

# Beaford Community Primary and Nursery School

## Minutes of Full Governors Meeting

Wednesday 18<sup>th</sup> June 2014

### Summary of Outcomes & Decisions

- Governors discussed attendance and the impact on the school. It was agreed to include a statement about attendance in the summer governor's newsletter.
- The admin audit was reviewed and an action plan agreed.
- Draft school improvement priorities for 2014/2015 were reviewed
- Actions for governors from the head teachers report are:
  - Note the range of monitoring activities, content of professional development meetings and opportunities being carried out and how they link with the school improvement plan.
  - Recognise the successful audit and hard work and commitment of the administrator.
  - Be knowledgeable of the ways in which progress and attainment is monitored and reported.
  - Recognise the significant group size of pupil premium children
- The EYFS Key Worker and Volunteers in Schools policies were reviewed and agreed.

**Present:** Annette Yates (AY), Mark Bowen (MB), Rev Mike Clark (MC), Alison Bennett (AB) Kate Scrivener (KS), Jeffers Mayo (JM)

Minutes taken by Helen Wright (HW)

### **1 Apologies Accepted**

1.1 Graham James (GJ) – working, Rev Meg Slingo (MS) – working, Matt Greenhalgh (MG) – working, Becky Huxtable (BH) - working

### **2 Declaration of Interest**

2.1 JM is partner to a teacher in the school.

### **3 Welcome New Governor**

3.1 Jeffers Mayo has been elected as a new parent governor. Introductions were made.

### **4 Minutes of Last Meeting**

4.1 These were agreed and signed by AB.

### **5 Review of Actions**

Action 44 – Ongoing - HW to arrange personnel responsibilities training for governors through the local learning community.

Action 45 – Complete - AY to arrange for the service level agreement between TLLC and Beaford School to be completed for approval by governors. Payments to Beaford for chairing and administration have been agreed.

Action 47 – Ongoing - BH to investigate grants available to schools for installation of solar panels

## **6 Schools Direct**

- 6.1 This is a new scheme for graduates to train as teachers where they come directly into school instead of doing a PGCE. Graduates will receive school led training for a year and successful completion of the scheme will lead to qualified teacher status. Graduates can hopefully be offered a job at the school or within the Local Learning Community at the end of their training. Placement of graduates and support will be provided through the North Devon Teaching Alliance at Woolacombe. Governors agreed that it would be a good idea in principle for the school to take part in this scheme. The headteacher will find out more detailed information for governors from the teaching school.

### **Action 48 – AY to give governors further information about Schools Direct**

## **7 School Improvement Priorities 2014/2015**

- 7.1 Draft priorities were discussed. These are:

To secure outstanding *Teaching and Learning* through:

- Professional Research and development that focuses on:
  - How the brain develops
  - What children tell us about how they learn and what makes them think
  - Opportunities and environments that promote thinking
  - Exploring mind sets
  - How to promote ownership of learning

To strengthen further the effectiveness of *Leadership and Management* by:

- Subject leader teams continuing to develop their roles through monitoring activities and designing professional development opportunities for staff
- Maths and Literacy subject leaders broadening their experience and skills through supporting other leaders in other schools
- All governors effectively supporting and challenging the performance of the school

Outstanding Curriculum (to be completed)

- Assessment
- ICT

- 7.2 Priorities will be added to and amended following final evaluation of all monitoring evidence by senior leaders.

## **8 Head Teachers Report**

- 8.1 Observations of teaching and learning have been carried out by the headteacher, KS1 and EYFS teacher. All learning observed in these lessons and outcomes for pupils were at least good.
- 8.2 From September 2014 schools will be expected to deliver the new curriculum. Design of this has been a key priority of this year's school improvement plan.

- 8.3 Final evaluation of progress and attainment of pupils for the year will be reported at the next school improvement team meeting.
- 8.4 There has been a learning and administration support cluster with High Bickington and Tarka Federation. **Governors asked what the impact of the monitoring and evaluation between the schools had been this term.** The headteacher reported that learning observations at Beaford with the head teachers has been very useful. Feedback has been provided to staff and new ideas have been implemented. Return visits have yet to be completed. An exchange visit with High Bickington for staff in the Early Years has taken place.
- 8.5 **Governors asked what a Specialist Leader in Education (SLE) was.** The headteacher explained that the maths and literacy subject leaders have applied for this. It is a nationwide system where SLEs develop other leaders so they have the skills to lead their own teams and improve practice in their schools. The interviews were held this week and they are waiting to hear if they have been successful.
- 8.6 **Governors noted that a child with a statement has left the school and asked what impact this would have on the school budget.** Governors were advised that the top up funding would no longer be received and the effect of this on the budget and 5 year plan will be discussed at the next finance committee meeting.

