

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School held at school on Thursday 13 July 2017 at 6.30pm**

Governor membership at 13 July 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 (Head)  
 Mark Lewis  
 Louisa Meynell  
 Libby Saunders  
 Iain Smith (FGB Chair)  
 Jennifer Thomas  
 Nicole Went

**Present:** Reverend Adams, Mr Campbell, Mrs Cook, Mr Grenz, Mr Henderson, Miss Joomun, Mrs Leach (Head), Mr Lewis, Ms Meynell, Mr Smith, Mrs Thomas, Mrs Went.

*Visiting (non voting): Deputy Head: Mrs Wernham.*

*Mrs Kidney (Deputy Head: non-voting visitor to the meetings) is on maternity leave.*

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**

Dr Abbas, Mrs Mason Bell, Mr Saunders (work commitments).

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

### **1.2 Declaration of interests**

None declared.

### **1.3 Register of Pecuniary Interests 2016-2017**

Presented for signing and updating.

## **2. Minutes of the last meeting ( FGB 4 May 2017 and EGM 25 May 2017)**

**Reverend Adams proposed, Mr Grenz seconded that the minutes of 4 May 2017 be accepted. Agreed by all.**

**Mr Grenz proposed, Mrs Cook seconded that the minutes of 25 May 2017 be accepted. Agreed by all.**

### **2.1 Matters Arising**

- No updates.

### **2.2 Headlines**

The Chair thanked Mr Henderson for the headlines he has recently produced. Future items were agreed.

## **3. Change of the School Name – Change Instrument of Government**

The Chair said advice has been received from the LA about the final formal steps the FGB must now take following the end, and outcome, of the recent consultation period. The Chair said whilst this process has previously been fully discussed and actions agreed at GB meetings, Governors are now asked to formally agree and minute the following points:

1. The FGB agrees its decision to change the school name to Shirley Community Primary School and a change to the age range, catering for children aged 4-11 years.
2. The FGB agrees it is going to request the LA to make a new Instrument of Government.
3. The FGB agrees a copy of these minutes are sent to Tina Hubbard at CGS, to enable a new Instrument of Government to be made.

4. The FGB agrees to make the change to the school name (to become Shirley Community Primary School) and to the age range (to cater for children aged 4-11 years) on Edubase to reflect the changes that have been agreed.
5. Governors have noted and given reference to the details of the consultation process and its outcomes in a link on the County Council website <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/school-changes-&-consultations/change-to-the-age-range-of-shirley-community-nursery-and-primary-school/>

The Chair noted he had replied to the two correspondents who had written to the FGB during the consultation process. He has had no further communication from either correspondent.

The Chair noted that following the end of the consultation period on 21 May 2017, the FGB had held an EGM on 25 May 2017 and had agreed to inform the Local Authority in writing that the provisional decision of the Governing Body was to proceed with the proposal to close the School's maintained nursery class and replace it with a Pre-School, which would be managed by the Primary School and that the school wished to change its name and designated age range to Shirley Community Primary School catering for children aged 4-11 years. Therefore, the Governing Body had requested the LA to make this change and had subsequently received the LA's decision confirming this change.

The meeting noted the FGB had previously discussed these proposed changes fully and Governors were satisfied to agree and proceed with the above points.

The changes to the school name and age range will take effect from 1 September 2017 and the LA will be asked to make the new Instrument of Government, effective from 1 September 2017.

**Mr Grenz proposed the meeting accept and approve the five points listed above. Mr Henderson seconded this proposal. Agreed by all present. There were no objections or abstentions.**

#### 4. Headteacher's Report

The Head reported on staff changes, including new staff, starting in September, who are visiting before the end of term. Mrs Kidney returns from maternity leave on 17 July: Mrs Marsters left on 14 July. The meeting asked for its thanks to be passed on to Mrs Marsters. Miss Fonseca, following interview, has been appointed as Acting Deputy Head from September 2017. This is a one-year fixed term appointment. The Head and Mrs Kidney have met on several occasions and will continue to meet prior to the Co-Headship starting in September. The school's new Business Manager will join the school in September, as Mrs Bingham leaves at the end of term. In answer to a Governor's question, the Head said a letter about the school organisation was sent to parents at the end of June. A letter goes out with reports this week to tell parents their child's class next year. In answer to a Governor's question, the Head explained additional 10% PPA time is given to each teacher. The meeting noted the school has a good-sized safeguarding team, with Mrs Kidney and Miss Fonseca attending a Designated Person Child Protection refresher training before returning to their SLT roles. The Head said she was grateful to the three Safeguarding Governors, Reverend Adams, Mrs Mason-Bell and Mr Grenz, for the important monitoring role they undertake.

