

GOVERNING BODY APPROVED MINUTES

Stukeley Meadows Primary School

Full Governors Meeting

Monday 3rd March 2014 at 7.30pm

Governors Present: Mark Bingley (Chair)
Richard Bakker, Nicola Bengel, David Cushman, Clare Greaney, Robin Herbert, Rachel Paffett, Karen Page (Associate Member), Phil Pearce, Geoff Price, James Singletery (Head Teacher), Yvonne Warham

In attendance: Karen Kay (Clerk)
Mara Bogdanovic – Associate Member applicant

ACTION

1. Welcome to Mara Bogdanovic

The governors introduced themselves and welcomed Mara Bogdanovic to the meeting. She explained her desire to be an Associate Member at a Primary School. *[Following the meeting, Mara confirmed she would like to be considered as an Associate Member to the school and the Clerk agreed to start the appointment process].*

Clerk
By 10.03.14

2. Apologies

Received and accepted from Ian Campbell, Matt Casey and Adele Sabey. Emma Smith (Deputy Head (DH)) is currently on a secondment. Apologies were not received from Elvis Odonti.

3. Declaration of interests relating to items on the agenda

There were none.

4. Appointment of a Local Authority Governor – nomination received for Mr Ian Campbell

The Chair confirmed that Mr Ian Campbell's name had been submitted to the Local Authority (LA) for appointment.

Decision: The Governing Body appointed Mr Ian Campbell as a Local Authority Governor and asked the Clerk to send an appointment letter.

Clerk
By 10.03.14

5. Minutes of the meeting held on 9th December 2013

Approved and signed.

6. Matters and action points arising from the minutes of the previous meeting

i) The following items were actions and had been completed with no further comment:

Minutes of the last meeting to be added to the school website.

Terms of Reference of Sub-Committees uploaded to the dropbox.

Letter to parents following the Ofsted Inspection and report.

ii) Audit for Governors and biographies on school website

The governors who had not completed their forms would forward them to the Clerk or upload them directly to the dropbox as soon as they could.

iii) School Development Plan

The Headteacher (HT) agreed to upload a copy to the dropbox.

FGB
By 17.03.14

HT
By 17.03.14

7. Headteacher's report

The report had been renamed to be 'Leadership Report' to reflect the input from the Senior Leadership Team during the Deputy Head's (DH) secondment.

The HT explained the Teaching Assistant (TA) structure and the support required for the additional statemented pupils that had started at the school.

The governors discussed the new requirement to have modern foreign languages taught in Key Stage 2 from September.

Question: The governors asked which language would be taught to the children. The HT confirmed that a decision would be made shortly after Easter. He was currently taking advice from other local primary schools and the feeder schools.

Several staff had been released to see good practice in other schools and they were then encouraged to feedback what they had seen to their colleagues in the staff meetings.

The HT and two other staff had visited schools to review how individual TA skills could be used more effectively. The TAs would also be given the opportunity to visit schools to review good practice.

The Pupil Premium and Sports Funding provision were now detailed on the school website and would be updated on a regular basis. The HT had also written a Pupil Premium Policy.

The governors discussed the recent changes to the before school sensory circuits and the HT confirmed that the new nurture group was working very well.

Question: The governors asked what the take-up was in the new early learning group for Year 6 children. The HT confirmed that the target groups

had been attending and this was carefully monitored to ensure it reached the right children through consultation with the parents.

The HT had circulated the latest data on pupil progress in reading, writing and maths. He explained that he had maintained and encouraged the ongoing discussions with staff about the data and how to effectively monitor the children.

Question: The governors asked how the data was moderated. The HT confirmed that the school improvement advisor was helping to moderate the data. He agreed that there should be more moderation within the year groups and he planned to address this.

Question: The governors asked whether the HT was confident that all teachers were analysing the data to the same standards. The HT confirmed that some teachers were perhaps over cautious with their marking but he was continuing to work closely with them all to level out any variances. The next data input would be in four weeks' time and this would be based on formal testing and teacher assessment of reading, writing and maths.

Some of the variations in the data were high due to some children making slow or no progress; this had an affect on the average point score. The HT reassured the governors that he continued to have the pupil progress meetings with staff to assess these children and decide upon the next steps.

