

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School
held at school on Thursday 8 December 2016 at 6.30pm**

Governor membership at 8 December 2016

Reverend Ruth Adams
Angela Mason-Bell
Martin Campbell
Heather Cook
Karl Grenz (Vice Chair)
Philip Henderson
Sarah Joomun
Angela Leach (Head)
Louisa Meynell
Libby Saunders
Iain Smith (Chair)
Jennifer Thomas
Nicole Went

Present: Mrs Mason-Bell, Mr Campbell, Mrs Cook, Mr Grenz, Miss Joomun, Mrs Leach (Head), Ms Meynell, Mr Saunders, Mr Smith, Mrs Thomas, Mrs Went.

Visiting (non voting): Deputy Heads: Mrs Marsters, Mrs Wernham.

In attendance: Miss Owen (Clerk).

The Clerk advised the meeting was quorate, as more than 50% of the current membership, excluding two vacancies (one LA and one Parent Governor), was present.

***New Governors were welcomed at this meeting: Sarah Joomun, Jennifer Thomas.**

1. Standing items

1.1 Apologies for absence

Reverend Ruth Adams (illness), Mr Henderson (work commitment).

Mr Grenz proposed, Ms Meynell seconded the apologies should be accepted. Agreed by all.

The meeting noted Mrs Kidney (Deputy Head: non-voting visitor to the meetings) is on maternity leave from 07.11.2016.

1.2 Declaration of interests

The Head and Deputy Heads will leave for item 18.

1.3 Register of Pecuniary Interests 2016-2017

Presented for signing.

2. Minutes of the last meeting (22 September 2016)

Mrs Went proposed, Mr Grenz seconded that the minutes be accepted as a true record. Agreed by all.

2.1 Matters Arising

No items.

3. Nomination for LA Governor: Mark Lewis

The Chair explained that Mark Lewis expressed an interest in becoming a Governor on the County Council website, following his move to Cambridge. The GB currently has a vacancy for an LA Governor, following the resignation of Grace Parker. The LA had sent his details through to the school. Mr Lewis consequently met the Chair and Head and toured the school. The Head noted several staff members had met Mr Lewis when he toured the school. Mr Lewis sent a biography to be distributed to Governors, prior to this meeting, outlining his background. The Chair and Head said the skills set Mr Lewis has to bring would be beneficial for the GB. The meeting agreed with these comments. The Chair noted that whilst Mr Lewis works for the DfE, this is not expected to cause a conflict of interests. The Clerk confirmed identity checks have been completed. If Mr Lewis's nomination from this GB is approved by the LA, he will be required to undertake a DBS check. The meeting agreed Mr Lewis should be nominated to the LA as an LA Governor on this GB. The LA will then consider this nomination at Committee and inform the GB if the nomination is successful.

Mr Smith proposed, Ms Meynell seconded Mr Mark Lewis should be nominated to the LA as an LA Governor on this GB. Agreed by all. The Clerk will notify the LA of this GB's nomination.

4. Headteacher's Report

The Headteacher discussed points within her report with the meeting. The roll numbers continue to fluctuate as families move out of the area. Current Nursery numbers are low. The Head and Chair have met with Mr Byford, the school's financial advisor, to discuss possible outcomes. Their conclusion was that the financial uncertainty of moving to 30 hours a week provision would be imprudent, without knowing the demand for places is there. An LA official, with information about numbers of children eligible for early years provision in the local area, is meeting with the Head before the end of term. A Governor asked if the demand for the newly proposed 30 hours a week was evident and would the school's Nursery provision be appealing if it was offered. The Head said that currently, the criteria for 30 hours free child care is very stringent however, the Head should have more information to give Governors following her meeting with the LA officer. CDN are closing their Nursery at Shirley Centre at Christmas. This may bring more children into the school's Nursery. The Head said the latest figures would be given to the Resources Committee at its meeting in January, as decisions about the viability of 30 hours provision will have to be made before budget building begins. A Governor noted that there might be a financial risk if resources are put into the school's Nursery but the numbers of pupils needed do not come in. The Head said this would be a decision that would need careful consideration, as currently, the funding income from Nursery pupils does not match expenditure on running the Nursery. A Governor noted the possible impact on the school's Nursery of other providers in the area that currently offer 30 hours a week provision. In answer to a question from a Governor, the Head noted that if the Nursery did go to 30 hours a week, it would be from 9am-3pm and offer education, not childcare. The Head will update Governors. The Chair noted this would be discussed by the Resources Committee in detail.

