

## Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 27 March 2014 at 7pm

Present: Revd Adams, Mrs Cook, Mrs Fawcett (Vice Chair), Mrs Gale, Mr Grenz, Ms Kesteven, Mrs Leach (Head), Ms Meynell, Mr Smith (Chair), Mr Spencer, Ms Winsemann-Falghera.

Visiting: Mrs Kidney (Deputy Head). In attendance: Miss Owen (Clerk)

The Clerk advised the meeting was quorate, as more than 50% of the current membership, excluding vacancies, was present.

### Standing items

#### 1.1 Apologies for absence

Mr Ferguson (work commitments); Mr Saunders (unexpectedly called away from Cambridge); Mrs Simoes (illness).

Ms Meynell proposed, Ms Winsemann-Falghera seconded the apologies should be accepted. Agreed by the meeting.

#### 1.2 Declaration of Interests (standing item)

There were no declarations of direct or indirect pecuniary interest by members of the GB in respect of any item on the agenda.

#### 1.3 The Register of Pecuniary Interests 2013 - 2014

The Register was presented: all present have signed.

## 2. Minutes of the last meeting (6 February 2014)

Mrs Cook proposed, Revd Adams seconded the minutes be approved as a correct record. Agreed by all.

\*The Chair noted that an extraordinary meeting of the GB, due to have been held on 21 March 2014 to ratify the appointment of a second Deputy Head had not taken place, as the selection panel had not made an appointment.

### 2.1 Matters Arising

The Action Points agreed at the last GB meeting were noted as completed, or for follow up:

- Mrs Marsters is to meet with a Parent Governor on 1 April 2014 regarding the attendance of GRT pupils.
- Presentation on Raiseline – it was decided that a presentation, based on data and how the school manages its data, would be more helpful for Governors.
- The in-house training on GB effectiveness has been confirmed for 30 April 2014 at 7pm.
- The Head and Deputy gave a presentation to the Resources Committee on 28 February 2014, centring on proposals for the next stages of the school's development. These proposals will be discussed by the GB later in this meeting.
- The Clerk has sent Mrs Simoes dates of meetings and additional information.
- Mrs Marsters has sourced a Well Being Survey. The Head explained it is an online questionnaire that appears to suit the school's requirements. Each submissions costs £6.50. The questionnaire will be explained on the training day and it is hoped there will be at least a 70% take up by staff.
- The Clerk has sent Revd Adams the SES.
- The Clerk has contacted OSGS for suggested suitable candidates for the current LA vacancy on the GB.
- There are still some contributions to come from Governors for the website (outstanding)

## 3. Data Presentation (Head and Deputy)

Ofsted had wanted to know the percentage of pupils in each year group that made better than expected progress. This was a new way of looking at data. Data was presented to Governors for 2012 -2013, highlighting the percentage of pupils per year group, who made better than expected progress. The school will continue to provide this data at the end of the academic year.

In-year data, centring on progress (to date) in the key stages, was discussed. The Deputy said that although the school calculates progress at the end of the academic year, the school had worked out progress to date in the key stages, using the autumn term assessments. It is planned to do this at the end of each assessment period (Autumn, Spring and Summer). The gap analysis between FSM/non-FSM; SEN/non-SEN and boys and girls, has been added.

The Deputy explained how the percentage of pupils on track for expected levels across Reading, Writing and Maths is assessed. At the start of the academic year, teachers worked out the percentage of pupils who would be at the expected levels in all three areas if they met their end of year targets. This percentage is then reviewed at each assessment period. The Head gave an example of a pupil progress meeting agenda, including the information to have available before these meetings and the actions taken at the meetings. The Head explained that teachers prepare a large amount of information including KS1 data, Autumn term data and the most recent levels attained by each pupil. This is then colour coded, to show how close pupils are to their expected levels in Reading, Writing and Maths. The data also details specific groups that an individual pupil may belong to within the school's profiled groups e.g FSM, SEND. This information helps teachers to target interventions at an early stage, so that 65% + of the Year 6 cohort can be expected to achieve Level 4 in Reading, Writing and Maths.

Targets may need to be revised upwards if more than expected progress has been made. Targets are never revised downwards unless agreement is reached at the meeting and significant factors have been recognised and agreed.