Question: The governors observed that, as a whole school, the average point score (APS) for reading progress between base to autumn 2 and autumn 2 to spring 1 had gone down by 2.41 points. The APS for writing had also gone down and remained under 11 points. Whereas the APS for maths had increased. They asked what systems were in place for maths which resulted in the APS improving over the year to date.

The HT noted that:

- The number of weeks in the baseline to autumn 1 data was greater than the autumn 2 to spring 1 data, therefore this should not be considered as a like for like measure.
- The children with English as an additional language (EAL) found maths a lot easier to grasp because the language barrier did not exist in the same way that it did for reading or writing.
- There had been an additional 5 EAL children start at the school in the last month, whereas these children were not included in the baseline to autumn 1 figure.

He had taken the following steps:

- The TA who specialised in Polish was now working very closely with the relevant EAL children on a daily basis.
- The data had been closely scrutinised and, for every anomaly, an intervention had been put in place. The next set of data, due in 4 weeks

time, should show progress in these areas and would offer a like for like comparison with the autumn to spring 1 data, i.e. based on the same number of weeks.

The governors noted that the data tables in the HT report were easy to understand and evaluate and it was good to see the differences in the data build up during the school year. They thanked him for producing the tables in a transparent format.

The HT confirmed that he was in the process of going through the individual pupil data to be able to review each child's progress. The class teachers had found the data useful to be able to track their own progress too.

The SMT and LA Improvement Advisor lesson observations of teaching and learning had continued. The feedback from this was tracked against the Ofsted observations from December which helped to monitor teacher progress.

The HT had introduced a number of new strategies for impact, including the Writing Hand and, more recently, Doing, Learning, Skills. Both of these had been implemented well by the teachers and were quickly grasped by the children.

The governor of the month confirmed that he had observed these in practice in all year groups during his recent visit to the school. He was impressed with how comfortable the teachers and pupils were with using them considering these were both fairly new strategies for teaching and learning.

Question: The governors, in their supportive role, wanted to know if the two teachers with new Senior Management (SMT) responsibilities had been given sufficient assistance to undertake their additional tasks. The governors also enquired whether there was consistent expertise in the teachers that substituted in the classroom when the SMT was released to carry out their additional duties. Karen Page, a SMT representative confirmed that they had received adequate support and reassured the governors that the standards of teaching during their absence from the classroom remained the same.

Question: The governors asked what the expectation was for Year 6 SATs at the end of the year. The HT believed that the reading and maths would be within the national expectation as per last year. Unfortunately writing, even though there had been a drive to improve the standard recently, the expectation was still with approximately 65% at level 4. Year 6 would be asked to produce a piece of writing later that week. This would be used to carefully assess what needed to be done to help children meet their targets for the SATs. The remainder of the school would undertake this writing test in 3 weeks time and then the results would also be analysed. All data was

carefully scrutinised to ensure all children were monitored and given the support where needed.

The HT discussed in detail the additional provision in reading, writing and maths for Year 6 pupils. This had been put in place in response to the Ofsted recommendations. He confirmed that the impact of the intervention groups would be carefully reviewed and monitored. The feedback so far had been very positive from the staff and children.

The HT noted that, from September, all children in Reception, Year 1 and Year 2 would receive Free School Meals. He confirmed that this would not deplete the school budget; it was additional funding.

The HT confirmed that attendance at the school was now tracked half termly. Year 1 to 6 attendance from September to December was 95% and from January to 26th February attendance was 95.3% for the whole school. This was equal to Ofsted's target of 95%.

The school's behaviour for learning was a focus in the recent INSET day and this would be implemented in the classroom at the beginning of sessions.

Question: The governors noted that, following the recent Ofsted inspection, the school was due a visit from Her Majesty's Inspectors (HMI). They asked when this would take place. The HT confirmed that he was expecting this visit within the next month and would require representatives from the governors to be on hand during the visit. The Chair confirmed that he and the Deputy Chair would make themselves available.

