

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School
held at school on Thursday 7 December 2017 at 6.30pm**

Governor membership at 7 December 2017:

Dr Mark Abbas
 Reverend Ruth Adams
 Angela Mason-Bell
 Martin Campbell
 Heather Cook
 Karl Grenz (FGB Vice Chair)
 Philip Henderson
 Sarah Joomun
 Angela Leach/Hannah Kidney (Co-Head)
 Mark Lewis
 Louisa Meynell
 Iain Smith (FGB Chair)
 Jennifer Thomas
 Nicole Went
**current vacancy for a Parent Governor*

Present: Dr Abbas, Reverend Adams, Mrs Mason-Bell, Mr Grenz, Miss Joomun, Mrs Leach (Co-Head), Mr Lewis, Ms Meynell, Mr Smith, Mrs Thomas, Mrs Went.

Visiting (non voting): Deputy Heads: Mrs Wernham, Acting Deputy Head: Miss Fonseka

In attendance: Miss Owen (Clerk).

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

1. Standing items

1.1 Apologies for absence

Mr Campbell (work commitment), Mrs Cook (personal commitment), Mr Henderson (away from Cambridge).

Mr Grenz proposed, Mrs Went seconded the apologies should be accepted. Agreed by all.

1.2 Declaration of interests

None declared in the agenda items.

1.3 Register of Pecuniary Interests 2017-18

Distributed to the meeting and updated.

2. Minutes of the last meeting (21 September 2017)

Ms Meynell proposed, Dr Abbas seconded the minutes should be accepted as a true record. Agreed by all.

2.1 Matters Arising

Governor newsletter – the meeting agreed a newsletter from the GB is a helpful way to communicate to the school community and give an overview of information to parents e.g. feedback from parent consultations, governor visits etc. After discussion it was agreed Mr Lewis would work alongside Ms Meynell for the next edition, and then take on this role.

2.2 Headlines

The Chair noted Mr Henderson undertakes this role; as he is unable to attend this meeting, it will be held over.

3. Co-Headteachers' Report: including approval of 2018 projections for Years 2 and 6

The meeting discussed points in the Co-Headteacher's Report, noting updated information.

Staffing Update: Year 5 parents have been informed about the arrangements for January 2018, when Miss Freedman is moving from Cambridge at Christmas and Miss Fiorentino is reducing her teaching commitment from the end of this term. The school looks forward to welcoming new Year 5 teachers: Mr Fisher who will share a class with Miss Fiorentino, and Ms Anderson, who will teach for four days a week, with Mrs Wernham teaching the remaining day each week. Mrs Wernham will provide leadership for this group. Ms Anderson already works in the school, covering PPA release.

A cleaner has been recruited. A remaining vacancy exists that will be advertised again.

October census figures were noted.

Whole school statutory school age attendance (Autumn A) was 95.5%. The Head said the school has a newly assigned EWO. The school's attendance officer will update the national averages with the latest available information from the EWO.

Tours of the school for new Reception parents, prior to the application process closing in early January 2018, have taken place this term, with one further tour in January. Mrs Leach said these tours have been well-attended with favourable comments from visiting parents.

Every teacher has been observed at least once this term. NQTs are regularly observed by their mentors, this is usually at least once every three weeks during their first term. The majority of lessons observed this term have been maths lessons. In answer to a Governor's question, the Co-Head said Maths has been the focus of observations because the change from teaching in ability sets and groups, to mixed ability groups and classes, has been one of the main areas of work in the SDIP. SLT and subject leaders have also carried out work scrutiny, planning scrutiny and target tracker data analysis: all of these areas, together with lesson observations, provide the SLT with information about the quality of teaching in the school. Mrs Leach said observations and all features of a teacher's practice, e.g. planning, differentiation, and progression, link to the appraisal process for teachers. Mrs Leach said evidence gained from all areas, confirms that teaching is good overall; there is no inadequate teaching in the school. NQTs are progressing well, with bespoke programmes of support and professional development provided every week. Other staff have had the opportunities for additional time to work on planning with an experienced mentor, and time to observe more experienced colleagues' teaching practice.

An update on staff absence will be given in Spring A, when the final Autumn figures are available.

Safeguarding: Mrs Leach met with Reverend Adams and Mr Grenz on 2 November, to agree the annual safeguarding schedule of monitoring from Autumn B 2017 to the end of the summer term 2018. Reverend Adams is finalising the schedule and dates have been set for the majority of the monitoring activities. The monitoring will include: scrutiny of school policies and procedures; safer recruitment process and record keeping; child protection record keeping (annual audit); interviews with children; interviews with staff.

