



Eastlands Primary School
Full Governing Board Meeting, 21st September 2017, 6:00pm
Minutes

Present	Apologies received & accepted
James Holmes (Chair); Suki Edwards (Headteacher); Ian Bates (Vice-Chair); Paul Albon; Zoe Butlin; Amy Shipp	Kevin Pickering
In Attendance	Absent
Samantha Warrington (Associate Member); Sally Beardmore (Clerk)	Stuart Dodds

The meeting started at 6.00pm

1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and asked everyone to introduce themselves to the new Clerk. Apologies were received and accepted from Kevin Pickering.</p> <p>The meeting was quorate.</p>	
2	<p>Declarations of Pecuniary Interests</p> <p>Governors submitted their completed annual Declaration of Interests forms. Remaining documents are to be returned to the Clerk either before or at the next meeting on 28th September.</p> <p>No declarations of interest were declared for this meeting.</p>	All
3	<p>Notice of Any Other Business</p> <p>None were declared.</p>	
4	<p>4.1 Previous Minutes</p> <p>The previously circulated minutes of the FGB meeting on 12th July 2017 were approved as an accurate record and signed by the Chair.</p>	Clerk

	<p>4.2 Matters Arising</p> <p>The Chair referred to the actions agreed at the FGB meeting on 12th July and their status was reviewed:</p> <p>Item 4 - Governors Training Log. Governors confirmed that the Governor Training Log for the previous academic year was up-to-date and had been put on the school website.</p> <p>Item 4 - In-house training session for 2017/18. The Chair has spoken to St Andrew's Benn Primary School about the possibility of a joint training session. Eastlands are very welcome to join the St Andrew's Benn training session in November on school visits and monitoring, date to be confirmed. A session on pupil data will be held at Eastlands in January which St Andrew's Benn will be invited to join.</p> <p>Item 5 - Governors' Impact log to record/evidence what Governors do and its impact. This is to be considered at the FGB meeting on 28th September.</p> <p>Item 5 – Ofsted Inspection Feedback It was confirmed that issues raised in the Ofsted inspection letter and feedback had been added to the SEF and SIDP.</p> <p>Item 6 – Staff Survey A staff survey on behalf of the governing body will be conducted in Spring 2018 and will be arranged by Zoe Butlin and Amy Shipp.</p> <p>Item 9 – 20 Questions The NGA's 20 questions for governors has been sent out and most responses have been received. The Chair asked if the remaining responses could be returned as soon as possible as the results are to be discussed at the FGB meeting on 28th September.</p> <p>Item 12 – Governors monitoring/visits. Some written reports from visits conducted in the Summer term are still outstanding. Stuart Dodds has one to submit on Quality of Teaching and Learning. The Clerk was asked to investigate if any other reports are missing and report back at the next meeting.</p> <p>The remaining action points were to be discussed as agenda items at this meeting or at the next FGB meeting on 28th September.</p>	<p>JH</p> <p>ZB/AS</p> <p>All</p> <p>SD/Clerk</p>
5	<p>Summer Term Data</p> <p>The Head presented information on the previously circulated Summer Term Data Report covering:</p> <ul style="list-style-type: none"> - LA Data - Year Group Data - EYFS Data - Reading, Writing, Maths and Combined results for each year group. <p>She explained that:</p> <ul style="list-style-type: none"> - The spreadsheet had been created to allow comparison with previous years data. 	

