

**Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School
held at school on Thursday 11 December 2014 at 7.30pm (following an Extraordinary Meeting at 7.00pm [Reconstitution])**

Present: Revd Adams, Mrs Cook, Mr Ferguson, Ms Fox, Mr Grenz (Vice Chair), Mrs Leach (Head), Mr Smith (Chair), Mrs Simoes, Ms Winsemann-Falghera.

Visiting: Mrs Kidney and Mrs Marsters (Deputy Heads). Visiting: Ms Meynell. 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

Mrs Gale (childcare): Mr Saunders (prior meeting).

Ms Winsemann-Falghera proposed, Ms Fox seconded the apologies should be accepted. Agreed by all present.

1.2 Declaration of Interests (standing item)

The meeting noted that if it approved Ms Meynell as a Co-opted Governor under the proposed new Instrument that is expected to come into force in January 2015, she could attend this meeting as a visitor but must leave for items 14 and 19. The other visitors, namely the Deputy Heads, must leave for item 14 and 19. Staff Governors must leave for item 19.

All members of school staff must leave for item 19.

1.3 The Register of Pecuniary Interests 2014 - 2015

The Register for the new academic year was presented: Mr Ferguson signed.

2. Approval of a Co-opted Governor (Louisa Meynell)

Governors agreed Ms Meynell has skills that support the development of the school e.g. through her input on the Standards Committee and the Parent Group. The Chair said now her term of office as a Parent Governor had ended, the GB had the opportunity to co-opt Ms Meynell.

Mr Smith proposed, Revd Adams seconded that the Governing Body approve Ms Meynell as a Co-opted Governor, with her term of office to start from the date of the new Instrument (January 2015). All present agreed.

Ms Meynell was then invited to join the meeting as a visitor.

3. Minutes of the last meeting (9 October 2014)

One correction under named Governors: Hannah Fox (Safeguarding): Revd Adams (Child Protection and Looked After Children).

Ms Winsemann-Falghera proposed, Ms Fox seconded that with this correction, the minutes should be accepted. Agreed by all.

3.1 Matters Arising

- The Clerk had re-circulated role descriptors, previously seen by the GB. **The Clerk will source a descriptor for the named role of Equality and Diversity.**
- The Chair discussed the Code of Conduct published by the NGA and suggested that as Governors were familiar with its aims, it should be adopted by this GB.
Ms Winsemann-Falghera proposed, Mr Grenz seconded that the Code of Conduct (NGA) should be adopted. Agreed by all.
- In response to a question, the Head said she had not located any studies on the impact of fresh food in children's academic performance. However, ABM (the school's caterers) are currently undertaking a survey with the children, through the School Council, about the school's lunches. ABM's contract manager will attend the Parent Group meetings next term. Further information about the catering team and lunches will be sent home after Christmas. Parents will be invited into school for lunch with their child in the Spring term.
- Teachers have been asked to email link governors.
- The first Governors newsletter had many positive comments. Another newsletter is planned for next term prepared by a working group of governors.
- Mrs Simoes reported on discussions she has held by email with Mrs Kidney about electronic storage. Mrs Simoes will continue to look at options and send information to Governors. The Chair thanked Mrs Simoes.

4. Headteacher's Report

The Head gave updates to her reports to Committees that were out with the papers.

- The roll (at 8 December) is 434.
- Four new pupils are expected to join the Nursery in January 2015.
- Year 2 will shortly have 61 pupils: this is over the PAN and follows a decision made by the LA Fair Access Committee.
- The Head said the additional capacity of the SLT is enabling teachers, when identified, to be supported to attain good or outstanding teaching judgements through a bespoke programme of support. Following a recent programme of lesson observations, 65% of lessons (13/20) were judged by the SLT to be good or better. All members of the teaching team have had

an observation of an English, phonics or maths lesson, carried out by one or two members of the SLT this term. In response to a question, the Head explained how teaching is judged which includes: the use of TAs in the classroom; the use of ICT, lesson content, differentiation, how children are learning, how engaged children are with their learning, and the degree of achievement with the lesson's learning objectives. Judgements of teaching centre on the progress children have made in one observed lesson. Contributory factors i.e. the learning environment and the books on display, all contribute to the observer's judgement of 'do I see progress'? Observations of teachers are now much broader and are not merely a 'snapshot'.