Safeguarding visits to date: Mrs Mason Bell visited to monitor the SCR on 18 October; Mr Grenz met with Mrs Leach on 23 November to look at the school's procedures for keeping children and staff safe if a child's behaviour becomes challenging and the ways in which the school can support children if they have high behaviour needs. Mrs Mason-Bell undertook the annual audit of the school's child protection record keeping on 29 November. The audit summary document is included with the papers for this meeting.

The Head discussed anonymised fixed term exclusion data with the meeting and the ways in which the school can support pupils with particular needs, the majority of which are linked to SEND. Where appropriate, EHCPs are being applied for some children. Mrs Leach said she was pleased to report that since October half term, there have been significant improvements. The meeting discussed how the needs of pupils are being met by the school. Mrs Wernham said the school has good support from specialist teachers. Mrs Leach said parents are supportive of the school's approaches, as the school wants to keep pupils in school and learning. In answer to a Governor's question, Mrs Leach said risk reduction plans are in place for certain pupils, to ensure a consistency of approach, which is beneficial for particular pupils. The Chair asked if the GB could further support the school. Mrs Leach said continued support from Blue Smile would be welcomed, as it helps to manage the behavioural needs of some pupils, therefore avoiding fixed term exclusions.

The meeting discussed the number of anonymised racist and homophobic incidents this term, noting an increase in both categories from the previous term. In answer to a Governor's question, Mrs Leach said the incidents relate predominantly to comments that are deemed to be racist or homophobic. The SLT is aware of the increase and is pleased incidents are properly recorded. These incidents are usually not reoccurring. Diversity week is taking place next term when these areas will be revisited. The meeting noted certain areas of the CPD (continuing professional development) information is highlighted, to show if an in-house training session is to be delivered following a member of staff attending training.

Targets 2018: the meeting discussed the proposed targets. In answer to a Governor's question, Miss Fonseka said at a staff meeting teachers were given the English and Maths RAPs that contain the overall targets. Teachers in Years 1, 2 and 6 set targets for every child. Targets take into account whether a child has SEND or is FSM and targets are set to ensure every child makes progress. Teachers' targets are checked against the targets in the RAPS to ensure they match.

The meeting discussed 2017 attainment. Targets had been set in attainment and progress for each pupil. Mrs Leach said pupil progress meetings are being held next week and after these meetings, the SLT will decide if the school is on course for meeting the end of year targets. Last year, targets had been revised and represented to Governors and this may happen again during this year. The meeting discussed how targets are decided. Mrs Leach said targets are based on children making progress; however, it must be noted that attainment on entry is low. Targets are based on what teachers think children are capable of achieving. In answer to a Governor's question, Mrs Leach said the decrease in the 2017 KS1 Phonics outcome reflected the changes within the cohort. However, the target of 78% achieving a pass in 2018 is judged to be achievable.

Reading and Writing targets for Year 2 reflect the expectation of building on the work undertaken by this cohort during Year 1. Changes in the current Year 6 cohort mean that targets are challenging; however, it is hoped to build on the work undertaken by the pupils when in Year 5. A Governor said that looking at KS1 data of individual children gives teachers a clear idea of the areas

to be targeted. The Chair asked if target, as opposed to projection, was the correct word to use. Mrs Leach said target has a level of challenge. The Chair asked if, when target setting, the SLT expect to meet the targets. Mrs Leach said whilst the targets may be considered aspirational, all concerned know the target they are working towards. Target Tracker is used to support the target setting process in that it gives clear indications of children's progress throughout the bands. Teachers are aware of the interventions that are in place, many of which are layered throughout the year and, if all planning comes together, then there is every possibility of the targets being met. The meeting discussed whether hopes and aspirations should be included along with the targets, as staff may feel disappointed if they do not achieve the set targets. Miss Fonseka noted that in teachers' appraisals, targets link to RAP targets and action steps. If action steps are in place, targets should be met; therefore, the success criteria is validated. In answer to a Governor's question of whether there could be a perception that pupils are over targeted, a Governor said that teachers are involved in target setting, as targets are set based on what children have achieved in their learning journey throughout the school e.g. since KS1. Mrs Leach said that there would be children who will miss the threshold; however, the targets presented to Governors are considered a true reflection of realistic targets and progress must be achieved, even if this is not reflected in actual attainment. A Governor asked about the costs of layering interventions. Mrs Leach said children must understand basic key skills to enable their learning. Interventions are strictly timetabled to correlate with cross-curricular work. The curriculum is supportive of children learning and understanding independently and making progress. Government pressure means there is much to achieve. In answer to a Governor's question, Mrs Leach said a structured learning approach fits in with the skills set to be secondary ready.

