

**Long Marston V A C of E Primary School**

**Meeting of the Governing Body on Tuesday 2nd July 2019 at 19:15pm**

**Minutes**

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

<b><u>Present:</u></b>	Mrs C South	<b>(CS)</b>	(Head)	Mrs L Annett	<b>(LA)</b>
	Rev J Banister	<b>(JB)</b>	(Chair)	Mrs E Springford	<b>(ES)</b>
	Mrs J Finlan	<b>(JF)</b>		Mrs K Jaquet	<b>(KJ)</b>
	Mrs L Bancroft	<b>(LB)</b>		Mr Lee Dimond	<b>(LD)</b>
	Mr J Lauder	<b>(JL)</b>		Mr Stuart Dawkins	<b>(SD)</b>
	Mr T Hollis	<b>(TH)</b>		Mr Stephen Pitchers	<b>(SP)</b>

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

NO.	Item	Action
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**1 To receive apologies and approve absences**

Chair welcomed all to the meeting.  
No Absences

**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.

The following items are to be raised under 'Any other business':

- Tom Hollis- Governor term due to expire

No declarations were made regarding the Agenda or 'Any other business'.

**3 To approve the Minutes of 14.05.2019 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 14.05.2019**

- High Achievers-CS will think about this for September

**5 Heads Report**

Number on role

The Heads Report was circulated to all prior to the meeting (see item 5 attached). **CS** reports that we currently have 139 children on role. We are due to have 14 starting Reception in September. At one point this was sitting at only 11. It has fluctuated. We have a couple also joining in other year groups. One of these children are new to the village, the others are coming from Marsworth.

Q-The 14 that are starting, are they local, or is it because they couldn't get into schools in Tring?  
A-No they are all from the village.

Q- When do we find out about overflow, so we will know if we will get anymore? A-We have already been told. Going forward we will have 134 in total, so we will be 5 down, class sizes for next year reflect our belief that the children need to be in the right class for them and it is not just about making our numbers look even.

## Staffing

**HP** will be back with us tomorrow, she will be on a phased return. She will teach in the morning and have PPA time in the afternoon.

**ER** has handed in her resignation and is leaving to fulfil her passion for acting. **CS** advertised straight away. The closing date is next Wednesday, so it has been advertised for a week and a half.

Q- You're looking for someone with the relevant experience and qualifications aren't you? A- Yes I am.

## CPD

Even though there is not much money in the budget, we have managed to keep the staff courses going. There has been two lots of external moderation this term for Year 6 and EYFS. Both have gone very well. The YR6 moderator agreed with our moderation and helped us make a decision on one child who was on a boundary. EYFS moderator agreed with **IB** teacher assessment. Our YR3 this year have accelerated progress. We feel that this is due to them having been marked down. **LA** didn't have a very pleasant experience of moderation. They were too focused on ticking boxes. The moderation this year has been a much more positive experience.

**AC** is doing a new SENCO course. She has lots of experience and continues to attend SENCO forums. She has recently attended a course 'Drawing & Talking', all about low self esteem. We have been talking about possible nurture groups, but we have not been able to progress this so far. Drawing and Talking may fulfil this need.

## Attendance

Not currently looking bad. Our persistent absence usually sits at about 5.2% but currently at 7.2%. This is much higher than usual. This is because parents have taken extended holidays.

Q- Do you look at their progress? A- Yes, and it does affect progress but there are other factors as one has additional health issues and three are travellers.

**LA** Because we block our subjects they can miss a whole topic by being off for two weeks.

## Fire Drill

**CS** ran a drill today. We were all out in 57 seconds. That was with almost two whole classes coming out of the hall. The next thing to do is evacuate across the road.

Q- Do you do an invacuation procedure? A- A lockdown? No, we don't currently.

## Enhancing Curriculum

There have been lots of lovely trips going on. Class 1 have been to Whipsnade, Class 2 had their Florence Nightingale Day, Class 3 went to Oxford Prison and Castle, Class 4 had their Kip on a Ship-HMS Belfast and Class 5 went to Thriftwood. They had a brilliant time despite the weather. It didn't dampen the mood.

Also this term there has been parent involvement with each class. Class 4 had their Living Museum.

