



## Minutes of Meeting held on Tuesday 9<sup>th</sup> July 2019 at 6:30pm

Governors present:

Miss E Heanes – Headteacher

Mr R Taylor

Mrs B Vaghela

Mrs N Beeston

Mrs R Orpwood-Price

Mr S Cullen

Mr P Buxton

Mrs F Cameron

Clerk:

Mrs J Galloway

1. Mr Taylor opened the meeting with a prayer. In the absence of the appointed Chair and Vice Chair, Mr Taylor agreed to Chair the meeting.

### 2. Maths Subject Leader Presentation

Mrs Beeston led a presentation to the Governors as subject leader of Maths. The Governors were provided with an overview of the following:

With the introduction of the new National Curriculum levels were removed and all of the subject expectations in primary years changed. Expectations have been raised for all year groups.

#### Subject Developments

- ▶ Rising Stars Scheme purchased in line with updated curriculum to ensure a framework which matched the new curriculum objectives. This is used as a resource along with others.
- ▶ Assessment is undertaken termly PUMA (maths) tests, these tests are matched to the new curriculum. This informs the teacher along with their professional judgement of the progress and attainment of pupils. Training and monitoring of the mastery curriculum: fluency (sums – how to do them), reasoning (talking and thinking about maths) and problem solving (using fluency and reasoning to solve a problem).
- ▶ Training provided by the DEMAT is undertaken in fluency, reasoning and problem solving and this is disseminated to staff.
- ▶ Times tables – re-launched for Yr2 (& children who are ready in Year One) upwards with TT Rock Stars (this is a web based times table program). We have also taken part in the pilot for the National Multiplication Tables Check for Year 4 being introduced formally next year. This is a computer based test – testing up to 12 x 12
- ▶ More able Year 6 children participated in the Primary Maths Challenge in the Autumn Term. This is run by the mathematical association.

#### Results

	2017	2018
<b>Early Years</b>	<b>71% children made good level of progress (71% - National figure)</b>	<b>72% children made good level of progress (72% - National)</b>
<b>Key Stage One</b>	<b>73% met ARE (75% - National) GD = 27% (21% - National)</b>	<b>82% met ARE (76% - National) GD = 21% (22% - National)</b>
<b>Key Stage Two</b>	<b>89% met ARE (75% - National) GD = 46% (17% - National)</b>	<b>92% met ARE (76% - National) GD = 19% (24% - National)</b>

The 2019 data has yet to be validated.

#### Where next

- ▶ Focus on Early Years – training and support already in place for next year.
- ▶ Prepare children and staff for the Multiplication Tables Check.
- ▶ Greater Depth continues to be a focus across each class.

There were no further questions. Governors thanked Mrs Beeston for her informative presentation.

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

Dated \_\_\_\_\_

24.9.19

### 3. Apologies for Absence

Apologies were received and accepted from Mr Hayes, Mr Hazell, Mrs Pidoux and Reverend Dawson-Jones.

### 4. Welcome new Staff Governor

The Chair welcomed Mrs Beeston as the new Staff Governor

### 5. Declaration of Interests

There were no declarations of interest.

### 6. To Approve Minutes of LGB Meeting of 14-05-2019

The minutes of the meeting of 14-05-2019 were approved as a true record and signed by the Chair.

### 7. Matters Arising

- ❖ Policies have been updated on school server
- ❖ The Attendance Policy will be sent out to parents before the end of the Summer term.
- ❖ The Governor Healthcheck has been completed on the Governorhub
- ❖ The Clerk has queried the election / re-election of Foundation Governors with the DEMAT. See below for the advice received:

*'For the recruitment of governors, it is at the chairs discretion as to whether you take a particular candidate on or not. At conversion, apart from the clergy, all governors are just that – Governors on the LGB for the school. The PCC doesn't have to appoint any of them. The chair should be able to confirm that the perspective candidate fills the skills gap and will understand their roles and responsibilities on the LGB in line with the schools SDP.*

*Governor Recruitment - proposed changes made by the DEMAT*

*Change the application process for governor recruitment and revert to Chair of Governors recruiting and selecting the governance team but with support from the Central Team. To support this process, introduce an expectation that LGBs will implement an annual skills audit and use role descriptors that clearly define Trust's expectations of the role and remit of governance responsibilities, supported by a LGB development plan that aligns School Development Plan.*

- ❖ With this in mind it was suggested that SC & PH become Governors instead of co-opted Governors.
- ❖ Parent Governor vacancy to be re-advertised in the new academic year.

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

**ACTION: Parent Governor vacancy to be re-advertised in Autumn term.**

**SC and PH to be proposed as Foundation Governors instead of Co-Opted Governors**

### 8. Headteacher Report

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

- ❖ Attendance – this is in line with National
- ❖ Staffing – The teaching structure for 2019/2020 has been completed.
- ❖ The new Attendance Policy will come into effect from September 2019 where parents may be fined for taking their children out of school during term time.
- ❖ The Headteacher Performance review is due
- ❖ DRV – a new person is being appointed to undertake this. Further information will be provided to Headteachers at their next meeting.

