



Eastlands Primary School
Full Governing Board Meeting, 12th July 2018, 6:00pm
Minutes

Present	Apologies Received & Accepted
James Holmes (Chair); Ian Bates (Vice Chair); Suki Edwards (Headteacher); Amy Shipp; Paul Albon; Stuart Dodds; Andy Roughton; Elizabeth Abisola Olupitan (from 6.35pm).	Kevin Pickering; Linda Jones
In Attendance	Absent
Sam Warrington (Deputy Headteacher/Associate Member); Helen Devine (School Business Manager – until 6.35pm); Sally Beardmore (Clerk)	

The meeting started at 6.00pm

1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and explained the purpose of the meeting as a year-end wrap-up.</p> <p>Apologies were received and accepted from Kevin Pickering and Linda Jones.</p> <p>The meeting was quorate (8).</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>There were no new interests to declare.</p>	
3	<p>Notice of Any Other Business</p> <p>The Head explained that she had some brief items to discuss at the end of the meeting.</p> <p>Ian Bates also had a brief item to mention regarding ASP (Analyse School Performance).</p>	
4	<p>Minutes of the Previous Meeting and Matters Arising</p>	

The minutes of the meeting held on 3rd May 2018 were approved as an accurate record and signed by the Chair.

Clerk

The status of outstanding actions agreed at the FGB meeting on 3rd May were reviewed:

Item	Action Agreed	Person(s) responsible	Due by	Status
6	Submit monitoring visit report on Quality of Teaching & Learning	SD	May 2018	Delayed due to computer problems; agreed to start afresh next year.
6	Create Doodle Poll to establish who is able to attend consortium training sessions.	SD	July 2018	To be actioned.
7	Discuss contribution to books for Accelerated Reader programme at PSA meeting.	SD	July 2018	To be actioned.
9	Arrange for the governor photos in Reception to be updated.	SE	July 2018	Carried over.

SD

SD

SE

The remaining Action Points were complete.

5 Business Manager's Report

The Business Manager invited questions from governors regarding her previously circulated report.

?? GOVERNOR QUESTION ?? *Administration hours have increased by 10, does the school feel they have enough administrative support?*

The Business Manager explained that the extra hours are required in Nursery as it has doubled in size and this is included within the Nursery provision. Extra administrative support is a luxury as the priority is teaching and learning.

The Business Manager has completed a benchmarking exercise with other local schools and their administrative support is either slightly more or slightly less.

?? GOVERNOR QUESTION ?? *The total expenditure in the proposed budget plan now shows £976,671 compared to £948,234 in March; has the school spent a large chunk of money?*

The Business Manager explained that an increase in TA hours and changes to teaching costs have led to the difference, which is all explained in the Finance report which has also been circulated to governors.

?? GOVERNOR QUESTION ?? *Why does SEN funding drop to zero in 2020/21?*

The Business Manager highlighted that this is because the school will lose two children from the same year who qualify for funding but this has been built into the budget.

?? GOVERNOR QUESTION ?? *Is the £40,000 for the redevelopment of the nursery area built into the total expenditure of £976,671 next year?*

It was explained that this is built into the Nursery finance plan which is separate from the rest of the school. The redevelopment includes improvements to the security fencing, widening the gate and creating a pathway down the side of the nursery.

The Business Manager explained that the school's financial position means that they will be able to fulfil some projects this year, although the nursery income is hard to predict as there are so many changes to hours and sessions meaning that numbers could change in September.

?? GOVERNOR QUESTION ?? *The overall balance for Nursery is predicted to be nearly £200,000 in two years' time; should we be aiming for £100,000? What is the best figure for the overall balance?*

The Head explained that the premises plan will be used to plan projects based on the carry forward figure and they will look at the next priority, so the money will start to be spent.

Governors expressed concern that the LA will raise a query over the large carry forward figures. The Head responded that the Finance Officer from the LA has not drawn attention to the figures, but she will raise the issue with her next time she visits the school.

