



# Governing Body of *Coldean Primary School*

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## Meeting of the Full Board of Governors (FBG) – Minutes

**Tuesday 9 July 2019 at 17.00 hours**

Present: Dawn Lorec (DL), Samantha Fearn (SF), Tom Humphries (TH), Stuart McConnachie (SM – Headteacher), Sophie Clifford (SC), Sarah Ali (SA), Steve Horne (SH), Rebecca Ouassa (RO), Alexis Grummett (AG – associate member, staff member & Special Educational Needs Coordinator (SENCo)), and Sharon Terrill (ST – Chair).

In attendance David Harvey (DH – clerk).

1. **Apologies for absence** – were accepted from Nigel Watson (NW- deputy headteacher). The Clerk noted that nine out of ten governors were present and confirmed that the meeting was quorate.
2. **Declarations of interest** – None.
3. **Minutes of the previous meeting**

The minutes of the meeting held on 30 April 2019 were approved by the FBG and signed by the Chair.

### 4. **Actions from the last meeting:-**

- Participation in school science week in July 2019 – ST reported that four governors had attended.
- Circulation of NGA governors skills audit template to FBG members- done.
- Completion of a governors' monitoring visit report (maths learning walk of March 2019) - to be done.

### 5. **Matters arising** – None.

### 6. **Committees**

#### *Resource and Finance*

RO reported that the Committee had met on 21 May and had approved the three year budget; noted an issue about the surplus to be carried forward (rules allowed for a maximum of 8%) with SM presenting a plan on how this could be spent; discussed the Sports Funding spend; and informed about a revised School Financial Value Standard (SFVS) form for completion (governors needed to consider a programme of visits, to comply with a requirement to meet six to eight times a year).

RO expressed appreciation on behalf of the Committee to SM and Jo Smart (JS – school bursar) for the work they were doing.

#### *Education and Learning*



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DL drew attention to her report of a visit carried out by her and ST to the school for a Pupil Progress meeting on 1 July. DL reported attending classes in Reception, Years 1, 2, 3 and 5 and had found the meetings very useful and worthwhile. DL highlighted the presentation on data given by NW; there were no surprises for those children with complex needs. DL added that, with regard to safeguarding, teachers were fully aware of challenges faced by children. DL commented that:-

- Reception – significant progress on reading and writing had been made; however because a new baseline assessment was being brought in, these children would have to do another assessment.
- Year 1 – English results were a concern; to be addressed by guided reading interventions across all year groups.
- Year 2 – Handwriting was an issue; this would be addressed by additional teaching assistant support.
- Year 3 – good progress across the board.
- Year 5 – good progress overall; however on reading and writing, children had demonstrated limited vocabulary; memory intervention groups would be run.

### **7. Recruitment and Retention**

The Chair welcomed SC to her first meeting as a newly appointed staff governor; also AG as a newly appointed associate member.

The Chair bid farewell to SH, thanking him warmly on behalf of the Board for all his hard work and dedication to the school over the period of his term of office as governor.

The Chair noted the Board's approval of SF's request to become a co-opted governor (given the departure of her child from the school) with effect from the new academic year in September. The Chair stated this move would mean the creation of a parent governor vacancy on the Board; there would also be a co-opted governor one. The Chair added that this situation would be addressed, once the skills audit exercise was completed.

### **8. Governor monitoring**

#### *Raising Attainment Plan (RAP)*

SM notified the Board that this would be produced at a meeting on 18 July at the school, to which governors were welcome to attend. SM confirmed that the existing RAP was being reviewed.

#### *Monitoring Timetable*

The Chair stated that a new version of this timetable would be discussed and compiled at the housekeeping meeting of the Board on 17 September; when roles and responsibilities would also be reviewed.

#### *Governor visit reports*



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The Chair drew attention to her SATS visit of 15 May and had been very impressed, praising the school for its seamless performance; the children had handled the experience very calmly.

The Chair highlighted the importance of governors completing these monitoring visit reports when they came to the school, as these amounted to evidence of their engagement which would be checked by OfSTED inspectors.

## 9. Headteacher report

### *Finance*

SM reported that all primary schools in the city had been contacted by the local authority (LA) recently, to notify them of a likely additional salary payment due to support staff. SM stated that this payment obligation had arisen due to a legal case brought by a TA at another school, to the effect that support staff were entitled to receive salaries for all months of the year (and not be abated by holiday periods).

SM stated that this presented a major budgetary problem for both the LA and schools, in that back pay compensation would have to be paid, as well as a salary increase with effect from September. SM notified the Board that, because of a funding shortfall, the LA would only be able to pay 50% of the amount owed, with schools having to find the other 50%. SM stated that the LA had offered loans, to be paid back over ten years, if schools could not afford their share of the bill.

SM reported that a letter had been written to the LA, on behalf of all headteachers in the city, rejecting the idea that schools would have to pay part of the amount owed. SM stated that the LA had not been specific over how much would have to be paid, but had provided an estimate of £25K.

### *Sports Funding*

SM reported that a considerable amount had been carried forward and the school (Andy Wilson, PE teacher) was planning a programme of expenditure. SM commented that this would include purchase of climbing equipment and bringing in after school provision.

