from Clerks network, an Ofsted Inspector on a recent visit informed governors that they prefer GB minutes not to be published on the website. KL informed governors that it is not a statutory requirement for minutes to be published but is still advised as good practice. A discussion took place, Governors asked SM if he can track hits for website in particular the governor section; SM to provide information. Governors agreed that the original rationale to publish minutes was still appropriate in the interest of transparency.

BC asked if school could publish community events/training on the weekly newsletter; MS agreed to continue to do this. School will continue to support all local groups whenever possible.

KL

SM

## 8. Review Committee Membership

- Governors skills audit

Governors agreed audit presents a good picture of good expertise across the FGB and the response to section 3 reflects the values & commitment to governance this GB holds. Potential skills gap is very specific, Human Resources & school have a SLA with LA HR. KL advised governors to consider succession planning. Governors agreed to create opportunities for governors by deputising items on agenda's for committee members to lead on.

KL/agenda

- **Committee membership 2017/18**

Governors agreed committee membership for 2017/18 based on skills, skill development & succession planning; see committee membership grid attached.

All governors

- **Link Governors – Statutory & SIP**

Statutory link & SIP link governors for 2017/18 allocated based on skills & succession planning; see attached list. Governors reminded to access SIP online to monitor: <http://bit.ly/2wbxQWU> . Super work against strategies/tasks is continuing apace, please monitor your link area/s adding comments in the 'governor review/comment' column & bring appropriate challenge to meetings.

All governors

## 9. Policy review

- M2 Aims and Objectives

MS advised that M2 has been through consultation with staff.

### **Challenge**

*Q. Have we got enough in here about learning, pupils achieving potential?*

*A. MS to revisit to ensure explicitly and to encompass British Values; to bring back to FGB Nov for approval.*

MS/KL

- M22 Safeguarding

Adopted model LA policy and procedures. GB has annual bespoke training delivered by school based social worker. Staff annual safeguarding training carried out Sep '17.

- M61 Accessibility

Deferred to Nov FGB meeting.

MS/KL

- M65 Document Retention

Has been circulated to all staff, governors approved.

## 10. Minutes of last meeting 18/07/17

Approved as an accurate record.

Proposed: DF Seconded: JD

Unanimously agreed

## 11. Matters arising

KR to arrange meeting with A Parr regarding volunteer readers.

All actions closed/addressed on agenda.

KR

## 12. A & P update

SM tabled document. Document is an update SM will produce a final version once DfE released all national data.

### **Challenge**

*Q. The update highlights strengths and weaknesses; Y6 reading is below NA and lower than March predictions what are we doing to address this?*

*A. This has flagged up the need for a whole school approach. Reading has been a focus since we received the July results. This year we have restructured the school day to accommodate increased guided reading sessions, discrete teaching, massive emphasis on phonics and widened RR teacher's role. It was disappointing that the predictions didn't meet expectations but now we will have 2 years data & will be able to make accurate predictions.*

*Q. For reading is it not really how well you read but how well you understand what you are reading?*

*A. Yes. We did better in writing so seems odd that reading is low but these are assessed completely differently.*

*Q. I can see this but still find it difficult to accept the difference in the reading and writing results.*

*A. Yes last year was the first time ever writing came out above reading.*

*Q. Is school working to address this issue?*

*A. Yes, we know what we are doing with maths and writing now reading is a focus. If you are in an area where parents don't listen to their children read we have to address this and step up in a way a lot of other schools don't have to therefore we have increased guided reading sessions.*

*Q. We do well in maths and writing and these are the same children, is it the reading test?*

*A. We are measured against NA non disadvantaged, our children have multiple disadvantages.*

BC agreed school has responded very quickly to this area of weakness. A lot of our children move onto secondary provision at Trinity Academy who are achieving results just below the grammar schools, this achievement doesn't all happen during secondary provision but follows the impact of the primary provision. Overall the results are considerably better than last year.

Yr2 results, KS1 was moderated therefore virtually all borderline pupils were assessed at below expectation. We have made changes to Y2 staffing and new staff are very clear on what evidence is needed to back up attainment. The difference between expectation at the end of reception and the expectation at the end of KS1 is an issue. Pupils are put into a best fit expectation at the end of reception which does not equate to expectation at the end of KS1; we haven't got the progress measures from reception to Y2 yet.

### **Challenge**

*Q. How useful is standardised testing in Y2?*

*A. This is being questioned nationally. We do need a baseline at the start of reception. KS1 results aren't good but we do need to assess the progress measure and we need to see how other schools are doing in the area; MS/SM to source information.*

*Q. In KS1 there is obviously a problem with our target setting why?*

*A. Targets must be drawn from previous milestones and we are looking at the accuracy of teacher assessments. It is quite a challenge to set targets based on percentages. We have asked the question of what happened this year and are addressing this through cross moderation and evidence gathering. More important is the long term need must be levelled out over the 7 years through school. The targets based on attainment do flag up issues in year groups. SM has developed our own framework for non-milestone years, other schools maybe seeing things differently.*

*Q. Another factor to consider is that appraisal is linked to progress/accelerated progress.*

MS/SM

A. A combination of different things contributes to the targets made by staff. The system is not perfect but the KS2 results are better than previous years and issues identified.

**13. Split site funding update – minutes from meeting with LA**

Jackie Nellis (JN) was completely supportive. MS and JN have spoken with Stuart Smith who is also supportive but until the funding formula changes there is nothing that can be done to release realistic funding for split site schools.

**14. AOB**

- Local plan initial draft July 2017 discussed. The board are concerned about the impact new housing will have on school places; school is at capacity in some year groups. In addition the Hays Lane site will be a separate consultation. MS to comment on LA site before Friday 29 Sep '17.
- Lantern parade is Thursday 26 October, 4.30pm starting at lower site walking to upper site.
- Mixenden Hub looks like it is to go ahead; plans are in the community library.
- Terms dates for 2018/19 will be brought to FGB Nov '17.
- BACs information to go to Oct committee.
- Thank you letter from Richard Thompson, lighting designer for annual musical production, the standard of our pupils was higher than ever and he looks forward to next year.

MS

MS/KL

MS/KL

**15. DONM**

21/11/17

Meeting closed 8.55pm

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

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