A Governor asked if targets need contextualising as, if targets are not reached, the message is perceived as failure. Mrs Leach explained targets are set within bands of attainment and based on previous experience. A Governor said especially noticeably increased targets need a context, to enable reporting against them is meaningful and she was concerned that missing targets could be perceived as a failure. The Chair said a summary for Governors would be beneficial. Miss Fonseka said contextualisation would be difficult to do without identifying individual pupils, within a framework of the previous year and expected progress. Each child's prior attainment is looked at individually and teachers then judge what they will achieve at the end of the year. Governors discussed how they could be best informed. A Governor asked if all interventions met their success criteria, if this would then evidence the progress expected to be made. A Governor said he would like to have a summary of how interventions achieve improvement e.g. with a stretch target as a narrative to give a back-story to the end of year narrative. ACTION: After discussion, Mrs Leach suggested a breakdown of each year group with an accompanying narrative, to show how the SLT has arrived at the targets might be helpful for Governors. The meeting noted that targets were revised during the past academic year, as cohorts changed. These changes had been given to the Standards Committee and then reported back to the GB. The Chair said that the aggregate SATs outcomes are reported by the Headteacher annually at the GB meeting in July each year.

In conclusion, the Chair asked if the meeting would accept to approve the targets, as tabled at this meeting, given the context they are constructed in:

2018 targets:

Year 1 Phonics (pass) 78%

Year 2 Phonics (pass) 59%

Year 2 Reading (teacher assessment at expected standard) 68%

Year 2 Writing (teacher assessment at expected standard) 57%

Year 2 Maths (teacher assessment at expected standard) 60-65%

Year 6 Maths (% of pupils to attain expected standard) 70-75%

Year 6 Reading (% of pupils to attain expected standard) 70-75%

Year 6 Writing (% of pupils to attain expected standard) 68-71%

Mr Lewis proposed, Dr Abbas seconded the approval of the targets. Agreed by all.

4. Discussion of 2017 ASP Report

Copies of the Inspection Data Summary Report (unamended 2017: 7 November 2017) had been distributed with the papers for this meeting. The meeting split into pairs to discuss the data and ask questions. Mrs Leach said Governors should tease out statements and trends within the data report, so Governors could be assured that the information they were given by the SLT was accurate and correct. In answer to a Governor's question, Mrs Leach said the electronic scatter graphs are used by teachers, as they can identify children. Governors have access to aggregate data only. Governors should look at the sources of data to verify reports from the SLT and to gain an understanding of the strengths of the school, and the areas it is working on. Points made by Governors included the significant numbers of EAL pupils: Mrs Leach said this had been an increasing trend over the years. Whilst some EAL pupils are short-term attendees, some are longer-term; however, the number of Bangladeshi pupils remains constant. Many EAL pupils come from central Europe; however, the school has recently admitted refugee pupils. FSM numbers were noted, together with the percentage of ethnicity of the school's pupils. The Chair asked about the accuracy of the school's deprivation indicator between 20-40%. Mrs Leach said the indicator is built from central information. Groups achieving well, making good progress, and those making progress above the national average, were discussed. Similarly, progress of low achieving groups was discussed. Mrs Leach said the school has significant numbers of SEND pupils. Progress of SEND is a line of enquiry is one area the school is working on, with extra tracking set up. Mrs Wernham is splitting the SEND groups into SEND with PP; SEND and GRT;

SEND with CIN. This will enable barriers to learning to be clearly identified for SEND pupils and gaps will be closed. Attendance will also be scrutinised closely as poor attendance is also a barrier to learning.

The school will set up ASP accounts for all Governors. The Chair asked all Governors to keep studying the school's data, as it gave Governors a clear understanding of the school's performance. Mrs Leach said if Governors had any queries about how to access data, they should contact the Co-Headteachers or Miss Fonseca (Assessment Lead).