The Business Manager also pointed out that the Nursery and Before & After School club are not directly funded by the LA, so the school can use revenue to support projects but not for such things as school wages.

?? GOVERNOR QUESTION ?? *When are the improvements to the Nursery going to be completed?*

The Business Manager explained that they will be carried out over the summer. The boys' toilets in school will also be refurbished over the summer, along with the ventilation system in the kitchen which is being funded by the LA.

Governors confirmed their acceptance of the increase of £8,546 to the forecast carry forward figure from the Spring term finance meeting and authorised the budget virement.

The Business Manager reported that the Before & After School club is healthy and making a profit; however, the increase in numbers in Nursery mean that more parents are asking for before and after school provision which could result in an increase in staff becoming necessary. This will be reviewed at the end of next term when they have a better idea of numbers.

The Business Manager has undertaken benchmarking with other schools in the cluster and the school are in the ballpark with their pricing, although a lot offer a tiered structure.

Governors thanked Helen Devine for a comprehensive report.

*Helen Devine left at 6.35pm.
Elizabeth Abisola Olupitan arrived at 6.35pm.*

SE

<p>6</p>	<p>Headteacher's Report</p> <p>The Head highlighted the main points of her previously circulated report:</p> <ul style="list-style-type: none"> • A TA2 has recently been appointed who has taught the whole primary age range and has experience in ICT, Forest School and autism and was an outstanding candidate. • 14 applications were received for the post but most had experience in Early Years and Nursery which was too narrow for the school. • 1 pupil in Year 6 has access to flexible learning at home. • A prolonged period of cold and flu has had an impact on attendance figures. • Safeguarding training for teaching staff will take place in September. • A report on Empiribox has been sent separately to governors which shows fantastic outcomes. • A Transition Day was held on 10th July, with Transition Week in the last week of term which gives the children a lot of time to meet their new teacher and ensures they feel well prepared for next year. • The school has recently become part of the Hillmorton Teaching School Alliance. • The Head and Chair are to review governor Safeguarding. <p>The Head highlighted the heat map regarding the quality of teaching and the improvements that have been made since the Autumn term. The observations were carried out by herself and Derek Watts, a School Improvement Adviser. She pointed out that Writing is a priority for the school and the results were very good, with a lot of outstanding teaching observed.</p> <p>?? GOVERNOR QUESTION ?? <i>Use of Assessment in Planning stands out as an area of weakness with less outstanding teaching observed?</i></p> <p>The Head pointed out that there is not much evidence of this in a lesson observation, teachers are more likely to use quality questioning.</p> <p>Governors asked Amy Shipp to pass on their congratulations to staff for a fantastic set of observations at the next staff briefing.</p> <p>Empiribox</p> <p>Governors discussed the Empiribox Impact Report which had been compiled by the Science lead, Victoria Towers, and felt that it was very well put together with some encouraging results. The Head stated that it gives a very positive message and provides evidence of how Empiribox supports the school's visions and aims.</p> <p>GOVERNOR QUESTION ?? <i>When is the funding reviewed?</i></p> <p>The Head explained that it is an annual subscription; the school started with just KS2 but have now purchased KS1 as well.</p> <p>GOVERNOR QUESTION ?? <i>Are there displays around school?</i></p> <p>The Head reported that there is a display in the hall as well as the Year 2 and Year 6 classrooms.</p> <p>Governors thanked Victoria Towers for compiling the report.</p>	<p>SE/JH</p>
<p>7</p>	<p>Preliminary Data</p> <p>The following results were reported:</p>	

EYFS

- 62% have reached GLD (Good Level of Development) in EYFS.
- This compares to 73% last year and 80% two years ago but can be explained by the fact that there are more children with EAL and SEN this year.
- The EYFS results were moderated by the LA.
- This year's results are below national so the challenge for next year is to get the right balance of resources.
- The percentage of children in Nursery achieving GLD is about 10% below last year's figure.
- The children have made good progress but there are a lot with EAL.
- 80% were predicted to reach GLD in Reception at the start of the year but the school only had prior knowledge of two-thirds of the children; the remaining one-third came from other settings.