Provision maps for TA-led interventions are useful when particular pupils, or particular groups, need to be targeted for support to make expected progress. The Deputy said the school must ensure that the needs of individuals and groups are being recognised, addressed and met. Intervention work from Blue Smile and specialist TAs contribute to successful outcomes for particular pupils in overcoming barriers to learning.

In answer to questions from Governors, the Head said data demonstrated the impact, to date, of interventions and new initiatives aimed at improving attainment in Writing. Bug Club has been introduced in KS1; this is an online guided reading initiative that provides a different approach to reading for KS1 pupils. All targets are set individually, so children who need accelerated challenge have their needs met. There is targeted support for children that are more able but this takes place in the classroom. Some pupils may spend time in a higher year group classroom. A small number of pupils are being entered for Level 6 Maths. The Data Governor has met to discuss the latest data sets with the Deputy. The Data Governor said that he has looked at projected targets and, in his opinion, it appears positive.

The Chair thanked the Head and Deputy for their presentation.

#### 4. Headteacher's Update

The Head gave updates to her written report that had been circulated before the meeting.

The Head discussed the recent interview process for a second substantive Deputy Head. The selection panel had decided not to move forward with offering an appointment. The process will be re-run, with interview dates scheduled for 7 and 8 May. If an appointment is made, **the ratification will be included in the GB meeting already scheduled for 8 May 2014.**

Interviews are being held tomorrow, for two teachers to join the school in September 2014. This follows indications from teachers, at their mid-year appraisal meetings, about their longer-term plans.

Mrs Sanders returns from maternity leave in June. In answer to a Governor's question, the Head there would be no changes to the teaching arrangements for Year 1.

Attendance has been positive over the Spring term.

Strong links continue to be enjoyed with other schools: the partnership with Milton Road is ongoing; pupils continue to benefit from strong relationships with the NCA, the Stephen Perse, Huntingdon Nursery and Chesterton Community College. A Science based day for Year 6 was hosted by NCA last week. A similar event may be offered for Year 5 pupils. The Principal at the Stephen Perse has commented how the link with Shirley school has provided valuable benefits to Stephen Perse pupils. The Head said she was delighted that both schools wished to continue this mutually beneficial partnership for a further two years. Good links continue to be enjoyed between Shirley and Chesterton Primary. A display of Writing by Shirley's Year 1 pupils is to be put on display at Chesterton Primary and further class visits are planned. A Year 1 class is visiting Chesterton Community College before the end of term to participate in a 'Sing Up' event.

In answer to questions from Governors, the Head said **updated projections for Years 2 and 6 will be given at the next GB meeting** and the **draft post Ofsted SEND Action Plan will be presented at the next Standards Committee.** The school has followed up the 16 pupils in Year 6 who have not applied for a place at secondary college. It was noted the majority are from the Travelling community. The Head said the LA has a duty to monitor home tutored pupils.

The school is to host a 'thank you' afternoon event for all those involved in the restoration of the school's greenhouse and Eco area. **The event is on 3 June at 3.30pm – all Governors are invited to attend.**

The Chair thanked the Head for her report.

#### 5. Approval of proposed strategic plan

The Head explained the proposals within the strategic plan that had been presented and fully discussed at the meeting of the Resources Committee on 26 February 2014. The proposals link to Ofsted's criteria of outstanding. The Head said it is the aim of the school to move from the recent judgement of 'good' (Ofsted January 2014) to the next level of 'outstanding'. The proposal is to finance the resources to support the school as it continues its drive to achieve 'outstanding'.

*A confidential costings sheet, showing the planned use of the reserve carry forward (as at 31 March 2014) during the budgetary period 2013-2016, was distributed. This information was returned to the Clerk at the end of discussions about this item.*

The proposal is that the 60% temporary Deputy Head remains in post until August 2015 (to increase the capacity of the SLT) and also an additional Nursery Nurse, currently covering a staff member's planned absence, will join the staff until August 2015. In September, this second appointment will allow for a teacher or Nursery Nurse to be released to provide support across KS1. It is planned to extend Forest Schools Learning into Year 1, as the school has three qualified Forest School instructors on the staff.

Proposals are also included for enhancing the outdoor areas through the provision of trim trails and seating areas and also a proposed purchase of iPads for each year group to support learning and progress in ICT. Premises upgrades are also costed from the current reserve carry forward.

