

ASH CHURCH OF ENGLAND VC PRIMARY SCHOOL

**MINUTES OF MEETING OF THE GOVERNING BODY
HELD ON MONDAY 19TH SEPTEMBER 2016 AT 7.00 PM**

Present: Niki Roberts (Headteacher) Myriam Groessens
Ed Lockington Andi Cooper-Chadwick
Vicky Griffin Chris Worledge
Barbara Gadd Shirley Coulter
David Gent (from 7.10 pm)

In Attendance: Linda Carlisle (Clerk)

The meeting opened at 7.04 pm

332 Apologies for Absence

Apologies for absence were received and accepted from Stephen Ives, Sue Ross and Steve Whitehead. Angela Craggs and Nigel Humberston had given their resignations from the governing body.

333 Election of Chair and Vice Chair

Chair: Nomination: Myriam Groessens: Myriam Groessens left the room and was voted in as Chair.
Vice Chair: Ed Lockington: Ed Lockington left the room and was voted in as Vice Chair.

334 Declarations of Interests and Conflicts of Interests

There were no declarations of interests and conflicts of interests.

335 Minutes of Last Meeting held 28th June 2016

The minutes of the last meeting were agreed and signed as a true and accurate record.

336 Matters Arising from the Minutes

323 Thank you sent to Sowena Hollocks. Myriam Groessens to send thank you to Angela Craggs and Nigel Humberston.

Action: Myriam Groessens

201 Attendance – more guidance gives 90% for attendance but the school uses 95%. The Attendance Officer will flag up names of children with poor attendance. The school, Niki Roberts and Jane Delaney, meets with the Attendance Officer on a termly basis. It was agreed for the headteacher and chair of governors to sign an attendance letter to parents reminding them of the importance of attendance and the guidance agreed to by the Yeovil Federation.

Action: Niki Roberts and Myriam Groessens

7.10 pm David Gent arrived

Cases have come to the headteacher's attention and the Attendance Officer must know that action has been taken. Parents will get a letter if attendance percentage drops below 90%.

257 Quality Committee to adapt a model governor visits policy.

Action: Quality Committee

315 Barbara Gadd to give an Early Years Foundation Stage feedback at the November full governing body

Signed Date

meeting.

Action: Barbara Gadd and Clerk

329 Myriam Groessens to circulate a summary from the Governance Handbook and information from the National Governors Association (NGA) – in hand.

Action: Myriam Groessens

Chair of Quality Committee – to be decided at the next meeting.

337 Any Matters of Urgency not already on the Agenda

Parent questionnaire feedback was requested. Quality Committee to obtain feedback at their next meeting.

Action: Quality Committee

338 Headteacher's Report

As circulated and highlighting the following:

The structure of the School Development Plan is the basis for the framework of the Headteacher's report covering:

1. Leadership and Management
2. Teaching, Learning, Assessment and Academic Achievement
3. Personal Development, Behaviour, Welfare and Safety of Pupils
4. EYFS Provision

Leadership and Management

SDP Key Priority 1 – To develop leadership skills through continued involvement in the Malago Project

The Malago Project is to continue for a second year. Evaluation of this year's project involved review of the school documentation e.g. SEF, SDP, Ofsted Dashboard. The main focus was challenge in Maths and this was supported by classroom observations, book scrutiny and learning walks. The feedback was given to the heads and this has proved very valuable.

Feedback from other schools was shared at the last meeting and one point of interest is that new marking logs introduced in another school will be shared in an attempt to reduce teacher workload. The Malago Project is good value and offers good support for headteachers and supports school to school support. The second year will include more emphasis on the teachers' involvement hopefully involving middle leadership. Funding of £800 per school was received last year and £500 per school is allocated this year.

The other area which needs consideration is the development of governance of the school. This needs to be presented to both committees for input and then links to partner schools can be further considered if there is the desire to do so.

Teaching, Learning, Assessment and Academic Achievement

The main focus of the School Development Plan for this area is to raise standards in teaching and learning which will lead to improved academic achievement across the school.

SDP Key Priority 2 – To continue to improve the quality of teaching so that all teaching is judged to be at least good (100%), with 60% of lessons graded as outstanding by the end of the summer term.

This will involve observation of teaching and progress seen through book scrutiny contributing towards achieving this judgement.

SDP Key Priority 3 – To raise the standards in reading across the school with over 80% achieving EXS or more in KS1 and KS2

Signed Date

SDP Key Priority 4 – To raise the standards in writing across the school with over 70% achieving EXS or more in KS1 and with over 25% achieving GDS at the end of KS2

SDP Key Priority 5 – To raise the standards in maths across the school with over 70% achieving EXS or more in KS1 and with over 20% achieving GDS at the end of KS2

Q Who does the observations?

A Niki Roberts, Vicky Griffin as Maths Leader, Sally Woods as Literacy Leader and Chris Vincent (SIP).

Q Is there a GDS for reading?

