

St GILES C of E (Aided) PRIMARY SCHOOL

Minutes of the Governing Body Meeting

Held at school on Wednesday, 9th March 2016 at 8:00 pm

Present: Mrs Marion Lott (Chair), Mrs Myra Boyce, Ms Katherine Brooke-Webb, Mrs Amanda Clarke, Mrs Joanna Francis, Mr Paul French, Mrs Lynne Mulcare, Mrs Alison Nicholson (*arrived 8.15pm*) and Mr Peter Whatling

In attendance: Mrs Kathy Jerbi (Clerk) and Mr Scott Reece (Deputy Head Teacher)

Apologies: Ms Fiona Price and Canon John Twisleton

The meeting was opened with prayer led by Mrs Lott.

1 **APOLOGIES for ABSENCE**

Apologies received as above – reasons accepted by the Governing Body.

2 **URGENT MATTERS**

None

3 **DECLARATION of INTEREST (agenda items only)**

None

4 **MINUTES of the MEETING HELD on 20th January 2016**

One amendment was suggested to the wording of a line under item 7. Mrs Jerbi to action the change & circulate again. Otherwise agreed as being a true record. Chair to sign the revised version. **Action 1: KJ**

5 **MATTERS ARISING from the MINUTES**

- Review of Acceptable Use Policy yet to be carried out **Action 2: ICT Committee**
- Mrs Clarke & Mrs Price to undertake the Safer Recruiting training on-line. **Action 3: AC/FP**
- Mrs Lott is in the process of drafting a statement from the GB to publish on the school website & will circulate to governors once complete (*subsequent to the meeting Mrs Lott did circulate this statement*).
- Mrs Lott also asked Mr Reece to put the Nolan Principals on the school website. **Action 4: SR**

6 **SCHOOL IMPROVEMENT PLAN**

(*report circulated in the Head Teacher's report prior to the meeting*)

Additional comments from Mrs Francis:

- The class observations completed by the Curriculum Co-ordinators were less formal than the termly Head Teacher observations, more of an opportunity for the Co-ordinators to see the curriculum in action.
- The Year 2 writing moderation followed locality moderation to ensure consistency.
- The Interim Assessment Policy agreed by the locality schools (*circulated prior to the meeting*) has been put in place until we know how KS1 & KS2 SAT's assessment will work. The Assessment Policy could change next year.

Questions from Governors & answers from Mrs Francis & Mr Reece:

Q. Does 'above expectation' mean that children are meeting higher targets or that their quality of work is above expectation?

A. there are higher targets. Staff have recently held a meeting for KS2 parents to explain assessment.

Q. will staff create a table for each child?

A. yes, for this year.

Q. when will this be given to parents?

A. once SAT's tests results have been received in late June/July. The school expects to be told how to present results to parents.

Q. how/when will other year groups be told?

A. at parents' evening & in the end-of-year reports.

Q. will parents be told where pupils did not reach targets?

A. potentially yes, so parents can understand more.

7 **ARV REPORT, RAISE-on-LINE DATA**

(Reports entitled 'Data Review – St Giles CEP School – 16th December 2015' and 'St Giles CofE Primary School Inspection Dashboard' were circulated prior to the meeting)

The Data Review report was prepared by Jim Pearson, School Improvement Advisor.

Governor questions & responses from Mrs Francis:

Q. is the Data Review report a commentary on Raise-on-line data?

A. the Inspection Dashboard is more so – it gives highlights from Raise-on-line.

Q. is there anything on the Dashboard that surprises us?

A. not really. 'Weaknesses in 2015' (Page 1): no 1 relates to only 2 children; no 3 relates to only 1 child. All cohorts are so small that the statistics are really inadmissible.

Governors noted that it is important for governors to have seen these documents as an Ofsted inspector will expect governors to be able to talk about data.

Where we fall below average this can be due to 1 or 2 children at most.

Q. if a prospective parent were to look at this data, they would see that we are just below average in some areas. Considering the geographical area in which we are & the size of our school, shouldn't we be above average?

A. it is the disproportionate effect of just 1 child due to small cohorts.

Q. the results seem not quite as good as last year, is that correct?

A. statistically, yes. This highlights the need for commentary, as data will vary each year according to the cohort.

Q. how much is effect of the school & how much is purely down to intake?

A. it is very much dependent on the specific needs of the children in each cohort. We have known about the needs of this cohort & support has been in place for them for years. Using value added scores (which are based on assessment at end of KS1 & end of KS2), we can demonstrate progress for each child.

Q. would governors be expected to know the name of the tracking system used in school?

A. governors could respond that they know there is a constant tracking process in school for each individual child & see the evidence.

