

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	21 st June 2017 4.30 pm
Location:	Patcham Infant School. Outdoor Classroom for item 2 then the hall.
For:	Full Governing Body, Website (upon approval)
Quorum:	For decisions to be binding at least one half of current governors are required
Status:	Not Confidential
Present:	Governors (voting) Helen Emerson (HE) (from 5.15) Ron Guilford (RG) Chair of Governors Irene Leeves (IL) In the Chair for this meeting Nina Taylor (NT) Claire Wickham (CW) Andy Ahmed-Walsh (AAH) Margaret Maslink (MM) Chris Taylor (CT) Headteacher Andy Flowerday (AF) Other (non voting) Janet Johnson (JJ) Clerk Mel Vincent (MV) Teacher
Apologies:	Helen Hawkins (HH) accepted Robert Lenton (RL) noted Thomas Rhodes (TR) accepted

	DISCUSSION AND DECISIONS	ACTIONS
1	<p>WELCOME, APOLOGIES AND DECLARATION OF INTEREST Note: This item was taken after item 2. The meeting was opened and apologies noted. No new declarations were made when invited and all governors could vote and take full part in discussion.</p>	
2	 <p>FOREST SCHOOLS This item was taken first. Improving the outdoor environment and embedding ethos and building learning power as a lifelong skill was a key part of the school vision and improvement plan. Each class attended for half a term in two different seasons. Governors had invited MV, who had had Forest School training, to update them on progress. An informative practical presentation followed including showing the typical activities undertaken, the facilities available, the learning plans and skills development throughout each of the 3 years. There were curriculum links in every lesson. Governors were very impressed to see how children rose to the challenge of safely undertaking backwoodsmanship and how carefully the learning had been considered and was delivered. Governors who were parents confirmed the outdoor sessions were a highlight for the children. Feedback from formal observations, pupils and</p>	

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>parents had been overwhelmingly positive and behaviour for learning had improved.</p> <p>Do you have any helpers? Gavin Marlow a teacher qualified assistant.</p> <p>Do you go anywhere else? Yes, we use local open spaces and we are allowed access to some woodland adjoining railway land.</p> <p>Do you have any ideas for the swimming pool space? There were many exciting possibilities for outdoor learning but these needed further work before they were ready for serious consideration. Governors were unanimous in their appreciation for MV and her hard work and they considered the initiative a success. Governors removed to the hall at 5.10</p> <p>IL was requested to forward a card to MV in appreciation of her work.</p>	
3	<p>HEADTEACHER'S REPORT</p> <p>Governors had already considered the report.</p> <ul style="list-style-type: none"> • It was agreed a governor would attend the new parent evening the next day. • It was agreed to delay recruitment for the new parent governor until September. <p>How did Roma/traveller week go? CT informed there had been a lot of work leading up to it, for example with the school council. Amongst other activities there was a storyteller from the Roma traveller community. CT judged the week to have been a success. Richard O'Neill was very impressed and considered the Patcham group of schools to be ahead of others in this field. The report was accepted.</p>	
4	<p>CHAIR'S REPORT</p> <p>RG informed the School Governor yearbook 2017 edition was now out and JJ was requested to secure some copies for the Governing Body. As ever, it contained some very useful articles.</p>	
5	<p>MINUTES FROM LAST MEETING AND MATTERS ARISING</p> <p>5.1 The minutes from the previous meeting were agreed to be an accurate record and signed by RG accordingly.</p> <p>5.2 TR and CT were still to meet regarding the business continuity plan. It was confirmed that action had been taken to ensure compliance with the Home Office guidelines issued as part of the response to the latest terrorist threat levels.</p> <p>5.3 CT informed no one had come forward to express difficulties following the withdrawal of swimming provision. The school had reserved some funds for this purpose.</p> <p>5.4 HE would visit regarding the behaviour principles and IL would draw up a draft document. These were not due till the next meeting.</p> <p>5.5 SFVS action – there were no pressing actions and this was agreed to be deferred.</p> <p>5.6 Relationship and Sex Education (RSE) policy – HE was taking this forward.</p> <p>5.7 Equalities would be for a future agenda.</p> <p>5.8 Strategic plan – CT had updated this and circulated it.</p> <p>5.9 Appraisal policy review. A governor reported the appraisal policy was well established and whilst mostly focussed on teachers</p>	<p>JJ TR CT</p> <p>HE IL</p> <p>RG</p> <p>HE</p> <p>RG CT</p>

