

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON TUESDAY 10TH FEBRUARY 2015**

Present: Marta Baker (Chair) Niki Roberts (Headteacher)
Ed Lockington (Vice Chair) Myriam Groessens (Vice Chair)
Angela Craggs Stephen Ives
Vicky Griffin David Gent
Shirley Coulter Steve Whitehead
Sowena Hollocks (Prospective Co-opted Governor) (from 7.10 pm)
Linda Carlisle (Clerk)

The meeting opened at 7.05 pm.

195 Apologies for Absence

Apologies for absence were received from Barbara Gadd. Nigel Humberston also sent his apologies to the Chair

196 Declarations of Interests

There were no declarations of interests.

197 Welcome Two Applicants for Co-opted Governor Vacancies

The Quality Committee recommended two prospective co-opted governors with skills required by the Governing Body. The Governing Body approved the co-opted governors.

198 Minutes of Last Meeting held 25th November 2014

The minutes of the last meeting were agreed and signed.

199 Matters Arising from the Minutes

162 One self-review questions and skills to be returned to Marta Baker

7.10 pm Sowena Hollocks arrived

Sowena Hollocks, prospective co-opted governor, was welcomed and introduced to the Governing Body.

165 Review of Headteacher's Performance Management Terms of Reference – on going.

Action: Marta Baker

Subject Link Governors to be put in place – action complete

Standing Orders completed and on SLP

172 Completed Foundation Governor application form returned

Signed Date

Appointment of a governor and member of staff for staff to contact under the whistle blowing procedure – in hand.

Action: Quality Committee

Post trip analysis – Niki Roberts to fill in report after each trip and pass to Value Committee to analyse and minute.

Action: Niki Roberts and Steve Whitehead

180 Circulation of letter requesting co-opted governors – action complete

181 Performance indicators from the DfE to go on the SLP – action complete and to be updated.

Concerns to be given in a consultation that handwriting carries the same weight as other more important areas – action complete. Only 84 responses received across the country.

Legal changes and implications to the Health and Safety Policy to be looked into – in hand

Action: Value Committee

182 Value Committee minutes and Terms of Reference – action complete

Quality Committee to include Pupil Premium in the Terms of Reference – action complete

Links to be arranged from the school website to the parent link website used by Ofsted for parents to use – action complete

186 Steve Whitehead and Nigel Humberston to be asked to join an independent team to review the school website – action complete.

Meet the Governors minutes and meeting attendance replies to go on the school website – ongoing

Action: Stephen Ives and Niki Roberts

193 Review procedures for safeguarding of children when after school clubs finish – ongoing.

Action: Marta Baker

200 Any Matters of Urgency not already on the Agenda

There were no matters of urgency.

201 Headteacher's Report

As circulated, discussed and the following highlighted:

The structure of the School Self-Evaluation Form (SEF) is the basis for the framework of the headteacher's report covering:

1. Academic Achievement
2. Teaching Standards
3. Behaviour and Safety
4. Leadership and Management

and includes the SIP's comments after a meeting in December 2014. The headteacher's performance management was completed in December.

Academic Achievement

The SIP will do classroom visits, look at books, complete a school walk and meet children and staff.

Vicky Griffin, as the Maths coordinator, and Sally Woods, as the Literacy Coordinator, are developing their roles and they have completed book scrutiny across the school. To continue to improve our Maths assessment then discussions are ongoing to possibly purchase an assessment package with two other small schools. This will obviously save us money and increase our

cooperation and support across schools.

Q How do you address writing issues?

A Writing is monitored regularly but the new curriculum demands higher expectations and is more challenging. Work is developing positively at present and regular assessments are on target but the real test will be shown at the end of the year.