8 **CURRICULUM REPORTS / ASSESSMENT UPDATE**

(Reports entitled 'Literacy Update for Governors – March 2016' and 'Maths Subject Report - February 2016' were circulated prior to the meeting)

The above reports were prepared by the curriculum subject leaders. These are for information & provide evidence to support what the Head Teacher is telling us is being done in school.

(Report entitled 'Tracking System Overview - End of Autumn term 2015' was circulated prior to the meeting)

This report based on our new tracking system is a snapshot at the end of the autumn term. Children who have achieved everything so far may end the year 'above expectation'; children 'developing/working towards' are on track to achieve by the end of the year; those children 'borderline or below' are not expected to meet targets & most have needs.

Governor questions & responses from Mrs Francis, Mr Reece and Mrs Boyce:

Q. some percentages of children 'borderline or below' seem quite large?

A. staff can pinpoint every child; most have specific needs (though may not quite be on the SEN register).

Q. does this report reflect staff confidence of where the children will be at the end of year?

A. yes. These bands are quite broad. The children are still trying to catch up with the new curriculum - they have to achieve a lot. Expectations have changed. Schools are plugging gaps. For example year 6 maths – there is so much that the children should have learnt in years 4 & 5, but we didn't have this curriculum then.

Q. is this report highlighting this?

A. yes. Lots of skills now have to be learnt in lower year groups. Children have a lot of learning to do. Other schools face the same challenge.

Mrs Lott concluded by saying that it is useful for governors to have knowledge of this & can see there is a lot of work being done.

9 **BUDGET 2016 / ORGANISATION for SEPTEMBER**

See Part II minutes.

(Mrs Clarke left the meeting at 9.45pm)

(Mrs Nicholson left the meeting at this point, 9.55pm)

10 **REPORTING to the GOVERNING BODY**

a) Head Teacher's Report *(previously circulated)*

Mrs Francis reiterated the invitation to governors to join staff in the review & planning of the SIP on the INSET Day, 11th April, 9am start.

b) Performance Management

Nothing to report

c) Committee Reports (*minutes previously circulated where applicable*)

i) Curriculum – n/a (disbanded)

ii) Staffing – have not met

iii) Premises and Health & Safety – have met twice. Minor repairs have been carried out, a lot by the premises officer. Health & Safety inspections are being carried out termly in line with the new policy. The Educational Visit policy has been reviewed.

iv) PPC – have updated several policies & have discharged their task to further review the Complaints policy & the Communications policy. They were content with the Complaints policy as previously presented to the GB. Review of the Home School Agreement was deferred to the summer term.

v) Finance – have worked on the proposed budget (item 9)

vi) Worship & Ethos – meditation has begun in school at the start of the afternoon session & is progressing well. The children look forward to it.

vii) ICT – have not met

d) Link Governor Report

Currently no link governor in post.

e) Treasurer's Report

The school has been bequeathed £1000 by former Head Teacher, Bob Sellens. The erection of a plaque in his memory is being planned.

f) PTA Link Report

May Fayre is planned for 14th May. The PTA have funds to spend & are in discussion with staff about providing a soft base around the trim trail, which would make this usable all year round. Possibly to be installed in the summer term.

The GB were informed of a fund raising Easter Egg Hunt planned by the Friends of St Giles Church. Funds raised will go to the Parochial Church Council to contribute towards the path widening project. Work begins on this on 21st March & will continue over the Easter break.

g) Governors' Visits

Having just received the reports from the English & maths curriculum leaders, the GB agreed it would be beneficial for governors to visit school to focus on items raised in those reports & tie in with visits to their link year groups.

Mrs Francis & Mrs Boyce will be carrying out a book scrutiny on 16th March – they will invite Mrs Price (literacy link governor) to attend.

h) Complaints received under Section 409 of the Education Act / Racist Incidents

None.

12 CHAIR'S ACTIONS

None

13 AOB

None

DATE and TIME of NEXT MEETING

Wednesday, 4th May 2016 at 8.00pm

The meeting closed at 10.10 p.m. with Grace led by Mrs Lott.

ACTION POINTS:

ACTION POINT NUMBER	MINUTE ITEM NUMBER	DETAILS OF ACTION	RESPONSIBILITY	DUE DATE
1	4	Amend wording as suggested under item 7; circulate amended minutes	Mrs Jerbi	FGB mtg 4 th May
2	5	Review Acceptable Use Policy	ICT Committee	FGB mtg 4 th May
3	5	Undertake on-line Safer Recruiting training	Mrs Clarke/Mrs Price	FGB mtg 4 th May
4	5	Put the Nolan Principals on the school website	Mr Reece	FGB mtg 4 th May

Signed as being a true and accurate account of the meeting:

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Date:

Name: Mrs Marion Lott **Position:** Chair of the Governing Body