

# Minutes of Meeting held on Monday 16<sup>th</sup> July 2018 at 7.00pm



Governors present:

Miss E Heanes – Headteacher      Mr J Hayes - Chairman  
Mr P Hazell                              Mr A Westcott  
Mrs F Cameron                         Mr R Taylor  
Mrs B Vaghela                         Mrs M Pidoux  
Mrs R Orpwood-Price                Mr S Cullen  
  
Clerk:                                        Mrs J Galloway

1. Mr Hayes opened the meeting with a prayer.

2. **Apologies for Absence**

Apologies were received and accepted from Mrs Poole and Mr Casey.

3. **Declaration of Interests**

There were no declarations of interest.

4. **To Approve Minutes of Meeting of 12-06-18**

The minutes of 12-06-18 were approved as a true record and signed by the Chair.

5. **Matters Arising**

There were no matters arising from the minutes.

6. **To Approve Minutes of Committee Meeting of 15-05-18**

The minutes of 15-05-2018 were approved as a true record and signed by the Chairs of Committees.

7. **Matters Arising**

There were no matters arising from the minutes.

8. **Headteacher Report**

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

- Miss Cox has settled in well in readiness for September. She has spent time in several different classes.
  - Pupil numbers are now at 189
  - Attendance - Authorised percentage rate of 96% down from 97%, There have been a large number of requests for time off from school.
  - One reported incident of bullying which is currently being investigated
  - Two complaints have been received. One resolved, the other is expected to be resolved before the end of the Summer term. **A Governor enquired if the bullying incident is related to one of the complaints raised. The Headteacher advised that they were not related.**
  - Two requests for information under the new GDPR regulations have been received. One is a subject access request for personal information. The other is a FOI request. These have been forwarded on to the Data Protection Officer (DPO) at DEMAT.
  - Teaching staff for 2018-2019 are:
    - Reception - Mrs Wright
    - Year 1 - Mrs Coulston
    - Year 2 - Mr Westcott
    - Year 3 - Mrs Summerell
    - Year 4 - Miss Scotney
    - Year 5 - Miss Cox - (NQT – will be mentored by Mrs Beeston)
    - Year 6 - Mrs Beeston
- PPA cover teachers: Mrs Greenwood, Mrs Wyatt and Mrs Buchan

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

Minutes Approved : Signed  Dated 2/17/18

## 9. Annual Child Protection Report

The link to complete the report on line has not yet been received from Cambridgeshire County Council. Once received the Headteacher will go through the report with Mr Hazell the Governor with responsibility for Safeguarding.

**ACTION: Headteacher to contact Mr Hazell when link to report is received**

## 10. Assessment Update

The Headteacher advised Governors that the school had received two moderation visits. One for Early Years and one for end of Key Stage 1. Both visits went well and no judgements were changed.

### *2018 Provisional Test Outcomes*

- EYFS – 76% of cohort have met a good level of development (GLD). This compares to a provisional National figure of 71%.
- Y1 Phonics – 72% achieved their phonics. This is below the provisional national figure of 82%. Progress has been good. Less than 50% of the cohort were expected to pass the phonics check when assessed at the beginning of Year 1. Children have received two phonics lessons per day as well as additional booster support.
- Y2 Phonics – One child was required to re-take the check and achieved a pass. Therefore, all children going into Year 3 will have passed the phonics check
- KS1 Attainment - Currently no National figures have been released. The cohort achieved:  
Reading – 82%  
Writing – 64%  
Maths – 78%

In comparison to last year's national figures they are all within last year's national figures. **Governors enquired about the lower percentage results for writing and what needed to be done to improve this percentage?** *The Headteacher advised that nationally writing was lower but against last year's national was still within national figures. Writing does take longer to improve and what it takes to get age related expectations at Year 2 is now significantly greater, therefore takes the children a little longer to achieve this. The school has implemented Talk4Writing this year. It is hoped that by the end of 2018-2019 writing figures will have improved.*

