

Earith Primary School
Minutes of Meeting of Full Governing Body

Date: Monday 10 July 2017

Time: 19:00

Present: T Jones (Chair), J Lawrence, L Pritchard, S Pritchard (Head), M Rogers, D Rudwick (Clerk), L Simmonds, S Smith

Apologies Accepted: I Whitlam

Apologies not accepted: G Young

The meeting was quorate

	When	By whom
<p>1. Any Other Business:</p> <p>(a) <u>Prevent Training</u>: It was agreed that the head would carry out the Prevent training with the governors at the start of the first meeting of the Full Governing Body in the autumn term. This would be the first item on the agenda.</p> <p>(b) <u>Payment for school dinners</u>: The head informed the governors that there is a small minority of parents who accumulate dinner money debt. This is taking up a considerable amount of admin time in chasing payment. The head would like to enforce the school policy of 'no money, no dinner' from September. The governors agreed that this would be acceptable.</p>	Autumn 2017	Head Clerk
<p>2. Declaration of Interests: There were none.</p>		
<p>3. Minutes of meetings</p> <p>(a) <u>Full Governing Body held on 2 May 2017</u>: Amend 4(e)(ii) 'Kingsmead' to 'Kingsfield'. All agreed, with this amendment, that the minutes were a correct and true record.</p> <p>(b) <u>Standards held on 15 May 2017</u>: All present agreed that the minutes were a correct and true record.</p>		
<p>4. Matters arising:</p> <p>(a) <u>Full Governing Body – 2 May 2017</u>:</p> <p>(i) The Year 6 pupils had interviewed the new governors. The clerk will check that the second interview was published in the newsletter. It was agreed that a governor could be interviewed on a regular half termly basis.</p> <p>(ii) Training is on the agenda.</p> <p>(iii) A parent governor election had taken place but there had been no applicants. A further election may be run in the autumn once the new pupils are settled in school.</p> <p>(iv) The head confirmed that there is no governor view on Target Tracker.</p> <p>(v) Safeguarding courses had been sourced for L Pritchard.</p> <p>(vi) All governors had received their Child Protection training.</p> <p>(vii) The head had circulated the confidential addendum to the Resources minutes on 24.04.17.</p> <p>(b) <u>Standards – 15 May 2017</u>:</p> <p>(i) Attendance figures for GRT pupils, without the pupil with the long absence, had been circulated to the governors.</p> <p>(ii) The head is now including the number of physical interventions in her report.</p> <p>(iv) An explanation of planned and unplanned physical interventions had been included in the Physical Intervention policy.</p> <p>(v) The Physical Intervention Policy had been ratified by the FGB.</p>	Autumn Autumn	Clerk J Lawrence Clerk
<p>5. Raising Standards:</p> <p>(a) <u>Head's Report</u>: A copy of the July Head's report had been circulated to the governors and is attached to these minutes.</p> <ul style="list-style-type: none"> • GQA – The head was challenged as to whether the £1200 spent on the visiting Olympian athlete was a good use of the school's resources and what the pupils would be gaining from this visit to justify the expense. The head 		

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reminded the governors that the sports funding money is not part of the main school budget. This funding is ring-fenced for sports activities/resources which impact the pupils outside of their usual PE lessons. All the sports after-school clubs are provided free of charge from the sports funding. The £1200 included half a day for the healthy eating activity and cook off as well the Olympian athlete for the whole day. The athlete would talk to the pupils about having high aspirations, developing resilience and facing adversity which would hopefully impact the children. He would be running PE lessons with all the classes and providing training for the staff.