EYFS is now being inspected on its own in the new Ofsted criteria. Baseline assessments are used by us at present. The new Baseline Assessment Package will be paid for by the DFE for the first year, by County for the second year and by the school after that time. In 2013 Foundation Stage pupils entered school with expected levels of development in each of the key areas but there were no pupils particularly exceeding them but there were some below expected levels. This suggests a cohort of broadly average abilities. The school has good evidence to measure the abilities of the cohort against previous year's intakes. The continued use of the PIPS baseline assessment materials gives the school an accurate picture of attainment on entry against which secure comparisons may be made. By the end of the year, following high quality teaching and support, just over ½ of pupils were assessed as attaining a good level of development. This indicates a good level of progress.

KS1 – By the end of KS1, pupils maintain their good levels of progress from the end of Foundation Stage in all subjects and attainment reflects national expectations at both Level 2B+ and Level 3. Pupils performed particularly well in reading with the percentage of Level 3 being significantly above the national average. When looking at Average Points Scores, pupils performed significantly above the national average in all subjects, reading and writing.

Progress from the end of Foundation Stage to the end of Key Stage 1 is in line or above expectations in each of the measurable areas. Reading, in particular shows very good progress with 11 points being made during Key Stage 1.

KS2 – By the end of KS2, attainment is recognised as being outstanding. The school exceeded government floor targets in all measurable areas. When looking at progress through Average Points Score figures, this was significantly above national expectations in All Subjects, Reading and Maths. Two thirds of pupils made better than expected progress in Reading and Maths, which again is well above national expectations. These results are above those predicted at the beginning of last year and testament to the hard work put in by both pupils and staff.

The school ethos is to support the children and not to push too hard so that there are strong foundations for future achievement to be built on.

Teaching Standards

Percentage quality of teaching for 2013/14 and current shown.

Q How many observations are carried out?

A One per term per teacher

All teaching staff attended Good to Great Teaching which is paid for by Compact. The teachers are assessed following observations and book monitoring as all being good or good with outstanding features or outstanding.

Signed Date

Book scrutiny involves an examination of a range of children's books. For the younger children this may also involve photographing whiteboards and photos of activities to record work. This offers an opportunity to assess the consistency of use of the marking policy and also to ensure that where year groups are split across classes the levels of work are similar. Governors were advised to look at anonymised work in their own areas of responsibility.

Behaviour and Safety

Safeguarding training – Three members of staff have safeguarding training therefore cover is in place during absences.

Attendance - latest attendance figures for 2013/14 given.

Q Are restrictions on holidays in terms time getting tighter and fines being issued?

A The Yeovil Federation has circulated an agreed notice to parents on absence in term time. There is a standard letter to parents if attendance drops for no apparent reason and gives cause for concern. There is letter of refusal for time off in term time but approval may be given if there are compassionate reasons. However there is some inconsistency over what schools are allowing. Regular meetings with the attendance officer support and the opportunity to raise queries when monitoring attendance or dealing with requests for term time leave.

Q Is the Attendance Policy up-to-date?

A Quality Committee to check.

Action: Quality Committee

Leadership and Management

Small playground plans -The small playground suffers from a bad surface. There has been agreement that the school will be able to claim from BMIS for several changes which are linked to safety concerns and poor drainage.

Marta Baker suggested requesting helpers for site jobs.

Governance - The Governor Services Gold Package offers a whole governing body training session. The organisation of governors on regular monitoring visits is needed in order to ensure that the Governing Body fully meet the demands of governance. A talk on Link Governors is to be arranged.

Action: Marta Baker

Residential for Year 5 – a three day residential trip to London has been provisionally booked through a provider, this has been offered as the Year 5 children are unable to go to Italy due to lack of space. Governors approved this trip.

Communication with parents – There is a recommendation for schools to have a Facebook or Twitter account for communication with parents. Vicky Griffin had attended a Deputy Headteacher Conference which advised schools to have either a closed school Facebook account with school control to improve communication. This would give a quick and free messaging service.

Signed Date

The Governing Body agreed to a closed Facebook account. Website, e-mails and texts and newsletters will still have to be used. The Website Group to arrange a meeting date and look into this.

Action: Website Group

SEF gradings (SIP comments) – “The school continues to be modest with its grading of overall performance and the SIP can understand this position. However, it should recognise that there is a strong case for the school to maintain its current outstanding status and when Ofsted arrive in school the SLT should be prepared to talk these grades upward.”