Phonics

- 87% passed the Phonics screening test in Year 1 which was a very good result as the national pass rate was 81%.
- The pass rate for the children in Year 2 who were retaking the test was 100%.

KS1

- Children making the expected level of development in Reading was 77% compared to 76% nationally.
- Writing remains an issue, with 67% at expected level and 10% working at greater depth.
- Maths is a good picture with 80% making the expected level of development and was a focus for last year.
- These results were moderated by the LA.

KS2

- There are some excellent results with 90% making the expected level of development in Reading and 27% working at greater depth.
- Writing has seen amazing results with 90% making the expected level of development and 30% working at greater depth; these results have also been moderated by the LA.
- The Maths results are also above the national average, with 80% making the expected level of development and 20% working at greater depth.

Governors thanked Sam Warrington for her efforts in achieving some exemplary results.

SATs

The results were published on Tuesday and the Head explained that the school have done their own progress measure, taking out the missing child and the results show that they would have been above the national average.

The average class scaled score using 29 children instead of 30 was:

Reading – 108

Grammar, punctuation and spelling – 106

Maths – 106

One child scoring zero has brought the average right down, but some excellent results have been achieved.

	<p>The Head explained that Derek Watts visited school on 9th July to go through the data and was very impressed with the results. The focus has been right this year, but Writing will continue to be a focus next year in KS1 and Early Years.</p> <p>GOVERNOR QUESTION ?? <i>How is staffing going to change next year?</i></p> <p>The Head explained that the current Year 5 teacher is moving up to Year 6, a newly appointed teacher will teach Year 5 and Sam Warrington will move from Year 6 to Year 3.</p>	
8	<p>Draft SEF and SIDP</p> <p>The Chair explained the purpose of the SEF (School Evaluation Form) to the new governors as a means of assessing how well the school performed and will inform the development plan for next year.</p> <p>The Head highlighted the following points:</p> <ul style="list-style-type: none"> • The school has bought into the Hillmorton Teaching School Alliance which provides a training package for both governors and staff. • Governors have improved their level of support and the idea of a governor SEF has been suggested. • Early Years obtained an Outstanding grading three years ago but has undergone a lot of change since then, resulting in Derek Watts suggesting that it should be regraded as 2= as this fits with the Early Years data. <p>The Chair pointed out that this is no slight on the Nursery team as the situation was different then and the Nursery provision is still very good.</p> <p>GOVERNOR QUESTION ?? <i>Will the Reception teacher currently on maternity leave be returning?</i></p> <p>The Head explained that she will return in October but not to Reception as another teacher who is an Early Years practitioner will be based in there.</p> <p>The Head highlighted the priorities for whole school development at the end of the document which will be put into the SIDP (School Improvement and Development Plan) for next year.</p> <p>SIDP</p> <p>The Head explained that the SIDP is being presented in a different format this time as there was previously too much detail. It now lists strategic points which will be easier to focus on when it is reviewed.</p> <p>GOVERNOR QUESTION ?? <i>Is there something in the plan for next year to specifically address the increase in children with EAL?</i></p> <p>The Head pointed out that an additional person has already been appointed this year in Nursery. The Early Years curriculum will be a priority next year with topics that will be more engaging for their particular background. The TA structure has also been reorganised so that they will not be class-based in the afternoons and instead can focus on doing targeted work with groups of children.</p> <p>The Chair highlighted the fact that the LIO (Learning Improvement Officer) talked about governor monitoring and suggested that they focus on the school priority areas rather than subjects. Governors were asked how they would feel about this and, following a discussion, it was agreed that it will be raised again at the September meeting, allowing governors time to think about what they feel would work best.</p>	Clerk/All
9	<p>Parent and Staff Surveys</p>	