- *KS2 Attainment – The school is very happy with the results.*  
*Reading - 85% (National 75%)*  
*Writing – 88% (National 64%)*  
*Maths – 92% (National 76%)*  
The Chair commented that there was a significant difference in the writing percentage achievement at Year 6 compared to Year 2, showing the increased capabilities of the pupils as they gain more experience in writing throughout the Key Stage 2 years.
- *KS2 Combined percentages for Reading, Writing & Maths*  
Combined – 81% (National 64%) This is a key figure the government look at.
- *Pupl Premium pupils – Year 6 Pupil Premium pupils have made good progress. Provisional figures indicate they have progressed very well. The government provide a ready reckoner which converts their results.*
- *Governors looked at age related expectations at the end of 2016/2017 against 2017/2018 for Reading, Writing and Maths. The majority of cohorts have increased their percentage of age related expectations across the subjects. Were there has been a drop in ARE this is due to new pupils arriving at the school and not currently meeting the standard, other pupils will be flagged up during pupil progress meetings and steps implemented to support these pupils.*
- **Governors enquired if there were any pupils achieving greater depth at KS2?** *The Headteacher advised that there was but the threshold for greater depth is not released until September.*
- **Governors enquired if there would be any further training on the ANALYSE data programme.** *The Headteacher advised that a new version was due to be released in October it is hoped that DEMAT will provide training for Governors. If not the school will provide in-house training.*

There were no further questions or comments.

**ACTION: Headteacher to update Governors at next meeting when National figures have been released.**

Minutes Approved : Signed \_\_\_\_\_

Dated \_\_\_\_\_

2/10/18

## 11. Budget Update

**2017-2018 Budget** - Governors were provided with a copy of the Management Accounts for the end of June. Possible savings were highlighted to Governors for the end of year.

There are still no costings for the roof repairs or confirmed notification of how the project will be funded. The Headteacher and office staff continue to contact the DEMAT for updates.

**2018-2019 Budget** - The submitted version has not been formally approved by the DEMAT and no questions or comments have been forwarded to the school.

## 12. GDPR

Governors were advised that they would be required to complete some GDPR forms to comply with the new regulations. The Clerk will forward forms out to Governors for completion and return.

**ACTION: Clerk to forward GDPR forms to Governors for completion.**

## 13. Health & Safety / Safeguarding

The Governors were provided with a copy of the report prior to the meeting (see attached).

Additional points raised:

- Crazy paving will not be replaced during the Summer break as it was agreed turfing will not take during the dry weather. This will therefore be undertaken at a more appropriate time of year.
- Trees around the car park will be removed during the school break
- The wooden boundary fence by the playground is due to be replaced during the Summer break.
- The fencing around Reception class will be replaced at a later date – most likely when paving slabs are removed from grassed area. The fencing is not in urgent need of replacement at this time.
- DEMAT are providing some Safeguarding training in October and January. The Headteacher will attend along with Mr Hazell for the September date. The Headteacher requested Governors check their diaries to see if anyone is available to attend the second session.

**ACTION: Headteacher to e-mail Governors with date to see if anyone is available to attend.**

## 14. Governor Training / Governor Visits

**Governor Training** – DEMAT are planning to provide training for Headteachers / Governors and Clerks. Governors were provided with a copy of the proposed training schedule. No dates for training have been provided at this time. Once training dates are organised – Governors can book themselves onto courses.

**Governor Visits** – Mrs Poole visited the school recently to observe the school's invacuation procedure. Mrs Poole commented that the procedure was well organised and all children and staff were in the building within 3 minutes. The Headteacher received an e-mail from the governor regarding the procedure – this will be forwarded on to Governors for their information.

**ACTION: Headteacher to forward to Governors – the email from Mrs Poole**

## 15. Governor Newsletter

The Governors were provided with a copy of the Governor newsletter which has been compiled from the submission of text from the Chair of Governors and Chairs of Committees (see attached). All Governors were happy with the content of the Newsletter and this will be emailed out to all parents at the end of term.