### *Creativity exhibition*

SM informed governors of this event, due to take place at Longhill Secondary School on 10 July at 16.00 hours, to which all were welcome to attend.

### *Personnel*

SM provided details of new staffing appointments in the nursery and Years 1 & 4; expressing considerable satisfaction over the high quality of candidates taken on.

### *Age related expectations (ARE)*

SM spoke of looking across the whole school, with teachers identifying and linking to bands; drawing on the example of Year 4 (science, geography and history – all links together and putting together portfolios). SM stated that this would have to be co-ordinated, as OfSTED



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would focus on subject leaders during their next inspection; and would be brought into effect in the new academic year.

### *Phonics*

SM stated that, although the school generally did well on phonics, spelling and the level of vocabulary was an issue. SM noted that there were concerns with the vocabulary of children at Key Stage 2 writing at Greater Depth. SM provided details of a visit to Springhill Catholic Primary School in Southampton, where the method of teaching had resulted in a rich curriculum of language and children moving forward in learning. As a result of this visit, SM stated that Coldean's approach to KS2 had been changed. SM informed governors that for reading in the new academic year, children would read a book with the class teacher and take it home to do the same work twice a week. SM stated that the school also planned to produce a phonics booklet to do at home and acknowledged this would require buy in from parents.

SM added that the school would carry on with 'Young Reading'; SC added that she would be involved in a Pie Corbett led initiative called '*Write Sounds*' and would receive training for onward dissemination to staff.

### *Data*

SM acknowledged that the mathematics results were poor; the school would work on identifying the reasons. SM stated that reading was 75% (28% at Greater Depth); Grammar, Punctuation & Spelling (GPS) 75% (29% Greater Depth); Writing 78%; Mathematics 69% (8% Greater Depth); Combined 59% (compared to 61% last year).

Governors commented that it would take time for the school to see the positive impact of implementing the Shanghai method of mathematics tuition. SM agreed with this assessment, but felt that the current situation had to be addressed.

Governors asked if the reduction in teaching assistants had had an effect. SM acknowledged that this might be the case in KS1.

Governors suggested asking parents to volunteer and help. SM agreed this was a good idea, but that it had been tried before with inconsistent results (e.g. managing intermittent commitment).

### *National Leader of Education (NLE)*

SM stated that he would continue his NLE work at Moulsecoomb, but would reduce his commitments elsewhere to focus on Coldean.

### *General Data Protection Regulation (GDPR)*

SM reported that NW and the Data Protection Officer (DPO) from Carden Primary School had reviewed the school's GDPR audit.

### *Health & Safety*

SA reported having undertaken the LA training on H&S and meeting with the school site manager. SA stated that an H&S committee would be started up in September and invited



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DL as link safeguarding governor to attend. SA commented that this committee would begin its work by carrying out a walk through the school with a checklist; to be continued on a termly basis and recommended H&S be a regular standing item for the FBG agenda. The Chair noted that SA and ST were due to attend the LA training on H&S in September, alongside SM and NW.

## *Special Educational Needs & Disabilities (SEND)*

AG gave an SEND update to governors, reporting that there were 20% SEND children at Coldean (13% at KS1 and 25% at KS2). AG stated that, although whilst not yet at ARE, SEND children were making good progress. AG informed governors that staff met every half term to discuss the needs of SEND children and decide on support measures to put in place. AG drew attention to the visits paid to the school by Brighton & Hove inclusion service (104 visits this year, compared to 28 in the last); a consequence of the escalating issue of managing behaviour.

SM stated that instances of extreme behaviour had impacted on the school, resulting in an increase of fixed term exclusions. SM went on to provide specific details of individual cases and measures being put in place to deal with them.

As part of a way to manage this issue, AG provided information about school plans to put a 'learning space' in place. AG stated that this provision would have capacity for up to six children and be staffed by a specialist teacher, supported by two Individual Needs Assistants (INAs). In terms of learning, the children would be taught an adapted curriculum and be able to access mathematics and English tuition. SM added that the LA were interested in seeing how this model worked and would discuss it with the school in January. SM also confirmed that parents supported this initiative.

AG informed governors of work done on fluency block and invited governors to attend a lunch on 1 October, at which professionals would review the operation.

AG concluded by providing details of work being done and progress achieved on a number of Education, Health & Care (EHC) plans.

## **10. Any other business**

SM highlighted the first INSET day of the new academic year on 4 September and stated that governors would be welcome to attend an afternoon (13.30 hours) event – 'the art of being brilliant' by the professor of happiness, Andy Cope.

On behalf of the Board, the Chair offered her sincere thanks to SM and his staff for having achieved a very good year for the school.

## **11. Agreements / recommendations made at the meeting – None.**

ACTIONS	BY WHOM
Re-circulation and reminder of the governors' skills audit exercise	DH
Commencement of Health & Safety committee in September	SA
Addition of Health & Safety to FBG agenda as a standing item	DH



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I confirm this to be a true representation of the Governing Body meeting on this day

..... Chair

.....Date

Next meeting – 17 September 2019 (Housekeeping)