

Long Marston V A C of E Primary School

Meeting of the Governing Body on Tuesday 10th December 2019 at 19:15pm

Minutes

'Rooted in God's love, we rejoice to learn & respond to challenge'

<u>Present:</u>	Mrs C South	(CS)	(Head)	Mrs L Annett	(LA)
	Rev J Banister	(JB)	(Chair)	Mrs E Springford	(ES)
	Mrs J Finlan	(JF)		Mrs K Jaquet	(KJ)
	Mrs L Bancroft	(LB)		Mr Stephen Pitchers	(SP)
	Mr Stuart Dawkins	(SD)		Mr Nathan Anderson	(NA)

In Attendance: Mrs S Moore **(SM)** (Clerk to the Governors)

NO.	Item	Action
1	To receive apologies and approve absences Chair welcomed all to the meeting. Apologies received from Jon Lauder- approved	
2	Declaration of Interest Governors were reminded that they must declare any conflict of interest, both pecuniary and other, that refers to an item on the Agenda. Governors should make known at this point any items that they intend to raise under 'Any other business' so that all Declarations of Interest are based on all matters to be discussed. No declarations were made regarding the Agenda or 'Any other business'.	
3	To approve the Minutes of 15.10.2019 meeting The minutes were agreed as a true record of the meeting and were signed by the Chair.	
4	To consider any matters arising from the Minutes of 15.10.2019 Matters arising are covered later in the Agenda	
5	Heads Report <u>Numbers on Role</u> The Heads Report was circulated to all prior to the meeting (see item 5 attached). CS reports that we currently have 134 children on role. We started the year with 136 but 2 children have moved to the Lake District. It would be nice to have a few more children. That being said we feel quite full. There have been a few in year admissions and they have all settled in well <u>Staffing</u> There have been a few changes. ER left Class 1 this position was filled by CB from September. At the start of term unfortunately MB was having health issues. She tried to keep going but needed to leave in October. CS reports that she has moved staff within the school having made one member of staff now permanent. KW in Class 4 is expecting her second child. She is hoping to stay until May half term. CS is looking into cover but hoping that WS will be able to cover some of it. AS was involved in a terrible accident. He will be out of action until at least February half term. James Gallimore is currently covering Class 5 up until Christmas. CS is currently trying to source somebody for Spring. LA/CS have been meeting with AS and doing some of the planning between them.	

Safeguarding

JF

All staff training is all up to date. **JF** needs to do her Safer Recruitment refresher training on modern governor.

CPD

We have had lots of training some of which has been group training or where staff have gone together. We started the year with STEPS training for all teaching staff and teaching assistants. Due to the changes to the Ofsted Framework and the focus on Curriculum staff have attended Curriculum information sessions

Q – Is there a lot of work involved in the Ofsted Framework? A –Yes, all the SEF will need re writing, other things will need tweaking

Q – When does this all need to be completed by? A – Ideally by September so it is fully embedded, but certainly by the next Ofsted visit. Ofsted is now much more Curriculum led. It used to be more data focused. For example Laura now needs to know what music is being taught, and have an overview of how it is being taught and how that is being built upon even though she is not actually teaching the music.

We are involved in a problem solving initiative with HFL. HFL invited 7 schools to take part. As a result we get three free advisor visits but have to then pay for three staff to go on courses.

Sports Premium is being used for Swimming training. **AS** has completed part 1 of his training but we have had to cancel the second part. **KD** has also attended training. **MB** has done the training before and will now join **KD** and run swimming as **AS** would want it run for the 1st half term.

Attendance

It is feeling quite low at the moment. We had a visit from the attendance officer. We currently have 14 children sitting quite low. This is due to a mix of holidays and illness.

Q – Is that holidays that are running over from September? A – No, they mainly come back for a few weeks and then go away

Q – Do you ever authorise holidays? A – Yes sometimes. We have families who have family living abroad. They are generally very good at butting the time off against the holidays and do what they can to minimise the impact.

CS comments that she has written to one set of parents who's child's attendance is low and the attendance officer has written to another family.

Enhancing Curriculum

There has been lots of enhancing curriculum. We have started asking for more money towards events as we are increasingly struggling to find the funds. There have been lots of wonderful things such as Remembrance Day Poppies, the Aldbury Sleepover and various sporting events.

Pupil Premium

We currently have 15 children that qualify, however we are only getting money for 10 of these as they didn't qualify at the time of the census, so we will not qualify for funding until next year. We have never been affected like this before.

Q – What is the Pupil Premium used for? A- Pupil Premium is ring fenced. I use a high proportion of it to ensure that we have a TA in each classroom to support the children. Some of this also goes towards clubs.

Q – Does that mean that without PP there would be no TA's? A – No, it just goes towards the staffing costs.

HIP

We had our HIP in recently and our report was very good. Usually in the Autumn term the visit is historically always about data. HFL have now decided to use the Autumn term as a mini Ofsted which is very useful. I asked him to look at our Reading as part of our SDP. I wanted to make sure that we are on the right track. He observed Class 2 and Class 4, he interviewed **IB** and also met with **CS**. He feels that the Phonics teaching is having a huge positive impact.

SEF

The SEF needs rewriting in line with the Ofsted Framework. **CS** is working with the small heads and has booked a session with Helen Jones.