The Head reported the school had undergone a Safeguarding Audit on 2 December. The Head had invited an LA officer to carry out this free service. The Head said outcomes were very positive and a full report that has already been sent to Safeguarding Governors will come to the FGB in February. The Chair asked if there were any areas identified for improvement. The Head some helpful suggestions had been made by the auditor about collating information on the school's central record (SCR) that the Head will discuss with the Safeguarding Governors. The Head will also discuss the points the auditor made with Mrs Elwood, who has responsibility for the SCR.

The Head discussed the outcomes of observations this term, undertaken by the SLT, to assess the quality of teaching and learning. The outcomes were compared with the observations undertaken in Autumn 2015, Spring and Summer 2016. The Head said she was pleased with this term's outcomes, especially as the school has five NQTs, of which four were included in the observations. All teachers were observed. This term 81% of lessons observed were judged to good or better. This compares with 83% in summer 2016; 84% in Spring 2016 and 79% in Autumn 2015. In answer to a question from the Chair concerning the level of support NQTs need in their first year of teaching, the Head said the aspirational target remains 100%. The Head will report on progress at the end of the Spring term, following a further round of observations.

The Head explained that teachers have completed their autumn term assessments and put forward projections for end of year attainment and progress for consideration by the SLT. The Head reported that an LA school advisor, had then met with the Head, Deputy Heads and the GB Chair at the end of October, to discuss and set the agreed projected targets for KS2 and KS1 Summer 2017. The Head said the targets are challenging and using FFT estimates, if met, would place the school in the top 5% of schools nationally. In answer to a Governor's question about the viability of the targets being reached, the Head said target outcomes are ambitious and have been set in collaboration with teachers. The targets being reached will be dependent on a significant number of pupils making accelerated progress in all three areas (Reading, Writing and Maths) during the year but are still deemed to be realistic. KS2 progress, using FFT estimates (that take into account the school's social context), show that only writing at greater depth would be slightly below FFT 20. The Head said the school has to be realistic in that a small number may not achieve the attainment target due to SEND but all staff are determined to achieve the attainment targets.

Based on a cohort of 47 pupils in the current Year 6 cohort, the following attainment targets for KS2 2017 are:

Reading (to achieve the national standard) 70-75%: be working at greater depth 15-19%

Writing (to achieve the national standard) 65-68%: be working at greater depth 6%

Maths (to achieve the national standard) 70-75%: be working at greater depth 15-19%

In all three (Reading, Writing and Maths) (to achieve the national standard) 65%: be working at greater depth 6%

Grammar, Punctuation and Spelling (to achieve the national standard) 72-75%: be working at greater depth 20-25%

The Head outlined how KS2 progress targets are set. They are estimates based on KS1 scores, using Target Tracker and conversations with teachers. FFT was not used for progress targets but is recommended as a means of checking in-school projections.

Initial KS2 Progress targets 2017 (school target: percentage expected to make at least):

Reading: expected progress 65-70%: better than expected progress 20-25%

Writing: expected progress 70-75%: better than expected progress 15-20%

Maths: expected progress 65-70%: better than expected progress 20-25%

The Head discussed the KS1 attainment targets for 2017, noting the targets set are lower than FFT estimates. This year's cohort is 60 pupils. The 2016 attainment figures were low. However, the new curriculum is now being followed; this year's target expected to achieve the national standard in Reading is 65-70%; in 2016 this attainment had been 49%. The Head said if the targets set, are achieved, it would be a significant move forward. The Head is monitoring targets and will update Governors on progress made.

Initial KS1 attainment targets 2017:

Reading:	(percentage expected to achieve the national standard) 65-70%	(2016: 49%)
Writing:	(percentage expected to achieve the national standard) 50-55%	(2016: 36%)
Maths	(percentage expected to achieve the national standard) 60-65%	(2016: 46%)

In all three subjects (Reading, Writing and Maths) 50% are expected to achieve the national standard (2016: 28%)

The Chair said the Head has gone through the logical process of target setting with the meeting and said, whilst the targets are challenging, it is important the school drives forward to raise attainment and progress for all pupils.

Mr Smith proposed, Mr Grenz seconded the meeting accept the targets for 2017. Agreed by all.

