



Wyndham Primary School
Meeting of the Local Governing Board
11 December 2018 at 4:00pm

Present:

Rachael Cleary	Headteacher
Laura Bell	Co-opted (Chair)
Kim Coulter	Staff
Jill Rowley	Staff
Jolene Blench	Parent
Asim Arshad	Parent
Amanda Todd	Parent
Louise Fabian	Co-opted
Stephen Ord	Co-opted

Quorum: 4

In attendance:

Sandra Garrity Clerk
 Ian Lane Acting CEO

The Chair welcomed everyone and opened the meeting.

1.	<p><u>Apologies for Absence</u></p> <p>Erick Nfon was absent.</p>	
2.	<p><u>Election of Chair</u></p> <p>In accordance with the Scheme of Delegation, nominations for the position of Chair were to be received at the meeting. A nomination was received for Mr Arshad.</p> <p>The Governing Board voted by a show of hands and Mr Arshad was elected to the position of Chair for a period of one year.</p>	
3.	<p><u>Election of Vice Chair</u></p> <p>The chair welcomed nominations. In accordance with the Scheme of Delegation, nominations for the position of Vice Chair were received at the meeting. Nominations were been received for Mr Ord.</p> <p>The Governing Board voted by a show of hands and Mr Ord was elected to the position of Vice Chair for a period of one year.</p>	

4.	<p><u>Register of Governors Interests</u></p> <p>The Register of Business Interests had been circulated with the agenda. The form was completed by governors present and submitted to the Clerk. Absent governors to complete the form and return to the School Business Manager.</p> <p>The Headteacher agreed to ensure that updated governor details were published on the website and the national database.</p> <p>There were no conflicts of interest declared relevant to this agenda.</p>	<p>EN</p> <p>headteacher</p>
5.	<p><u>Notification of Any Other Business</u></p> <p>None.</p>	
6.	<p><u>Minutes of the previous meeting held on 10 July 2018 and matters arising</u></p> <p>The Governing body agreed the minutes as a true and accurate record of the meeting held on 10 July 2018.</p> <p>Matters arising were discussed:</p> <p>Page 1 Item 4 – there had been no interest from Inspiring governance. Page 2 Item 6 - Mrs Bell to continue as Safeguarding governor.</p> <p><i>JB joined the meeting at 4:12pm.</i></p> <p>Page 4 Item 8 – Performance management of the headteacher had been completed. Page 4 Item 9 – a meeting to review staff pay had been held before half term. Page 5 Item 10 – Pupil premium update was on the agenda. Page 6 Item 15 – policies had been considered at committees and approved. Page 7 Item 19 – Mrs Bell attended Safeguarding training Page 7 Item 21 - Dates for LGB meetings had been set but would now commence at 4:00pm.</p>	
7.	<p><u>Governing Body Membership</u></p> <ul style="list-style-type: none"> • The clerk explained skills audit had been collated electronically and shared with trustees. • The current membership was 10 and the LGB could increase by 3 governors to the maximum in the scheme. The Clerk to send the skills audit to the chair and headteacher. • The governor Code of Conduct had been circulated by email having been approved by the Trust Finance and Audit committee. • The Privacy notice for governors to be sent by the clerk when agreed by the trust 	<p>Clerk</p> <p>clerk</p>
8.	<p><u>Committee Arrangements</u></p> <p>A copy of the Committee Structure and membership was circulated with the agenda. The Governing Body reviewed the Committees and agreed Mrs</p>	

