



Eastlands Primary School
Full Governing Board Meeting, 18th January 2018, 6:00pm
Minutes

Present	Apologies received & accepted
James Holmes (Chair); Stuart Dodds (Meeting Chair); Suki Edwards (Headteacher); Amy Shipp; Ian Bates (Vice Chair – arrived 6.05pm); Paul Albon; Kevin Pickering; Andy Roughton; Linda Jones; Elizabeth Abisola Olupitan	Sam Warrington (Associate Member)
In Attendance	Absent
Sam Smith (Observer – arrived 6.45pm); Sally Beardmore (Clerk)	

The meeting started at 6.00pm

1	<p>Welcome and Apologies</p> <p>The Meeting Chair welcomed everyone to the meeting and introduced the three new Governors. As no objections were made, their appointment was endorsed by the Governing Body and they were welcomed to their first meeting.</p> <p>Apologies were received and accepted from Sam Warrington.</p> <p>The meeting was quorate.</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>There were none.</p>	
3	<p>Notice of Any Other Business</p> <p>Completed governor information forms for the GIAS website were returned to the Clerk.</p>	

Governors asked:

Who sets the targets each year?

It was explained that they are set by the school in association with the Governing Body. The Head advised that the targets for all year groups are based on the previous year's cohort and might be revised if the cohorts are weaker or stronger than predicted, as they are setting targets for children there is no education information on. The Nursery target in particular will need close tracking. The Head admitted that the targets are currently looking challenging, but explained that the data presented was for September and the picture has already improved.

Governors expressed concern over the figures for Maths which are significantly lower than the other categories and questioned whether interventions are needed now?

The Head explained that this is the reason they have appointed another member of staff in the Nursery as they were aware that they may not meet the targets set.

The Head informed Governors that the figures for Reception are looking quite strong, meaning that their targets may be revised in the Spring.

Governors asked:

How many of the children currently in Nursery are likely to go through to Reception?

Amy Shipp responded that out of 37 children, 29 are in the catchment area, with 4 of them already having siblings at the school which, if they all choose to apply to Eastlands, would be the highest number Nursery have sent through to Reception.

Governors stated that it was good Eastlands have had an opportunity to start teaching the children in Nursery early.

Governors asked:

How would Ofsted judge pupils in Nursery have reached the targets set?

The Head responded that children in Nursery have Learning Journals which evidence their progress in EYFS, along with teacher records and assessments.

The Head asked Governors for their feedback about the layout and format of the report and Governors expressed how easy it is to understand and stated that the colour coding makes it very clear.

Governors highlighted that there are quite a few children below target in Years 3, 4 and 6 and asked the Head if there is any cause for concern?

The Head responded that Year 3 is quite a big step up from Year 2 and that interventions are already being done in Year 4 in things such as higher level Maths. In Year 6, Writing has had an intervention and there is a focus on Reading throughout the school. Opportunities are also offered to children before and after school for extra support in subjects where needed.

Governors asked the Head:

What is your confidence level about Year 6 meeting the targets set?

The Head responded that it is very high as there is a very good teacher in Year 6 and the Year 5 teacher is also very good. She stated that Writing is a concern and is the