**ACTION: Governor Newsletter to be emailed out to parents and copied into Governorhub.**

## 16. Governor Annual Report

The Headteacher and Chair of Governors had met to compile this report. All Governors were provided with a copy of the report. Governors were happy to accept the report and this was signed by the Chair. The report will be loaded onto Governorhub and the school website.

**ACTION: Governor Annual Report to be uploaded to Governorhub and school website.**

Minutes Approved : Signed  Dated 2/12/18

## 17. Governor Year Plan

Dates have been provisionally looked at for the meetings for the 2018-2019 academic year. The dates need to be checked against the school calendar to ensure there are no clashes. Governors will be emailed the proposed year plan.

The date of the first meeting has been arranged for 2<sup>nd</sup> October. Meetings to commence at 6:30pm as it is anticipated they will run a little longer.

**ACTION: Clerk to email year plan to Governors.**

## 18. Committees – Allocation of Governors

It was agreed that for the 2018/2019 academic year the school would run at least six meetings of the LGB. These meetings would cover all school business and separate meetings would not be held for Finance, Estates and Personnel or Standards and Ethos. The agendas raised would incorporate all of these areas. This decision was taken due to Committee meetings often being very short and sometimes the same business discussed twice at each of the committees. It was agreed that Committees would still be formed and Chairs elected in the event any special meetings or working parties needed to meet.

Committees and members were agreed as follows:

<b>Finance, Estates &amp; Personnel</b>	<b>Standards &amp; Ethos</b>
Mr R Taylor - elected as Chair	Mr S Cullen - elected as Chair
Miss E Heanes	Miss E Heanes
Mr A Westcott	Mr A Westcott
Mr J Hayes	Mrs R Orpwood-Price
Mr P Hazell	Mrs M Pidoux
Mrs B Vaghela	Mrs R Poole - allocated in absence
Mrs F Cameron	Mr P Buxton - allocated in absence
	Mr D Casey - allocated in absence
	Reverend G Dawson-Jones - allocated in absence

Mr Taylor was elected as Chair of the Finance, Estates & Personnel Committee. Mr Cullen was elected as the Chair of the Standards & Ethos Committee.

Absent Governors were allocated to a Committee. These can be amended as necessary.

Allocation of Governors to Cohort groups is as follows:

<b>YEAR GROUP</b>	<b>GOVERNOR</b>
RECEPTION	Mrs M Pidoux
YEAR 1	Mrs B Vaghela
YEAR 2	Mrs F Cameron
YEAR 3	Mr P Hazell
YEAR 4	Mr D Casey
YEAR 5	Mr S Cullen
YEAR 6	Mr R Taylor

The Headteacher suggested that these visits should occur termly. The Headteacher will look at how these visits can be plotted into the school calendar. It may also incorporate subject leader governors as there are plans to invite subject leaders to governor meetings.

<b>AREAS OF RESPONSIBILITY</b>	<b>GOVERNOR</b>
ENGLISH	Mr Buxton
MATHS	Mr Cullen
INCLUSION	Mr Taylor
SAFEGUARDING/ HEALTH & SAFETY / LAC / SATs	Mr P Hazell
RE	Mr Casey / Reverend Dawson-Jones

**ACTION: Headteacher to plot Governor visits / Subject Leaders to meetings.**

Minutes Approved : Signed



Dated

2/10/18

**19. AOB**

There was no further business.

**20. Dates of Next Meetings**

The date of the next scheduled meeting:

LGB - Tuesday 2<sup>nd</sup> October 2018 commencing at 6:30pm

**21. Closing prayer**

The meeting closed with a prayer led by Mr Taylor.

Meeting closed at 8:15pm.

Minutes Approved : Signed  \_\_\_\_\_ Dated 2/10/18