

Minutes of the meeting of the Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 6 February 2014 at 7pm

*Prior to the meeting, Governors heard a presentation from Andy Richardson, about his role as the school's specialist PE teacher. The government is contributing £9,000 into a typical primary school, as Sports Premium funding. This is intended to bring about three main outcomes:

- **Attitudinal:** enjoyment, confidence, commitment, desire to improve, team building.
- **Curriculum based:** decision making, skills development, involvement in a variety of activities.
- **Health and fitness:** activity, stamina, strength and suppleness.

The funding enables Mr Richardson to teach PE three afternoons per week, working alongside the class teacher. This ensures that P.E. is not sidelined through time pressures on the curriculum, and allows skill sharing for teachers who can benefit from Mr Richardson's expertise and experience.

Governing Body Meeting at 7pm

Present: Revd Adams, Mrs Cook, Mrs Gale, Mr Grenz, Mrs Leach (Head), Ms Meynell, Mr Saunders, Mrs Simoes, 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

Mrs Fawcett (family commitment out of Cambridge), Ms Kesteven and Mr Ferguson (work commitments out of Cambridge). Ms Meynell proposed, Mr Spencer 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: (Mrs Simoes signed after item 2).

2. Appointment of Local Authority Governor – nomination received for Mrs Hannah Simoes

The Clerk confirmed she had submitted Mrs Simoes' name to the Local Authority as requested by the Governing Body. The LA had now nominated Mrs Simoes to the GB as a Local Authority Governor.

Ms Winsemann-Falghera proposed, Mrs Cook seconded that Mrs Simoes be appointed. All agreed.

The Governing Body appointed Mrs Simoes as a Local Authority Governor and asked the Clerk to send an appointment letter.

Mrs Simoes joined the meeting at this point. The Chair welcomed Mrs Simoes and introductions were made.

3. Minutes of the last meeting (5 December 2013)

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

3.1 Matters Arising

The Action Points agreed at the last meeting were noted for completion or follow up:

- Mrs Marsters is to meet with a Parent Governor regarding the attendance of GRT pupils (outstanding)
- The current national average figure for attendance is now included in reports from the Head
- Class/Governor buddy links are working well
- The Clerk sent out the assembly rota
- The IPC group met in January
- Presentation on Raiseline – to be scheduled for the GB meeting on 27 March (20 minutes allocated)
- There are still some contributions to come from Governors for the website (outstanding)
- The in-house training on GB effectiveness is being arranged for the summer term, due to the unavailability of earlier dates
- The Chair asked if feedback on training could be sent to the Clerk
- Following discussion, it was agreed Mrs Marsters will be asked to source a contact for a Well Being Questionnaire for Governors to consider

4. Ofsted Inspection (15 and 16 January 2014)

The Head said the Report was published today on Ofsted's website. The Inspection Team had met with the SLT, the Chair and Vice Chair of Governors, the Data Governor, and a Parent Governor from the Traveller community.

The Head said staff were pleased with the report; the school was judged to be a 'good school'. The Head said however, the school was not yet judged as 'outstanding' and this is now the next level to achieve.

The two reasons the school was not outstanding are:

- Pupils' achievement in writing, lags behind pupils' achievement in reading
- Staff do not always look deeply enough when they are identifying and tackling the most important causes of individual pupils' learning difficulties.

The school will continue to focus on the initiatives set up to bring about improved attainment in Writing. Governors monitoring groups' are aware of the school's progress with this area. Data that tracks the progress pupils make in reading, writing and maths is presented regularly to Governors. The Head said the Report had acknowledged pupils' progress in Writing is good.

The Head described the ways in which the progress of SEND learners is monitored. More sophisticated tracking systems will be implemented, in order to show the progress of smaller groups within focus groups of pupils. Staff will look more closely at multiple barriers to learning. In answer to a Governor's question, the Head said this had not been disputed as an area for improvement. The need to evidence individual pupils' progress is now being actioned by the Inclusion Team, with Pupil Tracker training being set up to filter and obtain information about the progress of particular pupil groups even further. The Head said individual pupils' progress is being satisfactorily monitored and needs are being met; however, a more detailed system of analysis will be implemented in a measured manner. A Governor noted his hope that staff would not take this point as a criticism in any way. The report noted the good progress and attainment of Traveller pupils. It had also highlighted the good relationship and liaison between the Traveller community and the school. The Chair thanked a particular Parent Governor for his proactivity in carrying the message of the importance of regular attendance. A Governor noted the school's strengths within the Behaviour and Safety section of the Report. Mrs Kidney reported that pupils, in a meeting with Ofsted Inspectors, demonstrated they were fully aware of different types of bullying and had told Inspectors they knew that staff would deal with any bullying immediately.