The Chair of the Resources Committee said that Governors on the Development Group had asked the Head and Deputy to present a strategic proposal that would support the school's aim to move from 'good' to 'outstanding'. The Chair of the Resources

Committee said the subsequent proposals had been fully discussed at the most recent Resources Committee meeting and the proposals now needed to be brought to the full GB for discussion and approval. The Chair of the Resources Committee discussed the figures within proposed use of the reserve carry forward in detail with the meeting. The carry forward is currently £200,000. The proposed two additional staffing appointments would be fixed term, until the end of August 2015. The meeting agreed that the staffing proposals would support the school's aims. The GB Chair said future flexibility should be considered to maintain successful structures.

The Resources Chair said expenditure would need to be put into other areas, apart from staffing, to support the school's aims for improvement. These areas of funding scheduled for 2014-2016, include improvements to the outdoor environment (£20,000-£32,000); funding towards more resources to support ICT (£20,000); and necessary upgrades to the premises (approx £40,000). The Resources Chair explained how the carry forward would be used over the period 2013-2016, year on year, to support the school's aims. Mr Grenz said that if Governors supported the proposals, the carry forward would be fully allocated and the 2015-2016 budget would be overspent by £98,168; in reality, the school's budget would be balanced to accommodate any overspend. Mr Grenz said he would wish to keep £50,000 in the carry forward as provision against any unforeseen emergency. However, the carry forward has grown every year and other possibilities exist for generating income e.g. through the hire of the Shirley Centre.

In discussing details of the proposals, the Head noted premises expenditure would be one-off costs to make necessary improvements. Governors agreed the plans the Deputy had sourced to improve the outdoor environment, offered a wonderful opportunity to enhance and enrich pupils' play and learning. Governors agreed funding for iPads for use in ICT would support the school to achieve key targets. Governors agreed the impact of the funding would be monitored.

The Vice Chair noted that it had been announced on the news that Cambridgeshire is to receive an extra £275 funding per pupil.

**In conclusion, Mr Grenz said he would like the GB to support the plans of the school by approving the proposals as part of the proposed budget. Mrs Fawcett seconded the proposal. All present agreed to approve the proposal for the following reasons: the additional staffing will a) increase the capacity of the SLT and b) facilitate learning opportunities in the lower key stage; the outdoor area improvements and purchases to support ICT, would help the school achieve key targets. Governors decided the 'one off' premises costs were also approved, as it is necessary to ensure the school has excellent facilities to offer for hire. All present agreed to approve these proposals.**

## 6. Governing Monitoring Groups

### Writing

The Rainbow Writer scheme is to be launched tomorrow (28 March). It is hoped this scheme will instil a sense of achievement and success for Writers, similar to the outcomes of the Rainbow Reader scheme. Ms Meynell recently visited a Literacy lesson in Year 2. She was very impressed by the consistency in approach between KS1 and KS2 Literacy. She had found the same emphasis on talk, teacher modelling, chanting, making set gestures for connectives etc. that was matched in a KS2 class she had previously visited. Ms Meynell discussed the significant levels of input, planning and encouragement that took place before the writing task started in class. The excellent support available to Writers in the form of tabletop prompts and visual aids in the learning environment was also noted. A Governor said he was impressed by the handwriting and standard of presentation in Year 5 when he was in school last week.

### SEND

There are three current priority areas for this group: SA+ pupils in Year 4; pupil premium funding; scrutiny of the progress of five selected pupils with statements. Mrs Fawcett said she was impressed by the provision and opportunities for progress for pupils with SEND. **Ms Kesteven will contact a Year 4 teacher about observing in Year 4.**

### Maths

The monitoring group plan to continue monitoring the impact of interventions. The group is to meet in the first week of next term.

### IPC

Revd Adams visited on 13 March for a learning walk with the Deputy. She noted that it had been a very interesting visit. An improvement in map reading skills across the school is noticeable. A further meeting is to be scheduled.

## 7. Data Governor Report

Mr Spencer said he had no further updates to his most recent report; he is waiting for the outcomes from this term's assessments to measure the results of in-year progress. Mr Spencer is also looking at the Ofsted school's data dashboard.

## 8. Parent Group

The next meetings, due to be held next week, will discuss reward systems. The ESOL cafe, held this week, enjoyed a visit by a representative of the Cambridge Central Library, who discussed the services libraries provide and how to join. Ms Meynell said the two groups were linking very well.

