

# Beaford Community Primary and Nursery School

## Minutes of Full Governors

Wednesday 23<sup>rd</sup> November 2016

### Summary of Outcomes & Decisions

- Matthew Millichope was elected as a co-opted governor
- Items to be included in the December Governor newsletter were agreed
- Governors to note the following from the head teacher's report:
  - Recognise the increasing pupil numbers
  - Recognise extensive additional work and commitment by the maths and literacy leaders to ensure that standards of teaching and learning in the school are maintained through the growth and development of new staff
  - Note the wide range of monitoring activities that have been carried out this term and the continuing professional development that is lined to the SIP
  - Be aware of the new coasting measures for schools
  - Understand the key improvement areas for school data (information from the school's data dashboard)
- AH provided feedback from the SIT visit
- Information was provided about attendance of the whole school and groups of pupils
- The finance policy and Finance TORs were reviewed and agreed
- The following policies were reviewed and agreed:
  - Nursery admissions
  - Safeguarding
  - SEND
  - Emergency management plan
- Term dates for 2017/2018 with non-pupil and occasional days were agreed

**Present:** Annette Yates (AY), Alison Bennett (AB), Sam Doidge (SD), Alex Heal (AH), Liesa Cannon (LC)

Minutes taken by Helen Wright (HW)

### **1 Apologies Accepted**

#### 1.1 Jeffers Mayo (JM) – Work

*Any governor who, without the consent of the governing body, fails to attend full governing body meetings for a period of six months after their first absence is disqualified from continuing as a governor. The governing body may decline to accept apologies for absence from a governor, but if apologies are accepted then the governing body has consented to the absence and the six-month disqualification rule does not apply.*

### **2 Declaration of Interest**

2.1 None

### **3 Minutes of Last Meeting**

3.1 These were agreed and signed by AB.

### **4 Review of Actions**

Action 01/16 JM to complete declaration of interests at next FGB meeting – ongoing (clerk to do before next meeting)

Action 02/16 JM to complete the skills audit and return to HW by Monday 26<sup>th</sup> September. This has not been done – clerk to remind.

Action 03/16 AH to complete the Head teacher performance management training by 25<sup>th</sup> November 2016 – not yet completed will be by 25<sup>th</sup> November.

## 5 Proposal for new Governor

5.1 All governors present agreed to elect Matthew Millichope as a co-opted governor after reviewing his personal statement.

## 6 Governor Newsletter

6.1 The following was agreed for the December newsletter:

- Introduction - AB
- SIP Priorities – AH
- New Governor – AB
- New Testing at KS1 & KS2 – AY
- Update on Academy and MAT conversion - SD

**Action 04/16 governors to provide AB with information for governor newsletter by Friday 2<sup>nd</sup> December.**

## 7 Head teachers' Report

7.1 **Mobility of pupils is high and above the national average governors asked how this does impact on the school and how does it affect the schools targets and data?** The headteacher advised that there is always additional work when pupils start at the school as teachers need to complete assessments and support pupils to settle in as it impacts on the class dynamics. Targets are set at the beginning of the year and any change in pupils can affect these. The effect on data and targets with small cohorts can have a large impact.

7.2 **There are a high number of pupils with additional needs governors asked how does this affect other pupil's progress and how does it compare to national figures?** Governors were advised that TAs form part of the INCO team and that the school works closely with agencies to provide support. Support is carefully planned to ensure that there are enough staff available to meet pupils' needs. These include pupils who may have allergies and require care plans and pupils where families require support. The schools recognise any need at an early stage which is why the amount of children appears to be high. The number of pupils with needs for SEND is lower than the national average. Governors asked for the national figure to be included in future reports for comparison.

7.3 **Governors recognised the amount of additional work that is being completed in other schools and to support the two NQT's in the school. Did the school have any concerns that there is insufficient time or resources to do this?** It is essential that appropriate support is provided to the NQTs and this ongoing development and support is included in the SIP to ensure that standards of teaching and learning in the school are maintained. Time has been provided to senior leaders to provide this support.

7.4 The external support to other schools ensures that the school budget is viable and supports the senior leader's professional development and helps towards retention of experienced staff.

7.5 **Has the school seen any progress in maths as a result of the maths workshop for parents that took place earlier this term?** The headteacher explained that the school did not expect to see progress from this workshop but that it was designed to engage parents in their child's maths through playing appropriate games with them, talking about maths with them and raising the profile of maths. There was a strong turnout of parents to this workshop.

## 8 School Performance Data Overview

- 8.1 Governors have been provided with the data dashboard which provides an overview of progress and attainment at KS1 and KS2 for 2016. This data includes key groups - disadvantaged pupils and SEND pupils and data for boys and girls. From this key focus areas for 2016/2017 have been identified as:

**Monitoring and tracking:**

- End of KS 2 - Higher Prior Attainment Group – more to achieve Higher Level in **Reading** and **maths** to be inline or above National with attainment and progress
- End of KS2 – Boys to achieve higher level in EGPS
- End of KS1 –Girls achieving expected at the end of EYFS in **reading** to achieve expected
- End of KS1 – Boys achieving expected at the end of EYFS in **writing** to achieve expected
- End of KS1 – Boys and girls achieving expected at the end of EYFS in **maths** to achieve expected
- Year 1 phonics to be in line or above National again

**Other areas for improvement identified on the School Improvement Plan:**

- Closing the gap – boys/girls writing
- Progress of disadvantaged pupils who have joined during KS2
- Higher Attaining pupils (KS1 prior attainment) in all year groups – achieving GD

- 8.2 **SD asked why mathematics at KS1 was well below national.** Another governor advised that this was not the case and referred to previous data information and that it related only to one pupil and with small cohort sizes this makes a big difference.