The Chair noted all four main areas had been judged as 2: this is 'good' in all categories. The Chair congratulated the Head and staff. He said whilst pupil attainment means the school cannot yet be judged as outstanding, it is a very positive report.

The Head said the post-Ofsted challenge is to move to the next level. The school will continue to work on its priorities for improvement. The school budget has a significant carry forward for the next financial year. In response to a request from the Development Group, the SLT will identify the priorities for continued improvement and the budgetary implications. The Head will focus on Achievement in Teaching, as based on the Ofsted criteria for 'good' and 'outstanding' and will put together appropriate plans and costings. Mrs Kidney will focus on plans and resourcing implications to build on strengths in Behaviour and Safety. **The Head and Deputy will give a presentation to the Resources Committee on 28 February 2014, centring on proposals for the next stages of the school's development.**

5. Headteacher's Update (verbal)

The Head gave updates to her Reports to Committees that had been circulated with the GB papers.

- The Head updated the meeting about progress with plans for the appointment of a second, full time permanent Deputy Head from September 2014. The Recruitment Panel is Mr Smith, Mr Grenz, the Head and Deputy. The closing date for applications is 7 March 2014. **An extra meeting of the GB has been scheduled for Friday 21 March at 4pm to ratify an appointment.**
- The SEND Action Plan will be updated to include issues raised by Ofsted.
- The Writing Rap will be updated for the next financial and academic year.
- Mrs Marsters has facilitated contact with Fulbridge School in Peterborough. It is a school that was judged as outstanding by Ofsted in 2012. Two visits have been organised: Mrs Kidney and the Year 6/7 Team Leader are to visit Fulbridge to look at their curriculum (which is the IPC that this school uses), outdoor areas, arrangements for play and outdoor learning. The Head and Mrs Marsters will also visit to look at the effective use of the TA team at Fulbridge.

6. Update on SIDP and SEF

The Head said there were no further updates to those already given to Committees.

7. Governor Monitoring Groups

- **Writing:** The Lead Governor (Ms Meynell) met the Lead Staff member today to discuss the Writing Rap. Projections are on target; a Rainbow Writer award is to be introduced for EYFS and KS1; the Lead Governor is to attend a lesson observation in KS1 next week; Ms Meynell and Mr Saunders are to undertake a learning walk.
- **Maths:** The Lead Governor (Mr Spencer) reported that the Maths Leader has confirmed that the school is on track to meet targets in KS1 and KS2. Mr Spencer discussed new initiatives that are to be introduced to underpin the teaching of Maths e.g.

Success@Arithmetic in the summer term for particular groups of pupils in Yrs 5 and 6; 1st class numbers which is aimed at developing home/school links and involves greater parental involvement; script analysis for identifying gaps in knowledge in Years 3, 4 and 5, prior to KS2 SATs. Mr Spencer discussed the points progress made throughout the key stage cohorts. He noted that the KS1 targets are particularly challenging. However, the difficulties of achieving 6 points progress in Year 2, is a trend that is reflected nationally. Further staff training on the importance of Place Value is planned and the 'working wall' continues to be an area of focus. The meeting noted GRT pupils make good progress in numeracy; the Head said this is further reason to emphasise regular attendance, as it contributes to the sequential build up of understanding and skills in this core area.

- **IPC:** Revd Adams will take over the lead governor role from Mr Ferguson, as his work commitments do not allow him adequate time to oversee this role. The meeting noted its thanks to Mr Ferguson for the work he has carried out in this area and thanked Revd Adams for taking on the Lead Governor role. Revd Adams reported she had visited Mrs Kidney on 14 January to discuss the IPC section of the SIDP and to discuss how Governors might monitor progress made in the planning stages. Revd Adams said it was a very informative and insightful visit into staff planning and strategy. Two monitoring visits have been planned for this term: 14 February and 13 March. These visits will centre on the monitoring of learning walk environments and how the IPC is being developed. Mrs Kidney noted the IPC was chosen to improve Writing and the IPC Group will focus on this point during its monitoring activities.