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

### 9. Annual Child Protection Report

The link for this report has not yet been received by the Headteacher. This item is to be deferred to the next meeting. This agenda item will now be timetabled for the first meeting of each academic year.

**ACTION: Clerk to agenda this item for first meeting of the new academic year.**

Minutes Approved : Signed  Dated 24.9.19

## 10. Assessment Update

**Pupil Progress template** - Governors were provided with a blank copy of the pupil progress template which is completed by teachers for all pupils prior to pupil progress meetings each term (see attached).

- ❖ Pupil Premium pupils and SEN pupils in the school are comparatively low in numbers therefore are not classed as significant groups. The progress and attainment of these children are closely monitored on an individual basis by the Inclusion leader.
- ❖ The significant group within this school is boys / girls
- ❖ Attainment - staff look at the percentage of their pupils who are on track to meet ARE (age-related expectations) or above in Reading, Writing and Maths
- ❖ Attainment - staff look at the percentage of their pupils who are on track to exceed ARE in Reading, Writing and Maths
- ❖ The pupils are then identified by name in the relevant box for Reading, Writing and Maths:
  - children who are on track to be GD (greater depth);
  - children who are targeted to achieve GD;
  - children who are on track to meet ARE;
  - children who are targeted to achieve ARE.
  - children identified as having a special educational need
  - children of concern – who are not performing as expected but are not identified as having a special educational need, therefore there may be other factors such as Summer born children or home circumstances and may require some extra support and are carefully monitored
  - Pupil Premium children who are below ARE – children are fully supported to get to ARE by the time they leave Year 6

The assessment is based on the pupil's last formal data point. For pupils in Year 1 & 2 this would be their ELG (Early Learning Goals). Pupils in Years 3 – 6 their end of Key Stage 1 result.

Children can appear in more than one box, for example a child with a special educational need could also be in 'children who are on track to be GD'

Within these boxes – names are highlighted: in one colour if the pupil has been assessed as exceeding the last data point. In another colour for pupils who achieved expected at the last formal data point who are now not on track.

Once completed the SLT meet with the teachers to go through the progress sheets. The Headteacher then meets with the SENCO to discuss further. The SENCO will then meet with individual teachers as necessary.

Action plans will be agreed with the teaching staff for individual pupils / groups. These are then followed up at the next pupil progress meeting.

Moderation is also undertaken with staff, DEMAT and local cluster schools.

### **2019 Provisional Test Outcomes**

#### **KEY STAGE 1**

*There are no National figures for KS1 available yet*

- ❖ Reading ARE - 71% (last year 82%) Greater Depth - 21%
- ❖ Writing ARE - 71% (last year 64%) Greater Depth - 18%
- ❖ Maths ARE - 81% (last year 82%) Greater Depth - 21%

*The cohort are a mixed cohort and have performed very well. Although the percentages may be down on last years ARE, the progress is expected to be greater this year.*

#### **KEY STAGE 2**

- ❖ Reading ARE - 83% (National 73%) Greater Depth 40% (last years national 25%)
- ❖ Writing ARE - 93% (National 78%) Greater Depth 30% (last years national 28%)
- ❖ Maths ARE - 90% (National 79%) Greater Depth 27% (last years national 24%)
- ❖ GPS ARE - 93% (National 78%) – this also helps validate the writing result which is teacher assessed as writing and Grammar are so heavily linked together
  - GPS - Greater Depth 50% (last years National 35%)
- ❖ Combined – Reading, Writing & Maths - ARE - 80% (National 65%)
- ❖ Combined – Reading, Writing & Maths - Greater Depth - 20% (last years National 10%)

Minutes Approved : Signed



Dated 24.9.19

The Governors were pleased with these results and commented that the new initiatives that had been introduced including the 'Big Write and Talk4Writing' had provided a positive effect. The Headteacher also commented that Grammar is also now embedded throughout the school. Progress measures will not be available until the Autumn term.

### **Phonics Check**

The Local Authority did a spot check on the school in regard to the administration of the Phonics Check. Everything was in order.

### **Phonics results:**

The school achieved a pass percentage rate of 89%. National percentage not yet known.

**ACTION: Further update in Autumn term when National figures have been released**

## **11. DEMAT Policies**

The Governors were provided with a list of new DEMAT Policies and the link to the area on their website. Governors were asked to familiarise themselves with these policies.

Policies: Link - <http://www.demat.org.uk/school-policies>

- a. Maternity Leave Policy
- b. Paternity Leave Policy (adoption)
- c. Paternity Leave Policy (birth)
- d. Shared Parental Leave (adoption)
- e. Shared Parental Leave (birth)
- f. Managing allegations Model Statement

## **12. Policies for Review and Approval**

**Anti Bullying Policy** – Governors were provided with a copy of the policy prior to the meeting. The policy now reflects the anti bullying training which all staff have undertaken. This policy is also linked to the Positive Behaviour Policy. The Governors agreed to approve the policy.

