

**ST' MATTHEWS PRIMARY SCHOOL
GOVERNING BODY COMMITTEE
MINUTES OF MEETING
THURSDAY 4th OF OCTOBER 2018 at 18.15pm**

PRESENT:	Z Thorn	Chair
	C Mills	Vice Chair
	N Perry	
	M Tinkler	
	D Lucarelli – Note taker	
	L Walker	
	R Mottershead	
	K Blencowe	
	R Herbane	
	A Gurria	
	L Steel	Assistant Headteacher
	K Spencer-Allen	Assistant Headteacher
	T Davies	Headteacher
	A Lewis	Assistant Headteacher
IN ATTENDANCE:	Sarah Burge	Observer from Fowlmere primary

Item	Agenda Item	Action
1	WELCOME The Chair welcomed everyone to the meeting	
3	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST There were apologies from: Christina Bates No declarations to note	
3	ELECTION OF CHAIR AND VICE-CHAIR Carole Mills for Vice chair – Unanimously elected Zoe Thorn for Chair – Unanimously elected	
4	MINUTES AND MATTERS ARISING The minutes of the 12 th of July 2018 were accepted as a true record. Typos: Point 2, 'Aylift' instead of 'Ayling' Point 3, 'fairer funding formula' instead of 'fairing funding formula'. Point 7, 'or maths' instead of 'of math'	

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	<p>Point 8, 'synchronised' instead of 'syncranised'</p> <p>Some of the actions will be discussed as part of the current agenda</p> <p>PREVIOUS ACTIONS:</p> <p>1) Several governors attended the child protection training in September</p> <p>2) Website update. This is an ongoing process. The headteacher pointed out that minutes from the latest meeting can't be published on the website until they are officially approved.</p> <p>QUESTION: is it possible to inform people about some decisions (important and relevant to parents) taken in the meeting even if minutes aren't approved?</p> <p>ACTION: Governors to provide photos for the school board. Governors' details to be updated on the website.</p> <p><i>Governors to email their photos Anne Maskell and copy in Tony. A short info statement to be sent to Tony.</i></p>	<p>Head Governors</p>
5	<p>RAISING STANDARDS</p> <p>a) Headteacher report</p> <p>A suggestion was put forward to discuss results in depth at the TLOC. This is going to be an open meeting and everyone can attend. Approved.</p> <p>No permanent exclusion reported and fixed term exclusions dropped although this increased some of the allocated costs, as additional resources are used to enable children to stay in school. Overall attendance figures improved.</p> <p>QUESTION: Clarification on the content of behaviour management. LS explained this is about understanding the root cause of a specific behaviour/experience. Two teachers are qualified and are implementing this methodology already. All staff have had training and are beginning to incorporate aspects of the approach into their classroom practice. There will be a staff meeting to look at a draft revised behavior management policy this term and There is an intention to bring the behavior management policy to the next FGB meeting in December.</p> <p>Parliament day. The expectation was to see about 1000 people attending the petition but almost 2000 turned out. The published figures showed that the UK is the 3rd highest investor in education. The funding though includes also fees paid to university and private school so is not a true comparison.</p> <p>b) Pupil Premium Strategy and SEND progress - Sarah Barratt</p> <p>SB presented the attainment and progress of pupil premium children and the detailed plans that have been developed for improving attainment and progress of this group of children (see report).</p> <p>SB also presented the progress data and analysis for SEND children (see report).</p>	<p>Head to ensure FGB invited to TLOC</p>

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	<p>In relation to the SEND report:</p> <ul style="list-style-type: none"> • Most children are making expected progress (6 steps). The areas looked at are in line with result reported for the period 2016/2017. • KS2 writing has improved significantly, and also maths. • Year 2 cohort was one of the lower attaining areas - mainly relates to this particular cohort. However, some improvement were observed over the year. • SEND attainment is going to be discussed at the next TLOC. • Statutory assessment: phonics 43% at expected level. Improvement from last year at 25% • KS1 writing and maths slightly down • Overall it is observed that the SEND areas of improvements are following the same trend of the whole school. • In most cases SEND children did well but there were some dips in year 2 and 4 – these particular figures might not be relevant as they refer to 3 or 4 children only. <p>QUESTION: Are there any issues with EHCP and getting these for children who need them? Not many children are affected but they are monitored. QUESTION: How about the absence records for SEND or PP? All pupils are monitored and chased in the same way. Even where there are increasingly difficulties to get to school, in most of the cases, the issue is related to a parent needing to drop off at 2 different schools.</p> <p>Progress for Reception children: 6 out of 9 made some progress and for those who didn't make the expected targets further details were provided e.g. EAL child. The seven prime areas of learning (listening and attention, understanding, speaking, etc.) were reviewed in depth for the children who didn't make the target and it was pleasing to see that in these areas some progress could be observed. In general the cohort's progress is very much in line with the general progress of the whole reception year.</p> <p>CREDS was closed and the school is looking at creative ways, together with the local authority and other school to address this gap. The issue is picking up SEN concerns in EAL children, as ideally you need an assessor who speaks the native language and is suitably trained in assessing SEN.</p> <p>In relation to the Pupil Premium Strategy:</p> <p>Sarah Barratt talked to colleagues and institutions, carried out research and also found lots of support from EEF. She also reviewed options for children to help bridge the gap in opportunities of these children (e.g. access to trips and activities inside and outside school). This research resulted in the strategy presented today.</p> <p>The majority of the PP children, if behind at all, are only 1 or 2 steps behind the other children. The Pupil Premium Strategy sets out (i) the barriers to learning, (ii) the desired outcomes, and (iii) the actions to be taken to reach the outcomes: 1) barriers will be identified and discussed how to overcome – barriers to learning sheets 2) teachers will give more 'fresh time' to children – the pupil premium priority agreement, 3) offer clubs and track attendance, 4) work on vocabulary (particularly as the children grow in age), 5) offer some opportunities to disadvantaged families e.g. some people volunteered to take the children to activities at the weekend, to enrich their experience 6) offer a home visit 7) offer more parenting support particularly in terms of English resources, 8) ongoing monitoring and meeting with teachers. Costs to roll out this program are presented in the report</p>	