	<p>Amy Shipp explained that a parent survey had been sent out via Survey Monkey which parents were invited to fill in and a similar one was issued to staff which had 19 responses.</p> <p>Parent Survey The Head reported that most of the comments received on the parent survey were very positive; the last one was conducted in 2016 which received 60 responses and 40 were received this time.</p> <p>There was an increase of 13% of people in agreement with the question regarding the appropriate level of homework being set and an increase of 15% in relation to agreement that the school is well led and managed.</p> <p>Parents were generally positive about the learning conferences, with only one negative comment being received.</p> <p>Governors felt that it might be useful if the parent governors provided a commentary in September as well as feedback from the Head.</p> <p>Staff Survey The Chair provided a summary of the key results:</p> <ul style="list-style-type: none"> • 95% of respondents strongly agree or agree that they enjoy working at the school. • 84% believe their professional development is well supported. • 89% know the top priorities of the school. • 74% believe behaviour is consistently well managed. • 53% believe the needs of individual students are appropriately met. • 68% believe leaders focus on the improvement and resourcing of teaching. • 13 respondents suggested governors should visit school more often. <p>It was pointed out that governors have been into school more than ever this year, with 12 monitoring visits being completed. However, they acknowledged that they may just see one person during their visit rather than being visible to the whole school.</p> <p>Governors discussed actions resulting from the responses such as the need to ensure staff have a channel for requesting external professional development and highlighting the opportunities already available, such as the teaching alliance.</p> <p>The idea of governor photos being put up in the staff room was also considered and it was agreed that governors should try and engage with more staff on their visits to school if possible.</p> <p>The question of how to provide feedback from the survey was discussed and it was agreed to review it in September once individual comments have been responded to.</p>	Clerk
10	<p>360° review of Chair</p> <p>The Chair presented the results of the 360° review of the Chair. In general, respondents felt he was performing well, although 22% felt that his relationship with the Head was exclusive or cosy and 22% felt that he doesn't understand the difference between the role of the governing body and the Headteacher.</p> <p>He explained that he will provide more feedback to governors on his monthly meetings with the Head and Vice-Chair so that it doesn't appear to be a closed shop.</p>	

	<p>Some governors felt that it was appropriate for the Chair and Head to meet to discuss matters of a sensitive nature and that they would be concerned if the Chair and Head were not in close contact.</p> <p>The Chair will also undertake further training on governance and the role of the Chair to address the concerns raised about his understanding of the different roles of the Head and governing body.</p> <p>He felt that the review had been a helpful exercise as it is good to have certain areas to focus on.</p>	
11	<p>Policies to review</p> <p>The following policies were reviewed and endorsed by governors:</p> <p>Grievance Procedure Feedback and Marking policy (subject to an amendment to Appendix 2 which is currently unreadable).</p>	SE
12	<p>Election of Chair and Vice-Chair</p> <p>As no other nominations for the position of Chair were received, James Holmes agreed that he would be happy to continue in the role. Ian Bates also confirmed that he would be happy to remain as Vice-Chair.</p> <p>The nomination of James Holmes as Chair was proposed by Suki Edwards and seconded by Paul Albon.</p> <p>The nomination of Ian Bates as Vice-Chair was proposed by Suki Edwards and seconded by Stuart Dodds.</p> <p>The nominations were agreed to by all present.</p> <p>James Holmes was therefore re-elected as Chair and Ian Bates was re-elected as Vice-Chair for a period of two years.</p>	
13	<p>Governor Profiles for the School Newsletter</p> <p>As all governors have now been introduced to the school, it was agreed that the profiles for the next academic year should focus on their role within the governing body and monitoring responsibilities.</p> <p>The Chair and Vice-Chair are to submit the first profiles of the next academic year outlining their role.</p>	JH/IB
14	<p>Governor Monitoring Reports</p> <p>Health & Safety Governors discussed the Health & Safety monitoring report which was completed by Ian Bates. The Head felt that the suggestion of a year plan highlighting when inspections and checks are due was a good one.</p> <p>A discussion arose around whether it was necessary to devote a whole monitoring visit to Health & Safety or whether it could be incorporated into something else, such as Safeguarding. It was pointed out that there is already a lot to cover in</p>	

