

# Coombe Road Primary School FGB Meeting Minutes for 18<sup>th</sup> June 2014

## **Governors Present:**

Jan Hunter (JH) (Chair), Mo Marsh (MM), Janice Dykes (JD), Dennis O'Sullivan (DOS), Lance Dann (LD), Jane Allen (JA), Laura Read (LR), Ben Deacon (BD), Peter Freeman (PF)

Absent: Michael Chamberlain (MC)

Angie Kemaneci (AK) (Clerk)

## **1. Administrative matters:**

### **a. Apologies for absence:**

Anne Meadows (AM)

### **b. Declaration of Business Interest**

No Governor had any business interests to declare with reference to the agenda

### **c. Receive and Pass Minutes of last meeting**

Minutes agreed and signed as accurate.

## **Matters arising from the previous Minutes:**

**Page 2: Action Point 2:** '*AW to report back on key issues regarding Bluesky*' – AW has now resigned as School Governor. JD confirmed that it is not possible to enter governor visit reports into Bluesky'

**Page 2: Action Point 3:** '*JA to speak to School Council regarding ideas for vision statement*' –Year 6 children are designing a poster on School Values.

**Page 2: Action Point 4:** '*AK to speak to Governor Support to ask for up to date Acronyms Sheet* – AK will send with the Minutes.

**Page 2: Action Point 5:** '*All to email MM with any questions for catchment area*' – MM met with Dylan Davis Head of BACA and he is very keen to have links in place with the School. MM will be meeting with Head of Childrens Services next Tuesday and will send out information if appropriate.

**Page 3: Action Point 7:** '*JD to send Parent Governors letter out by 28/03/14*' – no responses received despite three parents showing interest – reminder to be sent.

**Page 6: Action Point 10:** '*date for SEN meeting*' – due to lack of response this will now be scheduled for the autumn term's FGB themed meeting in November. The

new Code of Practice will be put in place by then and case studies of SEN pupils will be looked at.

ACTION
1. JA to update with regard to the School Values poster for school vision statement.
2. AK to send acronyms sheet with the Minutes.
3.MM to update on meeting with Director of Childrens Services/BACA
4. All – to continue to look for opportunities to recruit new parent Governors.

#### **d. New Governors and Vacancies:**

Governors welcomed Peter Freeman, Local Authority governor as of 17.06.2014. He replaces Chris Davies.

## **2. Key issues from Committees:**

### **a. Standards Committee:**

LD summarised the discussions from the meeting mainly addressing how Pupil Premium children especially could benefit from additional support during summer holidays. It is evident from the data that children can benefit from this type of support to avoid regression in the holidays.

**Challenge:** Governors asked how the summer school ideas are progressing.

DOS reported that this is on the agenda for the next staff meeting. The invitation will be to all children but Pupil Premium children will be targeted. One idea is to allocate monies to Parent Pay as an incentive for PP parents/carers to send children into school. There will be a Newsletter sent out next week with all the relevant information.

**Challenge:** Governors asked about transport and whether due to the geographical nature of some families where there could be help with transport costs.

**Challenge:** Governors discussed the local authority works being done across the school during the summer holiday and the possible disruption to on-site activities. Governors felt one day trips per week with trips out would not only be a real treat for the children but would enable more staff to be available. All agreed that to focus resources on one day per week would be more beneficial and enjoyable.

DOS advised that the Year 5 children will have the opportunity of coming back to school the week before autumn term begins to have morning learning sessions to get ready for Year 6.

ACTION
5. DOS to send Newsletter asap detailing summer school and requesting commitment to sign up as quickly as possible.

**Challenge:** Governors discussed the School library – BD discussed his visit where he spoke to students and teachers. BD felt that the reading material available in the library is perhaps not suitable for specific students. Presentation of the books in boxes also queried as not all can be accessed easily.

JD explained that the boxes are specifically set out in age range rather than themed and the library has had £4,000 spent on books. Governors felt that accelerated reading within the school is good.

**Challenge:** Governors asked if there could be books in the classrooms. This had been tried in the past but there is less choice for everyone and a large range is required to allow all children to access. The children can also access Moulsecoomb library on occasions to see the variety of books on offer.

Miss Farrell will be taking over the running of the library.

There were no further questions.

#### **b. Resources & Compliance Committee**

MM summarised the main discussion points from the meeting on 9<sup>th</sup> June.

- Budget & Finance.
- Critical Incident Plan and procedures in place.
- Staff/Personnel Update (DOS to update at today's meeting – see HT update).
- Role of SENCO (updated at today's meeting – see HT update)

There were no further questions.

### **3. Headteachers Report – Please see Handout.**

DOS presented the Headteachers Report advising that the key element this time of year is looking at the school staffing structure for September. DOS acknowledged the three longstanding staff members who will be leaving, Mrs Coe, Ms Wallis and Ms Ashworth – a farewell BBQ will be planned.

The main significant issue is the SENCO, Julia Coe, retiring after 35 years at Coombe Road. This post was advertised in May but was not appointed to. This will mean adjustments to the organisation of SEN for the autumn term. Janice Dykes, Deputy Head, will take over the management of SEN for the autumn term with a new SENCO being appointed for January 2015.

Interviews for a Senior Learning Mentor are taking place tomorrow and this role will have responsibility for Common Assessment Framework (CAF) & Team Around the Family (TAF) Meetings, taking this part of the role away from the SENCO. The SENCO role will also become full-time due to increasing demand. JD has the knowledge of Pupil Premium along with assessment processes and clear tracking systems. This will give an opportunity to audit the provision of SEN and the referral system.