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	<p>QUESTION: is this going to increase costs? Currently it is cost neutral. Poppy (afterschool club manager) volunteered to help out and work at the weekend for some of this group and is contacting museums to discuss possibilities.</p> <p>The Governors thanked SB for a detailed and informative report, which demonstrated a thorough investigation of the issues our pupil premium children face, and the actions the school is taking to improve the achievement of these children.</p> <p>Impact of the Pupil Premium strategy will be monitored by the PP Link Governor and through relevant committees.</p> <p>c) School development plan</p> <p>Final version of the plan was presented. 2 key additions: 1) specific timelines – governor should make themselves familiar with the planned meetings 2) governing body activities and meetings to match and follow development plan and merge with its progress</p> <p>To note that the target orders in page 1 and 2 need to match for consistency.</p> <p>d) Link governors and headteacher review</p> <p>Link governors were re-assigned and matched to a specific committee. Link governor positions were set to reflect the priorities of the School Development Plan. The roles were discussed and the list is going to be updated and circulated (also on the website?)</p> <p>The following link governors were agreed:</p> <p>Angel Gurria: Literacy Rosa Mottershead: maths. Debora Lucarelli: Science and ICT Neil Perry: Pupil premium [and character education??] Lucy Walker: SEND and finance Ricardo Herbane: Outdoor learning Zoe Thorn: Aspects of leadership</p> <p>Headteacher review committee: Debora Lucarelli, Rosa Mottershead and Angel Gurria Date: 14 of November at 2pm On the 17th of October Val Palmer will review the data (in advance of the review meeting) and Angel will attend part of the meeting</p> <p><i>Note: Data meeting took place on Monday 12 November. HTPM took place on 14 November.</i></p> <p>e) Safe-guarding and childcare Update training was delivered in September to all staff. The model policy provided was used. The draft policy presented was ratified.</p> <p>Whistle blowing policy hasn't changed and the model provided is implemented.</p>	

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	<p>e-safety. A staff meeting is planned in November and training is going to be delivered by ICT services</p> <p>Annual child protection report has been completed and returned to the Local Authority.</p> <p>Safe guarding audit is going to happen soon and it's a good opportunity to review latest changes to the policy</p>	
6	<p>RESOURCES FOR LEARNING - DRAFT PAY POLICY</p> <p>The report outlines that the pay increase varies accordingly to different pay-scales.</p> <p>Formal notification of the amount of funding hasn't been conveyed to the school yet. The headteacher is asking the board to ratify the policy though not all information about the extra funding is available.</p> <p>The Unions advice: 3.5% for staff on the main pay range 2% for staff on the upper pay range 1.5% for staff on the leadership scale</p> <p>The board noted that it is difficult to assess the impact of the pay proposal without certainty of funding, but also that it was not acceptable for teachers to either wait until funding is certain, or be awarded a pay rise subject to securing funding. The Head Teacher noted that the difference in the minimal increase in pay (i.e. Only increasing the bottom and top of the relevant pay spines) is not going to be significantly different to the proposal to increase the levels of pay for all points on the pay scales) in terms of the school's overall budget. Governors agreed to follow the above proposed plan.</p>	
7	<p>GOVERNOR VACANCIES:</p> <p>1 PARENT, 1 STAFF, 2 CO-OPTED</p> <ul style="list-style-type: none"> a) Staff are going to hold elections for a representative member b) Elections for parents are going to take place after half-term c) There is one application for a co-opted post <p>The chair met with John Parkin who placed an application (presented to the meeting) and explained he's motivated and experienced. Approved unanimously</p> <p>Christina Bates re-applied as a co-opted governor. Approved unanimously.</p>	
8	<p>AOB</p> <p>QUESTION: Can the list with the governor terms be updated? Yes</p> <p>Dates for next meetings: FGB: 12th of December at 18.15 Resources: 29th of November at 18.15 TLOC: 22nd of November at 18.15</p>	<p>Debora to re-apply for co-opted post by next meeting</p> <p>HTPM committee to be appointed for 2018/19</p>

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		academic year.

The meeting closed at 20.35

Signed:..... Date:.....