



Earley St. Peter's C.E. Primary School

GOVERNORS' MEETING

Monday 5th October 2015 at 7.30pm in the school

Minutes

Present: G. Reddie, J. Ince, J. Peters, A. Munday, A. Barlow, H. Wooller (Head), K. Avenell, C. Ferris, H. Chaudhry

In attendance: S. Hales (Clerk), B. Williams (Observer), M. Bisset (Deputy Head)

Apologies for absence: A. Johnson, J. Newman, J-A. Woods, P. Hobday

		Action
1.	Opening Prayer Given by A. Barlow.	
2.	Apologies for absence Accepted by the Governing Body.	
3.	Declaration of Business and Personal Interests Nothing new declared.	
4.	Election of Chair and Vice Chair J. Peters was duly elected as Chair of Governors. A. Barlow and J-A. Woods were duly elected as Vice Chairs.	
5.	Review of Committees J. Peters stressed the benefit of continuity and proposed the three committees – Resources, Personnel and Child Development – continue. All Governors were in agreement.	

	<p>A. Barlow confirmed the new Statement would be added to the website week commencing 12th October.</p> <p>The Governors' approved the new Statement.</p> <p>J. Peters asked if all Governors now had their logins to access the governor files on the web. The Clerk agreed to follow up those not yet received.</p> <p>A. Barlow suggested teachers' email addresses be added to the Staff List in the Planner.</p> <p>J. Peters requested an update on the presentation to parents to explain the new assessment system. The Head confirmed two meetings were scheduled for Thursday 15th October; before the parents' evenings, week commencing October 19th.</p> <p>J. Peters asked all Governors to attend if possible.</p>	<p>A. Barlow</p> <p>Clerk</p> <p>Clerk</p> <p>All governors</p>
<p>8.</p>	<p>Headteacher's Report and School Improvement Plan</p> <p>The Head presented the current number of pupils on roll as 519.</p> <p>G. Reddie asked if the 2015-2016 year had started with lower numbers. The Head confirmed this but highlighted 12 pupils had already been admitted in Y1-Y5 this term.</p> <p>Nursery 2015/2016</p> <p>The Head explained Nursery numbers were down, with 33 on roll in September 2015; six places had therefore been offered to children born in September 2012. These children would have had to wait until September 2016 to start.</p> <p>J. Ince explained in January 2016 numbers on roll would be reviewed and, if necessary, early offers would be made to those children turning three between October and December 2012.</p> <p>C. Ferris asked if flexible Nursery spaces would be considered to improve attendance.</p> <p>In response, J. Ince explained the decision had been made to increase the intake rather than increase the hours of those already attending.</p> <p>J. Ince stressed that low numbers on roll in Nursery had reduced the budget by £14,800.</p>	

SEN register October 2015

The Head presented SEN figures at Census day, October 1st 2015, as 56.

The Head explained SEN included those pupils with EHCP (Education Health and Care Plans) and those with Additional Needs (previously known as School Action and School Action Plus).

J. Peters asked if the figures given were considered high.

A. Munday noted the figures were not high for a Wokingham school.

The Head said they were not considered high when given as a percentage of total on roll.

The Head pointed out that the SEN register did not include those children with EAL.

J. Peters asked about the financial commitment of the school to these pupils.

The Head explained acquiring SEN funds was both complex and challenging as SEN pupils came from both Wokingham Borough Council (WBC) and Reading Borough Council (RBC) authorities. The Head highlighted that funding from RBC was not considered adequate and more money was being sought.

The Head also explained that RBC SEN funding was not received as part of the main school budget and there was a separate process to claim funding allocated to pupils. The RBC AWPU is higher than the WBC AWPU which may account for the lower SEN funding. Our school does not benefit from the higher RBC AWPU.

SEN Report to Parents : September 2015

The Head presented the updated Report to Governors for their approval.

The Head explained the Report had been updated to fit in with the new code of practice but that the practicalities hadn't changed.

In response to the Admissions section of the Report, G. Reddie asked if SEN/EHCP children would be offered a place even if one were not available.

The Head explained that the LA would direct the school to accept the pupil. Schools are obliged to accept a child with a Statement if the family wishes their child to attend.

The Head noted that although the school is within the WBC authority, it was expected to accept SEN pupils from RBC.

The Head highlighted the addition of a revised Equal Opportunities statement to the Report. This reassured that pupils with SEN or disabilities would not be treated less favourably than other pupils.

In response to the Budget Allocation section of the Report, it was asked whether support for parents was funded by the SEN budget. The Head confirmed this was funded directly from the school budget.

The Head mentioned Exceptional Needs funding was available for pupils who lived in WBC only. Applications for this are made to the Cluster each term. This is a challenging situation since some of the children who would qualify for this funding are RBC residents and therefore excluded from the process. The funding for these pupils has to come from the main school budget.