Attendance figures reflect a positive Summer A, indicating the school is on course to achieve or exceed the end of year targets, with the exception of Nursery. The Head itemised the 16-17 attendance targets for school groups. In answer to a Governor's question, the Head said the national attendance target is 96% and full annual data for 16-17 will be available in September. The Head described the ways in which the school promotes good attendance. These include a TA attendance buddy scheme; presentation of trophies in assembly (the theme of trophies was chosen by the School Council); classes who reach their weekly attendance target on nine occasions in order to achieve £20 to spend on items for their classroom; systematic follow up of all absences – whether authorised or unauthorised; prompt implementation of the 3-tier letter system leading to parent contract meetings; family workers may work with families whose children have irregular attendance; the attendance officer sends emails to parents of children whose class has the best attendance – or they have won their £20; conscientious and systematic approach by the EWO. The Chair asked if children encourage their parents to let them come to school if there are any doubts about their fitness. The Head said older children are very keen not to miss school. A Governor noted 96% (national average) represents one child missing one day of school annually and asked why Nursery attendance was consistently lower than the attendance of statutory age children. The Head the school's message of good attendance equalling good progress is instilled from pre-school age. The Head said it is important to build a good dialogue and relationship with parents new to the school. The Nursery staff often help by suggesting routines at home to help good attendance. As Nursery is a smaller group, the percentage appears larger. The gap between Pupil Premium and non Pupil Premium children is monitored in Nursery. In answer to a Governor's question about changes to the Nursery next year, the Head said although the attendance of Pre-School children will continue to be closely monitored.

The Head discussed the outcomes of the Phonics Check in Years 1 (and where applicable Year 2), and KS1 and KS2 with the meeting. The Head discussed considerable changes to the Year 1 cohort (56 pupils) that have affected the projections throughout the academic year. In May 2017, the projection for the Yr 1 cohort to achieve a 'pass mark' i.e. 32/40 was revised to 65-70%. This was changed from the original projection in October 2016 of 80-83%. The actual 'pass' rate for 2017 is 67.9% (working at); with

23.2% 'working towards'. No pupils were disapplied. The school was pleased that the results were in line with the latest projections. A Governor noted the difference in the achievement of boys and girls, with girls achieving 19% higher at the 'working at' level. In answer to a Governor's question, the Head said the outcomes reflect significant SEND needs in Year 1. The meeting discussed the outcomes of groups within the Year 1 cohort, noting the attainment between Pupil Premium (PP) and non Pupil Premium pupils. In the Year 1 cohort 76.8% of pupils are not pupil premium, of this group 65.1% achieved 'working at'. There are 23.2% of pupils who are Pupil Premium: of this group, 76.9% achieved 'working at'.

The Head said whilst the gap between PP and non-PP pupils is not considerable, gaps are evident in SEND and non-SEND pupils. In the cohort, 75% are non-SEN: of these 85.7% achieved 'working at'. The meeting noted 25% of the cohort has SEN, of whom 16.7% achieved 'working at'. A Governor asked the Head what actions could be taken to reduce this gap. The Head explained the pupils have to know blends to achieve 32/40. For many children with SEN this is problematic, as they may have difficulties with processing speech and language, or global delay. The Head said the school is working to support pupils that have not achieved 32/40 in Year 1 with additional Phonics support next year, so when they take the Phonics Check in Year 2, they will achieve the 'working at' level. A Governor noted that non-Pupil Premium pupils achieved broadly in line with Pupil Premium pupils and suggested this is to be celebrated. The Head said the SLT had been pleased with this result.

The meeting discussed the Year 2 Phonics Screening Check. This cohort had 20 pupils in which seven pupils (35%) were 'working towards' and 13 pupils (65%) achieved 'working at the expected standard'. Of the pupils 'working towards', two are Pupil premium, five are non-Pupil Premium. Of the pupils working at the 'expected standard', six pupils are Pupil Premium; seven pupils are not Pupil Premium. Using the Target Tracker toolkit, 87.9% of pupils in Year 1 and those in Year 2 achieved 'working at' in the Phonics Check with a broad similarity between boys and girls achievement. The meeting agreed this was a pleasing result.

The meeting discussed the Key Stage 1 outcomes. The Year 2 cohort is 59 pupils. The Head said since the targets were set in October 2016, five pupils have left the cohort, seven have joined. These changes have impacted on the targets. The meeting discussed the targets set in October 2016, noting the increased targets set for this year when compared to the 2016 actual outcomes. The percentage of pupils achieving national expectation in Reading, Writing and Maths combined is 44%, against the target of 50%. This compares to the national average of 60%, and is an increase on last year's outcome of 28%. The Head said whilst she was pleased that results indicate a gain on last year's outcomes, she is disappointed the school did not meet the national average. A Governor asked how the school intends to meet future national averages. The Head said the SLT now will consider ways to address raising attainment in this Key Stage and will keep Governors updated. The Chair asked the Head to approach Governors if there any ways in which the GB could support the school in achieving driving up attainment in order to meet the national average. A Governor noted the figures represent attainment, not actual progress. The Data Governor asked if a full breakdown of KS1 progress data is available. The Head said this would be available later in the year, together with the progress data for KS2.

The meeting discussed the Key Stage 2 outcomes of the 45 pupil cohort. The Head said projections set in October 2016 have been affected by changes within the cohort: original targets expected 65% of pupils to achieve the national standard in Reading, Writing and Maths combined, with 6% working at greater depth. Projections were revised in February 2017 to 60-65% working at the expected standard in Reading, Writing and Maths combined.