- The Head said the Year 2 and Year 6 cohorts, to date, have not changed in number, with 58 pupils in Key Stage 2 and 60 in Key Stage 1. The GB is to approve the 2015 projections later in this meeting and the Head will give updated projections to the Standards Committee in January 2015. The Chair noted the Writing initiatives, put into place a year ago, have become a strength of the KS1 cohort projection.
- The Head described a visit to a recent school assembly during anti-bullying week by the Mayor of Cambridge, Councillor Gerri Bird. The Mayor had talked to the children about her personal experience and the Head said many children had been moved by her talk. The Head said she would welcome similar visits, as discussion broadens understanding.
- Cambridge's MP, Julian Huppert, is to visit an assembly in January to present prizes to the winner and runner up in his 2014 Christmas Card Competition. The Head said the school was proud of all the entries and delighted the winner and runner up were Shirley pupils.
- Attendance in Autumn A showed a positive start to the school year, with improvements in almost all tracked areas compared to the same half term in previous years. FSM and SEND pupils are close to the previous year. An initial success was recorded in Autumn A, for the school's efforts in reducing the frequency of lateness. A late gate initiative held in November, resulted in 26 sets of parents being approached and letters sent home. Further such exercises will take place during this year.
- The Head discussed exclusions and racist and homophobic incidents recorded this term. In answer to a question, Mrs Kidney said the number of recorded racist and homophobic incidents are increasing; however, this is viewed positively, as reporting is better. In answer to a question, the Head said incidents of bullying are one-off incidents and there are no patterns of sustained bullying behaviours. Mrs Kidney explained how behaviour logs are operated by the SLT to monitor the types and frequency of incidents related to behaviour.
- A part-time Year 6 teacher is leaving at Christmas, for personal reasons. The Head has agreed to this teacher's request for an early release from her contract. A replacement teacher has been secured from Randstad, to start after Christmas.
- The Business Manager is on sick leave; temporary support from the Education Service has been brought in to support the school's Finance Officer. The Head noted this support would impact on the budget.
- Extended schools: the Breakfast and After School Clubs are very busy. A governor noted the wonderful environment of these clubs that his child attends on a regular basis. Mrs Kidney said a more detailed narrative of the activities within the extended schools clubs would be given to a meeting of the Resources Committees next term. The Head said some places are able to be funded by pupil premium, if it is felt a child would benefit by attending these clubs. In response to a question, Mrs Kidney said there have been very few enquiries about Holiday Clubs. A Holiday Club is not offered by the school: extended provision is only offered during term time.
- The school is to host Level 3 Safeguarding training on 11 February. This is day course run by EPM. To date, 21 delegates (Heads and Deputies) have booked to attend.
- The Head said Governors are warmly invited to Christmas events in school.
- The Chair thanked the Head for her report.

5. School Development and Improvement Plan 2014-2015

The Head said Governors' monitoring groups would work with the 2014-15 SDIP. The Chair noted the projections are challenging. The Head agreed meeting the projections is a considerable challenge for the school. Barriers to learning, gaps in learning, and slow progress are issues the school must address to achieve the projections. The meeting acknowledged the challenges for the school. The Head said that whilst the teaching team are enjoying the prioritised challenge of improving teaching, and have the strengthened capacity of the SLT to achieve this, the challenge of meeting the projections is acknowledged. The Head said the school would work tirelessly to meet the targets. Governors discussed the ways of measuring academic growth: the Head noted Raiseonline offers a breakdown of scores. Mrs Kidney noted a former Governor had met with her frequently to scrutinise the school's data and they had given a presentations of data, including a breakdown of historical data. In response to a question, the Head said the children see the SDIP through the School Council and are asked for contributory ideas, to make the SDIP as meaningful and relevant as possible.