	<p>biggest project of the year for the school. Maths has been the focus for the last 2 years and is now on a steady track, so the emphasis has shifted to Writing.</p> <p>Governors asked:</p> <p>The level of attainment for children with SEN is significantly below in all areas; is the number of SEN children going up? The Head replied that it has improved in some aspects in some of the year groups.</p> <p>Governors asked whether this means that the demand on teachers is also going up? The Head responded that a SEN TA is assigned to a particular child in class, but other resources may be proposed in the future, such as a counsellor to deal with increasing mental health needs. She stated that a strategy is needed to offer additional support to SEN children and she is working on a restructuring proposal to address this need.</p> <p>Governors asked whether the Head would like a counsellor in place this year? The Head replied that she is talking to staff about the proposals which then need to be costed out and discussed with the Governing Body, but she would like something in place by September.</p> <p>Governors observed that children with EAL are exceeding their targets in Reading and Maths, so are doing well in some areas. The Head responded that their level of progress is good as they often have a strong culture of learning once they have mastered the language, but more children are coming in to school with no English at all.</p>	
6	<p>Analyse School Performance (ASP) data</p> <p>The Head provided an overview of the previously circulated data and noted that there was a strong result for the school in both Reading and Maths but, as the result for Writing was not as positive, this is where the focus of the school is. They have been visiting other schools to look at the resources they use, reviewing the texts used in school and providing training for staff.</p> <p>Sam Smith arrived at 6.45pm</p> <p>Governors asked whether it was possible for them to access the ASP data from the website? The Head advised that she has recently created accounts for the Chair and Vice-Chair ahead of the training session on data on 23rd January. Following a discussion, it was decided that more accounts may be created in September.</p> <p>Governors asked:</p> <p>What are the trends in KS1? The Head responded that they are broadly in line with the national average, with the percentage for working at Greater Depth being slightly below average due to the high proportion of children with SEN.</p> <p>The Meeting Chair welcomed Sam Smith to the meeting as an Observer and asked all Governors to introduce themselves.</p>	

<p>7</p>	<p>SIDP update</p> <p>The Head explained the purpose of the previously circulated SIDP document to the new Governors and the fact that this is an update on improvements and developments.</p> <p>Governors referred to Priority 3 (Quality of Teaching, Learning and Assessment) and asked whether the Head has carried out an observation on the quality of teaching in the school?</p> <p>The Head advised that she has conducted an observation and is currently writing a report which will be presented to Governors at the next data meeting in May.</p> <p>It was explained that Aspire is a development package that has been bought for middle and senior leaders in school which looks at the learning environment and curriculum and gives clear strands to work on.</p> <p>Governors observed how useful the Aspire training had been that they recently attended.</p> <p>Governors asked the Head:</p> <p>Are you happy with Aspire?</p> <p>The Head replied that it is very good as it gives a structure to work to and there is a support network as they are able to visit other schools who are using it.</p> <p>Governors asked:</p> <p>How long has the school been using it and is there a further cost involved?</p> <p>The Head responded that it has now been used for 18 months and that she has recently asked if training can be made bespoke for the school which they have agreed to do, meaning that the new training lead can be trained on it. She would like to pay for it again next year.</p> <p>Governors asked:</p> <p>How are the new class learner forums being received?</p> <p>The Head advised that they result in children being more informed about themselves as learners as they talk about learning with their peers and decide the class focus. It's a developing structure which will become bespoke for the class. They are held in conjunction with the termly learning conferences which involve children meeting with their parents and teacher where they are able to take the lead and articulate how they feel about their learning.</p> <p>A Parent Governor observed that it was refreshing to have three-way communication at a recent learning conference and that it was good for the child to be involved in the conversation as well.</p>	
<p>8</p>	<p>Governor Monitoring Visit Reports</p> <p>As no monitoring visits had been completed this term, the Chair reiterated the importance of Governors visiting school as it gives an opportunity to talk to children and make a rounded assessment of the school, linking to the key performance indicators. He stated that, although being a Governor is a voluntary role, it does come with responsibilities, and they should visit school once a term as this provides another source of evidence alongside looking at the data. It is important to actually see how</p>	