The 2016 outcome for pupils working at the expected level in all three aspects (Reading, Writing and Maths) was 47%, compared to the 2016 national average of 53%. The actual outcome in July 2017 is 53%. This compares to the Cambridgeshire 2017 provisional average of 59% and the 2017 provisional national average of 61%. The actual results for the individual subjects were in line with the projections, with the exception of Maths and Reading, in which the outcomes narrowly missed the baseline of the projections. The meeting discussed and compared the actual outcomes at expected standard in the core subjects, with the revised projections, and agreed the school should be particularly pleased with the result for SPaG (82%) compared to the October projection of 72-75%. The Head said the school had been fortunate to have advice from a colleague at a local secondary college who had suggested SPaG strategies, particularly terminologies, to Year 6 teachers. The provisional national averages have increased this year and, with the exception of SPaG, the school has narrowly missed the Cambridgeshire and national standards. The Head said she was pleased to report gains in the July 2017 outcomes, compared to the 2016 outcomes. The gap is closing in Reading and Writing, with 69% achieving the expected standard in Reading and 71% achieving the expected standard in Writing. Results in 2017 had exceeded the 2016 outcomes in all aspects, with the exception of Maths, with 69% working at the expected standard in 2017, compared to 75% in 2016.

The meeting discussed the projections for working at greater depth. The Head noted the results assume the scaled score is 110+ is greater depth. The scaled score is not confirmed yet. The outcome in 2016 of pupils working at a greater depth in all three subjects (Reading, Writing and Maths) was 5.6%; this compared to the national 2016 average of 5%. The 2017 projection was originally set at 6%; subsequently, this was revised to 8%. The actual 2017 outcome was 11%. The meeting discussed the 2017 outcomes, noting 2016 outcomes had been maintained and 2017 gains in Writing (teacher assessed), and Maths (externally marked), had increased on 2016 outcomes. Writing had increased to 13% in 2017, compared to the 2016 outcome of 5.5%; exceeding the projection of 6%. The 2017 result for Maths is 24%, compared to the 2016 outcome of 14%, exceeding the projection of 15-19%. A Governor asked if the school had been surprised that the outcome of writing at greater depth (13%), had

doubled from the original projection of 6%. The Head said the school had been fortunate to have a visit from an LA English advisor in January that had concentrated on closing the gap in Reading and Writing. Staff had been given prescriptive actions about ways in which to narrow gaps and assistance with planning, so that children could work on elements in small group work. In answer to a Governor's question, the Head said the school has produced evidence to demonstrate the standard of working at expected and greater depth had been met. The Head said, depending on the scaled score being set at 110+, the school is pleased with this results set.

In answer to a Governor's question, the Head said all core aspects have increased national averages for 2017 e.g. the Reading national average in 2016 was 66%, the 2017 national provisional average is 71%. In answer to a Governor's question about the release of the validation sets, the Head said the data checking exercise in September would allow the school to remove pupils who joined the school after Year 5 and those who are EAL.

In answer to a Governor's question about how the school intends to improve results next year, the Head said the school would look closely at the results of pupils, who narrowly missed out this year on one aspect that consequently affected the school's overall result of working at the expected level in all three core subjects. This would help inform planning and teaching in next year's cohort. A Governor noted the improvement in the 2017 outcome in all three subjects, compared to 2016 and asked if this improvement was attributable to the school becoming more familiar with the curriculum. The Head said whilst the school had developed a fuller understanding of the the new curriculum and standards frameworks this year, and the skills needed to meet standards, a difficulty was the national average considerably increasing with thresholds changing in tests. Children practise and prepare in order to gain confidence for the tests. A Governor asked about measuring progress between the two key stages: the Head said she hoped data would demonstrate good progress when the school has analysed it. A Governor noted a comparison with the demographic of a virtual school would show this school does well in terms of progress. A Governor said that if the national average is selected for a particular child then, with the school's make up blended with the national average, the outcome would be what the school would expect to see the child achieve. However, this may not be an infallible method of analysis when considering different blends of particular groups e.g. SEND, GRT, that impact on context. The Chair asked the Head to thank all the staff who had been involved in the Key Stage tests and asked that Governors are kept informed about the ways in which the school is intending to increase attainment. The Chair reiterated the school should ask for support from the GB if needed.

The Head discussed the recent welcome evenings for parents whose children are joining Reception or the Pre-School in September. The Reception intake is currently 52. Since announcing the consultation, and the school's plans for to offer a more flexible offer, several parents have expressed an interest in taking up the 30 hours. Currently, the numbers for Pre-School are seven children for 30 hours, and eleven children for 15 hours. The school is working on requirements for the Pre-School and staff are excited about offering this opportunity for Early Years children in the area.

