

Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 24 September 2015 at 6.30pm

Present: Revd Adams, Ms Fox, Mrs Gale, Mr Henderson, Mrs Leach (Head), Ms Meynell, Mr Smith (Chair), Ms Winsemann-Falghera.

Visiting: Mrs Kidney (Deputy Head), Mrs Marsters (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.

1. Standing items

1.1 Apologies for absence

Nicole Went (family reasons); Karl Grenz (work commitment); Heather Cook (family reasons); Colquhoun Ferguson (work commitment); Mr Saunders (work commitment).

Ms Winsemann-Falghera proposed, Revd Adams seconded the apologies should be accepted. Approved by all.

1.2 Declaration of interests

No interests were declared in items on this agenda.

2. Procedural items for the beginning of the new academic year 2015 - 2016

2.1 The meeting agreed it approved the term of office as one year for the Chair and Vice Chair (as stated in the current Standing Orders).

Election of Chair: Mr Iain Smith offered to stand. There were no other nominations. Mr Smith left the meeting whilst the vote took place. Ms Fox proposed, Revd Adams seconded the proposal of **Mr Smith as Chair**. Agreed by all present.

Election of Vice Chair: Ms Hannah Fox offered to stand. There were no other nominations. Ms Fox left the meeting whilst the vote took place. Mr Smith proposed, Revd Adams seconded the proposal of **Ms Fox as Vice Chair**. Agreed by all present.

2.2 Register of Pecuniary Interests 2015-2016

The Register was signed by those present.

2.3 Annual Declaration of Eligibility

Completed annual declarations were passed to the Clerk. Governors who are not present are asked to send them to the Clerk.

3. Minutes of the last meeting (16 July 2015)

Ms Meynell proposed, Mr Henderson seconded that the minutes be accepted as a true record. Agreed by all.

3.1 Matters Arising

- The Chair noted outstanding items were to be covered in this meeting.
- In reply to a query previously raised by a governor, Mrs Kidney confirmed the appendices in the Behaviour Policy are the most recent versions.
- A Governor noted that elements in the Keeping Children Safe in Education document (DfE July 2015), recently sent to Governors, linked to British Values.

4. Review of the currently adopted Recommended Complaints Procedure (LA document) and currently adopted Recommended Persistent Complaints and Harassment Policy (LA document)

The Chair noted that in response to a query about revisions to these policies by the Clerk, the LA had replied on the 14 September 2015 that educational establishments should be aware of the LA's plans to replace the current two optional recommended complaints procedures for maintained schools with a new, single, one. The LA understands that the DfE plans to update its own guidance and they will wait for this to be published, in case it affects what Cambridgeshire want to recommend. However, if the DfE cannot offer a time-frame and/or if it looks unlikely that they will publish their guidance soon, the LA may decide to press on with their own version. The Chair said it was advisable the FGB to review two policies that are currently in place. Following discussion **The Recommended Complaints Procedure was proposed for adoption by Ms Fox, seconded by Ms Winsemann-Falghera. Agreed by all.**

The Recommended Persistent Complaints and Harassment Policy was proposed for adoption by Ms Meynell, seconded by Revd Adams. Agreed by all.

5. Headteacher's Update

The Headteacher gave a verbal update to the meeting.

It has been a positive start to this term. New teachers and TAs have settled in well. Mrs Kidney is acting as mentor to an NQT who has joined the staff this September. There are no agency staff used by the school. Mrs Morris commences her maternity leave in mid-November. Miss Fitzpatrick, Mrs Bane and Mrs Stant are currently on maternity leave.

The roll continues to see some fluctuation; however, Reception, Years 1, 2 and 3 are full. There are currently 61 pupils in Year 3; the over admission was agreed in order to allow siblings to attend one school. There are a few places available in Years 4, 5 and 6. There are 23 pupils in Nursery, which is operating a morning only session at present.

The Breakfast and After School Clubs are full, with only a few ad hoc places available to be booked in advance.