The meeting noted that Ms Winsemann-Falghera is now the Lead Governor for the Maths monitoring group. The Maths Leader will be asked to contact the Lead Governor. **The Chair said the SDIP will be discussed again at the next GB meeting.**

Ms Winsemann-Falghera proposed, Ms Fox seconded that the SDIP 2014-2015 be accepted. Agreed by all.

6. Approve 2015 projections for Years 2 and 6

The meeting discussed the 2015 projections for the Key Stage 1 (Year 2) and Key Stage 2 (Year 6) cohorts.

The meeting noted the projections had been included in the Headteacher's Report to the Standards Committee in October and had been discussed by the Committee.

Key Stage 1 – cohort = 60 pupils**Projections for 2015, set on 2 October 2014**

Cohort	Boys	Girls	SEN	EAL	GRT	Pupil premium
60	25	35	15	18	5	24
%	42%	58%	25%	30%	8%	40%

Reading	2014 outcomes	2015 projections Set in Oct 14	National average 2014
2C+	84%	90-95%	89%
2B+	70%	70-75%	79%
2A+	32%	35-40%	-
3	13%	15-20%	29%
Writing			
2C+	70%	76-80%	85%
2B+	54%	55-60%	67%
2A+	25%	24-28%	-
3	13%	7-11%	15%
Maths			
2C+	84%	85-90%	91%
2B+	68%	68-72%	78%
2A+	29%	30-35%	-
3	13%	16-20%	23%

Level 2C+ in reading, writing and maths combined	Summer 2014 cohort	Projection for 2015
	50-55	83 – 90%

Key Stage 2 Y6 cohort = 58 pupils**Projections for 2015, set on 2 October 2014**

Cohort	Boys	Girls	SEN	EAL	New arrivals after start of Y5	GRT	Pupil premium
58	27	31	14	14	2	13	29
%	47%	53%	24%	24%	3%	22%	50%

Reading	2014 outcomes	2015 projections	National average 2014
Level 4+	87%	78-82%	89%
Level 5	28%	20-25%	50%
Level 6	0%	0	
Writing TA			
Level 4+	80%	72-75%	83% (2013)
Level 5	26%	14-18%	30% (2013)
Level 6	0%	0%	2% (2013)
SPaG			
Level 4+	70%	75-80%	76%
Level 5	43%	40-45%	
Maths			
Level 4+	85%	85-88%	86%
Level 5+	26%	27-32%	42%
Level 6	2%	0%	7% (2013)

54 pupils with KS1 data	2014 outcomes	2015 projections	2013 national average	National median 2013
2 Levels or more progress in reading	95%	98%	91%	91%
2 levels or more progress in writing	100%	96%	93%	95%
2 levels or more progress in maths	95%	96%	89%	92%

58 pupils	2014 outcomes	2015 projections	National average	Floor target
Level 4+ in reading, writing and maths combined	78%	73-78%	79%	65%

Ms Winsemann-Falghera proposed, Revd Adams seconded the 2015 projections for Years 2 and 6 be accepted. Agreed by all.

7. Safeguarding

The Governor with responsibility for Safeguarding, Ms Fox, discussed her report with the meeting. Ms Fox reported she had undertaken a positive Safeguarding audit with the Head in November. A range of documentation had been scrutinised. Actions resulting from the audit have been built into an action plan with areas for development. The Head described the school's typical safeguarding actions surrounding a staff appointment. The Safer Employment Policy was discussed at the recent meeting of the Resources Committee and judged to be comprehensive and workable. As the Business Manager is on sick leave, the Head will action a couple of points highlighted by the Audit that would usually be under the remit of the Business Manager. In response to a question, the Head said EPM is asked for advice regarding appointments of overseas teachers, particularly relating to their qualifications. The Safeguarding Governor asked that an additional column is added to the SCR, to show Governors have read 'Keeping Children Safe in Education' document which was distributed to Governors at this point in this meeting. The meeting discussed how safeguarding is upheld by the school. The Head described the processes when a concern is raised. The Head said all new staff have safeguarding training as part of their induction and information is given to Governors through e.g. the Child Protection Annual Audit and by reports from the Safeguarding Governor. The former Safeguarding Governor made a termly visit to the school and monitored a wide range of areas, including assessing security practices and meeting with children. These visits were then reported back to the full GB. Safeguarding is a fixed GB agenda item. The Head will update the Safeguarding Governor on actions resulting from the audit and the Safeguarding Governor will monitor updated actions. The Head is meeting with the Governor with responsibility for Child Protection and the Safeguarding Governor next week to undertake a Child Protection audit. The Safeguarding Governor will circulate notes from a safeguarding training session she attended. The GB Chair said Governors expected the school to be 100% complaint and thanked the Safeguarding Governor for her monitoring and input with this area.