The Head discussed anonymised exclusion data with the meeting. There have been nineteen fixed term exclusions this term, compared to six exclusions in the summer term 2016. The Head discussed the strategies the school uses to support these children. In answer to a Governor's question, the Head said the school wants to keep all children in school full-time as, if a child misses school, they miss out on learning. It is only in extreme circumstances that the Head will impose a fixed term exclusion. In answer to a Governor's question, the Head said the learning of other children must be protected and the safety of the child concerned, and other children, is a key factor. The meeting moved onto a discussion about the services available to support children, particularly to help them prepare for secondary school. The Head said to date, four racist incidents have been recorded this term, compared to three in the summer term 2016. There were no homophobic incidents recorded this term, to date, compared to four incidents in the summer term 2016. These have been incidents involving comments and language that the Head said were not overt but more literal.

The Head gave updates on Safeguarding to the meeting. Over seventy staff attended in-house Child Protection training on 18 April 2017. All members of staff have been trained or had their training refreshed within the three-year statutory period. Safeguarding updates are planned into staff meetings and TA briefings regularly. The Safeguarding information board has been updated following changes to the referral process that came into effect on 1 April 2017. Hannah Kidney and Claire Fonseca are attending Child Protection Designated Person refresher training before returning to the school following their maternity leaves. New staff will receive Child Protection, Esafety and PREVENT training as part of their induction programmes in July and September. Mr Grenz (a Safeguarding Governor) will meet with the Head early next term to continue work on the Safer Recruitment Audit Toolkit. Mrs Mason-Bell (a Safeguarding Governor) carried out a check on the school central record on 21 June. Her report has been circulated to this meeting. Reverend Adams (a Safeguarding Governor) spent an afternoon in school on 3 July meeting staff and pupils to monitor the school's procedures for managing medicines, first aid and fire drill procedures. The Annual Child Protection Monitoring report has been completed and returned to ECPS recently. A copy of the report will be discussed later in the meeting.

A lunchtime fire drill took place on 7 July. All went well. The company that maintains the school's intruder and fire alarms, have installed an alternative siren into the existing system, to be used for an Invacuation (lockdown) procedure.

The Head concluded her report by discussing the Sports Days and the preparations for the Year 5/6 production and Leavers' assembly on 18 July, to which all Governors are warmly welcomed. The Head noted a letter about SRE (Sex and Relationships

Education) that had been sent to parents, prior to this subject being taught, had been attached to her report at the request of Governors at the Standards Committee. The Head said she had been grateful to the three Governors who had joined the working party to ensure Governors' had input into the Policy. This year, boys and girls had been taught SRE separately. The meeting noted that parents of particular groups of children may wish to withdraw them from these sessions and agreed changes to attitudes can often be generational. The meeting noted that particular cultures make particular choices. Members of the GRT community often make the choice not to send their children on to secondary education, opting for home education instead. A Governor asked if home schooling made it difficult for a child to be motivational. The Head said the parents have to tell the LA who is the home educating tutor, so it is the LA's responsibility to monitor. However, the school emphasises the message to continue learning. Concluding her report, the Head said she looked forward to working in the Co-Headship next year with Mrs Kidney. The Chair thanked the Head for her report.

## 5. Safeguarding

The Head referenced the report submitted to this meeting from Mrs Mason-Bell who, due to work commitments, is unable to attend this meeting. Mrs Mason-Bell had visited the school on 21 June 2017, to carry out a check on the completeness of the school's central register (SCR). Mrs Bingham, who is currently maintaining the SCR and the Head, attended this visit. Mrs Mason-Bell had noted one query; however, this had already been identified by the Head and a note to say action was pending was referenced in the monitoring visit.

Reverend Adams discussed a monitoring visit she had carried out on 3 July, when she had met staff and pupils to monitor the school's procedures for managing medicines, first aid, and fire drill procedures. Reverend Adams said it had been very interesting to talk to children and she had left the pupil interviews with a detailed knowledge of the monkey bars! Reverend Adams had talked through the school's procedures for managing medicines and first aid procedures with Mrs Cook (the school's senior first aider and also Governor with responsibility for Health and Safety). Reverend Adams said she was pleased to report that it had been a very positive visit; the children she spoke to feel safe and cared for. They understood, with a seriousness that Reverend Adams found profound, the necessity for fire drills. A Year 4 child had remembered the care she had received from Mrs Cook following a first aid incident in Year 1. Reverend Adams paid tribute to the children she had talked to; the children know and understand why the school has certain procedures in place to keep them safe. This attitude is embedded in the culture of the school. Reverend Adams asked for her thanks to Mrs Cook to be placed on the minutes.

Reverend Adams will send a written report of her visit for future distribution to Governors.

The Chair thanked the Safeguarding Governors, Reverend Adams, Mrs Mason-Bell and Mr Grenz for the important monitoring role they carry out on behalf of the GB.