The school is currently advertising for a School Business Manager with interviews on 13 October. Mrs Bingham will continue in a Bursar's role until a new Business Manager takes up post when, at her request, Mrs Bingham will revert to her former role as Finance Officer. The Head said the role of a Business Manager for the school had been discussed with the GB Chair and Chair of Resources. A job description, to align with the advertised salary, had been produced.

Groundwork, to improve the drainage in the Nursery and Reception outdoors area, had been carried out in the summer holidays. The cost was £8,400. The Head said she was delighted to report that this work had greatly improved the outdoor areas and the teachers were looking forward to using these areas for outdoor learning and creative play. Team Shirley has generously agreed to fund £2,500 of items for these areas. Work to create a sensory garden is on hold due to the current budgetary position. The Head applied for a Lottery Grant; however, this particular application had been unsuccessful.

The kitchen ceiling had and two tops in the kitchen had to be replaced in the summer holiday. The school's Property Manager had advised and overseen this work in the holidays.

The school continues to realise income from lettings; the Specialist Teaching Service is renting the Nurture Room from the school. At present, it is paying a retainer for this room, until it moves in properly by half term following staff recruitment.

Target Tracker was the focus of one of the school's training days. Writing will be a focus of staff meetings this term, with an emphasis on SPaG in KS2. Target Tracker will assist teachers with the new initiative of Assessment without Levels.

The Head discussed the outcomes of a DfE Performance Tables Checking Exercise (KS2). The Head was able to request that two pupils were removed from the school's data. This resulted in a 2% increase in the school's overall performance. In answer to a Governor's question, the Head said pupils could be removed from the data set if they met certain criteria i.e. a pupil leaves during SATs week, and if a pupil arrives after the start of Year 5 who is new to English. Consequently, two pupils who met this criteria were removed from the school's data. The Head said this had impacted on the results for attainment, not progress.

The revised figures were reported to Governors:

	Reported to Governors in July 2015 Cohort 59	Revised results after 2 pupils removed from data Cohort 57	Cambridgeshire results 2015	National 2015
Reading	Actual 2015	Revised 2015		
Level 4+	93%	95%	88%	89%
Level 5	25%	26%	48%	48%
Writing TA				
Level 4+	75%	77%	85%	85%
Level 5	5%	5%	32%	33%
SPaG				
Level 4+	69%	72%	76%	80%
Level 5	39%	44%	52%	56%
Maths				
Level 4+	86%	89%	85%	87%
Level 5+	17%	18%	40%	42%
Level 4 in all 3 aspects – reading, writing and maths	75%	77%	78%	

	2 levels or more progress 2015	Cambridgeshire 2015	National
Reading	98% 54/55	89%	91%
Writing	98% 54/55	93%	94%
Maths	95% 52/55	87%	90%

The meeting discussed the revised results. The Head noted the number of KS2 pupils achieving Level 4+ in all three aspects (reading, writing and maths) had been revised to 77%, a 2% increase. In Cambridgeshire schools, 78% of pupils achieved 4 level in all three aspects. The gap between attainment of Shirley pupils at the end of KS2, and those across the County, is now only 1%.