	<p>Bell would step down from Performance and curriculum.</p> <p>The Governing Body agreed to appoint the following governor to specific responsibilities:</p> <ul style="list-style-type: none"> • Mr Ord - Pupil Premium and PE and Sports Premium • Mrs Bell – Safeguarding • Mrs Todd – SEND • Mrs Blench – RE • Mrs Fabian - Geography/History • Mrs Coulter - Attainment & progress 	
9.	<p><u>Note the school's Admission Arrangements for Autumn Term 2020</u></p> <p>Governors noted the trust had approved the admissions arrangements.</p>	
10.	<p><u>Newcastle Promise</u></p> <p>Papers on Newcastle Promise had been circulated with the agenda. The A-CEO explained the purpose of the Newcastle Promise, the SMART position statement and that this information had been shared and supported by all SMART headteachers. The A-CEO added the purpose was to ensure good engagement and collaboration of all schools in Newcastle, regardless of the type of school. The A-CEO drew attention to the categorisation model and advised that this process would no longer be followed. The A-CEO advised that the trust would need to consider the needs of schools within the trust, there were no financial implications.</p> <p>The A-CEO advised that the school would be signing up to the aims but not to deliver support and this would have to be by negotiation. In terms of any contractual agreement to provide support there has been nothing signed and signs up to the principles and values.</p> <p>The governing board agreed to sign to be committed to the aims of the Newcastle Promise.</p>	
11.	<p><u>Headteacher's Report</u></p> <p>The Headteacher's report had been circulated before the meeting and the following was highlighted:</p> <ul style="list-style-type: none"> • Mrs Bell supported that behaviour is a strength of the school and was evident when visiting. • The curriculum is largely delivered by project based learning with each project commencing with activities and trips. • Attendance was currently at 96% for whole school and 97.2% for compulsory school age children. This has been discussed at both committees. Reception had won a trophy. The school was monitoring persistent absentees, the impact of absence and this was effective. • There had been a supported self review earlier in the year and the report had been shared with governors. There were 3 key focus areas in the report. To cascade good work in hist/geog. • A training day had taken place before half term. • Some new strategies were now used across the school to improve 	