The Head discussed anonymised exclusion data with the meeting. To date, this term, there have been 4 fixed term exclusions (FTE); this compares to 6 FTE in the summer term 2016 and 8 FTE in Spring term 2016. In answer to a Governor's question about the length of time of a fixed term exclusion, the Head said it depended on the circumstances. The health and safety of all pupils must be ensured and, if a pupil's behaviour puts that at risk, then the school must take steps to ensure this does not happen. Parents are invited to re-integration meetings that are held at the end of a FTE, when the pupil returns to school, to discuss the ways in which the school will support their child to prevent a similar episode happening again.

The Head noted the number of reported racist incidents this term that have been 6 to date. In Summer 2016, 3 incidents were reported; in Spring 2016, 3 incidents were reported.

There have been two homophobic incidents reported this term. This compares to four incidents in summer 2016 and 2 incidents in Spring 2016.

In answer to a Governor's question, the Head said the school works tirelessly to eradicate the use of racist and homophobic language. The incidents reported illustrate the school's resolute zero tolerance and children must understand unacceptable language will not be tolerated.

The Head noted that attendance had been discussed at the Standards Committee. The Head said a summary had been provided in her report to give an overview of attendance in the first half of the Autumn term. It was a positive first half term. Whole school attendance for the first half of autumn 2016 term was 95.6%. The national attendance target is 96%. The attendance of every pupil that has fallen to below 95% is reviewed at weekly meetings by the Head, the school's education welfare officer (EWO) and the school's attendance officer. Courses of action are decided upon, as well as reviewing current cases that are open to the school or EWO. The Head discussed the wide range of systems, incentives and rewards to give good attendance a high profile and celebrate good attendance and punctuality throughout the school. The Head noted that included with her report is a letter that has been sent out to the whole school that includes the key messages the school wishes to share with parents about the importance of excellent attendance.

In answer to the Chair, the Head said the recent Project Pond working Saturdays had been very productive and expressed her thanks to the parents and friends who had turned out on two very cold November days to help with digging out a leaking pond liner. Further work remains to be done.

The Head discussed the recent anti bullying week in school, 14-18 November. A newsletter about the work undertaken in the anti bullying week is attached to the Head's report and was written with the assistance of the School Council. The Head said it is an excellent example of the activities the school undertakes to reinforce the message that bullying has zero tolerance at this school. The meeting discussed the Bikeability and cross country competitions recently enjoyed by some KS2 pupils. A Governor noted his hope the school would do everything possible to encourage further participation in track events for pupils who showed promise at cross country. The Head said Mr Sears would look at available options.

The Head concluded her report by discussing the activities that are taking place in school during the run up to Christmas and warmly invited Governors to any events.

5. Safeguarding

The Chair referenced the Safeguarding Monitoring Schedule 2016-17. The Chair noted that Reverend Adams had sent two reports for this meeting: the first from her visit on 4 October when she interviewed new staff about their induction programme and how effective this had been in preparing them for their role in the school, and to look at the SCR in the new format, confirming that it complies with all the requirements. The second report was from Reverend Adams's visit on 1 November when she met with four members of staff to assess whether they are aware of their responsibilities for Child Protection, and to listen to pupil voice to ask whom they would talk to if they had a concern and whom they trusted within the school.

The meeting noted the reports had positive outcomes.

Mr Grenz made a monitoring visit on 16 November to scrutinise staff files, to ensure all complied with requirements. Mr Grenz said he was pleased that previous suggestions he had made, in order to keep staff files in line with the Safer Recruitment Policy, had been undertaken. Mr Grenz met with Mrs Wernham and Mrs Willis to discuss ways of keeping ways staff safe. Mr Grenz will write reports of his visits for Governors.

Mrs Mason-Bell reported she had visited on 23 November to carry out the audit of Child Protection files with the Headteacher. This visit assessed the school's practices against the LA's good practice guide. It had been a clean audit with a couple of minor suggestions for improvement. Mrs Mason-Bell will write a report about her visit for Governors.

The Chair thanked Governors for writing their reports on the report form that is used for recording monitoring visits. As noted previously, the Head will send a full report from the Safeguarding Audit visit on 2 December to the February GB meeting.