Maths and Reading results at Level 4 were higher than Cambridgeshire results. There are still improvements to be made with Writing and SPaG. A focus on Spelling is being undertaken across the school to improve pupil attainment in SPaG. However, the Head said the results evidence rigorous and regular target setting that includes a review of the progress made by every child. The GB Chair said that whilst the attainment at Level 4+ is welcomed by Governors, attainment at Level 5 is not as close to Cambridgeshire or national results. The Chair asked for possible reasons that would explain the results at Level 5. The Head said whilst the SLT recognised that attainment at Level 5 had dropped against County and National results, the composition of this particular cohort had contributed to the low attainment at Level 5. The levels that pupils were at when they entered the school, and subsequent progress they made, were tracked thoroughly by the SLT. The Head said that attainment at Level 5, despite the most rigorous efforts of teachers, was not easy to achieve. A Governor referenced the results at Level 5 in 2014; another Governor asked if the school was doing enough to support possible attainment at Level 5 and said the narrative behind the Level 5 results would be helpful. A Governor asked if cultural differences could affect the expectations of some parents towards education; if so, was this an extra barrier for the school to overcome. Mrs Kidney said it is not just cultural expectations that affected pupils' educational experience; she explained that pupils who do not have verbal models and reading at home, will miss out on the richness of literature. Reading attainment at Level 5 had been helped by exposing pupils to reading in school. Reading comes before Writing and, if the tenets of reading are not in place, then Writing will not easily follow. A Governor discussed the value of the school's library and said she had seen children's reaction to the library: they were excited to be in a library and reading. A Governor asked the Head if she was pleased with the results. The Head said that overall she was pleased with the results of this year's KS2 cohort. The school had set challenging targets this year, the SLT had tracked every child and she was particularly pleased with Reading at L4+ (95%) being above the Cambridgeshire and National results. Maths too, at 89%, was higher than Cambridgeshire or national levels. Writing is still to be improved and this is being addressed as pupils move through the school. The Head said she was not pleased with the SPaG results; the spelling element brings down pupils' overall results and this is an area that is being concentrated upon to improve results. The Head said the SLT were very pleased with the outcomes for 2 levels or more progress and were aware of the reasons for 100% not being achieved in progress across all three aspects. This involved the particular circumstances of one pupil in Reading, one pupil in Writing, and two or three pupils in Maths.

In answer to a Governor's question, the Head said the Rainbow Writer Award has had an undoubted impact on the Year 2 results, which are very good.

The GB Chair said the percentage of KS2 pupils that had made 2 levels or more progress were very pleasing. The GB Chair asked that the staff are thanked, as the results evidence the effort that has been put in.

The meeting agreed with Mrs Kidney's suggestion that she should give a presentation at a future meeting of the Standards Committee about how KS1 testing has changed. There are now much higher expectations and Governors need to be aware of the changes.

6. School Development and Improvement Plan (SDIP) 2015-2016

The Head noted that the SDIP for 2015-16 would come to the FGB meeting in December for approval.

The 2015-2016 SDIP contains four main areas:

- **Improve the quality of teaching so that all teaching is judged to be good or outstanding.**

The aim is for this area to be outstanding.

- **Writing**

The school aims to close gaps in different year groups, targeting closing the gap for vulnerable groups in each year group. The SLT has more work to do to improve progress in writing across the school and wants pupils with SEND, and those from other vulnerable groups, to do better and make greater progress.

- **Assessment**

Introduce new systems of summative assessment to track pupil progress and attainment without national curriculum levels. This is linked to the school's work on the new national curriculum. The school will use Target Tracker to record and track pupils' progress.

- **Learning Behaviour**

The school believes that by developing Growth Mindset and improving attendance and punctuality, children will become more resilient learners.

The Head said Subject Leaders have evaluated the 2014-15 RAPs and have finalised the RAPs for 2015-16. The Leadership Team has presented the RAPs to the SLT. Mrs Kidney has finished an analysis of data and discussed this with the Leadership Team. Subject Leaders will be ready to meet the Governors Monitoring Groups with a full knowledge of their RAPs and targets.

In answer to a Governor's question, Mrs Kidney said an explanation of key terms that are used in RAPs would be given to the next Standards Committee meeting. The GB Chair asked that Governors are shown what progress is being made, and how meaningful comparisons can be made, so Governors can ask appropriate questions of the SLT regarding expected progress being made, and consequent attainment being evidenced.

7. Annual appointment of named Governors

The meeting discussed these roles. The Clerk will email out role descriptors for those Governors who are taking on named roles.

