

## MEETING OF THE GOVERNING BOARD

### WHITEHALL PRIMARY SCHOOL

Held on Thursday 6<sup>th</sup> October 2016 – Term 1

#### Present:

Helen Ball (CoG)	Emma Collver (EC)	Kathryn Kempster (KK)
Sarah Allen (Headteacher, HT)	Joanne Rumley (JR)	Steve Burrow (SB)
Tracey Nash-Smart (SBM)	Abdi Salam Askar (AA)	Glenetha McNamee (GM)
Sarah Croasdell (SC)	Steve Burrow (SB)	

#### In attendance:

Lesley Broom – EYFS Leader (LB)  
Michelle Edwards – Transition Leader (ME)  
Felicity Forrest – Note-taker

The meeting started @ 6.10pm.

#### 1. Apologies, Introductions, Register of Business Interests & Training Record

- a) Welcome – LB and ME
- b) Apologies – Nat Robertson, Kathie Sharp, Imrana Bashir, Christine Townsend, Abdi Ali Yusuf were Accepted
- c) Pecuniary/Business Interests – A register was circulated and there were no business interests declared.

**Action:** Update Mcnamee to McNamee on attendance register.

#### 2. Minutes of the Meeting held on 7<sup>th</sup> July 2016 and Matters Arising

- a) Accuracy – There being no amendments the minutes were Approved as an accurate record of the meeting and the CoG signed the minutes.
- b) Matters Arising – Action 2b (maintenance actions/SKANSAs) – Deferred.

#### 3. Presentation - Transition from Nursery to Reception (KK, LB & ME)

##### a) EYFS

Phase leaders were pleased to report that Reception children have settled well. Supporting sessions/workshops (Let's Get Ready/Come & Play/Parent Lunch) continue to be effective in helping children with transition and are well received by parents. After discussion it was proposed that due to changing needs of families (increase in parents working full-time), the School will review the induction process. Agreed.

##### b) EYFS Framework

It was noted that the topics suggested by the children often result in a common theme/topic to be explored by the whole year group. However, there is scope to change the way this is done within the individual classes.

Clerk

The daily timetable was described and it was noted that the day involved plenty of opportunities for 'learning choice' activities.

EYFS assessments will be undertaken in June 2017. Members were assured of robust moderation using expertise from within SLT.

c) Transition from Reception to Year 1

LB and ME were pleased to report that all children are happy and settled. It has been observed that this year group is more ready than previous years. It was proposed this was due to the flexibility and dedication of the Early Years team who continually review and adapt their practice.

#### **4. Headteacher's Report – Term 1**

Circulated together with School Improvement Plan (SIP).

a) Characteristics/Pupil Information - No major changes. NOR in receipt of Free School Meals (FSM) continues to fall together with Pupil Premium (PP). Noted

b) Achievement

Members considered section 'KS2 SATS Provisional Results' and were advised that recent Family Fischer Trust (FFT) data (to be considered in Term 2) provides additional evidence that nationally, the School has achieved spectacular results. It was noted that the outcomes were also excellent for 'more-able' children.

***Q: Is the data broken down into genders and if so, would this look the same for girls and boys?***

There is no difference. However, the School will work to identify any gaps in specific groups and this will be reported on when RAISE data is released. Nationally it is difficult to say but for the whole School, all groups are well above national expectations.

Members wished to record their thanks and congratulations to the whole school for these outcomes.

The HT was pleased to report that looking forward, initial data for each year group indicates that children are well prepared and with a reduction in learning gaps. The Year 6 team are looking through the previous SATs papers to work out which aspects they need to support children with. Year 5 children are already working at 'expected'.

***Q: Will grammar still be taught the same way?***

There will be no changes but the team will focus on developing Maths.

c) SIP for 2016/17- Overview

It was noted that over the Summer data had been collated and action plans added or changed within the SIP to reflect the outcomes. The HT advised members that the SIP summary (single A4 sheet) is most appropriate for Governor use. The detailed SIP is an operational document, it undergoes constant review and forms the focus for leadership meetings.

**Q: How will the School support 'P' level children (five step progress)?**

SLT will undertake target setting meetings and will discuss each child to ensure they set realistic outcomes with specific targets.

d) Expansion

Noted as per report.

AA arrived 18.55

Members discussed ongoing concerns regarding the Service Level Agreement (SLA) for the car park and the deadline for the extra Reception Class (September 2017).

Noted that the School will continue to investigate MAT proposals and this will include potential to develop a local authority sponsored MAT.

There being no further discussion, the Headteacher's Report was Accepted.

**5. Governor Report – SEN(D) & Looked After Children (LaC) – JR**

The SEN(D) meeting with Debbie Chamberlin had been rescheduled to allow extra data to be added.

JR read out an email update from the SENDCO (attached to file).

The School has worked hard over the first four weeks of the new academic year to welcome expected and additional SEN(D) children. It was noted that some of these children have very high, complex needs.

**6. Committee Reports (School Improvement Committee)**

- a) The CoG confirmed that the SIC will focus on supporting leaders in professional management skills as the School expands from two to three form.

There being no further discussion, the SIC report was Accepted.

- b) Clerking cover – Deferred.

**7. Governing Board Matters**

- a) Terms of Reference – Committees to review and approve Terms of Reference for 2016/17 in Term 2.

**Action:** Review, present @ FGB Term 2 for approval.

- b) Membership – It was noted that NR has applied for LA Governor status. It was proposed that subject to confirmation from GDS, this would commence on 16.11.16. Approved.

**Action:** Clerk to contact GDS, confirm timeline to ensure continuity for NR and confirm Parent seat availability (two seats).

HB, NR,  
JR

Clerk

c) Upcoming Monitoring Visits

Members were urged to attend a Curriculum & Leadership visit, led by WE @9am Monday 7<sup>th</sup> November (half-day). Tea and coffee from 8.30am.

d) Safeguarding (Update)

Part 1 of KCSIE (Sept 2016) had been circulated with the papers. Members confirmed they had read this and understood their statutory obligations. Accepted.

**Action:** Clerk to mail KCSIE summary to all absent members. Assurance to be sought @ FGB in Term 2.

Clerk

e) MAT Update - discussed @ item 4d (HT report).

**8. Any Other Business (AOB)**

JR had attended GDS Performance Management and reported this was an excellent course and highly recommended for anybody involved in appraisals.

The CoG reminded all members that Term 2 FGB will be held on Thursday 1<sup>st</sup> December @ 6pm to include a presentation by GDS on leadership development.

The meeting finished @ 19.25

## **Actions from Whitehall FGB T1 (2016/17)**

### **7.a) Committee Terms of Reference**

All committee chairs, please forward to Clerk for FGB Term 2 approval – CoG, NR, JR

### **7b) Membership**

Nat Robertson, LA/Parent Elections – update CoG and HT.

### **7c) Monitoring Visit**

Update all members via GH visit on 07.11 – Will Ewens, Curriculum & Leadership. CLERK

### **7d) Safeguarding – KCSIE**

Re-send to all absent Governors and seek assurance that Part 1 has been read. CLERK