	<p>vocabulary.</p> <ul style="list-style-type: none"> • Celebration events currently taking place. • Breakdown of activity clubs with attendance was detailed. • Subject leads given 1.5 to 2 hours to complete tasks to monitor their subjects more regularly and have all met with headteacher to review progress and actions for the rest of the half term. The headteacher has provided cover to release teaching staff to monitor their subjects and the benefit for the school has been seen. There has been impact seen in the classroom and in leadership and management. This will be reviewed at the end of the next term before continuing for the following half term. Mrs Bell reported that she had seen improvements in literacy. The A-CEO asked how that was received by teachers. The headteacher explained they have been mindful of the workload on staff and the timing of book trawls, lesson observations. Mrs Fabian expressed she was looking forward to the new curriculum in 2019 in order to get a good to get a picture of the whole school. • The school counsellor had been absent. • A governor asked about buying into part of the PIXL programme. The headteacher confirmed the school have continued the licence for this year which continues to April. The programme targets specific children in year 6 with interventions. • Leadership and management – observations have been undertaken with book trawls across the whole school. Teachers have worked in triads. Maths scrutiny to take place next term. • Parents had provided very positive feedback. The school had explored parental perception of the behaviour policy. Findings to be shared at a future date. • Comments on the school Facebook page were largely positive and it has been successful to share information about what is happening in school. • An update on safeguarding was presented to the Performance and curriculum committee. • A parent is setting up a lunch for community for Christmas and school has supported this activity. • Value for Money. Training has to link to appraisal and the school development plan. Supply cover has been costly with 2 staff absences. LSAs generally cover in classrooms. • The A-CEO outlined the background to the current central team staffing with a new CFO, Data Analyst, Office manager and Accountant. • The self review was led by Mike Tull to provide external validation of the school. The A-CEO referred to the number of strengths of the school and areas of development have already been put in action. • It had been a turbulent start to academic year with 4 new admissions into Year 2. There were two EAL with one child having never attended school. This added challenges for the year 6 teacher to ensure the child can access the curriculum. Mrs Fabian offered support from a bilingual teaching assistant at Kingston Park Primary. One child moved to Mountfield. A governor asked why other children had left. The headteacher confirmed that four children had moved away. • Staff CPD was listed and included teaching and support staff to support professional development and the SDP. 	<p>headteacher</p>
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	<ul style="list-style-type: none"> • Data from Summer 2018 with 2019 predictions had been discussed in detail at Performance and curriculum committee. The headteacher thanked Kim Coulter for presenting to the committee. • Mrs Coulter explained how monitoring of pupil progress was carried out, with teachers submitting progress made and predicted attainment and they monitor this against the year end predictions. The data showed the numbers and percentage to reflect there were different cohort sizes. The data table showed children working at expected or better and combined in all 3 subjects. This was then filtered to show PP and SEND. The governor highlighted the “red” and explained this could be 1 or 2 pupils and this focussed interventions. The headteacher advised all staff were having pupil progress with Mrs Coulter to discuss interventions in the Spring term. A governor pointed out that this was based on teacher assessment. Mrs Coulter explained that they had Cornertones alongside and the school looked at both to question whether the judgements had been pitched correctly. The school has focussed on greater depth and encouraged teachers to provide opportunities to get evidence and the headteacher had reviewed the judgements. A governor asked what the interventions look like and who carried them out. Mrs Coulter explained that it may be part of whole class teaching, specific for a small group within a class eg PIXL, one to one, deployment of HLTA or could be the class teacher. A governor questioned how would children come out of the intervention. The headteacher confirmed these are all short term and are reviewed every half term and if progress made then it ends or if the required progress has not been made then the intervention continues or a new intervention was put in place. The school was mindful to ensure that the entire curriculum was still delivered and ensure that the same lessons were not affected. A governor suggested the school consider PIXL lock. The school was looking at Mrs Wordsmith. Mrs Coulter explained its’ use and the graphics are motivating and engaging for children. PIXL was used for Primary 2 for subject specific vocabulary. SO explained how this has been used in secondary school. JB asked whether this tool was just used in school. The headteacher confirmed that it was a programme for use in lessons and was not to replace homework. The SMART tracker has been successful to support the process and has been developed to make it more manageable for staff. Pupil progress meetings to have the professional discussion lasted for 1.5 hours once per term at the end of the school day. • The school development plan had been RAG rated and some objectives had not yet been colour coded as these would be addressed by the year end. • Key issue 1 – To improve the quality of leadership and management by embedding leadership at all levels. This is across the school for all staff. • Key issue 3 – To improve personal development, behaviour and welfare. There are 3 objectives and this has led to the development of project based learning. The school aims to achieve the national expectation for attendance and punctuality. A governor questioned whether the school had sufficient funding for SEMH. The headteacher felt the school was creative with the use of staff in school. 	
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	<ul style="list-style-type: none"> • Key issue 4 – To improve outcomes throughout the school. Outcomes in the report were based on key stage results 2018. A staff governor reported that this is reviewed constantly by the SLT. 	
12.	<p><u>Staff Appraisal Outcomes</u></p> <p>Staff appraisal was discussed at the extraordinary meeting and the governors had agreed the recommendations made by the headteacher. All members of staff did move up the pay spine.</p> <p><i>LF left the meeting at 5:14pm.</i></p> <p>The chair asked whether this was the same across SMART. The headteacher confirmed the same process was adopted across all schools.</p>	
13.	<p><u>Supported Review</u></p> <p>The supported review had been circulated before the meeting. Many of the recommendations listed on page 10 had already been put into action.</p> <p>A governor observed that where systems were followed consistently, progress was being made. In a situation where systems were not followed by staff progress was not made. There had been changes to staffing during this term. The headteacher referred to the 8 recommendations and commented:</p> <ol style="list-style-type: none"> 1 This had been addressed and discussed. 2. Planning would be reviewed for all foundation subjects from the perspective and experience of the class teacher. A draft has been sent to all teachers and would be in place January. 3. In place 4. In class to ensure this is happening 5. In class to ensure this is happening 6. Good practice has been shared across school. 7. The school were using blue sky as appraisal management tool and line management meetings take place termly. Staff were currently reviewing their appraisal with the headteacher this term. 8. This was on going. 	
14.	<p><u>Committee Reports</u></p> <p>The Governing Body acknowledged receipt of the minutes from the following committee meeting:</p> <p>Finance and Staffing. Governors approved the draft minutes. A governor questioned the PE and sports premium budget and asked how the school would be able to answer that funding was being was deployed. The headteacher explained a member of staff leads on PE across the trust and training had been delivered at staff sessions and there was an action plan. The A-CEO added that the trust need to revisit the spending plan. Mr Ord asked to see the action plan. The A-CEO agreed to consider a</p>	

