

# Minutes of Meeting held on Tuesday 27<sup>th</sup> November 2018 at 6:30pm



Governors present:

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

Clerk:    Mrs J Galloway

1. Mr Casey opened the meeting with a prayer.

2. **Apologies for Absence**

Apologies were received and accepted from Mr Hayes, Mr Buxton, Mr Cullen and Mrs Pidoux. In the absence of Mr Hayes the Chair, Mr Hazell led the meeting.

3. **Declaration of Interests**

There were no declarations of interest.

4. **English Subject Leaders Presentation**

Mrs Coulston and Miss Scotney led a presentation to the Governors as subject leaders of English. Mrs Coulston oversees KS1 and Miss Scotney KS2, they have both taken on these roles from September. The Governors were provided with an overview of the following:

- ❖ The talk4writing scheme – this is a whole school approach, teaching children to write through plot patterns. Building up a bank of plot patterns; e.g. warning tales, journey stories etc. This gives them a basic text structure. As they move up the school this becomes more complex. This also enables them to transfer these skills across the curriculum.  
The school is about half way through the training on this project. All staff including Teaching Assistants attend the training. The training provides three phases; imitation, innovation and invention. Staff are modelled on how to teach the phases and what is included in each phase, provided with model text and supporting books to back up the texts. A Governor enquired if the writing tasks linked to the class reader? The co-ordinators advised that yes they were linked.  
It is expected that by the time children reach Year 6 they are able to write reports, recounts, instructions etc.
- ❖ The monitoring of English – Monitoring this year includes; book scrutinies, learning walks carried out by the County Council and DEMAT. Co-ordinators were impressed with the level of work looked at during the book scrutinies.
- ❖ Assessment – The children complete a ‘Cold’ task (this also helps the teachers to inform their planning and teaching, for instance if a large number of pupils were not using capital letters / full stops) ‘Warm’ task (this is a shared write with the teacher) and a ‘Hot’ task (this is an independent write) for each unit in English. A unit takes about four weeks to complete. Children have a target sheet at the front of their English book. Additionally, the children are tested on Reading and SPAG termly. A summative judgement is made half termly by teachers.
- ❖ Data for the academic year 2017-2018 - Governors were provided with the data results from 2017-2018 for Early Years, KS1, KS2 and Phonics.  
**Early Years** - slightly below National – this is cohort related. The cohort is only 17 pupils therefore each pupil counts for 17%. Therefore, if only a few pupils have some additional educational needs this greatly affects the cohort percentage. The school will be building anonymous case studies for these pupils to provide the evidence to show intervention and progress as they move through the school.  
**KS1** – Writing attainment at expected level – lower than National – more evidence was needed from cross-curricular writing. The introduction of Big Write will increase this evidence and provide other writing that is not teacher led.  
**KS2** – All data above National.

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Dated \_\_\_\_\_

24/11/18

- ❖ Phonics teaching and screening – Children in years Reception, Y1 & Y2 are streamed into groups (Reception are not streamed until the Spring term) and are taught in groups according to the Phase they are working at. Children are tested towards the end of Year 1 at Phase 5 level. A meeting for parents is held for the Year 1 parents in the Summer term so they are aware of the expectations of the children. It is anticipated that there may be a dip in phonics results due to the cohort – being a small cohort with some educational needs within the group and each child represents 17% of the cohort. This is being monitored regularly.

## 5. Governor Vacancy

The Chair advised Governors that Mrs Poole had resigned her post as Parent Governor and this would be her last meeting. The Chair thanked Mrs Poole for her contribution and support of the school. The vacancy will be notified to parents at the beginning of the Spring term.

**ACTION: Clerk to organise Letter to parents re: Parent vacancy.**

## 6. To Approve Minutes of LGB Meeting of 02-10-2018

The minutes of 02-10-18 were approved as a true record and signed by the Chair.

## 7. Matters Arising

*Agenda item 7* - The last few Register of Interests will be chased up.

*Agenda item 8* – The last few skills audits will be chased up.

*Agenda item 9* – Governors have confirmed they have read and understood the updated Keeping Children Safe in Education document.

*Agenda item 13* – Policies have been updated on school server and website.

There were no further matters arising which were not already covered under separate agenda items.

## 8. Headteacher Report

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

- ❖ Staffing – a Governor enquired if there had been any interest in the post for maternity cover? The Headteacher advised that one application had been received to date, the closing date for applications is Thursday 29<sup>th</sup> November. Any interviews will take place the following week.
- ❖ Governors enquired how long the exclusion took place for. The Headteacher advised that this was a fixed one day exclusion.

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

## 9. School Development Plan

The Governors were provided with a copy of the School Development Plan for 2018-2019 prior to the meeting (see attached). The priorities had been provided for Governors at the previous meeting. In this document they are broken down into more detail.

Governors were asked if there were any questions or queries on the priorities.