Following discussion with Mrs Kidney, Revd Adams has agreed to look at the school's IT provision.

Governors agreed Mrs Simoes will join the IPC Group.

- **SEND:** As Mrs Fawcett was absent from this meeting, Mrs Cook updated the meeting. Mrs Cook and Mrs Fawcett met with the Inclusion Manager and Inclusion Support Manager in January to assess progress with the SEND Action Plan. Mrs Fawcett is to observe teaching and learning of some pupils who have a statement. Ms Kesteven recently met Year 4 teachers to discuss progress in Writing and will carry out a lesson observation. The use and subsequent impact of pupil premium funding will also be a focus for this monitoring group. Mrs Cook described the structured conversation initiative to the meeting. This initiative involves parental contribution and the SEND group will also monitor the impact of this initiative upon pupil attainment.

The Chair thanked Lead Governors for their reports.

8. Data Governor Report

The Data Governor noted his report to the Standards Committee had been distributed with the papers for this meeting.

His report had aimed to identify and evidence improving trends in attainment across the whole school.

The Chair thanked Mr Spencer for his analysis of complicated data, as it renders accessible the statistics underpinning published data e.g. Raiseonline. Mr Spencer's interpretation of tracking data from each year group, enables comparisons with the previous year's cohort. As Raiseonline only produces data for the end of each Key Stage, the reports produced by Mr Spencer are particularly specific and valuable, as they highlight particular areas of need, or show where a particular cohort is on track to meet targets. Mr Spencer discussed elements within his report, noting that the general trend is one of improvement, year on year. The Chair said it would be useful, at this point next year, for Governors to look at the projections for this year's cohorts, against the (future) published results, in order to assess whether the projection models used by the school are sound. Mr Spencer is to meet with Mrs Kidney to share documentation from the KIT visit to inform **the data presentation at the next GB meeting.**

9. Parent Council/Group

Three Governors had attended recent meetings of this group. A Governor reported this new group is progressing well and allowing productive, positive communication between the school and parents. At the last meetings, Miss Swann feedback on homework. Parents feel they are listened to, and that their opinions are being taken into consideration by the school. The most recent meeting had focussed on 'Communication' and ideas had been passed to the Head.

A Governor suggested that EAL parents may benefit from support from the recently set-up ESOL cafe, which is a meeting place facilitated by the school, for parents for whom English is not their first language. It is hoped views from parents attending the ESOL cafe could feed into the Parents Group.

The next meeting of the Parent Council will focus on reward systems. A Governor noted the topics for discussion were a helpful way to bring issues, discussed on the playground, into school for informed debate. A Governor said there is an opportunity for non-discussion items to be included at Parents Group meetings under 'any other business'. The Chair thanked all for their input.

10. Policies to be adopted by the GB

Safeguarding and Child Protection Policy (and flowchart put forward by the school)

The ECPS has revised this Policy.

Proposed for adoption by Mr Grenz, seconded by Ms Winsemann-Falghera. Agreed by all.

The Chair said a proposed discussion about setting up working groups to look at policies would initially be held in Committees.

11. Committee Reports

11.1 Standards

Ms Meynell gave an update of the Committee's meeting on 28 January. The meeting had discussed the report from the Data Governor; a questionnaire is to be given to pupils to follow up responses to attitudes to learning and learning behaviour, arising from the March 2013 questionnaire. Following discussions at recent parent group meetings, it was agreed that pupils would be asked about their views on homework.

11.2 Resources

The Chair of Resources reported that the school has an increasing carry forward, currently £200,000, which must be used to benefit pupils' progress and attainment. The Head and Deputy are to give a presentation at the next Committee meeting to illustrate their ideas to move the school to the next level.

The subsidy for the extended school's provision is not likely to be as substantial as previously thought. The subsidy will probably be approximately £5,000, rather than the budgeted £10,000. The school has received an additional £10,000 in to the budget for SEND. Pupil premium has received £161,000 of funding (previously £141,000 had come into the budget).

The Committee had adopted the (revised) Induction Policy.