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>all staff engaged in the two way process. All could say their piece and the feedback was recorded. It was shared with staff at the beginning of the year. [Clerk note: It was later reported that there was a good spread of age and gender across the staffing body].</p> <p>5.10 The freedom of information policy had yet to be reviewed. All other items had either been completed or were on track.</p>	CT
6	<p>SPA (School Partnership Advisor) REPORT 9.3.17</p> <p>The report from Linda McMillan following her visit to assess the improvement in provision to secure improved writing outcomes with a particular focus on the disadvantaged children had already been considered. In summary:</p> <ul style="list-style-type: none"> • The deputy headteacher knew the children well and kept a careful overview of their progress and attainment. • The classes and year groups visited offered an abundance of relevant and stimulating opportunities to develop writing skills. • The disadvantaged pupils seen were almost all well engaged in the writing opportunities including some by choice. • Writing books for disadvantaged and pupil premium children in year 1 and year 2 showed that overall the children were making solid steady progress and some have made excellent progress. <p>A review of the Early Years and Foundation Stage profile and providing certain targeted support was suggested going forward.</p> <p>The report was accepted and governors praised the school for its work in this area.</p>	
7	<p>UPDATE ON THE FUTURE OF SPA VISITS AND PARTNERSHIP TRIAD WORKING</p> <p>Governors were aware of the possibility of diminishing benefits in retaining the same external advisor for too long. In discussion and considering the alternatives it was agreed that although it would be kept under review, Linda McMillan would be engaged to review the data in the autumn term and to assist with the headteacher performance management objectives and targets. Governors wished to improve the alignment of these with the vision and knew Linda would provide good challenge.</p>	
8	<p>BUILDING LEARNING POWER UP-DATE</p> <p>This item had been addressed at item 2. CT now distributed copies of the explanatory leaflet drawn up for parents. Governors had already received the latest blog “BLP as an NQT” written by Lizzie Hilton and wished to record their thanks to her. They were very impressed with the standard of the blog.</p>	
9	<p>OUTCOMES 2017 – All Groups</p> <p>9.1 AAW and IL had met with CT to check the tracking and review the preliminary outcomes for 2017 particularly in relation to priority areas. Governors had already considered their report. A further document “outcomes – end of key stage 1 and phonics” was tabled and accepted.</p> <p>Whilst comparative national and local results would not be available for some months the indications were that it had been a successful</p>	

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

year.

Year/ Subject	Achieved 2017 (National 2016)	Disadvantage d (Disadvantag ed 2016)	Greater Depth [pupil premium] (National 2016) %
EYFS- GLD*	76% (69%)	n/a	
Year One Phonics	71% (815)	33.3% 10 pupils (70%)	
Phonics Retake	95.5% (81%)	91.65 (70%)	
Year 2 Teacher assessments			
Combined RWM Expected	64.5% (59% LA 2016)	[75%]	
Maths	78.4% (65%)	[83%]	18 [25] (18)
Reading	78.8% (74%)	[83%]	20 [8.3] (24)
Writing	68.4% (65%)	[75%]	13 (13)

9.2 Governors reported that

- All groups, including by gender, had made good progress and pupil premium pupils had done very well.
- There has been a positive change in trend for maths.
- They continued to focus on clarifying the support for the year 1 cohort.

Do you have an update on the more able pupil premium children?

There are fewer of them but they have made at least expected progress from starting points. It will be a challenge to improve but it is better than last year.

What is in place for year 1? Phonics results were back down to 70% this year and I think it is the cohort not the teaching. More analysis of the results is needed but it seems to be summer born boys. 66% of the year one cohort are summer boys. Some of these only just managed to attain a *Good Level of Development (GLD) at the end of Reception and so now to get to expected level would be a challenge. We are checking staffing and the quality of staffing. There will be a very strong cohort of teachers and assistants for them and we have recruited a Teaching Assistant who is a qualified teacher to work with year 2. The First Class in numbers intervention will be used and interventions in literacy and Fischer Family Trust work will be undertaken. We are getting prepared to put in a lot of extra support.