- ❖ *Priority 2 - How will you measure whether this having an effect? This will be measured through parent questionnaires throughout the year and any which flag up particular issues then possibly sending out a follow up questionnaire which looks at that particular issue in more detail. There will be at least two possibly three questionnaires throughout the school year. Feedback from parent forums will also help shape future questionnaires*  
**What is CPOMs? This is an electronic secure system for recording Child Protection / Other issues.**
- ❖ *Priority 4 – What places of worship are open to the school to increase understanding of World Faiths? This area will be covered with visitors to the school alongside visiting places of worship which will be an area for development.*
- ❖ *Priority 5 - What is 'growth mindset' ? - this is about enabling and developing resilience in children.*

There were no further questions or comments on the school development plan.

**ACTION: Governors will be provided with the updated SDP at the April meeting.**

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## 10. School Self Evaluation

The Governors were provided with a copy of the SEF prior to the meeting. The document is updated on a termly basis. An updated copy will be provided to Governors in the Spring term.

There were no questions on the SEF.

**ACTION: Governors will be provided with the updated SEF at the April meeting.**

## 11. ASP

Mr Westcott led this agenda item. Governors were advised that when OFSTED visit the school they will look at this document as their first point of call. Looking at the ASP document, they will look at the lines of enquiry with regard to the school's data. Mr Westcott advised Governors of the current lines of enquiry on the document as follows:

- ❖ Reading progress was in the top 20% for at least for two years for all pupils middle prior attainers
- ❖ Maths progress was in the top 20% for at least for two years for high prior attainers
- ❖ In 2017, Reading, Writing and Maths attainment at the expected standard was at or above national prior attainment grids, middle and high
- ❖ Phonics in 2017, a very large majority of pupils – 93% met the Phonics expected standard in Year 1
- ❖ Overall absence in 2016/2017 was low for all pupils in the lowest 10%

Ofsted will question why the school is producing children in the top 20%, middle and high prior attainers. What is the school doing that is so good that it is enabling this. The school will have to show that what the school is doing that is really good and that is why they are achieving these results. That it is a result of the teaching and learning and not that the children are naturally high attainers.

Governors asked when the next expected Ofsted is likely to be? The Headteacher advised that this is due next academic year. The next inspection will most likely be a one day inspection where they decide whether you are good, solidly good. The school would then stay at this level for some time and this would trigger a Section 5 Inspection which would be a two day inspection to see if the school has moved to outstanding.

There were no further questions from Governors.

## 12. Policies for Review and Approval

**PSHCE Policy** – The Governors were provided with a copy of the Policy prior to the meeting. Minimal changes had been made to this policy. There were no questions or comments. The Governors approved the policy.

**PE Policy** – The Governors were provided with a copy of the Policy prior to the meeting. There were no major changes to this policy. There were no questions or comments. The Governors approved the policy.

**Discretionary Leave of Absence** - The Governors were provided with a copy of the Policy prior to the meeting. This is a model EPM policy for discretionary leave. The Governors approved the policy.

**ACTION: Clerk to update policies on school server and website.**

## 13. Estates Report

The Governors were provided with a copy of the report prior to the meeting. Additional points raised were:

- ❖ Classroom / hall doors – a quote is being sought to install a number keypads to doors instead of locks, this will negate the need for staff to have numerous keys and will improve security for an invacuation lockdown.
- ❖ Health & Safety audit has now been undertaken. When the report is received in school, details will be shared with the LGB.
- ❖ A meeting took place today regarding the problems with the leaking roof. The Headteacher has been advised that the affected parts of the roof will be replaced fully during the Summer break. The work will go out to tender and the DEMAT will appoint a project manager to oversee all works. In the interim some remedial work will be carried out during the February half term. The Headteacher has asked that the procedures due to be undertaken are confirmed in writing.

There were no further questions or comments on the report.

**ACTION: Health & Safety audit results to be agenda item at next meeting.**

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**14. Health & Safety Update**

There were no updates to report under this agenda item.

**15. Finance Audit**

A finance audit was undertaken at the school in October. The auditor spent a day in the school office checking documentation and procedures. Governors were provided with a copy of the report which had been received (see attached).

There were no comments or questions on the report.

**16. Management Accounts - November**

The Governors were provided with an annotated copy of the November management accounts. The budget is currently running on track with no areas of concern.

**17. Devolved Formula Capital (DFC)**

The Governors were provided with a report showing the DFC income and expenditure from 2015/216 to date. This was for information purposes only.

**18. Policies for Review and Approval**

**Charging and Remissions Policy** - The Governors were provided with a copy of the Policy prior to the meeting. No changes had been made to the policy. The policy was approved for a further year.

**ACTION: Clerk to update on school server / website.**

**19. Governor Training / Governor Visits**

Mr Hayes and Mr Westcott have attended Safeguarding training run by the DEMAT. The Headteacher reminded Governors to contact her or liaise with teachers to arrange visits.

Governors are advised of any training the DEMAT provide.

**20. AOB**

The Governors expressed their thanks to Mrs Coulston and Mrs Scotney for their presentation as they found this informative and useful.

**21. Dates of Next Meetings**

The date of the next scheduled meeting:

LGB - Tuesday 29<sup>th</sup> January 2019.

**22. Closing prayer**

The meeting closed with a prayer led by Mr Casey.

Meeting closed at 7:45pm.

Minutes Approved : Signed  Dated 29/1/19