A Reading has not been targeted in this area as it is good and not a top priority, however we are always striving for raising standards.

Key Stage 1 SATs results

Year 1s need to be challenged more as they are not yet ready to achieve new standards of the curriculum in Year 2 so this is an area to work on. National results are awaited so that comparisons can be made.

Key Stage 2 SATs results

Error in writing data has been recorded and to be corrected. The standards agency has been contacted and the corrections have been made. Changes to the data will be made in December when RAISEonline is published.

Personal Development, Behaviour, Welfare and Safety of Pupils

The Department of Education (DfE) updated version of statutory safeguarding guidance for school, Keeping Children Safe in Education September 2016 is to go on the SLP for all governors and staff to read.

EYFS

The new intake of 26 children has started in Class 1. Rose is currently carrying out the Baseline assessments which are very useful. She has introduced the use of Tapestry as a programme for recording the EYFSP. It will not continue from the pre-schools and nurseries as there is a difference in the levels and expectations from the various settings from which our children come. It is easier and more accurate to start afresh.

339 Headteacher's Question Time

Q Does the SDP refer to SIAMS and worship?

A Yes, there is a separate area which needs to be further developed. A new display board is in place especially for worship and church links.

Q Is the headteacher happy or not with the Key Stage 1 and 2 results.

A Yes, happy in most areas, as we were concerned about the new assessments and unsure exactly what was going to be expected. The RAISEonline data will give results when released and this will give comparisons with other schools.

Niki Roberts reported she is planning to use staff within the school or people from the local community as mentors to support one to one reading to increase help for individual children who do not receive this outside

of school. Safeguarding issues would be covered.

340 Approval of School Development Plan 2016/2017

The 2016/2017 SDP is in progress and to be approved at the next meeting.

Action: Clerk

The 2015/2016 SDP has been signed off.

341 Committee Reports

Value

Minutes of meeting held 7th June 2016 on SLP.

Quality

Minutes of meetings held 15th April and 10th June 2016 on SLP.

School Performance Group

Meeting to be held on RAISE data on 16th January 2017 at 4.00 pm. Subject co-ordinators to attend School Performance Group meetings on their subject areas as needed.

Meet the Governors

Meeting to be arranged after analysis of questionnaires.

There will be a school open morning on Tuesday 4th October 2016 at 9.15 to 11.30 am.

342 Annual Register of Business Interests

Annual Register of Business Interests forms were updated.

343 Governing Body Code of Conduct

An update of the new Governing Body Code of Conduct was approved and signed by governors.

344 Review and Approval of Committee Membership, Terms of References, Governor Responsibilities and Governing Body Standing Orders

Committee Membership

Myriam Groessens to leave Quality Committee and Andi Cooper-Chadwick from the Values Committee to chair the Appeals Committee. Chairs of Quality and Value Committees to be elected.

Governor Responsibilities – to be added

Literacy – Sue Ross

SEN (Children Looked After) and Gifted and Talented – Shirley Coulter

Pupil Premium – David Gent

SIAMS – David Gent

Clerk to update and circulate.

Action: Clerk

Signed Date

Value and Quality Committees to review their Terms of References at their next meetings and forward to the Clerk for approval at the next full Governing Body meeting.

Action: Value and Quality Committees and Clerk

The Governing Body Standing Orders were circulated and approved. Clerk to amend dates.

Action: Clerk

345 Children Looked After Report

There are no Children Looked After in the school, the two children who were in this category are still at the school but have now been adopted. They are still being closely tracked to check for need and support as needed.

346 Approval of Annual Safeguarding Report

The new online safeguarding report has just been received. To be reported to governors at the next meeting.

Action: Clerk

347 Delegation of Authority for Category A External Visits

The Governing Body approved delegation of authority for category A external visits to the headteacher.

The Governing Body approved the following school residentials:

Kilve – Year 3 - March 2017

Residential – Year 4 (possibly some Y5s who do not wish to attend the residential with the Year 6s) – place and date to be confirmed

Pinkery – Years 5 and 6 – May 2017

348 National Database of Governors

The Clerk had informed the Governing Body of a requirement from the DfE for governors' details to be included in a national database of governors. Details were forwarded to the Clerk to enter on the database.

Action: Clerk

349 Academy Status Updates

It was agreed to take Academy Status off as a standing agenda item and replace with Government Policies.

Action: Clerk

350 Policy Updates

Safeguarding Policy approved.

351 Scallywags Report

As circulated

352 Worship and Church Links

A SIAMS folder is in place. SIAMS inspection is due Summer 2017.

353 Governor Training

The Training and Development Programme for Governors 2016 to 2017 had been circulated with the Network Magazine. Myriam Groessens had attended Chairs' Briefings.

Signed Date

354 Correspondence

Somerset Governors' Group Bulletin 26 circulated and will be the last bulletin.
Governor resignation from Angela Craggs.

355 Dates of Next Meetings

Full Governing Body – Monday 5th December 2016 at 7.00 pm

The meeting closed at 9.25 pm.