## 9. Approval of the SFVS (Schools Financial Value Standard)

The Chair of Resources explained the submission of the SFVS is a statutory annual duty. The document has been reviewed at recent meetings of the Resources Committee. The SFVS is a self-audit, consisting of 23 questions that provide a standard to ensure the GB is confident school funds are managed properly. A remaining improvement that needs to be actioned is that a disaster and recovery plan needs to be written. **The Head and Business Manager will produce this in summer 2014.**

The GB Chair thanked Mr Grenz for his input with this document.

**Mr Grenz proposed, Mrs Cook seconded that the SFVS be approved.**

**The Clerk will send notice of the approval to the Business Manager, so she can submit the SFVS to the LA by 31 March 2014.**

## 10. Approval of Professional Days 2014-2015

The Head has liaised with Chesterton Primary, regarding professional days for the next academic year, to avoid potential inconvenience to parents who have children at both schools.

**The proposed dates are:**

**LA Professional Days: Wednesday 3 September 2014 and Monday 5 January 2015**

**School Professional Days: Friday 24 October 2014, Tuesday 6 January 2015, Monday 13 April 2015**

Mrs Fawcett proposed, Ms Winsemann-Falghera seconded the approval of the dates as listed. Agreed by all.

**The Clerk will send the approved dates to the LA.**

## 11. Approval of the change to the times of Nursery sessions

The Head said that following consultation with staff and parents, it was proposed to change the times of the Nursery sessions. With effect from 23 April 2014, Nursery sessions will be held daily (Monday-Friday) from 8.30am-11.30am and 12.30pm-3.30pm. The change is suggested, following discussions with Huntingdon Nursery, who were judged outstanding at their last Ofsted inspection, and is aimed to help parents who may have other children in other year groups, who need to be dropped off or collected at different times for school.

The majority of responses (13 responses received) agreed with the proposed change. One objection had been received. However, this parent had met with Nursery staff and her concerns had been obviated. The meeting hoped this would be helpful for parents.

**Mrs Cook proposed the changes to Nursery sessions be approved, Ms Winsemann-Falghera seconded. Agreed by all.**

## 12. Approval of the Partnership between the school and the Stephen Perse Foundation

The Head discussed this Partnership. One major value of the participation between the two schools has been the development of an understanding of the differing lifestyles. The Head said the events arranged by Stephen Perse have been well-organised and enjoyed by Shirley pupils. The Head and Stephen Perse Principal have met and agreed both schools wish to continue with their Partnership for another two years. A formal agreement has been finalised and is being presented to the Governing Bodies of both schools for formal review and approval.

**Mr Grenz proposed, Mrs Fawcett seconded that the Partnership between Shirley and the Stephen Perse should be approved. Agreed by all.**

## 13. Policies to be adopted by the GB (not delegated to a Committee)

Mrs Marsters completed Designated Person Child Protection training this month. Therefore, she is now included as an additional designated person for CP within the Safeguarding and Child Protection Policy.

**Ms Kesteven proposed, Mrs Fawcett seconded that the Safeguarding and Child Protection Policy, with Mrs Marsters named as an additional designated person for CP, should be approved. Agreed by all.**

## 14. Committee Reports

**14.1** The Chair of the **Standards Committee**, Mrs Fawcett, said the Committee had been very impressed with the fact sheet, recently distributed to parents in a newsletter, about how the school deals with bullying. The Chair said she hoped unequivocal messages, such as contained within this fact sheet, would be helpful to parents. The Chair also thanked individual Governors for their input into the success of the Parents Group and also the preparation of data analysis that all Governors found so helpful. The large numbers of SEND pupils on roll and the interventions and initiatives to help support their learning, were fully documented in reports to the Committee from the Inclusion Manager. The Committee had adopted, on behalf of the GB, the updated version of the SRE (Sex and Relationships Education) Policy. The Head and SLT reported to the Committee they had reviewed and approved the updated version of the Cambridgeshire policy and guidance on the effective management of behaviour.