6. School Development and Improvement Plan (SDIP) 2016-17

The Head discussed the priorities within the SDIP for 2016-17:

- Improve the quality of teaching so that all teaching is judged to be good or outstanding
- Continue the school's work to develop learning behaviour, improve attendance and punctuality
- Assessment – assess all subjects of the curriculum and implement a new marking policy to ensure maximum progress of all pupils
- Improve progress in all year groups so that gaps between vulnerable groups narrow and attainment is more in line with national expectations

The Head said the SDIP has all the final summaries of the Action Plans and RAPS. The Action Plans are very detailed and have been drawn up by the school's leaders. All Action Plans and RAPS link to the school's priorities. The Governing Monitoring Groups will have the Action Plans and RAPS, so they can monitor the work of the school during visits. In answer to a Governor's question about how the monitoring groups can assess progress against the SDIP targets, the Head said Governors would access data put into target tracker that informs pupil progress. Subject leaders will demonstrate this to Governors when they visit. The Chair said the SDIP provides a structure to underpin the priorities of the school and is a document for monitoring groups to gauge progress against.

Mr Smith proposed, Mr Campbell seconded that the SDIP 2016-17 be approved. Agreed by all.

7. KIT Report

This item is held as a confidential note.

8. Approve Admission Arrangements for LA for 2018-19

The GB Chair explained this agenda item is an annual duty of the GB. Supporting information for this item had been sent out with this meeting's papers. The meeting discussed points in the LA documents and agreed, as a maintained school, the school adhered to LA Policies. A Governor noted the school shares a catchment area with an Academy school.

1. The meeting noted and agreed the school's current PAN (Planned Admission number) remains at 60. There is no foreseeable change to this number.
2. The meeting agreed with the oversubscription criteria as laid out in the Nursery Admissions Policy for Nursery Schools and classes for 2017-2018.
3. The meeting noted the admission arrangements for Cambridgeshire maintained schools and academies for 2018-19. The criteria to be applied in the event of over subscription was noted and agreed.

These three decisions were proposed for approval by Mrs Went, seconded by Mrs Mason-Bell. Agreed by all.

9. Governor Monitoring Groups

Mrs Thomas is to join the Maths Monitoring Group.

Miss Joomun is to join the Curriculum Monitoring Group.

Proposed by Mr Grenz, seconded by Mrs Went. Agreed by all.

SEND: Mr Campbell is to set a date to meet with Mrs Wernham (SENCO).

Curriculum: Mrs Went has emailed to set up a meeting with Mrs Marsters and Miss Harris (IPC).

Maths: Ms Meynell will set a date to meet Mrs Wernham.

Writing: Mrs Went will email relevant staff.

The Chair thanked Governors for their commitment to the Monitoring Groups and highlighted to Governors that it is Governor monitoring that assesses and verifies the school's progress against the information Governors are given by the Head and SLT.

10. Report from Data Governor

Mr Henderson was unable to attend this meeting; therefore, no update was given.

11. Policies**Safeguarding and Child Protection Policy**

The Head said this is the latest revised version of this model Policy that has come from ECPS. It has been personalised to reflect staff and Governor membership in various named categories. The Head said the Policy makes the expectations placed on all schools very clear and highlighted the new categories in the Policy. Mr Grenz suggested the Safeguarding Governors would update the Safeguarding Monitoring Schedule to include new areas in the Policy. The Head noted the Policy has the attached flowchart 'allegations of abuse against adults who work or volunteer in a child care setting'.

Mr Grenz proposed, Mrs Mason-Bell seconded the Safeguarding and Child Protection Policy be adopted. Agreed by all.

Statement of Procedures for Dealing with Allegations of Abuse and other staff and Volunteers (EPM model)

Governors discussed the EPM model statement. The Head noted this statement is included in the safeguarding audit tool. A Governor noted the statement had been sent out with the papers for this meeting and said it was an important document for Governors' information. A Governor said he wished staff to know that if an issue arose, the support of Governors would be available.

Mr Grenz proposed, Mrs Mason-Bell seconded that the Statement be adopted. Agreed by all.

**7.45pm Mrs Wernham left the meeting.*

Accessibility Plan

This Plan has been reviewed by the Standards Committee, prior to coming to the GB for approval. It is updated annually.

Ms Meynell proposed, Mrs Cook seconded that the Accessibility Plan should be adopted. Agreed by all.