5. Safeguarding

Reverend Adams distributed an updated schedule of Safeguarding Governors visits for 2017-18 and explained the visits scheduled for this year look at slightly different areas to those of last year e.g. visits focussed on behaviour that will involve talking to staff to ensure they feel safe when dealing with children who evidence behaviour difficulties. The schedule will cover a range of areas that come under the safeguarding remit.

Mrs Mason-Bell noted her report of her visit to monitor the completeness of the school's single central register (SCR) on 18 October 2017. Mrs Mason-Bell met with Mrs Bouttell, the school's Business Manager and compared the SCR with the EPM generated lists of all staff at the school to confirm that the SCR had been completed in full and that DBS checks seemed current. Mrs Mason-Bell discussed actions she had agreed with the school's Business Manager.

Mrs Mason-Bell reported on her visit on 29 November 2017 to carry out the annual audit of the school's child protection files. A copy of the audit has been included with the papers for this meeting. For all areas, with one exception, the assessment was that the requirement was 'in place'. The Co-Heads will review and implement the outstanding requirement. Mrs Mason-Bell confirmed the actions raised in her visit of 23/11/16 and the visit by the LA auditor had been implemented.

The Chair thanked the Safeguarding Governors Reverend Adams, Mrs Mason-Bell and Mr Grenz for undertaking this role on behalf of the GB.

6. School Development and Improvement Plan (SDIP) 2017-18

The Chair said the 2017-18 SDIP had been distributed with the meeting's papers. The Chair said the SDIP is evidence that a comprehensive plan is in place to address the school's priorities. It was noted that Mrs Thomas is the Lead Governor for Maths, not Ms Meynell. Mrs Leach said the RAPS reference the priorities in subject areas that Governors monitor during their visits.

Mrs Mason-Bell proposed, Ms Meynell seconded that the SDIP 2017-18 be approved. Agreed by all.

7. Admission arrangements from the LA 2019-20

The GB Chair noted discussion and approval of the LA's admissions arrangements is an annual duty of the GB. A Governor noted that a new 7,000 house development has a temporary recommendation; and a hotel and business complex has been approved for the A14/Cambridge North corridor, and asked when schools get involved in any consultation process. The Chair said this is a point worth noting, as this school may see an oversubscription for places. The GB can respond collectively or Governors can respond individually to the consultation documents.

The meeting agreed the Pre-School should continue to use the LA's Admissions Policy for Nursery Schools and classes 19-20. This is helpful for the Pre-School as the Policy has clearly defined criteria and timelines. The LA has confirmed it is acceptable for the school to adopt this Policy for use by the Pre-School. Mrs Leach said the school follows the current LA Nursery Admissions Policy.

1. **The Co-ordinated Primary Admissions Scheme 2019-20 consultation document;**
2. **The Admissions Arrangements 2019/20 consultation document;**
3. **The published admission number list 2019/20 (PANs) 2019/20;**
4. **The Admissions Policy for Nursery Schools and classes for 2019-20 (to be used by this school's Pre-School);**

The first three documents were proposed for approval and the Admissions Policy for Nursery Schools (4) was proposed for adoption by Mrs Went and seconded by Dr Abbas. Agreed by all.

8. Governor Monitoring Groups

SEND: Mr Campbell had sent a report of his visit on 23 November 2017 to the meeting. The focus of his visit was the SEND monitoring schedule; SEND tracking systems; SEND reviews. The meeting noted it had been a positive visit, when tracking systems had been discussed. The focus of the next visit in Spring 2018 will be: RAP updates; Progress of 'Plan, Do, Review'; Parent voice on SEND provision.

Curriculum: no report to date.

Maths: Mrs Thomas discussed the report of her visit on 6 November 2017 with the meeting when, together with Ms Meynell, they had met with Mrs Wernham to review the RAP for Maths 2017/18 and identify the focus for governor monitoring for 2017/18. Mrs Wernham had outlined the 7 targets, along with the tasks within each target and the success criteria. The RAP is a continuation of the work from last year, some targets have been carried over and some are focussed on embedding work that began last year (i.e. marking). Overall, the focus for the year is on the delivery of Maths teaching. A Governor visit will be set for next term to monitor points within the RAP.

Writing: Mrs Went discussed the report of her visit on 15 November 2017 when she had met with Mrs Carter to discuss the Writing RAP and to discuss the focus of future visits. Mrs Went discussed the targets of the Writing RAP and the various

interventions the school is using. Mrs Went said that whilst the focus of future visits were not decided upon, various ideas were discussed by herself and Mrs Carter. Future visits will be reported back to the GB.