K. Avenell asked if funding was available for children with disabilities.

The Head responded that specific funding was not available to support children with disabilities in school.

J. Peters confirmed that the updated Report to Parents would be added to the Governors' page on the school website under an 'SEN Report' tab.

The Report was approved by all Governors.

Revisions to School Inspection Judgement Categories

The Head drew Governors' attention to revisions to the four key judgements considered during School Inspections from September 2015.

Leadership and Management are now considered in the first section. There is specific exemplification for judgements about the role of the teacher rather than the quality of teaching.

Learning and Assessment will be judged in addition to the Quality of Teaching.

The Head highlighted that guidance of pupils is now also considered important with Personal Development, Behaviour and Welfare included in the Inspection judgement.

Outcomes for Pupils replace the Achievement section. The Head emphasised the school can now choose the best way to assess its pupils.

<p>The Leadership team have prepared benchmarks.</p> <p>The Head noted that Early Years provision has a separate judgement. A separate SEF has been prepared.</p> <p>J. Peters asked if Staff had had the opportunity to review these changes.</p> <p>The Head confirmed the Inset Day in September had been used to introduce and discuss the revisions with Staff.</p> <p>J. Peters suggested all Governors attend a separate meeting to discuss leadership and management in detail. The Head offered to lead this meeting.</p> <p>J. Peters stressed all governors should understand their responsibilities within their Designated roles.</p> <p>LA Review</p> <p>The Head presented excerpts from the latest LA Review, held in June 2015.</p> <p>J. Peters asked if the parents' leaflet, highlighting the main findings of the Review, had been updated. The Head confirmed it had and that it would be prepared to hand out at the Parents' Evenings before half term.</p> <p><u>1. Effectiveness of leadership and management</u> "Leadership and Management is outstanding."</p> <p>Impact of Pupil Premium Funding 2014/15 C Ferris asked for confirmation of the Pupil Premium criteria.</p> <p>The Head explained Pupil Premium children are those who have claimed free school meals at any point during their school life.</p> <p>The Head presented the funding for this period as £72,600.</p> <p>A breakdown of this figure was provided, illustrating both curriculum focused interventions and intangible areas of support – EWO support, Parenting and Family Support, Nurture/Pastoral Training, Subsidies for trips and clubs, Swimming, Parental Engagement, Pastoral Leader and Art Therapy.</p> <p>End of Key Stage 2 Pupil Premium Attainment May 2015 APS Figures for Reading, Writing and Maths were presented: Reading: ESP: 31 (equivalent to level 5) National APS: 27.5</p>	<p>All governors / H. Wooller</p> <p>All governors</p>
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Writing:

ESP: 32.5

National APS: 26.3

Maths:

ESP: 31

National APS: 27.2

These figures were considered very strong.

Key Stage 1 Pupil Premium Attainment May 2015

Reading:

ESP: 15.5

National APS: 15

Writing:

ESP: 13.7

National APS: 13.7

Maths:

ESP: 15

National APS: 15

The Head explained the KS1 figures were not so strong because they included 2 pupils with complex needs including 1 pupil with an SEN Statement.

J. Peters observed the figures confirm the benefit gained from the interventions received by Pupil Premium children.

The Head stressed to Governors that they should feel positive that interventions have worked well.

2. Quality of Teaching, Learning and Assessment

“Teaching continues to be at least good, with increasing elements of outstanding.”

Learning Walks

The Head presented feedback from the KS1 and KS2 Learning Walks to reassure Governors that they continue to take place and continuous improvements are being made.

3. Personal Development, Behaviour and Welfare

“At the time of the last review, pupils’ learning behaviours had improved significantly. This has continued to be the case.”

The Head presented the attendance figures from September to 1st October 2015. 95.3% (school and nursery) 95.6% (excluding nursery)

The Head explained the figures include of the absence of pupils for EID celebrations and the staggered intake in F2.

J. Peters asked what is being done to encourage attendance.

The Head explained the school has a dedicated Educational Welfare Officer (EWO) to support the school's management of pupil's attendance.

G. Reddie asked if the EWO has a positive effect.

The Head confirmed it did. Six weekly meetings are held with those families on low attendance and a 95% attendance target given.

J. Peters asked if total attendance figures have improved over time.

The Head confirmed it had steadily improved since 2013.

4. Pupil Outcomes

The Head presented the progress data across the school in reading, writing and maths. Pupils are making substantial and sustained progress.

Three years of progress was presented:

End of KS1 2015

	2013	2014	2015
Reading	15.1	17	17.1
Writing	15	16.4	16.4
Maths	16.4	16.9	16.9

End of KS2 2015

	2013	2014	2015
Reading	29.6	30.4	30.1
Writing	27.5	28.9	31.5
Maths	29.6	29.7	31

Good Progress from KS1 to KS2 =14 APS

New Assessment System

The Head explained the children had been presented with the changes to their assessment system including the move from levels to bands and the new steps to reach their targets.