**ES** comments it was wonderful, you could see the development. There was everything from communication to toys. The children really knew what they were talking about, it was really interesting.

Class 5 had their Thriftwood assembly. They have had lots of lovely things going on including Maypole and this year the addition of Country Dancing. It was really successful.

## SDP

Ofsted want us to look at the three I's and to ensure that all our subjects have that. **CS** feels that there should be something about Curriculum in the SDP. She feels that we need to make sure our Curriculum skills are more implicit.

## SDP Proposal

Reading is a big OFSTED focus. Reading is not an issue for us, however we will need to look at progress for our higher attainers.

## Leadership

Earlier this term we had our HIP visit. The focus was on literacy in particular the standard of presentation and feedback. HIP concluded that we needed more time to see progress. Grammar and spelling they felt that we are heading in the right direction. For presentation, we will include presentation expectations in our success criteria. There was evidence of a consistent approach to verbal feedback but we will review sticky targets and their impact as well as continuing to mark in the moment. At the moment it is too soon to say how this is working

## Resources

£8000 has been spent mostly on computing improvements. Our computing lead says that it is so much better, she doesn't need to set up the computers now before a session. Some of the money was spent on new flooring in class 1 and 2's toilet area and class 4's sink area. The budget, as you know is really tight.

## Moderation

Moderation has taken place for EYFS and KS2. It was successful and in line with our teacher assessment.

## Support and Intervention

All children on the register have either additional needs or needs outside of school. It could be that EP have been involved, that speech and language have been involved or that they have been diagnosed with Autism. It could be that they have a diagnosis but that there is no actual need for intervention. There is a real mix. The last PPM was to ensure that provision continues without there being any gaps in September. The SEN children are making good progress in Reading and Maths.

## Monitoring

The focus for the SLT and Literacy lead has been around YR6 writing. We selected 4 lower, 4 middle and 4 higher attaining children as samples. We looked at the gaps and individual children to see what they needed specifically.

**LA** has carried out Maths lesson observations, some with **CS**. It has been nice to see different types of problem solving. It was good to see the amount of maths. **CS** comments that we need to ensure that problem solving is taught without the teachers feeling that they are telling the children how to do it.

## Assessment Data

We won't have the statutory data available until 9<sup>th</sup> July 2019.

Q – Is there a big difference between expected and working towards?

A – Expected is where they have a good grasp of everything. Deeper means that they are working further and working towards is where they have not quite got everything.

Q – Is it easy to judge greater depth? A – You can judge the children. You can just tell. YR6 children are still being compared currently against two differing curriculums.

Q – Does working towards include those that are nowhere near? A – Yes, but we break that down.

## Parent Questionnaire

We only had a return of 30 out of 97 families. That is the lowest return that we have ever had. It was really positive with 100% agreeing that their children are taught well, we are well lead and managed, that their child is safe and they would recommend the school to others. They would like more variety in homework, such as work sheets or possibly a different time of the week. We will look at more variety for homework in September. The children all look at each others

completed piece of homework and it helps give them an idea of how much others have done, their presentation and their ideas. This year that has been more homework linked to a Topic. 43% didn't know how they felt the school deals with bullying. But nothing negative was said. There were lots of lovely comments about staff, overall it all felt very positive.

#### Multiplication Times table Testing

A new Multiplication assessment is coming in 2020 for YR4 children. CS had the opportunity to do a pilot. 26 pupils took part, we wanted to see what was involved. They only had 6 seconds per question on a laptop. 50% achieved 20/25, 77% got over 15 correct, only one got less than 10/25.

Q – Do Yr3 still do 'My Maths'? A – We stopped that. We had negative feedback, plus it was an additional cost for us, so we are looking at doing something else.

### **6 Our Church School**

Minutes were circulated to all prior to the meeting (see item 6 attached) **JB** explains, this is the first meeting since the SIAMS inspection. In the meeting they went back over the report, and are comfortable with where our school currently is. The intention is to try and get the children to Tring, into some of the other church buildings as it is felt that it would be quite fun. Staff have been focusing on modern hymns. Music has been a huge part of what they're doing. The children are really embracing it and finding it fun. **WS** has applied for funding for resources from the Diocese Community Life Fund. As a result we have been awarded £300 for more items to help with worship.