## 6. Approve Annual Child Protection Monitoring Report

The Head explained for newer Governors that this is the annual report that must be approved by the FGB. Historically, it has been a paper report, now it is an online report that is submitted by the Lead Safeguarding Officer (Mrs Leach) to the LA. The report includes details of the training undertaken by school staff during the past academic year, and details about Child Protection arrangements. A Governor asked about how many children the school has sent to the CME (Children Missing in Education) site during the past year. The school has had two pupils whose details have been sent to the CME site. However, subsequently to posting details of these two pupils, one is now expected to return to Reception in September in 2017. The other child is believed to have returned to Europe. The Head explained that a school cannot take children off role until it knows they are in another school. After a proscribed period of time, the school can remove a child from roll but must post its details to the CME site. At the weekly meetings, held with the EWO, the EWO tells the Head what actions are being undertaken to find a place for a child if they are not attending e.g. through a house move into another area. A Governor noted the importance of conversations taking place to ensure good practice. It is the responsibility of all to ensure an absent child is not forgotten and monitored by the relevant agencies. In answer to a Governor's question about the effect of long-term absent children on the school's attendance figures, the Head said the Attendance Officer takes them out of the figures, otherwise skewed figures would be presented. However, long-term absence is included in census returns that are sent termly to the DfE.

**Mrs Cook proposed, Ms Meynell seconded that the LSCB report submitted to the ECPS is approved. Agreed by all.**

The meeting discussed the wider duties of Safeguarding Governors, noting the importance of the monitoring role they carry out on behalf of the FGB. The importance of following the annual external monitoring plan by Governors was noted. The three Safeguarding Governors will meet with the Co-Heads, Mrs Leach and Mrs Kidney, at the beginning of next term, to get next year's monitoring dates diarised. It was noted that monitoring of Esafety is to be actioned in the Autumn. The Head reported she had been approached by a Governor at another school who had asked to meet with the Safeguarding Governors at this school to gain a full understanding of their role. The Head said it is essential for all Governors to have a complete understanding of Safeguarding.

## 7. Approve meeting dates of the GB and Committees 2017-18

The Chair thanked the Clerk for preparing the annual meetings schedule.

**Mr Grenz proposed, Ms Meynell seconded the proposed dates be accepted. Agreed by all.**

## 8. Chair's Report

The Chair noted his report contained items on Safeguarding, the school's SDIP, and Governors' activities. The Chair said the school has a very strong focus on Safeguarding, and the GB works closely with the SLT to ensure all the school's systems and procedures are highly effective. This includes making Safeguarding monitoring visits, checking the SCR, and auditing the recruitment process. The Chair noted the new Co-Headship that comes into effect from September 2017 and the strengthening of the SLT, through the appointment of Miss Fonseka as Acting Deputy Head, from September 2017.

The finances of the school continue to be challenging. A balanced budget was constructed for the next academic year and the important elements of school expenditure were protected. The school continues to improve and the GB is strongly focussed in its support. The GB challenges the SLT to develop actions that improves the learning outcomes for its pupils. A number of areas were identified through the year and the Committees study the actions and results arising in detail. The SLT is working hard to support all teachers to become outstanding through mentoring and bespoke support programmes.

A major change is the closure of the Nursery and the emergence of a Pre-School from September 2017. This should maintain the excellent provision for Early Years and may allow the school to offer extensions to this provision, as demand requires.

The Chair said he was pleased to note the number of awards and recognition the school receives for the work it does in equality and diversity and in key interventions.

The Chair thanked fellow Governors, the Head and SLT for their support and hard work in making this a successful year for the school. In return, the meeting thanked the Chair for his work as Chair this year.

## 9. Reports / Updates from Lead Governors and Monitoring Groups

**SEND:** Mr Campbell (Lead Governor) noted he would write up the report of his visit on 26 May for future distribution to Governors.

Mr Campbell outlined details of his visit. He had met with the Deputy Head/Inclusion Manager (Mrs Wernham) and Mr Campbell said all his questions had been answered. He had noted a dip in the data for one year group in Writing between the Spring and Summer terms. Mrs Wernham had explained the reasons for this dip. Whilst there had been a big improvement in attainment in Year 4, the gap between SEND and non-SEND pupils was evident. However, in Year 5, the gap is closing between SEND/non-SEND.

**Curriculum:** Mrs Went noted Reverend Adams is to make a date to visit in the Autumn term regarding the implementation of the SRE Policy and talk to teachers.

**Maths:** Ms Meynell reported she had met with Mrs Wernham to review this year's Maths RAP. The emphasis on improving the Maths learning environment had been discussed. The effectiveness and appropriateness of TA-led interventions had been discussed. A visit by a representative from Santander to Year 6 on 9<sup>th</sup> June had been discussed and mentioned in a Year 6 blog. The importance of understanding monetary practice, including purchases at the Token Economy shop, had been fully instilled into Year 6 pupils. It had been an impressive visit and Ms Meynell said she was sure it had given pupils a valuable glimpse of the outside world. A rapping video, made by Year 6 pupils, was shown at the latest meeting of the Standards committee. This had undoubtedly given the message that Year 6 understood the world beyond Primary school is a different environment. It was a moving and insightful look at the ways in which pupils are prepared for secondary school. Ms Meynell asked that congratulations be given to Year 6.

