

HORFIELD CEVC PRIMARY SCHOOL
FULL GOVERNORS MEETING MINUTES 140/15
Thursday 28th January 2016

1. Presentation by the School Council	Actions
<p>Presentation by the School Council informing us how they operate, what they have achieved and ideas to use their combined £400 budget, followed by questions and answers between the Council and the Governors.</p> <p>7.20pm Max and Liz left with the children.</p>	<p>Kath & Kate to attend a School Council meeting.</p>
<p>2. Welcome, Apologies and Prayer</p> <p><i>Present:</i> Jenny Taylor, Liz Lewis, Kath Wilkinson, Kate Loveridge, Yvette Kydd, Max Khanna, Susan Merelie, Karen Dunmall, Jo Marsh, Peter Lyes, Paul Welch, Nikki Herberson.</p> <p><u>Apologies received and accepted</u> from Peter Smith, James Volkk and Sue Lloyd.</p> <p><u>Apologies received after the meeting</u> from Jenny Allen.</p> <p>Meeting commenced at 19.20.</p> <p>No changes to pecuniary declarations.</p>	
<p>3. Welcome to new Governors</p> <p>New Governors, Peter and Paul were welcomed. It was decided that Peter would join the Finance Committee and Paul would join Standards.</p>	
<p>4. Formerly agree Chair & Vice-Chair. Committee reports and structure</p> <p>All agreed for Kath to remain as Chair and Kate to remain as Vice-Chair.</p> <p>Finance & Premises – no issues so agreed.</p> <p>Susan asked re the water fountains. These are in hand and will be refurbished or replaced in the near future.</p> <p>Pastoral – Staff Wellbeing will be discussed at the next meeting along with the Whistleblowing Policy and School Equality Action Plan. Thanks to Jo for taking on the role of Policy Coordinator, creating a central list of policies with review dates and who needs to review. Highlighted that risk assessments for educational visits needs adapting to include a second safe place in case of terror attack risks.</p> <p>7.25pm Liz re-entered.</p> <p>Standards – no issues.</p> <p>7.35pm Max re-entered</p>	<p>Jo to do the central Policy List.</p>
<p>5. Governing Body Skills Audit</p> <p>Hannah Han’s Skills Audit was discussed. It highlighted an IT hole, which has now been filled by our new Governors. Agreed to redo the Skills Audit again shortly.</p>	<p>Kath to redo Skills Audit. Is there a previous copy of the questionnaire?</p>

6. Heads Report. Closing the Gap

Jenny highlighted that one third of the current Year 6 are Free School Meals (FSM) but that this diminishes as you go down the school. The school is finding creative new ways of using pupil premium (PP) – huge range of opportunities including music, trips, sport and learning. Susan already talks to our PP children re their future careers.

Yvette explained about the UKLA inviting her to be a teacher judge of the children's version of the 'booker prize'. We've been asked to display our Imagination Station there. Yvette has 20 books to read. The Year 6 children are also reading them and giving her their reviews which Yvette takes as feedback.

Jenny explained about Readingwise and showed the promotional clip we'd been asked to create. 10-15 children with one T.A. is a very cost effective personalised tuition. Wendy Ward stressed it was a good way of Closing the Gap. We can't measure children's progress by levels anymore so this provides measurable data by the use of start and end tests. A comprehension programme will be trialled with us soon too. KS2 children take part before school and in their lunchtimes. It helps those low-attaining children and those with limited vocabulary. No child has had less than six months progress in less than ten weeks! One child even uses it at home on their Ipad. Governors suggested giving PP children each an Ipad to enable them to use it at home but it would also need the Internet!

Jenny then ran through the Third Space Learning programme. Children use headphones to communicate with a tutor in Sri Lanka/India, etc. It has impressive lesson plans that Yvette looks through beforehand and chooses ones which are personalised to each child. This programme has freed up the use of a T.A.

Governors were impressed both with the clip and the results of these schemes.

Jenny then handed out Closing the Gap reports. Looking at speech and language with Amy Parkin now in this role. One child in Reception is finding this very effective.

Disadvantaged children selected books for our library and had a nameplate put in the book. They loved this.