### **7 Personnel**

Minutes were circulated to all prior to the meeting (see item 7 attached)

### **8 Resources**

Minutes were circulated to all prior to the meeting (see item 8 attached)

The caretaker had not been accounted for in the budget. We have less money than we initially realised. The structure of the meeting has been changed in future to focus on one issue at a time. It means that we can really get our teeth into bigger issues. **CS** mentions that another governor would be helpful on the Resources committee.

### **9 Sports Premium**

The sports premium 2019-20 plan was circulated prior to the meeting (see item 9 attached)

**CS AS** and **JL** all met. They talked through the sports premium and what it had/hadn't been spent on. There is hope to extend the outside area. There is lots of money left to carry forward. This year the netball provisions have been updated, as well as new goals. Currently they are looking at new goals on wheels and more new equipment as well as looking at Real Gymnastics. We have carried forward £14,000. We will be starting the year with £31,000. The biggest chunk of this will be used toward the potential extension of the outside play area.

The Forest area is doing well. We have been looking at what money could be directed into developing it further. It is really taking off. The money is ring fenced, but can also be used towards outside learning.

Q – If you don't spend the money, can you carry it over? A – Yes

Q – Are you penalised for not spending the money? A – No

Q – Are you still doing the Daily Mile? A – Yes, although we will re look at it in September. As for some it is becoming more of a walk and a chat.

### **10 PPG**

**CS/KJ** met last week. It has been one of their objectives to meet every term. We get £1320 for every child who is entitled to free school meals, or has been at any point in the past 6 years. This currently applies to 13 children. The money has to be spent to benefit those children. Most of this goes towards staffing, clubs and trips. It is spent at the discretion of the head teacher. **KJ** comments that the attainment level for these children, more often than not is not as good as their peers. However they go on to show good progress throughout their time at the school. We will have less children that qualify in September and will have to give some funding back, but we have allowed for this.

## 11 Equal Ops

(See item 11 attached)

**CS/KJ** met and looked at the Equal Opportunities policy and actions.

Q – Is it for staff or pupils? A – All stakeholders, staff, visitors and children. **KJ** comments that she will complete a full report for the governors. **CS** feels that spending in this area will be as a result of reacting to an issue rather than spending money on things unnecessarily. She will continue to look out for equality training for governors.

Q – Where does the list come from? A – I got it from an audit and pulled out things that were relevant.

## 12 Safeguarding

Document circulated to all prior to the meeting (see item 12 attached)

**CS/ES** met. There is a new OFSTED document out. Every year they complete the audit. They found that there was not a lot that they would change. They have been through their record keeping and have audited any cause for concern forms. They have checked that the language that has been used was right and that forms have been completed correctly. They have worked out an action plan, they will be looking at whether they have a safeguarding policy. DBS checks need continually updating. The single central record is checked termly and prevent training is completed on a 2 year rotation.

## 13 Governor Timetable

Timetable circulated to all prior to the meeting (see item 13 attached) Some adjustments to dates made. **JB** asks if everyone is happy with their current roles, or if there is something that they would particularly like to do.

**SD/SP** agreed to join Resources committee

**LB** would like to leave Curriculum

**ES** agreed to join OSAACS

**SM**

## 14 Governor Training

**SD** has completed nine online courses. He found the Safeguarding was very simple and very easy. **CS** comments that she also completed the online safeguarding course looking specifically at the content and found that there was nothing specific to being a governor.

**JB** asks **SM** to add **SP** to Governor Hub

**SM**

**JB** comments that Foundation Governor training took place at her house with 20 people in attendance. She asks if the presentation could be uploaded to governor hub and she felt that as a format for training it worked really well.

**SM**

## 15 Correspondence

None

## 16 AOB

- **TH term of office expiring**

**TH** term of office is due to expire in October. He confirms that he is happy to stand again. Elections will take place in the Autumn term.

- **LD end of term of office**

**JB** thanks **LD** for the 6 years he has been a governor at the school. **LD** comments that it is an amazing school, run by amazing people. He feels that it has been a privilege to have been a part of it, but feels it is time to give someone else the opportunity to experience what he has.

**Meeting closed at 20.55 pm**

**Date of next**

**Meeting: Tuesday 15th October 2019 at 19:15**