	<p>Safeguarding and the governing body has a responsibility regarding Health & Safety to ensure that correct procedures have been followed and checks have been carried out.</p> <p>It was agreed to review this again in September when the focus areas are decided.</p> <p>Safeguarding The Chair provided a summary of his monitoring report on Safeguarding where the SCR (Single Central Record) was checked.</p> <p>He highlighted the fact that Wendy Cox is very knowledgeable in this area which is reassuring. One minor issue was highlighted regarding a trainee teacher who had been moved to previous members of staff instead of remaining in current staff.</p> <p>EYFS Andy Roughton explained that his original intention was to focus on both Writing and Maths during his monitoring visit, but it was decided to just concentrate on Writing in this visit as they are both such big areas.</p> <p>He highlighted the fact that, as the group are 50% EAL and summer-born children which present a whole range of challenges, it is a credit to the hard work in the department that the children are catered for extremely well.</p> <p>He also stated that the Learning Journals are impressive and illustrate beautifully the progress children are making and the way the staff are working with children and parents.</p> <p>The Chair thanked all governors who had taken the time to come into school.</p>	Clerk
15	<p>Governor Training Stuart Dodds will upload the governor training log to GovernorHub once it is collated and will advise whether he would like governors to email him regarding any training that has been completed or update the training log themselves on GovernorHub.</p> <p>Ian Bates and Suki Edwards recently attended a consortium training session regarding a programme for disadvantaged children and the Chair encouraged governors to attend forthcoming training sessions as they are an excellent way to meet other local governors.</p> <p>The next consortium training session is: 20th September 2018 – Effective classroom visits.</p>	SD
16	<p>Set Meeting Dates for Next Academic Year The following meeting dates were agreed:</p> <p>Thursday 13th September Thursday 11th October Thursday 22nd November Thursday 17th January Wednesday 20th March Thursday 16th May Wednesday 3rd July</p>	
17	<p>Any Other Business The Head reported that Rebecca Lee is getting married over the summer and will be</p>	

	<p>known as Mrs Hopper in September.</p> <p>Ms Haynes (HLTA) is also celebrating 25 years at the school next week.</p> <p>Governors were invited to attend the Governors' Awards Assembly at 9.15am on Monday 16th July.</p> <p>Copies of the Warwickshire Education Strategy were circulated to governors.</p> <p>Ian Bates also reported that he had recently logged on to the ASP (Analyse School Performance) website and the login procedure has changed. A pin number is now required and if you do not log on to the system every three months, you are removed.</p> <p>The Chair stated that it has been a good year for the school with some excellent results and asked the Head to pass on governors thanks to staff.</p> <p>Governors were also reminded about the staff social event on 13th July which they are welcome to attend.</p>	
	<p><u>Date & Time of Next Meeting</u> Thursday 13th September at 6pm.</p>	

The meeting closed at 8:15pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
4	File signed copy of the previous Minutes.	Clerk	September 2018
4	Create Doodle Poll to establish who is able to attend consortium training sessions.	SD	September 2018
4	Discuss contribution to books for Accelerated Reader programme at PSA meeting.	SD	September 2018
4	Arrange for the governor photos in Reception to be updated.	SE	September 2018
5	Discuss budget carry forward figures with LA Finance Officer during next visit.	SE	September 2018
6	Review governor Safeguarding	SE/JH	September 2018
8	Add discussion regarding governor monitoring to agenda for September.	Clerk	September 2018
8	Consider appropriate focus of governor monitoring visits.	All	September 2018
9	Add discussion regarding feedback of Staff survey results to September agenda	Clerk	September 2018
11	Amend Appendix 2 on Feedback & Marking policy	SE	September 2018
13	Submit governor profiles for school newsletter.	JH/IB	September 2018
14	Add review of governor focus areas to September agenda.	Clerk	September 2018
15	Advise whether governors should email training attended or update themselves on GovernorHub.	SD	September 2018
15	Upload governor training log to GovernorHub once completed.	SD	September 2018

Minutes agreed

Chair of Governors