- 8.3 **Why is attainment at KS2 maths, particularly high prior attainment below expected?** The headteacher explained that changes in the tests and assessment meant that high level children did not convert to greater depth which resulted in a lower progress measure. This will be a focus this year.

**9 Update on Academy & MAT Conversion**

- 9.1 St Helen’s Primary has withdrawn from the MAT as their governors believed the MAT would not uphold their Christian values. Beaford is still proceeding to convert to an Academy and to create a MAT with GTS.

**10 Feedback from SIT Visit**

- 10.1 AH visited the school on the 7<sup>th</sup> November. The focus of the visit was to look at boys writing in the EYFS, provision for disadvantaged pupils in KS2, progress of NQTs and Raiseonline Data Dashboard.
- 10.2 AH talked to a group of disadvantaged and higher level disadvantaged pupils. Some younger pupils struggle to discuss their learning (this has been identified on the pupil premium strategy plan). Pupils agree that new tools and feedback have helped them with learning especially when they are finding the work hard. Higher level disadvantaged pupils enjoy ‘harder challenges’ and had high aspirations for careers/university.
- 10.3 The foundation teacher provided information which demonstrates activities and opportunities provided to help close the gap in writing between boys and girls. AH looked at a ‘book’ written by the children on entry to reception and compared this to their current level of work. There was clear evidence of an improvement in writing skills.
- 10.4 NQT progress – governors agreed to go to part 2 minutes.
- 10.5 Raiseonline data dashboard was reviewed by AH with the headteacher.

**11 Feedback From Training**

- 11.1 Heads Update – AY & AH attended this. AH found the presentations informative as they compared Devon’s data to National data, gave updates on current expectations and requirements.

11.2 Chair update – AB was unable to attend this due to work commitments.

## 12 Feedback from Finance Meeting

12.1 Feedback – SD was elected as chair. Changes to the budget were reviewed and agreed. A revised 3 year budget forecast was reviewed and agreed. Outcomes from Health & Safety risk assessments and maintenance tasks were reviewed. Updated personnel policies were reviewed and agreed. The Finance policy was reviewed and agreed for approval by the FGB.

12.2 Approve Finance Policy – This was reviewed and agreed by all governors.

12.3 Approve Finance Committee terms of reference - These were reviewed and agreed by all governors and signed by AB.

## 13 Attendance Report

13.1 AY provided feedback on the attendance report. Attendance is currently 98.6% which is higher than the same time last year. There are no children with persistent absence (less than 90%). One pupil is being monitored for attendance below 93%. Disadvantaged pupils have high attendance at 99.3% which is above attendance of all other pupils. SEN pupils have attendance of 98.6% which is in line with all other pupils. Pupils on FSM's have 99.4% attendance which is above attendance of all other pupils. Reception class currently have the highest attendance at 99.2%.

## 14 Policies

14.1 **Nursery Admissions** - A couple of grammatical errors have been changed and this has been agreed by governors.



Nursery Admissions  
nov 16.pdf

14.2 **Safeguarding** – All governors have been provided with a copy of the safeguarding policy. This was reviewed and agreed.



safeguarding  
2016.pdf

14.3 **SEND** – This has been updated to update the governor with responsibility for SEND to be AH. The INCO team has been changed to Annette Yates, Sarah Rickman, and Verity Hookway. This was reviewed by AH and approved and governors.



SEND policy  
2016.pdf

14.4 **Emergency Management Plan/Business Continuity Plan** – The headteacher advised that the plan was used earlier in the week when the school was without power for most the day. Issues that arose from this were that the phone could not be used as it needs power – a new phone which does not need electricity has been purchased. The plan advises that in an emergency the school will use the village hall if necessary. Although this was not needed this week the school could not get hold of a key to use the kitchen to cook the school meals. The headteacher will write to the village hall committee to request a key that can be kept on school premises in case of an emergency. The plan was reviewed and agreed by governors.

**15 Matters Brought Forward by the Chair**

15.1 Term dates for 2017/2018 were agreed. Non pupil days are 4<sup>th</sup> & 5<sup>th</sup> September 2017, 2<sup>nd</sup> January 2018, 16<sup>th</sup> April 2018 and 25<sup>th</sup> July 2018. Occasional days are 26<sup>th</sup> & 27<sup>th</sup> July 2018.

**16 Date for Future Meetings**

**16.1 Full governing body meetings (please note change from agenda dates to FGB meetings moving to Thursday)**

- 2<sup>nd</sup> February 2017 at 3.45pm

**16.2 Finance Committee**

- 19<sup>th</sup> January 2017, 9.00am

**16.3 School Improvement Team**

- Monday 9<sup>th</sup> January, 9.00am

**16.4 Head Teacher’s Performance Management**

- 28<sup>th</sup> November 2016

16.5 Dates for governors with individual responsibilities to be agreed

**17 Summary of Actions**

Action 01/16 JM to complete declaration of interests at next FGB meeting – clerk to arrange before next meeting

Action 02/16 JM to complete the skills audit and return to HW by Monday 5<sup>th</sup> December

Action 03/16 AH to complete the Head teacher performance management training by 25<sup>th</sup> November 2016

Action 04/16 governors to provide AB with information for governor newsletter by Friday 2<sup>nd</sup> December.