What were the moderation outcomes? They were successful and they were very positive about the school. It was obvious teachers knew the children very well and were accurate.

What is the explanation for the marked internal variation for one

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

	<p>year? Following close questioning the achievement variation was due to the cohort. Progress; however, had been made.</p> <p>9.3 Governors noted CTs comments that some accelerated progress was being made but it was likely the 2018 results would be lower than 2017. They pressed for details of action the school was taking. Restriction in funding was starting to take its toll in this area but governors could report a variety of targeted actions were in place. The report was accepted.</p>	
10	<p>SCHOOL COUNCIL A governor reported the meetings continued to be very successful. This year children had remained on the council for longer and it was more successful. Children really understood the building learning power (growth mindset) work. Governors agreed it was good to see the children discussing the vision and requested their thanks be passed on to those involved in the process. The two reports were accepted.</p>	
11	<p>PARTNERSHIP UPDATE A governor had attended the partnership governor meeting.</p> <ul style="list-style-type: none"> • CT was chair of the fundraising group and this aspect was really taking off, for example with digital fundraising and corporate sponsorship (if ethical). • The new website had been launched. • The governor group was very active and the activities brochure would be circulated. • There was a new development plan which was moving from the Ofsted areas and towards the teaching schools 6 areas for challenge and support. <p>Is there a move to widen the partnership further? Yes – Can it get too big? Possibly but we are hoping to link in with a secondary school. The partnership is also working with the university. The issue is the partnership costs include paying for salaries but other partnerships do not and some of our partnership schools are in need of funds. Is paying for the partnership sustainable? Governors are discussing this and other issues re fundraising. There is a need to consider priorities. We have talked about having a best value/schedule of rates document that schools can have. The whole inset across the partnership amounted to a considerable saving. A governor confirmed that the school also received non-monetary benefits.</p>	
12	<p>GOVERNOR VISITS AND TRAINING The report from a governor who had reviewed the Sports Premium and outcomes had already been considered. It was recommended the school tracked participation of extra-curricular clubs and enabled disadvantaged pupils to access this and considered 'poverty proofing' the school. CT informed the school was being audited for this in the autumn term. Governors were pleased to note PE teaching had improved and the assistance provided by Darren Hambrook was effective.</p>	HE

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

13	<p>CULTURE FOR LEARNING AND BEHAVIOUR PRINCIPLES UPDATE See item 5.4. The Home-School agreement was tabled by CT. Governors noted it reinforced the vision of the school. Governors were asked to read and review and to send in any comments/suggested amendments to CT within 2 weeks of the meeting, ❖ The Home-School agreement was approved. It would be reviewed in two years by CT.</p>	
14	<p>STAKEHOLDER ENGAGEMENT Governors had been in discussion as to how to improve this, particularly with parents. Many ideas had been put forward in a document from a governor and were now agreed. JJ recommended obtaining feedback from parents a couple of years after having left the school. This would be reviewed next year. The usual parent survey was soon to be scheduled and it was agreed governors would review this first as there may be other questions that would help them in their work. The next meeting would be 13th September 4.30 There being no further business the meeting closed at 18.20</p>	CT

AGENDA ITEM	OWNER	ACTION	TARGET DATE
		From 5.4.17	
7.2	HE	Carried forward from ELA meeting Take forward behaviour principles written statement consultations and draft statement	September FGB
11	CT RG	Ensure equalities items on future agenda, allocating review to a governor as appropriate	Ongoing
		3.5.17	
5	CT TR AB	Meet and complete BCP	EOT
6	CT	Review FOI policy and post on website, copy (word doc) to JJ	17.5.17
		From 21.6.17	
5	IL	Draw up draft behaviour principles statement	
5.6	HE	Take forward RSE policy	September FGB
12	HE	Take forward as appropriate	
14	CT ALL	Circulate parent survey questions for governor review and possible further questions.	