**Writing:** Mrs Went discussed her visits on 18 May and 22 June 2017. On 18 May she had discussed the RAP with Mrs Marsters. On 22 June she had met with children to discuss marking. The targets in the RAP are aspirational; however, most year groups are making good progress and working towards the targets set. There are several writing interventions to help achieve the targets set. The school has invested in a new first class intervention, spanning 12 weeks. It has been implemented in Year 3 but can be used for Year 4, depending on the level the children are working at. Mrs Went had discussed how writing is taught with Mrs Marsters.

On 22 June, Mrs Went and Reverend Adams had met with two children from each year group in Years 2-6, to gather their views on how their work is marked. From the ensuing conversations, it was clear that the children know the purpose of marking is to help them improve their work. The care that is taken now, will help them on their journey through school and later life. The children like the marking codes and having the marking code sheet at the front of their books for quick reference. All groups liked the 'wobbly' line that indicates children have done something really well. They find it encouraging. Overall, children saw corrections as a positive, as something that helps them grow. The children prefer oral feedback as it helps them to clarify their 'misunderstandings'. Modelling in books also help a great deal. Children understand and appreciate the time and effort teachers take to give feedback. One group noted that they appreciate the learning resources that help them to be independent. Mrs Went noted her thanks to Mrs Marsters and the children who had met with herself and Reverend Adams.

The Chair thanked the Governors concerned for their reports and said if there were any ways in which the GB could support children's learning and attainment, the SLT should approach the GB.

## 10. Annual monitoring reports from named Governors

**Health and Safety (Mrs Cook):** Mrs Cook discussed items within her report, noting the checks listed within her report. The taps have now been replaced. Termly fire drills have taken place and the first evacuation drill was held this year. All went well, with a subsequent adjustment being made to the siren for the evacuation drill.

Risk assessments are written for specific trips and some school activities. There are a number of generic risk assessments in place that need to be reviewed and updated.

Mrs Cook discussed the first aid training undertaken by members of the TA and Midday teams. Currently, the school has four TAs trained to full first aid level, six TAs to paediatric level, and seventeen TAs have completed the one-day training.

Mrs Cook discussed changes to the school's nursing team. The nursing team no longer comes into school to deliver training for medical conditions such as asthma, anaphylaxis etc. It is good practice to have this updated annually. Staff must now complete online training. There is a different module on different websites for each condition. Mrs Cook has completed the modules for asthma and anaphylaxis. Whilst the website for asthma is straightforward, the site for anaphylaxis is not as easy to follow, due to the way the website works. Mrs Cook will ensure staff know how to navigate the website and will also provide some practise Epipens to ensure staff know how to use them. Mrs Cook will co-ordinate on-line training for TAs in September.

This year, the flu vaccine (nasal spray) is being offered to Years 1, 2, 3 and 4. The school has been given a date in the Autumn term for the vaccination programme. The Head noted that last year's take up had been disappointingly low with about 30% taking part. Mrs Cook said, as with last year, she will do all she can to talk to parents to try to boost the uptake. A Governor noted herd immunity does not work if take-up is below 80%. A Governor asked if all medical needs that the school might need to have knowledge of, were on line. Mrs Cook confirmed they are and if a specialist condition presented, then the school nurse would be asked to visit. Mrs Cook discussed the types of accidents/incidents that have been reported to the LA this year. In answer to a Governor's question, Mrs Cook said that following an accident, any equipment involved is checked, risk assessments are reviewed and appropriate action taken.

Mrs Cook has reviewed medical policies and these will come for approval in the Autumn term. The Fire Policy needs reviewing and the school needs to consider the possibility of having designated fire marshals in place. The Fire Risk Assessment is being updated by PCM (the school's Property Manager) and Mrs Cook said the school is waiting to receive his report. The meeting discussed the safety of the school following a recent tower block fire in London. The Head said the school had responded to enquiries from some parents about cladding. The Head said the school area used by pupils is single-storey and is fully fitted with fire and smoke alarms, and a sprinkler system. The Head has received notification from the County that all schools will be visited in due course to ensure compliance.

The Chair thanked Mrs Cook for the diligent role she undertakes of all in the school community.

**Safeguarding/Child Protection/LAC:** Reverend Adams distributed the Safeguarding Governors monitoring schedule for 2016-17, that indicated the actions taken by the three Safeguarding Governors to monitor specific areas during the past year e.g. behaviour, safer recruitment, child protection, safety, health and safety and health (pupils' medical needs). The Safeguarding Governors will meet with the Co-Heads early next term to draw up a monitoring schedule for 2017-18. Reverend Adams said the LSCB Annual Monitoring Report was an affirmation that the school was carrying out its required duties.

