

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	15 th March 2018 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr C Hewitt	CH	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mr J Ridgley	JR	Co-opted Governor	
Mr S Finch	SF	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
				Mr S Ireland	SI	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)
Mr M Barratt	MB	Work Commitments
Mr B McGowan	BM	Work Commitments

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Notice - Received	
2	Agreement between Part I and Part II – item 11 will be conducted in Part II	
3	Apologies for Absence – Governors sanctioned apologies from Ben McGowan and Matthew Barratt	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda - None	
6	Agree Minutes of last meeting on 1 st February 2018 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JB as chair.	
7	<p>Matters arising from the meeting on 1st February 2018 – SF asked did Dawn Stabb feedback on whether school are required to employ a Data Protection Officer? Vicki Slattery completed training last week from Exeter Consortium and the advice she was given is that we could have privacy team instead of recruiting a DPO. SF advised that the recent governors webinar he completed were recommending a DPO was recruited however this could be shared between schools. SV will follow up and bring any training references to next full governors meeting. SV to send SF action plan for GDPR for SF to review.</p> <p>Staff are considering the options of having more parent sessions in other year groups.</p> <p>Mr Morrison has arranged a meeting with BM regarding Maths and SEN.</p> <p>A potential governor has been met by JB, this lady was interested in role as governor but currently has a number of responsibilities at present and will consider the governors role in the next academic year.</p> <p>No further information to report regarding academies.</p> <p>Chairs and SLT meeting has taken place, notes from this meeting will be circulated to governors.</p> <p>SV is waiting for safeguarding report and will chase.</p>	<p>SV</p> <p>JB</p> <p>SV</p>
8	Feedback from External Adviser (Brad Murray) visit – SV circulated data from this visit prior to meeting. JR, JB and SV have met with Brad Murray and discussed the school data by analysing SATs results across KS1 and KS2. SV talked governors through data that has been analysed. Brad Murray has suggested a question may be	

Full Governing Body Minutes dated 15.03.18

Signed

Dated.....

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	<p>raised by OFSTED as to how we are managing the children in terms of behaviour linking to exclusions. <i>SF asked when last OFSTED review took place?</i> 11 years ago, outstanding award was granted across all the OFSTED grading within the criteria of 2007. SV advised if there are any issues raised to OFSTED they may well decide to make a visit. SV advised schools that require improvement and good schools are deemed a priority above outstanding schools.</p> <p>Reading progress data: <i>SF asked what happened to those children to the children that scored highly at KS1 compare to their lower attainment at KS2?</i> SV reported there are 2 children that impacted on this data figure. Progress has only been measured from year 4 for a particular child who was in a different cohort for his age, professionals would agree that this child's progress over all has improved but not to the expected standards. One child joined us in year 6 and therefore we had minimal impact on improving their learning. SV confirmed when reviewing the data without these two children, the result is positive.</p> <p>In terms of the high attainers, some of these children missed the standards by one mark.</p> <p><i>BT asked is there more advance resources we can purchase for the high attainers?</i> It has been suggested this year that more books for the library could be purchased for higher achieving readers.</p> <p>Reading attainment: This data focuses on the middle attainers, 59% reached the expected, again the 2 children mentioned before have had an impact on this data. SV reported it takes only a small number of children to have an impact on our data due to the small size of our cohorts. Higher achievers at KS1 have not reached what we expected, but the data is inline with national figure. When removing the 2 mentioned children from the data, the data is inline or higher than the national average. Some of the data within these assessments have KS1 data from another school prior to them joining Newton Poppleford.</p> <p>Writing progress and attainment: Progress has improved in writing, this potentially is due to the numbers in the cohort being one or two less than previous year.</p> <p>Maths progress and attainment: attainment and progress have a differential under this data set, <i>JR asked why are we showing low progress however attainment is meeting the national average?</i> The higher achievers at KS1 have attained what we expected at KS2, these children will have been assessed as a high achiever at KS1 which then shows a low progress level as they were already achieving a high standard. Governors acknowledged we have not been able to maintain above national standards but in line with the national standards. SV feels his reduced input with higher achievers may have impacted on this data. <i>Governors asked is there another members of staff who could take on this role to support the higher achievers further? Suggested having a maths champion?</i> This will be discussed further in part II, item agenda 11.</p> <p>Spelling punctuation and grammar: following last FGB meeting, SV has spoke with another headteacher, who reported it took them 2 years for the impact on data to take affect following changes to teaching techniques and resources. SV reported that the spelling results are having a direct impact on this data set. Further ideas have been suggested to improve teaching and learning for spelling and staff will be taking these ideas on board. <i>SF asked how do we frequently sample throughout the year what impact teaching and learning is having on spelling and check progress?</i> SV has purchased a new test that is now completed termly to check the progress and to help identify areas of concerns earlier through the year.</p> <p>Science: Again these results are impacted by the 2 children previously mentioned.</p> <p>KS1 Data: compares data from reception to the end of KS1 to measure progress. This cohort's attainment and progress was affected by children entering the school from other schools and partially due to the lack of additional resources and support staff. Support Staff have now been put in place for this cohort and these figures are now improving. SV reported some of the data from these children joining the school in during KS1 may not have been as accurate as our assessment data. <i>SF asked why was the maths over all widely affected?</i> SV reported Maths lessons for this cohort were greatly impacted by behaviour of individual children within this cohort and lack of support during those lessons. Now the support has been put in place these figures are now improving greatly.</p> <p><i>CH asked will there be a final report from the Brad Murray?</i> Yes this will be part of the HT appraisal and objectives that will be set for SV to meet.</p> <p>SV added that when reviewing the disadvantaged children we have, our current year 6 has 3 disadvantaged children. There is no progress to measure for one child due to us not being able to obtain KS1 data, one child joined in year 5 and therefore we have a limited impact on their learning, and one child previously mentioned was</p>	