## **9 Attendance**

- 9.1 AB provided feedback on attendance. Attendance to the end of May 2014 is at 95.8% (slightly higher than the target of 95%). The attendance of children in receipt of pupil premium has been increasing over the year. The school has been identifying children who have occasional days off sick and arranging a meeting with the parents to discuss their child's attendance. This has proved to be successful with all cases where this meeting has taken place the child's attendance has improved.
- 9.2 **Governors asked how low attendance impacted the school.** The headteacher responded that the EWO sets the schools target annually with the headteacher. There is a very strong link between attendance and progress, therefore attendance is key to maximise pupil progress. Ofsted will ask about attendance and how the school are dealing with any low attendance. The school could fail the behaviour and safety category of Ofsted is attendance is too low.
- 9.3 AY advised governors that there is an issue with children taking holiday during term time and the parents calling the school to advise that they are ill. This is because schools are no longer allowed to authorise holiday in term time unless it is for exceptional circumstances. The law on holiday in term time has not changed but the DfE and Devon LA have identified what exceptional circumstances are (which has changed the head teacher's discretion to authorise holiday). Governors agreed they would prefer the parents to be honest and complete a holiday form rather than lie to the school which then encourages the children to lie when they return. This holiday would then be unauthorised. This is a complex situation which has received a lot of media attention.
- 9.4 Governors agreed to put information about attendance in the Summer term governor newsletter.

## **10 Feedback from Committees and Responsible Governors**

- 10.1 **EYFS Visit** – AB visited the Early Years on Monday 16<sup>th</sup> June where she talked to children, looked at their learning and analysed progress and achievement data. Children enter the Early Years with a typical level of attainment and make expected or better than expected progress across the whole of the Foundation Stage. The progress and tracking of 2/3 year olds was reviewed.

- 10.2 From 2016 children will be tested when they enter Reception and value added for the school will be from this test to their KS2 SATs.
- 10.3 A copy of the governors report is attached.

### Report to be done by AB

- 10.4 **School Improvement Team** – A meeting was held on the 6<sup>th</sup> May 2014. The Literacy and Maths subject leader reports were reviewed and governors questioned leaders about intervention and progress. Data dashboard shows good progress and attainment in both key stages. The main school improvement plan was reviewed and the headteacher was questioned about progress in all areas. Governors reviewed each of the term two success criteria in all three key priorities to assess if they had been met. Although a very small minority of children were not on tracks to meet their progress targets, governors had secure evidence to show that these pupils had been identified and strategies are in place to secure this by July. Term 3 actions were reviewed and agreed.
- 10.5 A copy of the Chair's report is attached

### To be done by BH

## 11 Admin Audit

- 11.1 An audit was completed by Devon Audit Partnership in May. 15 areas were covered by the audit and of these 12 were assessed as a high standard. The remaining 3 were of a good standard and only require minor actions to reach a high level. Governors reviewed the audit report and agreed on the action plan to address the recommendations in the report. Progress on the actions will be reviewed at the next FGB meeting. A copy of the report and action plan is attached.



Beaford Draft Audit  
Report May14 with a

## 12 Policies

- 12.1 **EYFS Key Worker** – This is a new policy for the Nursery which details the process of allocating a key worker to Nursery children and the responsibilities of the key worker. The policy was reviewed and agreed. A copy is attached.



Key Worker Policy  
early years.doc

- 12.2 **Volunteers in School** – No changes have been made to this policy. The policy was reviewed and agreed. A copy is attached.



volunteer2014.pdf

## 13 Matters Brought Forward by the Chair

- 13.1 There were no matters brought forward by the chair.

## 14 Date for Future Meetings

14.1 Full governing body meetings:

Wednesday 24<sup>th</sup> September 3.45pm (AGM)

Wednesday 19<sup>th</sup> November 3.45pm

Wednesday 4<sup>th</sup> February 3.45pm

Wednesday 29<sup>th</sup> April 3.45pm

**15 Summary of Actions**

Action 44 – HW to arrange personnel responsibilities training for governors through the local learning community.

Action 47 – BH to investigate grants available to schools for installation of solar panels

Action 48 – AY to give governors further information about Schools Direct

**Authorised By:**

**Date:**