**Challenge:** Governors asked about improvements in ICT provision as it is planned to use the ICT suite as a Y1 classroom next term. The aim is to put computers into classrooms and to buy a new secure caddy of laptops. Network points and power points around the school building need to be looked at.

ACTION
6. JD – to add this to works list and ensure PCs distributed across school particularly to upper juniors where they will be used for independent learning. A laptop caddy to be purchased and laptops so ICT can be taught in classrooms

DOS advised that linked to this, the current year 1's have significant behavioural problems and therefore, need a third classroom from September so that they can be in 3 classes of 15/16 for literacy and numeracy.

**Challenge:** Governors asked if there could be any post-graduate work placement opportunities available at school.

ACTION
7. LD to enquire at University with regard to the linking of possible work placements.

On the organisational side, DOS advised that all classes will be remaining the same apart from the current year 1's – yellow and green class will be mixed. Laura Read will be moving to Year 1, and therefore a new teacher appointed for Year 2 and all other teachers will remain in their current year groups. Jane Allen will replace Rachel Ashworth. For parents and pupils the new structure will give a great deal of stability with effectively only one change of a full time teacher.

DOS said that the classroom observations over the course of the year have got stronger and stronger with a dedicated pool of teachers at the school.

DOS is attending the SMT Meeting tomorrow to review how the maths interventions will be run and looking at the structure.

LR has processed the staff survey and initial findings give the opportunity to review processes and procedures across the school.

**Challenge:** Governors discussed need for the Head and Deputy Head to devolve some of their decision making and devise a clear structure allowing distribution of Janice's workload should she leave. DOS will add to the SMT agenda for tomorrow's meeting that another member of the SMT should be identified to take responsibility for school finances.

ACTION
8. DOS to add 'member of the SMT to be identified to take responsibility for school finances' to the agenda at the SMT meeting.

Governors discussed the positive behaviour of children around the school and HT's view that he needs to deal with far fewer behavioural issues in general. Communication links are improving and this is reducing incidents. In the last round of lesson observations behaviour in lessons overall was graded as very good. The feedback from visitors is very positive.

Staff Governors discussed the positive Inset Days co-ordinated by staff and ongoing individual staff training. DOS reiterated the positive term events and outstanding assemblies that have taken place.

**Challenge:** Governors discussed how positive events can be shared such as local media/newsletters.

JD advised she has contacted the local Argus newspaper on many occasions but they have never published anything. DOS confirmed the Good News Letter each term will capture positive events at the School.

#### **4. Staff Survey– Please see Handout.**

Governors discussed the recent Staff Survey 2013/2014 and compared it with the results for last year. Some questions apply more to some staff members than others. As with all data this will be monitored carefully.

Governors identified the following issues:-

- Sharing ideas crucial to avoid top down management.
- People want a strong shared vision for the school which would provide a broad overview and clear framework for priorities
- Communication remains a key issue though it has improved over the year.
- Information from meetings about individual children's needs is not consistently recorded and passed on.
- The learning mentors are effective
- A need to be more consistent is a very strong message across School
- There is a need to improve the appearance of common areas around the school buildings

ACTION
9. AM to look at decorations and state of corridors and common areas when she does her next H & S and buildings visit to school.

#### **5. School Strategic Direction – Please see Handout.**

DOS presented an outline format using the headings discussed at the previous FGB meeting for the key strategic priorities. Ofsted are possibly due in January 2015 and the milestones are included. The aim is to discuss this widely to achieve a shared vision for the School clear to parents and staff. It will be the basis for the school improvement plan.

**Challenge:** Governors asked about the timescale for developing this strategic statement. It was agreed that it would be discussed with staff during the summer term

and a final version shared with parents and governors in the autumn term. Governors discussed how they can become involved with the vision of the school. The School Council will be responsible for the new logo.

ACTION
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10. All – to email DOS with any ideas for the School Improvement Plan.
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### **6. Attendance Policy + Coombe Road Attendance figures – please see handout.**

The national average in percentage terms is 95% attendance and DOS advised that Coombe Road in the 2013/14 figures had 94.5% attendance. Given the demographics this is a very positive figure as many children travel some way to the school.

Adele Newing, Attendance Officer and DOS will often collect children if they cannot get to school for any particular reason.

Governors discussed term-time holidays. The authorisation of holidays is looked at on a case by case basis as many families at school are on low income. In exceptional circumstances, these would be allowed if the individual attendance percentage is high for the children of the family.

**Challenge:** Governors asked for clarity on the figure of 15 families having Letters of Concern. DOS confirmed there are weekly attendance meetings where Adele will look at patterns of absence. A Letter of Concern may be sent if pupils are seen to be having odd days off e.g. four Mondays in a row.

Governors discussed the need for the wording in the Attendance Policy to meet the criteria required.

**Challenge:** Governors asked if there could be a section on the absent report kept at school highlighting the reasons why holidays have been agreed.

ACTION
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11. Attendance record to be amended to show reasons why attendance authorised/unauthorised.
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### **7. Governors**

**a. Reconstitution of the Governing Body** - Governors discussed re-constitution regulations and the need to reconstitute by September 2015. Governors discussed the changes that will take place based on the chair's paper. This will be an agenda item for the autumn term meeting. The Skills Audit will require update.

**b. Recruiting Parent Governors** – Governors discussed how to encourage Parents to become Governors. The geographical element of where families live may be a factor and historically there is a cyclical pattern whereby there are enough Parents Governors for a certain timescale and then a shortage. JD will send a reminder letter to parents.