**Equality and Diversity:** Ms Meynell said her report is a review of the year. Ms Meynell is meeting with Mrs Taylor in the Autumn term to discuss the steps being made towards the school's application for the Equalities Award. The school has been given the award twice and it is due for re-application in the Autumn. Ms Meynell said that during her first year as E&D Governor, she has noted how principles of equality and diversity are embedded within the school calendar e.g. through Diversity Week and Heritage Day. Following meetings with Mrs Taylor in November 2016, and Mrs Leach on 23 January 2017, the following areas were agreed as important to continue to monitor: any changes to the school's demographic, the reasons why and resultant impact on the school; reviewing the most effective ways of gaining meaningful views from the parent community; including parents without English as their first language; promoting visits to the school that highlight community cohesion – monitoring any such visits and any impact on children and school life. The Head said it is important the school gains parents' views and the SLT has decided to change the format of parent consultations from next term. The consultations will be held on two separate occasions; one after school and the other in the evening. All teachers will meet parents in the Hall. It is hoped that by changing the times from afternoon consultations, a 100% take up of attendance by parents will be obtained. The Head said these consultations would provide an opportunity for Governors to talk informally to parents.

**SEND:** Mr Campbell said there no updates to his report earlier in the meeting.

The Chair thanked all Governors concerned for their reports, noting it is important to reference the work undertaken by named Governors and monitoring groups through written reports.

The meeting agreed in future the above two items would be merged into one agenda item.

## 11. Report from the Data Governor

The report that was presented by Mr Henderson to the Standards Committee on 16 May 2017 is included with the papers for this meeting. The Chair thanked Mr Henderson for compiling a comprehensive report that gives an independent assessment of the school's data that is made available to all Governors. Mr Henderson said that whilst overall progress is very good, some gaps have

substantially increased in 2016 using the new scaled score and 100+ target. The Chair of Standards said the Committee had found the Data Report extremely informative, as it illustrated different ways of looking at data. Mr Henderson will build new data analysis using new systems and DfE websites. A Governor it was helpful to have comparison data of other schools used within the report, enabling a spread of results. In answer to a Governor's question, Mr Henderson said mostly local schools had been used as 'statistical neighbours'; he may update this for the next year's reports. A Governor noted that the data is helpful to target specific areas e.g. progress made by boys and girls in Writing. The Head said it would be helpful to see reflected data changes in Writing, as results have changed this year. A Governor said that the virtual school premise is valid and gives a fair comparison. The Chair said it is important for Governors to see comparisons over a period of time, as this gives a clear indicator of pupils' progress and attainment, and indicates areas where improvement is needed, so the GB can ensure appropriate achievement steps are taken.

## 12. Policies to be adopted by the GB

**School Complaints Policy:** the Chair said this is a model Policy from the LA that has distributed to schools. The meeting discussed the Policy and appendices. A Governor said it is helpful for parents to be able to seek out SLT informally, so immediate concerns can be addressed. After discussion, the meeting agreed that point 3.8, not 3.7, will be included in the Policy, as this provides a flexibility for face-to-face discussions. The title will also include Shirley Pre-School. The Chair will modify the Policy to include these revisions.

**Mr Smith proposed, Reverend Adams seconded that the School Complaints Policy be adopted. Agreed by all.**

**Governors' Visits Policy:** A Governor will consider revisions to this Policy and it will be brought to the next meeting.

**Governors' Allowances Policy:** the Chair noted this had been fully reviewed by the Resources Committee. It gives Governors the opportunity for reimbursement should expenses be incurred in attending training or meetings.

**Mr Grenz proposed, Mrs Cook seconded the Governors' Allowances Policy be adopted. Agreed by all.**

**Best Value Statement:** The Vice Chair noted this had been reviewed by the Resources Committee: it acts as a self-assessment to ensure Governors know what Best Value is, and it is applied by the school. A Governor noted that a point within the BVS mentions observations by monitoring groups. The meeting agreed this is helpful to see funding decisions in action.

**Mr Grenz proposed, Mr Henderson seconded the Best Value Statement be adopted. Agreed by all.**

**Statement of Internal Control:** The Vice Chair noted this had been reviewed by the Resources Committee and it ensures Governors are satisfied that appropriate internal controls are used. An appendix notes specific actions covered. The Vice Chair said some issues identified during this year had now been addressed and there are no items that appear to present problems.

**Mr Grenz proposed, Mrs Went seconded the Statement of Internal Control be approved. Agreed by all.**

**Safeguarding and Child Protection Policy:** the Head said this is a revised model Policy from the Education Child Protection Services. It contains updates that have been highlighted in red, for ease of reference. The school's personalised version also includes the changes to SLT. A notable change is that any reference to the Head has now become the Headteachers, to reflect the Co-Headship that takes effect from 1 September 2017.

**Reverend Adams proposed, Ms Meynell seconded that the Safeguarding and Child Protection Policy be adopted. Agreed by all.**

**ESafety Policy:** The Head said this has been included on the agenda, at the request of the SLT. The revised Policy has been reviewed by teaching staff in staff meetings. The updates include new terminology; the use of online technologies; updates to the curriculum and how to safeguard children online. The Chair asked if all staff had been involved in the review. The Head confirmed this and said it had been a comprehensive review. The appendices remain unchanged.

**Mrs Cook proposed, Mrs Went seconded that the ESafety Policy be adopted. Agreed by all.**

The Chair asked the GB's monitoring groups to consider Policies, to ensure they work in practice. The Head said a good example of this is that Reverend Adams will be monitoring ESafety in September, and this will include practice against the Policy.

