

St. Paul's Walden Primary School
Resources Meeting Minutes
Thursday 23rd May 2019

1.	Apologies - none
2.	<p>Minutes of the previous meeting were agreed. AR explained that she and the GB Clerk had attended Governor Hub training, which covered governors agreeing minutes or policies etc via the Hub. It was agreed that the Full GB should be reminded of this and trained in how to go about it.</p> <p>Matters arising from previous meeting: The Home School Agreement and Homework Policy are being finished off by staff at the moment, ready for distribution to families in September. NA is investigating the best way to circulate policies to staff and to record that they have read them. Use of CSR is one possibility.</p>
3.	<p>Policies for review: SEND – SS has redrafted the SEND policy from scratch. The governors appreciated the amount of work, effort and thought which has gone into it, and thanked her. It was agreed and will be recommended with adoption, possibly with a more visual representation of the different levels of SEN, so parents can understand it clearly and see where they can help move the process of identification along if necessary. Spellings - policy agreed and will be recommended for adoption. SRE policy - policy agreed and will be recommended for adoption.</p>
4.	SEND information report and SEND action plan (summer) were shared with the governors
6.	<p>Budget implications – The budget, which was recently discussed by the Resources Committee, means that we will have to reduce TA hours going forward. One TA is looking for another job, so rather than removing hours from TAs, we will not replace the one who is leaving. With everyone working as efficiently as possible, the necessary interventions in the SEND plan are still possible – in September, we will not have to take the Y1 children out of the Willows class as they will be in with Y2.</p> <p>We will be making savings in Enrichment – our Music teacher will not provide enrichment (Band) on Friday afternoons, though he is still teaching music and running the choir.</p> <p>Teacher cover: the experience of the newly recruited teacher in Y3 and 4 means that we should not need as many external training courses and associated cover.</p>
7.	<p>Data – NA presented the latest data. Questions from governors included about an apparent lack of progress for some children. Staff are becoming aware of a couple of children who have some personal issues or potential SEN and are addressing them. Some children may also be plateauing after making progress the previous term. Governors observed some shortcomings about the software – the data was not always consistent between tables – NA will continue to work with the software providers to find the best way to represent the data. The Big Write has made a big difference across the school – children's writing stamina is increasing and the teachers' judgements, which they can moderate together, are more accurate. Y2 and Y6 are being externally moderated next term. HfL Maths assessment systems are very clear and highlight gaps in the children's learning.</p> <p>SATs – JB told governors that the Y6 children generally coped very well emotionally with the SATs.</p>
8.	<p>Teaching/ staff structure 2019-2020 – to be sent out to parents this week, now that the new teachers have accepted the job offers:</p> <p>Reception will be on their own with Mrs Foster Y1 and Y2 will be taught by Ros Dollman and Stephanie Smith Y3 and Y4 will be taught by Will Gillmore Y5 and Y6 will be taught by Jon Bailes</p> <p>TAs will continue to be flexible, assisting in whichever class is necessary and providing Enrichment We will have no SBM for the next half term. The SBM from St Andrews is going to come in and assess the job description – we will probably end up advertising for an Office Manager and use Herts Finance Services</p>

9.	<p>Training – NA and SS have started attending the three-day Curriculum Synopsis conference about developing the wider curriculum, as required by Ofsted. This is looking at schools teaching separate subjects, with links between them as appropriate, rather than topic-based teaching. (NA can't attend day 2 as she will be on the residential trip, so AR may attend with SS)</p> <p>Two of the TAs have started their apprenticeship course.</p> <p>SS is still investigating which is the best SENDco course for her to take</p> <p>HfL is introducing more on-line learning for school staff (I-Learn) – it looks as though this will work better for staff.</p>
10.	AOB - none