- **GQA** – The head was asked what the criteria was for determining the age restrictions for the after-school clubs and who makes the decision. The head informed the governors that the club providers set the age restrictions but where possible the clubs are available to all ages.
- **GQA** – the head was asked what the beginning of the term in September would look like, who would be leading the training days, who would welcome the pupils and how the head envisaged her time being split for the first two weeks. The head felt that these were operational questions but explained that, at the moment, Active Learning Trust had allocated 1.5 days a weeks for her to come to Earith, although this will be flexible. Mrs Simmonds, temporary Head of School, will lead the training days from an agenda set by her. Mrs Simmonds will welcome the pupils.
- **GQA** – the head was asked if the caretaker would be paid overtime for the additional work required on the swimming pool and if it would be an ongoing cost that needs to be budgeted for. The head confirmed that there had been a lot more work this year as so many things had gone wrong and, although the swimming pool is open for use, there is still work required on the changing rooms. There was overtime budgeted for this year, but costs should be revisited for next year`s budget.
- **GQA** – the head was asked if she was concerned about the 20% of the SEND pupils` parents she had been unable to meet with to discuss their child`s progress. She confirmed that all the parents had been invited. The GRT parents do not tend to come to these meetings but she meets with them regularly so it is not a cause for concern. Other families are happy with the conversations they have had with their class teachers.
- **GQA** – The head was asked about the difference between SEN and SEND pupils. She explained that the `D` is for `disabilities` and SEND is the newer term. We would use SEND in future.
- **GQA** – The head was asked how much overlap there is between the children in the significant groups (page 5 of Head`s report). She explained that 23% of the SEND children are also Pupil Premium; none of the Young Carers are SEND or Pupil Premium; all GRT pupils are SEND and Pupil Premium; the LAC child is SEND and Pupil Premium; 2 of the other SEND pupils are Pupil Premium.
- **GQA** – The head was challenged about how much progress has been made a year on from Ofsted in maths reasoning and are there certain groups of children where more support is needed. The head explained that a lot of work has been done in this area and progress has been made. The children can explain their thinking more clearly and can transfer skills to problems and puzzles. The number of Year 2 children working at greater depth has significantly improved. Year 6 maths results were disappointing but the reasoning paper was better than last year. There is still more work to do in this area but there is evidence in the books showing opportunities have increased. Children with lower basic skills and language difficulties are impacted as they cannot do the basic calculation.
- **GQA** – the head was asked if the provisions put in place are funded from Pupil Premium and do SEND pupils, who are not Pupil Premium, have access to these. The head confirmed that all children have access to these provisions. Pupil Premium money is used to support these provisions. There are other provisions in place which is not from Pupil Premium funding but is on a needs

basis.

- **GQA** – the head was asked when Earith will be able to access support (and give support) from other schools in the Active Learning Trust. She confirmed that this should start in September. The school will be part of the trust’s hub and will be able to learn about strengths of other schools and sell what we have to offer.
- **GQA** – the head was challenged about the small, but noticeable trend downwards in attendance. She confirmed that June attendance for the whole school was 95.87%, without GRT and Year 1 pupil it would be 96.60%. This compared to 2014-15 – 94.68% and 2015-16 – 96.20%. **GQ** – these questions are the subject of a confidential addendum.
- **GQ** – the head was asked if she could confirm where the school is in the academisation process. She informed the governors that she and the chair had received confirmation last Friday that Earith Primary had been approved to join the Active Learning Trust and the official process will start from now on. It is uncertain how long the process will take but it is hoped to be completed by early Spring 2018.

(b) Phonics and Key Stage Analysis

(i) A copy of the Early Years and Phonics data was distributed to the governors and a copy is attached to these minutes. **GQ** – the head was challenged about the three pupils below EYE (end of year expectation). She confirmed that she was happy with the results as she was able to explain the reasons behind them. She added that she was very pleased with the results in phonics.

(ii) A copy of the KS1 data was distributed to the governors and is attached to these minutes. The head highlighted the high number of pupils on the SEND register, 61%, in this cohort. The biggest issue was with the writing and reading. **GQ** – the head was asked if these pupils had shown signs of needing extra support last year. She confirmed that they had and this was why there had been extra interventions and support during this year. **GQ** – the head was asked if there would be accelerated progress with these interventions. She felt there would be but there was still need of some additional support for some of these pupils. The school will be using a new literacy program, The Literacy Tree, and trying new awards. **GQ** – the head was asked what she felt about the results of the children exceeding expectation. She said she was happy with the results. **GQ** – the head was asked what other schools do to engage parental support. She was not sure but staff will continue to try lots of different strategies.