The meeting noted it acknowledged that all Policies and documents that are currently adopted under the name of Shirley Community Nursery and Primary School should, from 1 September 2017, be acknowledged as being under the ownership of Shirley Community Primary School and Shirley Pre-School. The Headteacher, when mentioned within any Policies and documents, should now be acknowledged to be Co-Headteachers. This reflects the change of name and status of the school and that from 1 September 2017, the school will have two Co-Headteachers.

## 13. Committee Reports

### 13.1 Standards

The Chair of Committee, Ms Meynell, gave an update from the meeting on 4 July 2017. The meeting had discussed with the SLT how the school supports children who have been given fixed term exclusions, and the external advice and support that is

available. There have been an unusually high number of exclusions this term. The Committee had discussed whether the school is gaining a reputation for having good practices with SEND children and, perhaps as a result, it attracts more children to join the school during a school year. The meeting discussed the need to have three cycles of evidence to accompany an EHCP admission; formerly, it was two. This lengthens the period of time for an EHCP to go before the Panel. KS1 results had been discussed. The KS2 results had been released on the day of the meeting and had come to the FGB at this meeting. The HSA agreement had been reviewed at the meeting on 16 May 2017. The SRE Policy was adopted on 16 May 2017.

### **13.2 Resources**

The Chair of Committee, Mr Grenz, gave an update from the meeting on 21 June 2017. The Charging and Remissions Policy had been reviewed and readopted. Peter McKenny, the school's Property Manager, had visited the meeting to discuss the Premises projects that needed attention and to make sure Governors are aware of the elements involved and the costs. The Chair of Committee said repair work to the ventilation system was not an issue that affected the children and did not present a health and safety issue; therefore, due to budgetary constraints, the Committee had decided not to proceed. However, some works in the kitchen need urgent attention that it was agreed the school will action.

**13.3 Development Group:** the Chair said there had been no meetings, so there were no updates to give.

### **14. Arrangements for the Headteachers' Appraisals (Autumn 2017)**

The meeting noted that Reverend Adams, Mr Henderson and Mrs Mason-Bell are the named HT Performance Governors. Mrs Mason-Bell notified the Clerk she was attending training on 20 June. The HT Appraisal Governors meet with an external advisor to review the targets set in the previous year, and set objectives for the forthcoming year. Jeanette Ridding, the school's LA advisor who has undertaken the KIT visits this year, has been approached by the Head and has agreed to undertake the HT Appraisal process for the two Co-Headteachers in the Autumn term 2017. The external advisor supports the HT governors with the necessary paperwork before the meeting. Ms Ridding will contact the Governors concerned. The date has been set for **11 October 2017 (pm)**. As Mr Henderson and Reverend Adams were able to confirm at this meeting they are available for this date and time, they will conduct the process on behalf of the GB this year. The meeting noted although the GB Chair has been trained in the HT Appraisal process, he would only take part due to unforeseen circumstances e.g. the indisposition of a named Governor. **Ms Meynell proposed, Mrs Thomas seconded that the meeting confirmed the 11 October 2017 for the Co-Headteachers' Appraisal process, to be conducted by Ms Ridding (external advisor), with the named Governors in the 17-18 process being Reverend Adams and Mr Henderson, with the GB Chair available to be present in the event of unforeseen circumstances affecting the panel of Governors. Agreed by all.**

The Clerk was asked to send a confirmation email re: date and time to Reverend Adams, Mr Henderson and the Head.

### **15. Training and Development**

The GB Chair asked Governors to be aware of the training opportunities that are available and to try to attend relevant sessions offered by CGS.

### **16. Membership of the FGB**

An election will be held for a parent governor, when the term of office ends for Mr Saunders in November 2017.

### **17. Correspondence**

The Chair noted subscriptions have been renewed to CGS and the NGA.

### **18. Any other business**

A Governor noted that a local school is asking parents for voluntary contributions. The Head said this was not an option for this school in the foreseeable future.

A Governor noted how academisation is impacting on some local schools. The meeting agreed it is an issue of which to be aware. A Governor asked the values and ethos of this school are protected if there were any future changes. The Chair said, if the discussion arose, Governors would need to decide what benefits academisation status would bring for this school. An added consideration would be the school's playing fields that are owned by the Cambridge Church Schools Trust. A Governor noted if further discussions continued, she would need to declare an interest but this was not necessary at this time.

The FGB agreed that the minutes of the EGM on 25 May 2017 should be held as confidential as the meeting had primarily considered correspondence from individuals, to which the Chair had responded.

The Chair noted CGS has discontinued the annual GB self-audit. This has been replaced by a self-evaluation toolkit. This will come to a future meeting of the FGB.

### **19. Date of the next meeting**

**Thursday 21 September 2017 at 6.30pm.**

At this meeting, the annual election for a Chair and Vice Chair will be held.

The Chair thanked the school and Governors for their input during the past year. The meeting ended at 9.00pm.