Health and Safety:	Heather Cook
Safeguarding:	Hannah Fox
Equality and Diversity:	Ruth Adams
SEND:	Ruth Adams
Data:	Philip Henderson
Child Protection and Looked After Children:	Hannah Fox
Headteacher's PM 2015-16:	Ruth Adams, Iain Smith
Headteacher's PM 2016-17: (to undertake training)	Philip Henderson and Hannah Fox

Mrs Marsters will meet with the SEND Governor to discuss how pupils with SEND are intergrated, how work is differentiated, and how provision is monitored.

Ms Meynell proposed the above named Governors for 2015-16 for approval, this was seconded by Ms Winsemann-Falghera. Agreed by all.

The GB Chair noted the importance of these roles and thanked Governors for their commitment.

8. Governor Monitoring Groups

The GB Chair noted that the role of the monitoring groups is to ask questions of the school, based against the RAPs and development plans. These questions start with a basic question from monitoring groups of 'what are you doing, why are you doing it?' and discussions move forwards from this starting point. Governors need to be able to confirm the school is carrying out its plans as outlined in the RAPs. Mrs Kidney agreed with these comments, noting that Revd Adams' monitoring role is primarily to monitor what Mrs Kidney is monitoring in school.

The meeting agreed that the monitoring forms that are currently used should be revised into a more user friendly format. Revd Adams and Ms Meynell will revise these forms and send them to Governors for comments.

SEND Monitoring Group:	Revd Adams (Lead), Ms Meynell
Curriculum:	Ms Winsemann-Falghera (Lead), Ms Meynell, Mrs Went
Maths:	Ms Winsemann-Falghera (Lead), Mr Henderson
Writing:	Ms Meynell (Lead), Mrs Went
Development Group:	Headteacher, Chair of the GB, Vice Chair of the GB, Chairs of Committees.

Subject to Mrs Went's agreement to joining the monitoring groups, Ms Fox proposed, Mr Smith seconded that the membership of the above groups be approved. Agreed by all.

9. Annual membership of the FGB's Committees

The meeting discussed the membership of Committees. Governors who were not able to be present were assigned to Committees; however, they should indicate to the GB Chair if they do not wish to be on a particular Committee. If required, other Committees or panels will be convened. The current Chair of the Standards is currently employed as a TA at the school. The GB Chair clarified that this does not restrict her from being a Chair of Committee, nor from being a member of a monitoring group, as it is concerned with standards in the school, not the performance of individual staff. As a member of staff, she cannot review the performance of the Headteacher, or be present, like any member of staff, for discussions and decisions about the performance and pay of individuals. The following membership was agreed as:

Standards Committee

Angela Leach
Ruth Adams
Philip Henderson
Louisa Meynell
Henri Winsemann-Falghera
Nicole Went

Resources Committee

Angela Leach
Karl Grenz
Iain Smith
Heather Cook
Henri Winsemann-Falghera
Hannah Fox
Colquhoun Ferguson

Visitors

Iain Smith, Hannah Kidney, Christine Marsters

Visitors

Hannah Kidney, Bursar/School Business Manager

Ms Fox proposed, Revd Adams seconded that membership of the above Committees be approved. Agreed by all.

10. Parent Council

Ms Meynell, Ms Winsemann-Falghera and Mrs Fawcett (a former Governor) met with Miss Kurc and Mr Sears to discuss meeting dates for the year. The first meeting will be on 6 October, with the existing format of one meeting in the afternoon, the other in early evening, being continued. The first meeting will discuss Outdoor Learning. Homework and Behaviour are to be revisited at a later point. Miss Kurc and Mr Sears will produce an invitation and a flier to be sent out. **After discussion, Ms Meynell offered to draft a feedback newsletter of last year's news from the Parent Group.** This can be distributed to parents with updates about outcomes from last year's discussion topics. The Chair thanked all concerned for their input.