The English Subject Leader Yvette Kydd explained how PEE (Point, Evidence, Explain) has been rolled out across KS2 during staff meetings so that staff are able to teach children valuable skills in responding to their reading of comprehension passages. This strategy enables children to be more focused in their responses by referring to the actual text specifically when justifying their answers. Staff have noticed that children are able to respond in greater depth in their written answers and we hope that this strategy will impact upon raising reading attainment across KS2.

Liz handed out purple reading records of children for us to look at. These are used for KS2 children and each is the one central record of each child's reading evidence. As many people read with each child there was no consistent record of their progress. They are kept in school. Only for KS2

Governors invited in to see these programmes in use.

Nikki to forward electronic copies.

children as KS1 books work well. Writing in school is a strength so a comprehension box is used in these books. Kath said the system was great.

Mathletics is celebrated in an assembly each week. A problem the school faces is that some children do not attend the after-school clubs that they are invited to which is frustrating. It could be because parents do not want to make a second trip to the school to collect their children separately.

Went through lower attaining children's progress. Red highlights those below their actual age. Karen asked if they could be dyslexic? SEN children are not within PP data. Year 1 Term 1 data is difficult as children have only just started the national curriculum and will then see a rapid increase so this data is not a worry.

Mentioned that the Year 5 cohort has changed as we now have one with no English, one with a statement and one not yet diagnosed with a statement. Three volunteer parents work with our EAL child. One parent was trained and she suggested other parents that could come in and read stories for half an hour before the end of the day.

Kath said that the Head's report final page looked good. 'ARE' is age-related expectations. There is a big leap between Year 5 and Year 6 PP. As a lot of PP (not SEN) are at ARE proves that it's not always PP that's the problem area.

7. Marking Feedback

Liz handed out a marking policy and gave examples of work showing the different pens that have been used with children's comments. It shows that children are commenting on the teacher's marking and then teachers are reading this and communicating back again. Yvette demonstrated how she holds 4/5 pens at a time while marking and using each of them. Karen asked if this has added an extra workload for the staff? Yes said Liz but that on the whole it is very beneficial for both the children and the staff. Children have purple pens to do their corrections and have purple practice pages in their books. It puts the onus back on children to take on board their teacher's marking. Some children sign the marking and some write 'thanks' or write a dialogue. If a teacher then responds it will then be in yet a different colour. The aim is for children to take pride in their work. Kath says thank you very much to all the teachers and says that the Governors are very impressed with the level of marking and the time it takes them to do it.

8. Performance Management – delayed to the end of the meeting

9. Minutes of last Meeting 139/15, Actions and Matters Arising

All in agreement that there were no issues so the Minutes were signed and dated by Kath.

10. Website/The Key/Governor Hub

Nikki explained that Ofsted now require Governor attendance at both FGB and the Committee Meetings to be now available on the website. Copying a model school Kath will be writing a small section on the website. We debated whether Governor's photos should be displayed on the website (as per the model school) or displayed alongside staff in the entrance way of the school (as suggested by a parent). We all decided on the school entrance.

Standards Committee to assist and support the School in getting all children to these clubs.

ALL Governors to provide a photo to be displayed to the School Office, along with a short piece on who they are.

<p>The majority voted to purchase the Governor Hub at £150/year. Should enable us to go paperless and view all documents before meetings. It was decided to take up the offer of the trial of The Key to see how useful this would be before committing.</p> <p>11. Policy Sign-off As Sue was absent we will add this to the next Agenda.</p> <p>12. AOB Governors were invited to the opening of the new Library Friday 5th February.</p> <p>Max met as Link Governor with Yvette and Kath met with Teresa – reports later.</p> <p>Jenny invited Governors to the next Learning Walk with a focus on reading. Date tba (probably around Easter). Governors to put their names forward.</p> <p>13. Date of Next FGB Meeting – Thursday 19th May 7pm</p> <p>8. Performance Management All staff, including me, left the meeting at 9pm(Jenny T, Liz, Yvette and Nikki).</p>	<p>Office to purchase Governor Hub & get a trial of The Key.</p> <p>Nikki to add to next Agenda 141/15.</p> <p>Nikki to email all.</p> <p>Date of Learning Walk. Governors to sign up via Office.</p>
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