Y5 Residential Trip – September 30th to October 2nd

The Head confirmed the Y5 trip to Liddington had been a success. The change of venue had been positive with newer, higher spec accommodation, newer facilities and less far to travel.

The Head highlighted to Governors that Paralympic values had been

	<p>reflected through the activities and achievements made.</p> <p>The Head expressed her thanks to all staff who helped support the children on the trip.</p> <p>J. Peters asked if the trip had been booked for 2016.</p> <p>The Head confirmed that a provisional booking had been made.</p>	
<p>9.</p>	<p>Committee Reports</p> <p><u>Resources Committee:</u> The Committee had not met.</p> <p>It was highlighted Resources meetings were held in line with budget planning.</p> <p>Health & Safety Visit</p> <p>A. Munday introduced the latest Health and Safety report stating that in addition to regular matters, particular attention had been given to the bus as this had arrived since the previous inspection. Risk assessments had been carried out by the school and a number of safety measures had been implemented in relation to the bus.</p> <p>G. Reddie commented on the importance of the Health and Safety inspections, stressing that they were a feature of the Health and Safety Policy, although they should not in any way displace the school's normal administrative Health and Safety systems and procedures.</p> <p>Following discussion it was agreed that in order to obtain the maximum benefit from the Health and Safety reports, they should continue to be made initially to the Resources committee. In this way the full governing body derived benefit both from the report itself and information about any subsequent action flowing from it.</p> <p>Thanks were recorded to A. Munday for her time and effort in organising the inspections and reports.</p> <p>K. Avenell explained he had attended a recent Site Controller's Meeting. Budgets for Maintenance Contracts held by WBC were discussed. K. Avenell requested the area of flagstones outside the Admin Block be replaced as a safety precaution.</p> <p><u>Child Development Committee: Friday 11th September 2015</u></p> <p>The majority of discussions at CDC were referred to in the Head Teacher's report and recorded accordingly.</p> <p>Data Analysis:</p>	<p>K. Avenell</p>

	<p>appointment of a Foundation governor by the Diocese was in hand and an election would be held to fill the expected Parent vacancy in the new year.</p>	
10.	<p>Local Authority Review</p> <p>Referred to during the Headteacher's Report and reported accordingly.</p>	
11.	<p>Governance – Constitution Review</p> <p>J. Peters explained the new constitution had come into effect earlier in 2015 well ahead of the statutory deadline.</p>	
12.	<p>Governor Visits</p> <p>J. Peters directed Governors to their new designated year groups in the Annual Planner and stressed the importance of Governors visiting the school.</p> <p>K. Avenell asked how long each visit should take. J. Peters explained the length of the visit was not as important as the fact a visit had been made.</p> <p>G. Reddie asked if members of staff were expecting Governors to visit regularly. The Head agreed to add a note in the Staff Briefing.</p>	<p>All governors</p> <p>H. Wooller</p>
13.	<p>Any Other Business</p> <p>Safeguarding Policy</p> <p>A. Barlow explained the Safeguarding Policy had been updated to reflect the latest directives and incorporate amendments to the PREVENT Policy – the latest PREVENT Policy states that, where necessary, cases can be referred onto a Channel Panel (the escalating LA vehicle).</p> <p>The Governors agreed all updates.</p> <p>The Head highlighted that all Staff had received PREVENT training on the Inset Day on 2nd September.</p> <p>J. Peters explained that PREVENT training for Governors will be organised across the cluster. To be discussed at the next Chairs Briefing.</p> <p>Training Plan</p> <p>J. Peters requested all Governors complete a minimum of two training sessions per academic year.</p> <p>The Head enquired if the school had bought into Diocesan Training courses, considered a good addition to that offered by Wokingham Borough Council.</p>	<p>J. Peters</p> <p>All governors</p> <p>Clerk</p>

	<p>J. Peters invited Governors to attend Financial, Head Teacher Appraisal and Pupil Discipline training sessions. J. Ince will attend one of the Financial training sessions.</p> <p>C. Ferris suggested all Governors complete the Safeguarding Training on the GEL website.</p> <p>A. Barlow agreed to circulate eLearning training links to all Governors.</p> <p>J. Peters asked H. Chaudhry to investigate the availability of EAL training to add to the Governors' training portfolio.</p>	<p>J. Ince</p> <p>All governors</p> <p>A. Barlow</p> <p>H. Chaudhry</p>
13.	<p>Date of next meeting Tuesday 24th November 2015 at 7.30pm.</p>	All governors

The meeting ended at 9.35pm with the saying of The Grace.