(iii) A copy of the Year 6 results was distributed to the governors and a copy is attached to these minutes. The head highlighted that the reading results had been lower because two pupils did not sit the test. She was pleased with the writing results. Maths, however, had been disappointing, especially after the amount of boosting sessions and interventions which had been put in place. The School Adviser had confirmed good teaching. **GQ** – the head was asked if she felt the tests were harder this year. She felt the arithmetic test had been harder. **GQ** – the head was asked if this had been a weaker cohort overall. She confirmed that there had been quite a few pupils on the borderline. There may be more testing throughout next year to get them used to them. However, there is one third of next year’s pupils on the SEND register, which will pose another challenge.

(c) Termly Operational Plan: The head is in the process of writing the TOP for next autumn. There are several areas to be included – teaching and learning (lower ability); spelling; grammar; maths, to embed reasoning; maintaining high expectations; how to engage parents; look at targets termly with pupils; learning behaviour; aspirations; motivate reading at home; academisation; new leadership model; management of finances, close scrutiny; monitoring with governors; behaviour – fewer exclusions; work on attendance with GRT families.

(d) Governor Action Plan: An updated copy of the Governing Body Action Plan had been circulated to the governors. The Chair highlighted the main areas – making the most of governing body meetings; submitting questions in advance to the head; plan visits in advance and write up report promptly; identify gaps in training. The plan

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<p>will be reviewed again at the next FGB meeting.</p> <p>(e) <u>Governing Body Structure</u>: There was a discussion about just running one Full Governing Body meeting each half term without the two committees. The FGB would cover all the business. The agendas would need to be carefully set with the addition of timings and the meetings run very tightly. Once the school joins the MAT the governing body format might change. It was agreed that the day could also change to a Thursday. The meetings would still start at 7.00 pm promptly. The next two meetings were fixed for 5 October and 30 November. The structure will be reviewed again at the end of the autumn term.</p>	Autumn	Clerk
<p>(f) <u>Governor Monitoring Visits</u>:</p> <p>(i) The following visits had taken place: Pupil Premium and Sports Funding – Tim Jones – 15.05.17 Keeping in Touch – Tim Jones – 25.05.17 Keeping in Touch – Tim Jones – 16.06.17 Keeping in Touch – Tim Jones – 30.06.17 There were no questions.</p> <p>(ii) The following visits were planned for the autumn term. The head will contact the governors with dates: Pupil Premium and Sports Funding – M Rogers Finance – T Jones Health and Safety Walks – Tim Jones/Gavin Young Pupil Progress Meetings – S Smith Data – S Smith Attendance – I Whitlam Vulnerable Groups – I Whitlam Writing linked to vulnerable groups – I Whitlam Early Years – I Whitlam Safeguarding/SCR – L Pritchard Pupil voice on writing – L Pritchard</p> <p>(g) <u>Governor Training</u>: S Smith will look at the current skills that governors have and where there are gaps and will recommend training courses for governors once the new training guide has been received.</p> <p>(h) <u>Governor Services Subscription</u>: It was agreed that the school would subscribe to Governor Services for the next term to be able to make best use of the training available.</p> <p>(i) <u>Governing Body Self-Evaluation Tool</u>: M Rogers will complete the tool and circulate. This will be discussed at the next meeting.</p>	Autumn	Chair Clerk
<p>(g) <u>Governor Training</u>: S Smith will look at the current skills that governors have and where there are gaps and will recommend training courses for governors once the new training guide has been received.</p>	Autumn	S Smith
<p>(i) <u>Governing Body Self-Evaluation Tool</u>: M Rogers will complete the tool and circulate. This will be discussed at the next meeting.</p>	Autumn	M Rogers Clerk
<p>6. Resources to Support Learning: (a) <u>Resources Meeting 26.06.17</u>: The minutes from the Resources meeting had been circulated. There were no questions.</p>		
<p>7. Policies: The following policies were ratified and adopted for another year:</p> <ul style="list-style-type: none"> • Supporting Children with Medical Needs • SEND • Management of Sickness Absence 		
<p>8. Impact Summary:</p> <ul style="list-style-type: none"> • Discussed data and SATs results • Discussed and agreed governing body structure • Reviewed format and timings of meetings • Discussed Governor Action Plan • Discussed Termly Operational Plan for September 2017 • Looked at Governor visits and planned Autumn term • Discussed governor training • Agreed and ratified policies • Reviewed committee minutes 		

The meeting closed at 22:00		
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Date of Next Meeting: Thursday 5 October 2017 at 7.00 pm