	<p>things are being done in the school in order to make a judgement on performance.</p> <p>Stuart Dodds is to conduct a monitoring visit on English in the next week and Ian Bates is doing a learning walk on Maths on 24th January which the new Governors were invited to attend as an opportunity to observe how to conduct a visit. Their reports will be presented at the next FGB meeting in March.</p> <p>The Meeting Chair asked other Governors to look at the monitoring timetable on GovernorHub and arrange their visits accordingly.</p>	<p>SD/IB</p> <p>All</p>
9	<p>Governor training update</p> <p>Stuart Dodds advised that he has created an Excel spreadsheet from the pdf document which was supplied by a previous Governor. He has updated it with the recent Aspire training, but nothing else has been updated since May 2017. It was agreed that Governors will email Stuart with details of any recent training they have undertaken.</p> <p>Stuart Dodds and Kevin Pickering need to attend the Induction to Governance training course run by the LA, along with the new Governors. The Clerk advised that information regarding training courses for the rest of the year is going to be published by the LA next month and this will be forwarded to Governors once it is available.</p>	<p>All</p> <p>Clerk</p>
10	<p>Policies for review</p> <p>Whistleblowing Governors endorsed the acceptance of this policy once the dates on the cover page have been updated.</p> <p>Extremism and Radicalisation Governors questioned why this policy is not going to be published on the school website when there is a role for parents/carers? The Head explained that only core policies need to be published on the school website and that it can overwhelm parents if there is a list of too many policies to read. She believes that it should just be talked through with parents if the need arises and Governors agreed that they were in favour of keeping the number of policies published on the website to a minimum.</p> <p>Governors asked if the policy would be made available for parents to read if they requested it and the Head confirmed that it would be.</p> <p>Leave of Absence Governors pointed out that the dates on the cover page need to be updated and also questioned whether the section about campaigning as an official candidate in a European election was still applicable?</p> <p>The Head explained that this is a WES (Warwickshire Education Services) standard policy which has been agreed by unions. Governors were therefore happy for this section to remain.</p> <p>Fixed term contracts Governors drew attention to the fact that the policy states it will be published on the staff section of the school website and asked whether such a section exists? The Head confirmed that it does. They also asked for the dates on the cover page to be updated.</p>	

	<p>Data Protection The Head confirmed that this will be revised once GDPR is introduced in May 2018 and that the dates on the cover page will be updated.</p> <p>Discipline Procedures The Head confirmed that the dates on the cover page will be updated.</p> <p>Safer Recruitment Governors questioned whether this policy needs to be reviewed annually? The Head explained that it is reviewed alongside the Safeguarding and Staff Behaviour policies as they are all linked, but she will ask the School Business Manager to check whether it needs to be reviewed annually.</p> <p>Pay Policy The Pay Committee have agreed the insertions that need to be made to the document.</p> <p>Governors asked:</p> <p>Could we assign a policy to one person to review and comment on, so that it is not necessary for everyone to read through all of them? Following a discussion, it was decided that two people will be allocated per policy for the next FGB meeting in March to read a particular policy in detail and ensure everything is correct. All Governors will continue to look at every policy, but only read the ones they are allocated to in detail.</p> <p>Governors confirmed they were happy with all the policies reviewed at this meeting and their acceptance was endorsed.</p>	<p>SE/HD</p> <p>Clerk/JH</p>
<p>11</p>	<p>Discussion on implication of reduced staff resources</p> <p>The Chair explained the background of the situation to the new Governors and that 2 TAs had not been replaced following their resignation last year. The school were advised not to replace them as it would have had a negative impact on their budget and the guiding principle for the past year has been to bring spending under control.</p> <p>The Head advised that she is appointing more experienced teachers to try to address this, so that they are better able to meet the needs of the children in the absence of extra help in the classroom. Teachers were running after school clubs last year, but are now focusing on providing extra support in Maths and Writing before and after school instead. She explained that, while every teacher would like to have a TA in their classroom, the school have to find a way of spreading the available money out evenly and fairly.</p> <p>Governors asked:</p> <p>Do volunteers come in to school to help? The Head replied that two are coming in on Monday afternoons to hear reading and they also have someone on work experience, along with 3 student teachers last term and one this term.</p> <p>Governors asked Amy Shipp how staff are feeling? She replied that they understand the reasons behind the decision.</p> <p>Governors asked:</p>	