**Positive Behaviour Policy** – Governors were provided with a copy of the policy prior to the meeting. This is linked to Anti Bullying policy and also reflects the training staff have undertaken. Some minor grammatical changes were highlighted by Governors. The governors agreed to approve the policy with the grammatical amendments.

The policy will be reviewed again in the next academic year.

**ACTION: Policies to be amended and uploaded to school server and website as necessary.**

## **13. Estates Report**

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

- ❖ Fire Alarms – Two sounders not working in two areas of the school. Two classrooms do not have call points and these have been recommended on the report received. The Governors queried the necessity of this. The school is awaiting a quote before any decisions are made.
- ❖ A number of small works are being carried out during the summer break which were flagged on the recent health & safety audit.
- ❖ Roof - It is expected that work will commence over the Summer break. A meeting is scheduled for next week to discuss the timetable of works.
- ❖ A survey has now been undertaken to assess the best configuration for the size of hall and storage area. The current tables will be kept until the new furniture arrives.

There were no further questions or comments on the report.

## **14. Health & Safety / Safeguarding**

The Governors had been provided with a Health & Safety and Safeguarding report prior to the meeting (see attached). There were no questions or comments on the report.

**ACTION: A further person is yet to be trained as a Designated person**

Minutes Approved : Signed  Dated 24.9.19

**15. Budget 18/19**

Governors were provided with a copy of the Management Accounts for June 19. Currently looking at a deficit of approx. £18.5K at the end of the financial year. Most lines are on track and it is not anticipated that there will be any large savings for the remainder of the year.

The school has received a large sewerage bill from the water company and this is currently in dispute. Mr Cullen has offered to help look into this. Governors questioned the overspend on the staff insurance line. The premium has gone up considerably this year due to maternity cover, however there is an expected insurance payout of £7K due in Feb 20 at the end of the maternity leave which reduces the premium considerably.

There were no further questions.

**16. Budget 19/20**

The 2019/2020 three year budget has been recommended by the DEMAT Board for approval by the Trustees.

**17. Governor Newsletter**

It was agreed by Governors that the Governor Newsletter would now be published in the September of each academic year. This ensures all of the new Reception parents receive an updated version each year.

**ACTION: Governors to send in pen portraits by end of Summer term.**

**18. Governor Training / Governor Visits**

In light of new Ofsted framework coming into force from September there is an increased focus on the whole curriculum. With this in mind it was suggested that the school has subject specific Governors for all subjects. Governors would then undertake visits linked to their corresponding subject.

It was suggested that cohort visits continue to be undertaken termly. Subject specific visits to commence as soon as possible in the Autumn term. The following were agreed:

ENGLISH	Mrs Orpwood-Price	Mrs Brandon / Mrs Case
MATHS	Mr Cullen	Mrs Beeston
SEN / INCLUSION / PUPIL PREMIUM	Mr Taylor	Mrs Wyatt
CHILD PROTECTION / LAC / PREVENT	Mr Hazell	Miss Heanes
SCIENCE	Mr Buxton	Mrs Wright
RE / COLLECTIVE WORSHIP	Reverend Dawson-Jones	Mrs Beeston
HISTORY / GEOGRAPHY	Mrs Vaghela	Mr Glozier
MFL (Modern Foreign Languages) / MUSIC	Mrs Pidoux	Miss Cox / Mr Westcott (Music)
ART / DT / PE	Mrs Cameron	Miss Cox / Mrs Brandon (PE)
PSHE	Mr Hayes	Mr Westcott
COMPUTING	Mr Buxton	Mr Westcott

Governors linked to Cohorts were agreed as follows:

RECEPTION	Mr Buxton
YEAR 1	Mrs Pidoux
YEAR 2	Mrs Vaghela
YEAR 3	Mrs Cameron
YEAR 4	Mr Hazell
YEAR 5	Mr Taylor
YEAR 6	Mr Cullen

**ACTION: Governors need to contact the Headteacher to arrange a subject based visit for the first half of the Autumn term**

Minutes Approved : Signed  Dated 24.9.19

**19. Governor Year Plan**

The following dates were proposed for the 2019/2020. All meetings to commence at 6:30pm

Meeting 1	8 <sup>th</sup> October 2019
Meeting 2	3 <sup>rd</sup> December 2019
Meeting 3	11 <sup>th</sup> February 2020
Meeting 4	31 <sup>st</sup> March 2020
Meeting 5	19 <sup>th</sup> May 2020
Meeting 6	7 <sup>th</sup> July 2020

**20. AOB**

There was no further business.

**21. Date of Next Meeting**

The date of the next scheduled meeting:  
LGB - Tuesday 8<sup>th</sup> October 2019.

**22. Closing Prayer**

The meeting closed with a prayer led by Mr Taylor.

Meeting closed at 8:45pm.

Minutes Approved : Signed  Dated 24.9.19