The Chair thanked all Governors for their participation in the monitoring groups and for the work they do on behalf of the GB. The Chair noted the reporting format is helpful as it clearly focuses on the SDIP.

9. Report from the Data Governor

The Chair noted that as Mr Henderson was not present, no report was available.

10. Policies/documents to be adopted by the GB

The Safeguarding and Child Protection had been included on the agenda. Mrs Leach said this inclusion concerned an appendix that will come to the next meeting. The school has the current Policy from ECPS in place.

Accessibility Plan: this has been reviewed by the Standards Committee.

Proposed for adoption by Ms Meynell, seconded by Mrs Mason-Bell. Agreed by all.

Levels of authorisation (reviewed by the Resources Committee): After discussion by the meeting, it was agreed this would come to the next GB meeting, as the Resources Committee Chair had requested a review at Committee before proceeding to adoption.

Pay Policy: the Chair noted this Policy had been discussed at Resources Committee; however, this is a Policy that is in effect, in two sections. Annex F would be discussed later in the meeting. **The meeting agreed to adopt the Policy, noting annex F was to be discussed prior to approval later in the meeting.**

Proposed for adoption by Mr Grenz, seconded by Mrs Mason-Bell. Agreed by all.

Pupil Premium Report: the Chair noted this has been discussed by both Committees and it is helpful the interventions are RAG rated.

Proposed for adoption by Mr Lewis, seconded by Mr Grenz. Agreed by all.

Sports Premium Report: the Chair noted this has been discussed by both Committees and the school has received an increased amount of funding for this area for 2017/18.

Proposed for adoption by Mr Grenz, seconded by Ms Meynell. Agreed by all.

Terms of Reference (revised): to come to the next meeting.

Model Standing Orders (revised): to come to the next meeting.

NGA Code of Conduct: the Chair noted the NGA has recently revised its Code of Conduct. The Chair said it is helpful document in that it lays out the core strategic functions of a GB and also contains the Nolan Principles. It is a document with which all Governors need to be familiar.

Proposed for adoption by Mrs Mason-Bell, seconded by Mr Lewis. Agreed by all.

11. Committee Reports

11.1 Standards: the minutes of 9 October 2017 had been distributed with the papers for this meeting. Updates from 14 November included: a discussion of data including how the school's progress is calculated; PSHE is high on the curriculum; applying for a renewal of accreditation of a healthy school's rating was noted. Mrs Roe is presenting the Food Policy at the January meeting. Mrs Taylor is finalising the portfolio of evidence for the re-application of the Equalities Award.

11.2 Resources: the minutes of the meeting on 18 October had been distributed with the papers for this meeting. Updates from 22 November included: the carry forward has decreased to £13,000. The Committee Chair said the GB needs to be aware of this, as any unexpected expenditure would be harder to absorb. Premises work will need to be prioritised. The Committee agreed the workload/work life balance of staff needs to be discussed by the GB. Mrs Leach said the January training day will include a brainstorming session about ways to reduce workloads. Mrs Leach said the intensity of the workload is recognised by SLT and should be on agendas regularly.

11.3 Development Group: the Chair reported no meetings of this Group had been held.

12. Training and Development: the Chair noted a considerable amount of information had been distributed with the papers. There was information from Nigel Battey's in-house training session on 7 November 2017, Preparing for Ofsted, and Mrs Thomas had kindly forwarded information from a webinar she had seen. The Chair asked Governors to read these papers, as they contained important information regarding Governors' input into Ofsted inspections.

13. Membership of the GB

There will be an election for a Parent Governor after Christmas. The outgoing Parent Governor, Mr Saunders, had indicated his willingness to continue inputting into the life of the school in any way he could offer support.

14. Correspondence

No items.

8.30pm Mrs Wernham and Miss Fonseka left the meeting prior to item 15.

15. Outcome of a Governors' Panel

This is held as a confidential note.

16. Any other business

Self-Audit Guidance Note 42: held over to the next meeting.

GIAS: information previously requested from Governors was noted.

FFT Aspire access is being set up for Governors by the Clerk.

***10. Pay Policy (annex F)**

8.50pm

Angela Leach and Sarah Joomun left the meeting prior to this item.

This is held as a confidential note

17. Date of the next meeting

Thursday 8 February 2018

The meeting ended at 9.20pm.

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