The Governing Body was asked to read the headteacher's report prior to the meeting and have any questions ready for the next meeting.

202 Committee Reports

Value

Minutes of meeting held 10th October 2014 approved and on SLP and minutes of meeting 23rd January 2015 to go on SLP.

The budget is going well and the Chair thanked the Value Committee for forward planning. Pupil numbers are dropping which will affect the funding so support staff leaving will not be replaced. There are 144 – 145 children on roll at present.

Quality

Minutes of meeting held 16th January 2015 approved and Terms of Reference approved and on SLP.

Marta Baker raised the matter of how much is put upon the teachers with the new National Curriculum. The Governing Body must be aware of pressure with the removal of levels and having to compare to other schools. Support has been removed and there is increased pressure on the teachers to produce consistently high quality marking. This is a national concern.

School Performance Group

Date of meeting to be arranged.

Meet the Governors

A meeting was arranged but only one reply received so the meeting was cancelled.

203 Link/Lead Governor Feedback – SEN Policy

Angela Craggs gave feedback on the SEN Policy:

The new SEND has been in place since September 2014 and covers ages 0 – 25. There is more parent involvement and parent's wishes are considered. The new system joins up all child services. There was a change to funding in 2012. The school website has a SEND mission statement and

offer which was shown. There are 16 SEND children at Ash at present. Statements are to be phased out and plans to come in. Children are to be identified early. Demands are high on support staff so the balance must be right for children and staff. The SEND Policy needs to be reviewed and to be written by October 2015. Angela Craggs to attend governor training on SEND.

204 Policy Update – Safeguarding and Pre-School Sign In

205 Childcare Disqualification Requirements

Safeguarding and Childcare Disqualification Requirement

The Headteacher reported to the Governing Body that there was now a statutory duty for all staff to complete and sign a Staff Disqualification Declaration Form. If a form is not signed the form has to be sent to HR and if a form contains a yes reply there is the possibility that the member of staff may be suspended. The Governing Body has to be aware of a school request to staff to sign the form.

The Governing Body recommended to Niki Roberts that she asks the staff to fill in the form with deepest regret but must have all safeguarding covered to fulfil her legal obligations. David Gent to independently voice his opinion on the subject. It was agreed for the Governing Body to sign the form as well and for Niki Roberts to circulate.

Action: Niki Roberts

Nursery Sign In

It was reported that Scallywags had just received an Ofsted inspection and the signing in of inspectors for safeguarding was queried. As Scallywags is on the school site it was questioned where Scallywags visitors should sign in. The Governing Body agreed for Scallywags visitors to sign in at the school reception, obtain a badge, read the safeguarding notes and then sign in with Scallywags.

206 Worship and Church Links

The first Christingle service as a whole school had been held and had worked well. The older children worked with the younger children.

207 Scallywags Report

As on the SLP. Scallywags had received a Good Ofsted grading in all areas and were informed that they were extremely close to Outstanding.

208 Governor Training

Angela Craggs to attend SEND training.

209 Information from Clerks' Briefing

The Clerk had attended the termly Clerks' Briefing on a presentation about the new Governor Services website and updated information on school based induction packs, standing orders/committee terms of reference, policies and guidance on effective minutes. Briefing notes on statutory items, advice and guidance and general information was also given including a Prevention of Fraud in Schools – Action Plan. All information is on the SLP.

210 Correspondence

There was no correspondence.

211 Headteacher's Question Time

Q Could you please give feedback from the Compact and Headteacher's meetings?

A The meetings covered the following:

Looking After Staff. Niki Roberts to circulate information.

Action: Niki Roberts

Changes to Ofsted

On screen marking for tests

School website

School readiness criteria for children to be ready for school

Closing the gap and raising attainments

SEND

Assessment without levels

Q Will the school have the new SIMS package?

A Have attended training and therefore the school will obtain it shortly.

212 Date of Next Meeting

Monday 11th May 2015 at 7.00 pm

The meeting closed at 9.35 pm.