**14.2** The Chair of the **Resources Committee**, Mr Grenz, reported that as discussed earlier the most recent Committee meeting has centred on the strategic proposals from the Head and Deputy and the SFVS. Mr Grenz noted there had been considerable interest in hiring the Shirley Centre facilities during the summer holidays, which would generate income. The school's water usage is being monitored, as charges seem to be unaccountably high. The Committee had adopted, on behalf of the GB, updated versions of the EPM policies on the Safer Care Code of Conduct and Personal Information.

### 14.3 Development Group

The GB Chair reported the most recent meetings had centred on the process for recruiting a second Deputy Head and discussions about increasing the capacity of the SLT. The DH recruitment is seen as a vitally important next step in the school's development.

### 15. GB training and development

15.1 **Feedback on GB sessions:** there have been no sessions held recently.

15.2 **Process for identifying training needs for individual governors and whole GB:** an in-house training session, 'Evaluating GB Effectiveness', has been arranged for Wednesday 30 April at 7pm. The Chair asked all Governors to attend if possible.

15.3 **Training booked for GB or individual governors and feedback from training undertaken:** Mr Grenz and Mr Smith reported they are attending the 'Getting to Good' course (three sessions). Both reported it is an interesting course. The GB Chair attended the recent Governors Annual Conference. **The Chair discussed matters raised and will send notes to the Clerk, for distribution.**  
 Revd Adams is attending ICT training and also a briefing session on Early Years.

### 16. Standing items

16.1 **Staff Well Being:** the meeting noted this is in hand.

16.2 **Equality and Diversity:** the Governor with responsibility for E&D, Revd Adams, said she is to set up a meeting with Mrs Taylor. **The Chair asked if the annual objectives could be presented at the summer term B meeting of the GB for approval.**

16.3 **Membership of the GB:** The Clerk confirmed she has contacted OSGS for possible candidates for the GB's LA vacancy.

### 17. Correspondence

The Head reported she had received a letter from a parent who wished to thank staff involved in the Hilltop trip for the wonderful experience the residential trip provided for the children. In answer to a Governor's question, the Head confirmed the school may contribute towards the costs of the trip for a pupil, if their parents' circumstances meet certain criteria.

The Chair noted he has been sent a letter from the University concerning a consultation regarding the opening of a new free school in North West Cambridge from September 2015. **After discussion, it was agreed the Clerk would email the link to all Governors, should they wish to respond to the consultation, which is open until 9 May 2014.**

### 18. Action Points

Points agreed for action are **highlighted** in the minutes.

### 19. Any other business

After discussion, Ms Kesteven agreed to act as the Governor buddy for Year 4.

The meeting discussed the forthcoming visit to Cambridge by the Tour de France on 7 July 2014 and the potential impact on establishments in Cambridge and the surrounding area. The Head said the LA has sent a letter to all city schools outlining the implications of the Tour de France coming through Cambridge on 7 July. Considerable disruption is anticipated to the road systems in and around Cambridge and throughout Cambridgeshire. Information from the Tour de France websites indicate some roads will be closed from 5.30pm on 6 July, with other roads being closed from 4am on 7 July. Shirley school is part of a cluster of schools, known as 'CB4'. Heads have been invited by the LA to consider the impact of this event on their schools. At the most recent meeting of CB4 Heads, the suggestion of closure for the day was discussed. Schools in the CB4 cluster, including the NCA, Chesterton Community College and The Castle, have proposed closure. The Grove, Orchard Park, Milton Road and Chesterton Primary are all recommending closure. Arbury is supporting closure. The Head said she would wish to support the majority decision taken by other Heads in the CB4 cluster and ask for closure on 7 July 2014. The Head discussed the geographical positioning of the SLT, none of whom live in Cambridge. Governors discussed the adverse implications for staff who would need to travel by road to reach school. Governors agreed that apart from the impossibility of many staff getting in to school on that day, it would be a tremendous opportunity for families to appreciate and watch a 'once in a lifetime' major sporting event.

**In conclusion to the discussion, Mrs Gale proposed that the school closes on Monday 7 July 2014. This would allow the school to support the CB4 cluster but more importantly, give pupils and their families the opportunity to enjoy this unique event. Ms Kesteven seconded the proposal. All present agreed. The Head said parents would be notified in the first newsletter of next term.**

### 20. Date of the next meeting

**Thursday 8 May 2014 at 7pm: to include approval of the budget and ratification of a DH appointment.**

The meeting ended at 8.55pm.