Mr Ferguson proposed, Mr Grenz seconded that the Safer Employment Policy be adopted. Agreed by all.

8. Parent Group

A Governor who attends this group reported that there had been good attendance at the Group meetings held this term. Two teachers from the school are facilitating the Group, together with Governors. The meeting agreed it is good that parents have this forum to raise any issues or concerns they may have. Whilst views are often shared amongst parents informally, in the playground, it is helpful to have scheduled meetings, whereby feedback can be given to the school for a response. The school's Catering Contracts Manager will attend Parent Group meetings next term. The GB Chair thanked all concerned for their involvement.

9. Governor newsletter

The meeting expressed its thanks to Ms Meynell for producing the first newsletter. The meeting discussed an aim to engage parents with the work of the GB and link all groups involved with the school. The GB Chair asked for the next newsletter to state the GB is always interested in meeting with parents if they express an interest in becoming a Co-opted Governor, to discuss what skills they could offer to the GB. Another newsletter is planned for next term.

10. Admissions Arrangements 2015-2016

The GB Chair noted approval of the planned admission number (PAN), as set by the Local Authority, is an annual duty for the GB. This school's PAN remains unchanged at 60.

Ms Winsemann-Falghera proposed, Mrs Simoes seconded that the PAN for 2015-2016 should be approved. Agreed by all.

11. Policies to be adopted by the GB

Inclusion Policy

Discussed and proposed for adoption by the Standards Committee.

The Inclusion Policy was proposed for adoption by Revd Adams, seconded by Ms Fox. Agreed by all.

The Pay Policy 2014-2015

Discussed and proposed for adoption by the Resources Committee. The meeting noted Annex 7 is not yet complete, as confirmation of the Leadership Team pay range needs to be included. This will be discussed at the next Resources Committee meeting and come to the GB for approval. The meeting agreed that the Policy could be adopted, as Annex 7 does not affect the content of the Policy.

Mrs Simoes proposed, Mrs Cook seconded that the Pay Policy 2014-2015 should be adopted. Agreed by all.

12. Reports from the Lead Governors of the Monitoring Groups

Writing: this is a huge focus for the school. Pie Corbett training has been undertaken by teachers throughout KS1 and KS2. The New Curriculum links to the new Writing RAP. Learning Walks have been undertaken and the group has been shown how gaps are closing between Writing and Reading. The RAP will be reviewed in the Spring.

SEND: Pupil tracker has been discussed and the monitoring that takes place to ensure parents of children with SEND are fully engaging with the school. The group's meeting in January will discuss ways in which the group can support this priority. Measuring the achievement by children with SEND and their inclusion in the classroom has also been highlighted. A Governor has met with Mrs Marsters to discuss a proposed letter from the GB about the length of time it took for SEND funding to come into the budget. However, this letter has now been deferred because of the introduction of new Code of Practice and changing systems. The Governor and Mrs Marsters will look at a cycle to see if it is effective over time. Mrs Marsters will bring details of the effectiveness of the new systems to a future meeting of the Resources Committee. ECHPs are now a national policy under the new Code of Practice, with parental input influencing decisions; Mrs Marsters is monitoring similar schools to ensure the new system is not disadvantaging Shirley school.