19.44hrs **JB** leaves the meeting to let **KJ** in. Both re enter the meeting at 19.45hrs

Resources

CS reports that she has just put in a bid to Diocese for new doors for the school. She is hoping for Blue Aluminium. She is looking to replace the front doors, the Hall fire door, Class 5 fire door and Class 2 fire door. The cost to replace them is approximately £30,000. If the bid is successful school will still need to find 10% of the cost.

Lesson Observations

CS carried out a Learning Walk across school observing Literacy and Maths but didn't manage to observe **AS** or **LS** due to the accident. She observed really outstanding behaviour right through the school. The children were really engaged in their learning. The HIP was impressed that even the youngest of the children were able to discuss the books they were reading.

Q – Did you select the children seen by the HIP? A – We had to pick our bottom 10%. The HIP was really impressed with the children and their choices of books.

SEN

Intervention is going really well. We have 12 children sitting on the SEN list. Both **AC/CS** went to the TES SEN show. It was a great opportunity to be away from the school looking at resources and being able to think about individual children.

They came away with a few new tools to try including Nessy, a spelling intervention. We currently have an 8 week trial. This is done online daily and because it's on a computer the children love it. As everything is online **AC** can see the results. It is not very expensive and you pay per child, so we may well invest in it.

AC has been working very hard. She is delivering a lot of therapy. We have moved money across on the condition that **AC** would take on more children. She will now be working with 6 children.

Ultimate Planners

We currently have 17 Ultimate Planners made up of mainly Years 4/5 with some Year 6, they are as eager as ever.

Sports premium

Forest School started this term. Each class will have half a term. The class is split into two groups with half going out in the morning and half in the afternoon.

Q – What do they do? A – A lot of it is about it being child initiated play as well as structured things. They have done Whittling, Marshmallow roasting, making dens and making houses for mouse's. It has been lovely seeing the older children play.

Q – Are you bringing someone in to deliver this? A – Yes someone from the Chiltern Forest school as well as having one parent helper volunteer and one TA for each session.

Forest school so far has been funded with some money coming from the PTA, a £1000 grant, a family business donation and some coming from Sports Premium.

We are currently getting quotes for a playground extension. The quotes are a real mix ranging between £40,000-£60,000 but the quote we are currently waiting for is nearer £20,000.

Q – Are we losing grass? A – Yes, some, but there will be astro turf and a new court to play on in the bad weather.

Swimming

Swimming this year is being held at Greenpark. We have had problem getting Tring to commit to a date. We still haven't had confirmation of our Gala date.

6 Our Church School

Minutes of the meeting circulated to all prior to the meeting (see item 6 attached) **LB** explains that they meet once a term. AT the last meeting **CS** talked through the SDP for our school. There had been training in the summer for Foundation Governors which was very positive. One point that came up in the SIAMs was understanding biblical texts. **JB** has since done an excellent explanation.

WS has successfully applied for a grant for a worship table from diocese.

7 Curriculum

The reports were circulated to all prior to the meeting (see item 7 attached) **JF** has gone through the reports independently, she then met with **CS** and reports that it is all very thorough. **CS** states that reading is looking good with us being in the highest 20% however writing has declined. There is nothing of note in other areas. Nationally our number on role is quite low but this is because we are a small school. We currently have one EHCP child on role, yet it puts us in the 4th quintile.

8 Resources

Minutes of the meeting were circulated to all prior to the meeting (see item 8 attached) **KJ** reports that yet more PP money has been clawed back. We currently have 15 PP children but only receive funding for 10 which is very disappointing. This is because they were not on role at the last census and will not get the extra money for these pupils until next year.

9 Personnel

Minutes of the meeting circulated to all prior to the meeting (see item 9 attached) **JF** reports that there was a brief discussion on staff appraisals. It was all anonymised. The teaching is all either good or outstanding. The targets are usually all around the SDP and pupil progress. There are lots of policies to read. Staff wellbeing is always talked about and is now on the SDP. They will continue to monitor the welfare as much as they can.

10 Admissions Policy 2021/2022

There have been no real changes. It was sent to Bob Garrard who tweaked a few minor things. For example where we make reference to someone being interested in applying for our school they would need to consult the schools admission policy and he felt we weren't being explicit enough. The other slight adjustment was to the Appeals section.

Q – So the school can make the appeal decision then? A – If a parent wanted their child taught out of year then yes they would need to discuss it with us.

Q – Do you get many appeals? A – We have only had 2 in all the years that I have been here. One of which was a September appeal.

Regarding the SIF we were apparently asking for information that we shouldn't have been. So we now only ask 'do you go to church?'

The Admission Policy for 2021/2022 was agreed and approved by all.

11 GDPR

CS and **BB** meet to discuss once a term. The last meeting they discussed bits on the Data protection Policy to do with the server. They are almost at a point where **BB** is putting together our folder. **SB** our DPO will then do an annual audit. Once it's all there we will look at it annually. As a school we have been really looking at what we need to do to comply, staff are aware of things such as leaving laptops open, security protecting documents and thinking about photocopying.

12 AOB

Committee grid was agreed and approved by all.

Governor induction training has been booked for **NA** and is in the process of being arranged for **SP**.

All governors were reminded that their Prevent Training will need to be completed by January 2020.

Meeting closed at 20.32 pm

Date of next Meeting: Tuesday 4th February 2020 Governor Day 0900hrs