The meeting discussed the Government's initiative that from September all pupils in Reception, Years 1 and 2 may have a free school meal. The Head said the school's provider were confident of meeting increased numbers.

The meeting had discussed the Health and Safety Audit. It was a positive report. Mrs Cook was thanked for her work in monitoring the subsequent action points.

Mr Grenz proposed, Ms Meynell seconded that Mrs Simoes should join the Resources Committee. Agreed by all.

ACTION: the Clerk will send Mrs Simoes dates of meetings.

11.3 Development Group

The Chair said the most recent meeting of the Group had discussed details of the Deputy Head appointment process.

12. GB Training and Development

12.1 Feedback on GB sessions

No items to report. The meeting agreed that no specific training for Governors had been highlighted as a consequence of the recent Ofsted Inspection. The Head said Ofsted had highlighted the effectiveness of the GB and the systems it has in place.

12.2 Process for identifying training needs for individual governors and feedback from training undertaken

The Chair discussed the analysis he had carried out from the completed 'skills audit' returned from Governors. The Chair said he was pleased to note that the GB has a well-balanced, wide range of skills to draw on from its membership, with at least two Governors with considerable experience of 'key areas'.

12.3 Training booked for GB or individual governors and feedback from training undertaken

The Chair and Revd Adams have recently attended Performance Management and Headteacher PM training. The meeting agreed that although the GB has two designated Governors for the HT PM at present, it is helpful to have additional Governors trained. The Chair reported on the Termly Briefing he had attended, noting that discussion had included phonics results; Cambridgeshire is ranked 143 out of 145 local authorities in the funding tables; a parent protocol toolkit has been produced; funding for a virtual schools HT pilot project is limited (Shirley had been mentioned as a good school in respect of GRT pupils); the Head noted the school's prior involvement with the Children's Centre and GRT parents; LAC pupils; key revisions to Ofsted inspections; the Local Offer. The Local Offer is to be put on the Standards Committee agenda.

13. Standing Items

13.1 Staff Well Being

Mrs Marsters will be asked to source a Well Being Survey for Governors to consider. The meeting agreed this should be undertaken.

13.2 Equality and Diversity

The Governor for this area, Mr Ferguson, has increasing work commitments that mean it is problematic for him to carry out this duty.

Ms Winsemann Falghera proposed, Ms Meynell seconded that Revd Adams will take on the role of Equality and Diversity Governor. All agreed.

The Clerk will send Revd Adams the SES.

13.3 Membership of the GB

The Clerk will contact OSGS regarding the current LA vacancy on the GB, to ascertain if they can suggest a suitable candidate.

14. Correspondence

No items.

15. Action Points

- Mrs Marsters is to meet with a Parent Governor regarding the attendance of GRT pupils (outstanding)
- Presentation on Raiseline – to be scheduled for the GB meeting on 27 March (20 minutes allocated)
- There are still some contributions to come from Governors for the website (outstanding)
- The in-house training on GB effectiveness is being arranged for the summer term, due to the unavailability of earlier dates
- Following discussion, it was agreed Mrs Marsters will be asked to source a contact for a Well Being Questionnaire for Governors to consider
- The Head and Deputy will give a presentation to the Resources Committee on 28 February 2014, centring on proposals for the next stages of the school's development.
- The Head, Deputy and Data Governor will give a presentation on data at the GB meeting
- The Clerk will send Mrs Simoes dates of meetings.
- The Clerk will send Revd Adams the SES.
- The Clerk will contact OSGS regarding the current LA vacancy on the GB, to ascertain if they can suggest a suitable candidate.

16. Any other business

The Chair will send out information about the Red Hen Project to all Governors, as the Project is currently seeking Trustees. The Chair described the work of the Red Hen project, which currently works with a cluster of five schools in Cambridge. It is a local charity offering family support to Shirley and four other schools. It has been granted lottery funding and as a result now requires trustees to administer the funding. The role of trustee would involve attending meetings twice termly.

Class/Governor buddy links are working well: there are still spaces for Governors to buddy with Year 4 and Year 6.

17. Date of the next meeting

***Extraordinary meeting of the GB on Friday 21 March at 4pm** to ratify the appointment of a second Deputy Head.

The next GB meeting will be held on **Thursday 27 March 2014 at 7pm** (informal catch up from 6.30pm).

The meeting ended at 9.07pm.