Pupil Premium Plan 2016-17

The Chair noted the review of the PP Plan 2015-2016 and the PP Plan for 2016-17 had been discussed by both Committees in November. The Chair said Governors had looked at the interventions that had the highest impact in the previous year and were pleased that many children, not just PP pupils, had benefitted from the interventions; funding is used to close gaps and improve the school experience for all pupils. The Sports Coach in KS2 had proved a very effective initiative. The Chair noted the RAG rating was helpful to highlight the success criteria and to inform Governors about the most effective use of PP funding. There is a decrease in the amount of PP funding going into 2016-17, so the SLT had carefully thought through which interventions should be used. A Governor asked if the PP rate per pupil could be added to the Report. The Head said this would be done.

Ms Meynell proposed, Mrs Cook seconded that the Pupil Premium Plan for 2016-17 be approved. Agreed by all.

12. Committee Reports

Mrs Thomas and Miss Joomun will join the Standards Committee.

Updated Committee membership proposed by Ms Meynell, seconded by Mrs Cook for approval. Agreed by all.

12.1 Standards

The Committee Chair noted various points from previous meetings:

- a box is to be inserted on the Year 6 exit questionnaire to allow parents the opportunity to add further comments about particular responses they have made
- Environment Day on 30 September had been very popular
- Parents' Workshops about English have proved popular this term
- Links with secondary colleges had been noted, especially the popularity of Hack Labs at NCA
- The PP Plan for 2016-17 had been discussed in detail
- Three further EHCPs have been approved
- The Parent Group held its meetings on 18 October – four parents had attended each meeting – healthy eating/lifestyles and communication were among the topics discussed
- The November meeting had enjoyed a presentation on SPaG from Miss Freedman
- The SPaG Policy had been adopted at the Committee's meeting on 15 November

12.2 Resources

The Committee Chair noted various points from previous meetings:

- The school has now moved into the third financial quarter; the school started this financial year with a carry forward of £52,000, this has now decreased to an anticipated carry forward into next year's budget of £34,000. Governors on

the Committee have asked for clarification about the carry forward from the SBM, as there is possibility it may decrease further. There will be a full report from the SBM at the Committee's meeting in January.

- The Committee have undertaken an annual comparator exercise with a school of a similar type; there is nothing to suggest this school is over or under spending inappropriately. The figure given for PP per pupil in this exercise is £504. However, this will be checked by the SBM.
- The CDN is closing its provision at the Shirley Centre. The Committee is monitoring the number of pupils in the Nursery. Expenditure on the Nursery is currently in excess of its income.
- The Committee adopted an Invacuation Plan. This would be used in the event of a lockdown procedure where pupils and staff needed to be secure inside the school if, for example, a cloud of chemical gas was drifting across the local area, or there was a local disturbance that might impact on the safety of pupils and staff. An initial practise will be held next term and the Head will report to Resources about how the practise proceeded.

12.3 Development Group

The Chair said the Group had recently had discussions relating to agenda item 18, which will be discussed later in the meeting.

13. Terms of Reference (TOR) (revised)

The Chair said there is one revision: the SEND Governor will be a member of the Resources Committee, not the Standards Committee.

The revised TOR were proposed for adoption by Mr Grenz, seconded by Mrs Went. Agreed by all.

14. Training and Development

- Mrs Mason-Bell and Ms Meynell attended the Autumn Term briefing.
- Mrs Went and Mrs Mason-Bell had attended the Governor Induction course.

The Chair asked if new Governors could make every effort to attend the Induction Course run by Cambridgeshire Governor Services (CGS). It offers valuable information for new Governors.

The Chair collected completed Guidance Note 23 (questions that Ofsted may ask Governors) and asked those Governors that have not yet an opportunity to complete this document, to hand it in at the next FGB meeting. The Chair will assess comments on the completed documents for further action.

15. Membership of the Governing Body

A new staff Governor (Miss Joomun) and a new Parent Governor (Mrs Thomas) had been welcomed at this meeting.

If the LA approves Mr Lewis's nomination, there will be only one vacancy on the GB. The one remaining vacancy is for a Parent Governor and has arisen by Ms Winsemman-Falghera's term of office ending. An election will be held after Christmas.

16. Correspondence

No items.

17. Any other business

Grace Parker sent a message of thanks for the gift sent to her upon her resignation from the GB.

18. Staffing structure – proposed changes

8.10pm The Head and Mrs Marsters left the meeting (Mrs Wernham had left at an earlier point).

This item is held as a confidential note.

19. Date of the next meeting

Thursday 9 February 2017 at 6.30pm.

The meeting ended at 8.40pm.