Curriculum: the first meeting of this group is next week.

Maths: the monitoring group met with the Lead Maths teacher on 21 October. Ambitious targets are in place. The group will meet again in January to discuss the latest assessments and any updated impact on projections. Maths Workshops for parents are planned next term.

The GB Chair thanked the monitoring groups for their feedback.

13. Committee reports

13.1 Standards: At the Committee's meeting on 22 October 2014, Ms Meynell was elected Chair: Revd Adams was elected Vice-Chair. On 22 October 2014, the Committee had discussed the Inclusion Policy that had been adopted by the GB at this meeting. The Committee formally adopted the Home School Agreement after previously agreeing its use by the school.

A verbal update was given from the meeting on 25 November 2014. Ms Meynell had attended this meeting as a visitor, as her term of office as a parent Governor had finished. Attendance had been discussed: it was noted that the attendance of GRT pupils had dropped in the summer term, as many families had left Cambridge. The Committee had adopted the Accessibility Plan and Healthy Eating Policy. The Head reported she had been invited to meet Baroness Whittaker at the DfE in London earlier this term. The Head was one of three Headteachers invited from Cambridgeshire to discuss the achievement of GRT pupils and the transfer rates to secondary schooling. The Head said it had been a helpful meeting with sharing of good practice. The Head had since received

clarification following a query she had raised about dual registration: the school that a pupil is attending, at the time of assessments, carries that particular set of results.

Revd Adams said she wished to express her appreciation to members of the Leadership Team for the huge amount of work it does.

13.2 Resources: At the meeting on 16 October 2014, Mr Grenz had been elected Chair: Mrs Simoes had been elected Vice-Chair. The Charging and Remissions Policy had been revised and adopted.

9.25pm Mrs Marsters left the meeting.

At the meeting on 11 November 2014, the Committee agreed the school's Lettings Policy should be revised. The Resources Committee will make suggested revisions and then the LA's legal department will look at the proposed new Policy.

9.30pm Mrs Kidney left the meeting.

Numbers of pupils coming into Nursery are low and the Head will review possible options next year.

Staff absence figures show a considerable improvement in days lost.

The Committee had adopted the Discretionary Leave of Absence Policy; the Policy for Time Off for Training or Study; the Data Protection Policy; the Freedom of Information Policy and the Business Continuity Plan.

An item was discussed that is held as a confidential note.

13.3 Approval of Revised Terms of Reference

The GB Chair noted a sentence had been expanded (**in red*) in the Resources section of the Terms of Reference:

- 'To delegate to the Head the day to day financial management of the school and authorise the Head to make non-budgeted expenditure decisions up to the sum of £5,000. **In the event of an unforeseen emergency, the Head may exceed this limit but must inform Governors as soon as reasonably practicable*'.

The revised Terms of Reference were proposed for acceptance by Mrs Simoes, seconded by Mr Grenz. Agreed by all.

13.4 Development Group

This group comprises the GB Chair and Chairs of Committees who meet with the Head to discuss the strategic aims of the school.

The Head has been asked by the LA to provide an informal package of support for a school, with similar circumstances to this school, for one day a month. The support by the Head had been agreed following discussions with the Development Group.

14. Report of a Governors Panel Meeting

Ms Meynell left the meeting. This item is held as a confidential note.

15. Training and Development

Governors reported training sessions they have booked.

16. Membership of the Governing Body

Following the LA's approval of the proposed reconstitution, an election for a parent governor will be held next term.

The Chair noted the proposed reconstitution gives two Co-opted vacancies and suggested a governor who had expertise with data analysis would be welcome.

17. Correspondence

No items.

18. Any other business

No items.

19. Headteacher's Performance Review

The Head, Mrs Cook, Ms Meynell left the meeting.

(Mrs Kidney and Mrs Marsters had left the meeting before this item at item 13.2). This item is held as a confidential item.

20. Date of the next meeting

Thursday 12 February 2015 at 7.00pm.

The meeting ended at 9.50pm.