The HT's report was discussed in detail for 35 minutes

8. Governor reports

The Chair reminded all Governors to read the reports when they received notification they had been uploaded to the dropbox.

i) Curriculum

The Chair of the Committee noted that the Governor of the Month system had been working well. All data was up to date and in future this would be split to show boy/girl and Early Years Foundation Stage (EYFS) separately.

ii) Finance and Personnel

The Chair of the Committee confirmed that the finances of the school were within expectations.

iii) Community and Premises

The Chair of the Committee reported that about 90% of the £10,000 required funding towards the cost of a crossing outside of the school had been confirmed by the Highways Agency. The remaining funds would be sought from Huntingdon Town Council. Mr Tom Sanderson, an Associate Member to the school, had confirmed that he would attend the next meeting of the Committee to discuss ways to raise the remaining funds for the

crossing.

Question: The governors asked whether the crossing would have an impact on role of the existing crossing patrol person. The HT confirmed that it would not, and existing incumbent they had been reassured of this.

The governors congratulated the Committee Chair on his dedication to this project so far and agreed that it would provide a huge safety benefit to the school and pupils.

iv) Chairs

The Chair confirmed that they had discussed the data results, leadership and meeting frequency for the next school year. Meeting dates would be streamlined and fit in with key sign-off dates to ensure that the documents were approved within guidelines from the LA. These dates were being finalised and would be circulated to the governors before the end of this school year.

9. Pupil Premium

This item had been discussed within the HT report earlier in the meeting and would be included in the HT report at future meetings.

10. Parent Governor election

The HT agreed to start the process of Parent Governor election in preparation for Phil Pearce's term ending on 21st July 2014.

HT
By next
FGM
06.05.14

11. Attendance at meetings

The Chair reminded the governors of their responsibilities to the school and community and this could only be supported with regular attendance at meetings. The governor's Code of Practice stated that 'regular attendance at meetings of both the full governing body and their chosen committees is essential' and all governors had signed and agreed to abide by this Code.

Decision: The governors agreed that non-attendance was acceptable if it was unavoidable but formal apologies must be forwarded to the Chair, the Clerk or a colleague attending that particular meeting. The Chair or the Deputy of each Committee would decide whether apologies for absence were accepted and a record would be made in the minutes to reflect the decision. If apologies were not received then no acceptance could be granted and this would be recorded in the minutes.

Decision: The governors agreed that if apologies were not received or accepted for three consecutive meetings, then the governor would be disqualified from office. This was in line with LA guidelines.

Decision: The governors agreed that the Code of Practice and Standing Orders should be amended to include a clear guideline for non-attendance. The governors also agreed that they would sign the new Code of Practice at the next Full Governors meeting.

Chair/
Clerk
By next
FGM
06.05.14

The Chair agreed to send a separate email to the governors who had not attended today's meeting so that they were fully aware of the decision.

12. Representatives required for Governor Training, Termly Briefings and Annual Conference

The Chair reminded the governors that the LA had a regular schedule of training and all governors and associate members were welcome to attend them. The GEL online courses were also a good opportunity develop governor skills.

Robin Herbert and Phil Pearce agreed to attend the annual conference.

Robin Herbert, Rachel Paffett and Phil Pearce confirmed that they attended the Termly Briefings.

13. Any other business

The HT reminded the governors that the next Grounds Morning was on Saturday 8th March.

The governors agreed that the recent Governor Writing Competition had been a huge success and all of the children who took part had really enjoyed the experience. Videos and photos had been uploaded to the school website. The governors would consider another completion for pupils in the near future.

Question: The governors asked whether the staff would be taking part in the next scheduled strike day on 26th March. The HT confirmed he would do his utmost to ensure that the school remained open that day.

Question: The governors asked the HT what he had done in the past week to improve teaching and learning. The HT confirmed that the school had been concentrating on work versus learning and he had launched the new Doing, Learning, Skills concept. This gave a more consistent approach to learning on both teacher and pupil level.

14. Date of the next meeting – Tuesday 6th May 2014 at 7.30pm

The meeting ended at 9.15pm

Amendments made and noted: Yes..... or No..... (please tick)

Minutes are approved subject to changes (if any):

Signed:.....

Dated:.....