11. British Values

A Governor noted that radicalisation is now being highlighted under Safeguarding. Revd Adams reported she was pleased to note that British values are present in school and she is working closely with Mrs Taylor to provide evidence of this statement. The Head reported Mrs Taylor is to lead a staff meeting on British Values and that is an on-going issue for the school.

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

An update was noted to the current Safeguarding and Child Protection Policy. An addition is to be made to point 4.2: Mrs Marsters is to be added to those trained in Safer Recruitment Training. The names of the Governor with responsibility for Safeguarding and Child Protection (Hannah Fox in both offices) will be inserted into the Policy.

Ms Winsemann-Falghera proposed, Ms Meynell seconded this Policy be re-adopted with the above revisions. Agreed by all.

13. Committee Reports

13.1 Standards: this Committee has not met yet; therefore, there are no updates.

13.2 Resources: This Committee has not met yet; however, the current Committee Chair noted the work carried out in the Nursery and Reception areas and said the Committee is closely monitoring the projected carry forward.

13.3 Development Group: this Group has not met yet; therefore, there are no updates.

14. Training and Development

The GB Chair noted an email with training details from CGS had been forwarded to Governors by the Clerk. The Chair asked Governors to take advantage of any training opportunities they could attend.

The FGB has an in-house training session on Thursday 22 October 2015. This is a most important session. All Governors are asked to make every effort to attend.

15. Membership of the FGB

- Mrs Gale's term of office ends on 8 November 2015. An election for a Staff Governor will be held. The Chair said that as this is Mrs Gale's last meeting in her present office, he wished to thank her for the valuable link role she has with the FGB and staff.
- Details of a potential LA Governor for this GB has been sent by the LA. The Chair and Head are meeting with her tomorrow and will feedback to Governors.
- A co-opted vacancy remains. OSGS are looking for a possible Governor for this vacancy but Governors are welcome to nominate someone for consideration. The FGB is hoping for someone with an HR background. A Governor suggested advertising in local church magazines.

17. Any other business

- The Head noted the additional meeting of the Resources Committee on Tuesday 3 November at 6.30pm. This is expected to last for approximately one hour and concerns outcomes of recent teacher appraisals.
- The role of class link governors was discussed. It is proposed that link governors would read and interact with their assigned year/class blog and then have email contact with the class. This would be an excellent opportunity for children to write and respond with a real purpose. Governors would also gain more knowledge about the day-to-day activities of classrooms. A Governor asked if this would create extra work for teachers. The Head said this would not. Mrs Kidney confirmed it would be acceptable for pupils to use Governors own email addresses rather than the portal accounts.

The meeting agreed Governors should have the following year group/class links:

Revd Adams:	Year 6
Mrs Went:	Year 5
Mr Henderson:	Year 4
Ms Fox:	Year 3
Ms Winsemann-Falghera:	Year 2
Ms Meynell:	Year 1
Mrs Gale:	Reception

- Governor newsletter: any ideas please to Ms Meynell. Red Adams will produce the first box of information before Christmas.
- The Head reported she and Mrs Kidney had recently attended a one day training course on 'Managing the next inspection by Ofsted'. Governors need to be refreshed about the new Ofsted framework. Attending training sessions on preparing for Ofsted are highly recommended. Data and information are closely scrutinised.
- Governance is a key component of the new Ofsted inspection framework. The FGB has to be well-prepared and know the full narrative of the impact of the GB's work and what effect it has on pupils' learning. Governance is a shared responsibility. A Governor said this was important information for Governors to think about and then act upon.
- The GB Chair noted the work of monitoring groups is essential and their reports must be recorded fully. **The Chair said that at the next meeting, Governors would consider the best ways to prepare for the next Ofsted inspection,** which can be expected from January 2017 onwards.
- The Clerk noted she had included links to the new Ofsted Inspection Framework and the revised Governors Handbook on the agenda. The Chair asked Governors to explore these links.

18. Date of the next meeting

Thursday 10 December 2015 at 6.30pm (informal catch up from 6.00pm).

The meeting finished at 8.10pm.