



Minutes of Meeting held on Tuesday 24th April 2018 at 7.00pm

Governors present:

- Miss E Heanes – Headteacher Mr J Hayes - Chairman
- Mr R Taylor Mr P Hazell
- Mr D Casey Mrs F Cameron
- Mrs B Vaghela Mr A Westcott
- Mrs R Poole MrS Cullen
- Mrs R Orpwood-Price

Clerk: Mrs J Galloway

1. Mr Taylor opened the meeting with a prayer.

2. **Apologies for Absence**

Apologies were received and accepted from Mr Buxton and Mrs Pidoux.

3. **Declaration of Interests**

There were no declarations of interest.

4. **To Approve Minutes of Meeting of 20-02-18**

The minutes of 20-02-18 were approved as a true record and signed by the Chair.

5. **Matters Arising**

Agenda item 10 – The Headteacher advised that the statement to be placed on the FoBS Facebook page is in hand with the Chair of the FoBS Committee. There were no further matters arising from the minutes.

6. **Committee Reports of 27-03-18 – Questions & Comments**

Finance, Estates & Personnel - The Chair advised that a budget meeting will take place on 30th April with the Headteachr, Finance manager and governors from the FEP committee.

Standards & Ethos – There were no questions or comments on the minutes.

7. **Headteacher Report**

Governors were provided with a copy of the Headteacher report (see attached). Additional points / questions raised were:

- **Morning Club** – The club will close at the end of the Summer term. The numbers of pupils using the club is very low and the club is not sustainable. The school is unable to contribute to the funding of the club. Governors had a lengthy discussion regarding wrap around care. This has been offered in the past and again the uptake was very small and it was not viable and this had cost implications for the school. Parents are signposted to other childcare providers. Governors will continue to monitor and look into childcare provision as the need arises.
- **Pupil Numbers** – *Has there been any changes to pupil numbers?* **Since the report was published the numbers have increased by 2 pupils. One pupil in Year 5 and one pupil in Year 6. Total pupil numbers across the school are now at 188.**
- **Staff Development** – *Is training held in house or from external providers?* **This is an internal, external and online training.**

There were no further questions or comments on the Headteacher report.

ACTION: Headteacher to advise parents of closure of morning club

8. **SIAMS Inspection**

Governors had been provided with a copy of the report prior to the meeting. The areas for improvement shown on the report had been written by the inspector and agreed with the school.

The Headteacher commented that it was a very positive experience and the Inspector spoke very highly of the school. The report is fair and reflected a true picture of the school.

Minutes Approved : Signed  Dated 24.4.18

9. Assessment Update

The Governors were provided by the Headteacher with an overview of where the pupils from each year group are currently sitting for each of the different subjects. At the next meeting Governors will be provided with the progress of pupils.

- The staff are now happy with their assessment system, recording process and how judgements are made on individual pupils
- The Headteacher will go through the different processes of the assessment of pupils with Governors so that they can fully understand how the system works – this will be done over the course of several meetings
- Governors were provided with the information of where pupils are currently sitting at for Maths, Reading and Grammar – looking at the percentage of children who are at or above age related expectation (ARE)
- The data is from the Spring term therefore in some year groups, not all of the curriculum has been covered yet, therefore it will be lower at the moment than data collected in July
- The data provided information on the percentage of children who are:
 - ❖ on track to achieve greater depth (GD)
 - ❖ on track for secure age related expectations (ARE)
 - ❖ on track for just at ARE
 - ❖ on track for just below ARE – confident children will get to ARE with continued intervention from teachers and teaching assistants
 - ❖ on track for working towards ARE – these are pupils are just below the expected level
 - ❖ working one to two years below their age related level. There is involvement from the school SENCO for these pupils

Questions from Governors were:

- **How are assessment judgements moderated?** *Teachers input their own data. Staff moderation meetings are held, work is moderated locally with other schools and within the DEMAT. DEMAT also hold external moderation meetings where samples of work are scrutinised.*
- **Where children are working one or two years below their level, is there time for these children to reduce the gap as they progress through the school?** *Generally, these pupils are working at these levels due to their individual significant learning needs and this is why there is SENCO involvement to incorporate the use of external agencies and where necessary work towards obtaining an educational health care plan (EHCP), to provide these pupils with the best possible outcomes. They may not have the capacity to close the gap due to significant learning needs and may never catch up.*
- **Are the teachers able to show progress measures in learning for these pupils?** *The SENCO monitors these pupils to show their progress.*
- **There appears to be a large discrepancy in Y1 between the maths attainment and the English and grammar attainment?** *The Grammar is not taught in Reception, currently in Year 1 they are being assessed against the whole year's objectives but have not yet completed the year. In Reading the expectation is that they are much more independent in Year 1 than they had been in Reception. This has been discussed at pupil progress meetings and it is not expected that there will be this discrepancy by the end of the summer term.*
- **Does this mean that the Reception curriculum needs to be reviewed so they are less behind in Year 1 or is the Reception curriculum very different from Year 1.** *The Reception curriculum is very different, however, by the end of Year 1 the pupils are where they need to be. The assessment process enables the teacher to target the areas where the gaps are and the teacher builds this into her lessons.*
- **How often are these assessment updates completed?** *Reading, Writing and Maths are completed half termly. Science and Grammar termly.*
- **Are there any areas of concern?** *Grammar across the school, as this has not been taught consistently across the whole school which then relates to a big catch up in year 6. Grammar assessments are now completed in Year 1 – 6 each term against the Grammar objectives for the year group. The Deputy headteacher has also led some staff meetings focussing on Grammar. This area is also covered by the Talk4writing project through DEMAT.*
- **Is there a year on year comparison?** *There will be at the end of this year. Going forward from next academic year progress comparisons can be measured more easily.*

ACTION: Progress measures to be Agenda item at future meeting.

Minutes Approved : Signed  Dated 12.6.18

10. GDPR

New DataProtection Regulations come into force on the 25th May, these are known as GDPR. Mr Casey has agreed to be the Governor responsible for GDPR. The Headteacher, Finance Manager and Mr Casey will attend training run by the DEMAT in preparation for this coming into force.

11. Policies / Documents for Discussion / Approval

Positive Behaviour Policy – Governor were provided with a copy of the policy prior to the meeting. No changes had been made to the policy. One amendment to be made – page 5 no. 5 remove ‘class teacher’ which had been typed in twice.

The policy was approved by Governors.

ACTION: Policy to be updated on school network

12. Governor Training / Governor Visits

Fire Training – Mr Hazell attended the recent Fire training undertaken by school staff.

Mrs Vaghela will attend the Y1 visit to Bury Church where the pupils will be learning about Christenings.

PREVENT Training - The Headteacher advised all Governors that they would need to undertake PREVENT training. The training is done online. Goernors will be advised of the link. Once complete, Governors to provide their certificate to be kept on file. Any Governors who have already undertaken this training in their own profession this year can bring in their current certificate.

A Governor enquired if there had been an invacuation procedure practised? The Headteacher advised that the children had undertaken this procedure previously, a further practise will be undertaken this term.

A Governor asked if a governor could be present when this was undertaken so it could be noted how the procedure worked. The Headteacher advied that this could be arranged.

The Headteacher advised Governors that there needs to be a Governor responsible for SATs administration. Mr Hazell has agreed to undertake this and will come in for the meeting being held for all staff involved in the administration of the Year 6 SATs.

ACTION: Headteacher to provide PREVENT training link.

Headteacher to contact Governor with arrngements for invacuation procedure.

13. AOB

A Governor enquired what the process for Year 6 transition would be this year? The idea is that in two years time – at the end of the four year trial period – all children who will be transferring to the Abbey College, will complete a three week transition in the second half of the Summer term.

This year it is expected that approximately eight children will attend the three week transition in June, the criteria for selection is: Pupil Premium pupils, vulnerable pupils, more able pupils across all subjects. Parents must give permission for their children to attend and can opt their child out if they wish.

The Headteacher advised that all schools must adhere to the criteria selection this year, as some schools did not last year. It was felt that it was a positive experience for the pupils.

14. Dates of Next Meetings

A date for the 2018-2019 budget ratification meeting was agreed as Thursday 3rd May @ 9.00am when there will be enough Governors available for a quorate meeting.

The dates of the next scheduled meetings have been agreed as:

Committees – Tuesday 15th May 2018

LGB - Tuesday 12th June 2018

15. Closing prayer

The meeting was closed with a prayer led by Mr Casey.

Meeting closed at 8.15pm.

Minutes Approved : Signed  Dated 12.6.18.