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	<p>assessed at P levels in KS1 and will not meet expected national standards but this child's progress has improved. One child join 3 weeks ago and therefore impact will be limited, following conversations with their previous school this child is not expected to meet expected standard and SV has requested further data from previous school to review progress. This is likely to have an impact on our final statistics for this years data. Governors to continue to monitor the progress against the actions in the school development plan. Governor to review the data circulated by SV against the SDP.</p> <p>Following SLT meeting with the chairs of committees, the SLT acknowledged they would like to have more of a feel for the data but reported SLT members are at full capacity at present</p>	GOVS
9	<p>OFSTED pre-school visit feedback – OFSTED report circulated prior to meeting. SV reported this is a positive report. Questions have now been raised to what we would have to consider to be awarded outstanding within the pre-school setting. These will be addressed along with the actions outlined in the report.</p> <p>The OFSTED visit and report validates the work we have been doing in the pre-school and that children are making expected or better than expected in assessments. Comments made by the advisor were that within the small number of children attending preschool, a high number of children have additional needs and these children are meeting expected standards. Governors congratulated the staff and pre-school on their work and progress and look forward to this continuing as the pre-school moves forward into the new school build.</p>	
10	<p>Update on HT performance review – This has taken place and JB has completed a report for pay committee to review.</p>	
11	<p>Review proposed budget 2018-19 – Meeting went into Part II</p>	
12	<p>HT Report – Circulated to governors prior to meeting. SF commented on the staffs development being positive. <i>SF asked are 5 fixed term exclusions high?</i> SV advised this has increased since previous HT report. We have had 2 referrals from Operation Encompass. <i>BT asked has this been helpful?</i> SV responded yes and this has allowed staff to offer additional support for these children when needed. <i>BT asked are these children the school already had concerns about?</i> For one child, the awareness of an incident taking place can help us support in a positive way.</p>	
13	<p>Questions from Teaching and Learning Committee Minutes - None</p>	
14	<p>Update from Resources Committee Meeting – Update given from JS and no questions were asked.</p>	
15	<p>Questions from the Curriculum Team Minutes – None</p> <p>Currently while there is no member of staff on the governing board, governors need to make good use of the curriculum meetings and the SLT/Chairs meetings to be able to communicate with staff efficiently. Any questions which the governors may wish to ask the staff can be recorded in the minutes to be followed up at SLT/Chairs meeting or curriculum meetings. MP suggested possibility of each SLT member attending one FGB per year. SV will discuss with SLT, however JB reported that SLT members have expressed that they are already stretched at present and we must be mindful of add any additional pressures to their workload.</p>	SV
16	<p>Safeguarding – Discussed under agenda item 12. MP and SV to meet this term.</p>	
17	<p>Health and Safety Update – Annual asbestos inspection (visual) has taken place in the previous week, there are panels identified as asbestos in one classroom and that there is more panels that have now been identified as asbestos. Samples have now been taken and we are waiting for results to be returned.</p>	
18	<p>School Build Update – SV has asked for minutes of previous meetings as discussed in Resources committee. SV will also be locating his minutes from theses meetings to ensure there is accuracy across both sets of minutes. Build is on target and progress meetings are taking place next week. <i>BT asked if a preliminary date has been set for handing over the building to the school?</i> August 16th has been considered. <i>BT asked will Elliots require / need all the land they are currently using once the building work on the new build has been completed?</i> SV will clarify this at any future meetings. Vehicular access will be need to ensure there is suitable access to the field for cutting the grass and maintaining this area. <i>MP asked if the access is restricted will we be at risk if there is a fire?</i> SV is waiting for plans to make these decisions and then complete a fire risk assessment. <i>BT asked how will the current year 5 classroom will be accessible to the fire emergency support?</i> It will not be located far for the emergency vehicles access point.</p>	SV
19	<p>SEND – Notes from BM were circulated prior to meeting. Within these notes, some of the points raised will have budget implications.</p>	

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20	<p>Policies reviewed by committees to be ratified by Governors First Aid – reviewed by SI and resources committee prior to meeting. AGREED: JB proposed, BT seconded and all governors agreed to ratify First Aid Policy.</p>	

The meeting closed at 7:05pm