	<p>governor training on PE and Sports premium funding. The school no longer as a Year 6 class teacher and an advert has been placed to recruit a new teacher. There was currently a supply teacher in with considerable support and monitoring from others in the school. A governor questioned whether that would have an impact on the results. The headteacher advised that the risk had been minimised by acting swiftly. Mr Ord agreed to explore whether there might be support from Kenton high.</p> <p>The headteacher shared news of her forthcoming maternity leave and introduced that the deputy headteacher may be asked step up as Acting headteacher from Easter onwards. The A-CEO advised that this had yet to be taken to the trustees and there were HR issues to be considered. A governor asked whether there was an issue with Year 6 teachers as there had been more frequent staff changes. The headteacher explained the circumstances regarding the circumstances of year 6 teachers. The clerk reiterated the advice that the appointment of senior leaders was a matter for trustees to approve and this had not yet been discussed by them. The A-CEO agreed to inform trustees of the proposed absence at the meeting on 12 December for their consideration. Governors noted this advice.</p> <p>Performance and Curriculum. Governors approved the minutes. A safeguarding visit had not been included last year but the school has purchased this year. Staff have had training on safeguarding and specific aspects such as visits and trips. At the end of the session questions were added to a plan for the academic year. Feedback was collated and guidance to be presented to staff in January.</p>	<p>A-CEO</p> <p>SO</p> <p>A-CEO</p>
15.	<p><u>Health & Safety / Safeguarding Update</u></p> <ul style="list-style-type: none"> • Safeguarding Annual report was tabled and was in addition to the Safeguarding report. The governing board agreed to take questions to the Performance and curriculum committee meeting. 	<p>P & C</p>
16.	<p><u>Governor Monitoring Visits</u></p> <ul style="list-style-type: none"> • Governor visit reports were tabled on science and literacy. Mrs Bell added that she had met with staff member but had looked types of literacy books and at the effectiveness of the writing cycle. Mrs Bell added that areas for improvement had been. An area for development was how to make the writing cycle was more evident. Pupil progression was evident. • Science – the governor had looked at STEM week, planning and had been able to see development and progression. Leadership time was evident in developments. The teacher in year 1 has taken this role temporarily during another staff absence. • Mr Nfon had attended a learning walk and had met with the teacher. • ACTION: Subject leads to contact governors. 	
17.	<p><u>Policies</u></p> <p>The governing board agreed to adopt the Child protection policy tabled, which was based on CES policy guidance updated for school specific information.</p>	

	The policy SEND had been discussed and approved at the Performance and curriculum committee.	
18.	<p><u>Self Evaluation</u></p> <p>The school self evaluation had been circulated before the meeting and this had been updated taking into account the summer 2018 data. The SLT had reviewed this early December and it would be updated termly.</p> <p>A governor questioned the school grading and whether this was helpful preparation for Ofsted. The governing board agreed to maintain the judgements in the evaluation.</p>	
19.	<p><u>School Development Plan for 2018/19</u></p> <p>This had been discussed as part of the headteacher's report.</p>	
20.	<p><u>Pupil Premium Strategy</u></p> <p>The Pupil premium strategy had been completed by SLT and was tabled at the meeting. The school had reviewed 2017/18 spend and the priorities for this year. Additional costs to be added for the version to be published on the website. The headteacher reported on behavioural needs in the group, vocabulary and language issues but other issues from the previous year have continued. The previous strategies had been successful.</p> <p>A governor added that this supports the findings of Mike Tull's report.</p>	
21.	<p><u>Correspondence</u></p> <p>None.</p>	
22.	<p><u>Governor Training</u></p> <p>The Clerk advised the Trust had arranged a Chairs and Headteachers meeting for 29 January 2019 at 4:00pm at Stocksfield Avenue Primary School.</p> <p>The Clerk advised that Induction for new governors was available from North Tyneside Council.</p>	
23.	<p><u>Any Other Business</u></p> <p>None.</p>	
24.	<p><u>Committee Meeting Dates</u></p> <p>Committee dates to follow for the rest of the academic year.</p>	
25.	<p><u>Date of next Governing Body meeting</u></p> <p>26 March 2019at 4:00pm</p>	

The meeting closed at 6:00 pm.

Chair signature and date