	<p>How many TAs does the school currently have? The Head confirmed the following:</p> <ul style="list-style-type: none"> - Nursery = 2 - Reception = 1 - Year 1 = 1 - Year 2 = 1 (allocated to a specific student) - Year 3 = 0 - Year 4 = 1 (Morning only) - Year 5 = 1 (allocated to a specific student) - Year 6 = 1 (allocated to a specific student in the mornings only) <p>The Chair drew attention to the fact that it is important for Governors to consider that the decisions they make can have a huge impact on the school. The school's financial position is better than most schools, but it is a balancing act.</p> <p>The Head suggested that one option could be to buy a counsellor across a cluster of schools to spread the cost.</p> <p>Governors asked if there are any local charities that offer counselling? The Head responded that they can access charities for such things as bereavement counselling, but they tend to be quite specific.</p>	
12	<p>Governor Link Roles</p> <p>Following a discussion around link roles in order to accommodate the new Governors, the following was agreed:</p> <ul style="list-style-type: none"> - Finance = Elizabeth Abisola Olupitan - Early Years = Andy Roughton - Science = Linda Jones <p>See the attached Appendix for a full list of Governor link roles.</p> <p>It was agreed that the Chair will send the proforma for visit reports to the new Governors, along with examples of reports recently completed by Governors and that established Governors will let the group know when they have arranged a visit so that new Governors have the opportunity to shadow them during a visit.</p>	JH/All
13	<p>Any Other Business</p> <p>Amy Shipp reported that 30 new iPads have arrived in school and thanked Rebecca Lee and Helen Devine for their efforts in setting them up as it is very useful to have more resources available for the students to use.</p> <p>There was a reminder about the forthcoming training session on 23rd January on Using School Performance Data.</p>	
	<p><u>Date & Time of Next Meeting</u></p> <p>Thursday 22nd March at 6pm</p>	

The meeting closed at 8:12pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
4	File signed copy of the previous Minutes.	Clerk	January 2018
4	Submit monitoring visit report on Quality of Teaching and Learning.	SD	FGB meeting March 2018
4/8	Present monitoring visit report on Maths.	IB	FGB meeting March 2018
4	Conduct research into implications of GDPR for education ahead of discussion at next FGB meeting.	All	FGB meeting March 2018
4	Present monitoring visit report on SEN.	PA	FGB meeting March 2018
4.1	File signed copy of the Minutes from 21 st and 28 th September.	Clerk	January 2018
8	Present monitoring visit report on English.	SD	FGB meeting March 2018
8	Arrange monitoring visits for this term.	All	March 2018
9	Email Stuart Dodds with any Governor training undertaken since May 2017.	All	FGB meeting March 2018
9	Forward details of forthcoming LA training courses to Governors when available.	Clerk	February 2018
10	Investigate whether Safer Recruitment policy needs to be reviewed annually.	SE/HD	FGB meeting March 2018
10	Allocate 2 people per policy for the ones due to be reviewed at next FGB meeting.	Clerk/JH	FGB agenda February 2018
12	Send monitoring visit proforma and examples to Governors	JH	January 2018
12	Advise new Governors when a monitoring visit is arranged so that they have the opportunity to shadow a more experienced Governor during a visit.	All	January/February 2018

Minutes agreed

Chair of Governors

Appendix

Eastlands Primary School Governing Body Link roles 2017-18

Topic	Nominated governor(s)	School contact
Attendance & Behaviour	James Holmes	Suki Edwards head2415@welearn365.com Wendy Cox cox.W1@welearn365.com
Governor Training	Stuart Dodds	Suki Edwards head2415@welearn365.com
Health & Safety	Ian Bates	Helen Devine devine.h@welearn365.com
Patch Reps	James Holmes james.holmes@ahdb.org.uk	Sam Warrington warrington.S@welearn365.com
Pupil Premium	Paul Albon	Suki Edwards head2415@welearn365.com
Safeguarding, Looked After Children & Child Protection	James Holmes	Suki Edwards head2415@welearn365.com
School Sport (inc. premium)	Kevin Pickering	Suki Edwards head2415@welearn365.com
Science	Linda Jones	Victoria Towers towers.v2@welearn365.com
SEND	Paul Albon	Victoria Towers towers.v2@welearn365.com
Spiritual, moral, social & cultural development (including British values)	Amy Shipp shipp.a@welearn365.com	Suki Edwards head2415@welearn365.com
Teaching & Learning – Early Years	Andy Roughton	Amy Shipp & Vanessa Whittle shipp.a@welearn365.com whittle.v@welearn365.com
Teaching & Learning – English (Writing & Reading)	Stuart Dodds	Tania Goff & Alison Hope goff.t@welearn365.com hope.a1@welearn365.com
Teaching & Learning – Maths	Ian Bates ian.bates@coventry.ac.uk	Sam Warrington warrington.S@welearn365.com
Finance	Elizabeth Abisola Olupitan	Helen Devine devine.h@welearn365.com