	<ul style="list-style-type: none"> - The number of EAL children was increasing in lower year groups. - The GLD (Good Level of Development) figure had fallen in EYFS, but there was a context for the 48% who had not achieved a GLD so this could be explained. <p>Governors asked whether the increasing number of EAL children were from one community and suggested trying to increase the diversity of the governing board to deal with this.</p> <p>It was highlighted that:</p> <ul style="list-style-type: none"> - The Year 1 Phonics result was up to 90%, the highest result in 3 years. Governors questioned whether this was to the detriment of other things, but the Head explained that if pupils have to catch up with Phonics in Year 2 then they start losing time on other things such as Writing. Governors acknowledged that this was a good point. - Targets are to be set around Working at Greater Depth as the school should be matching the results for Warwickshire and the National Average. - Maths figures were good in Year 2 as there had been a focus on Maths last year. - The Maths focus in KS2 had worked and Writing would be the next focus. - Most of the interventions last year had been Maths focused. - The EYFS result was broadly tracking Warwickshire. - The focus on Phonics had resulted in the Writing results being lower in Year 1. - The data would be updated each term. <p>The Head explained the targets that had been set for this year in Reading, Writing, Maths and Combined and highlighted that the whole school focus would be on Greater Depth pupils, Writing and Maths.</p> <p>Governors asked if there was an enabler in Maths? Sam Warrington replied that Fast Maths was used which was a good resource and had aided pupil progression. Multiplication tables are practised every day by some of the higher year groups.</p> <p>Governors questioned how the TA (Teaching Assistant) situation will affect interventions in the coming year? The Head replied that the number of TA's is currently down by two. However, the school has invested in teacher training and more experienced teachers and Teaching Assistants are being allocated intelligently.</p> <p>The Chair thanked the Head and the school for excellent work in putting the data report together.</p>	
6	<p>Annual Pupil Premium Report</p> <p>The Head referred Governors to the previously circulated Pupil Premium Plan and Evaluation and explained that it was both a plan for the coming year and an evaluation of the previous year.</p> <p>Governors raised questions over:</p> <p>Was breakfast being provided for families in need this year? The Head explained that there were no children in great need of it this year and that last year it had been offered to two families representing five children, but had not been taken up.</p>	

	<p>Was the money spent on Maths Mastery and Read Write Inc better than interventions?</p> <p>The Head responded that they represented a whole package of resources which covered such things as improving teaching as well as pupil performance.</p> <p>The Head asked if Governors were happy for the document to be published online and all confirmed that they were.</p>	SE
7	<p>School Self Evaluation Form (SEF)</p> <p>The Head referred Governors to the previously circulated SEF document and highlighted that comments from the recent Ofsted report and priorities for Whole School Development had been added.</p> <p>Governors asked:</p> <p>Why the priorities on the first page referred to the Ofsted inspection in 2013 and not the one in 2017?</p> <p>The Head and Sam Warrington explained that the document is worked on throughout the year, so work had already begun before the Ofsted inspection in July. The evaluation would now be updated with the outcomes of the Ofsted inspection in June 2017.</p> <p>How often would the SEF be updated?</p> <p>The Head explained that the SEF will remain a document under regular review. A Headteacher's report will be provided termly highlighting points that would be in the SEF.</p>	
8	<p>School Improvement and Development Plan (SIDP)</p> <p>The Head referred Governors to the previously circulated SIDP document.</p> <p>Governors asked whether marking was being monitored and stated that they would have liked to see that included under Quality of Teaching.</p> <p>The Head responded that the plan is just a summary, as requested by Governors previously, rather than detail and that a detailed plan could be added as an appendix for English and Maths.</p> <p>The Chair asked Governors to think about what they considered to be the key priorities for the school from the SIDP and an exercise was completed where each Governor noted what they felt were the key priorities for the year under the headings High, Medium and Low.</p> <p>A discussion then followed about the results and 5 key priorities were decided upon:</p> <ul style="list-style-type: none"> - Attendance and Behaviour - EAL and Pupil Premium - Greater Depth - Maths - Writing <p>It was decided that these would be looked at alongside the monitoring done in Governor visits as part of their Link roles to try to give them greater focus and enable them to have more impact.</p>	

	<p>The Chair suggested that there should be a Governors' area inside the school displaying pictures of the Governing Board. The Head advised that the photographer would be in school on 3rd October so a photograph could be taken then for the display.</p> <p>It was agreed that a Governor will write an article in the school newsletter each term with a profile of themselves and the work they have been involved with for the school. A schedule is to be agreed and the Head is to advise on the deadlines for publication.</p> <p>The Chair asked Ian Bates if he could come in to school to do a monitoring visit to include the new priorities. The Chair will amend the visit proforma to include the newly decided priorities.</p>	<p>All</p> <p>SESE</p> <p>IB/JHIB/JH</p>
9	<p>Review of School Policies</p> <p>The Chair referred Governors to the previously circulated Management of Change and Redundancy Policy and the Model Teacher Appraisal Policy.</p> <p>Governors endorsed the adoption of the policies on the proviso that they are personalised where necessary.</p>	SE/HD
10	<p>Any Other Business</p> <p>Nothing was declared.</p>	
11	<p><u>Date & Time of Next Meeting</u></p> <p>FGB planning meeting – Thursday 28th September at 6pm.</p>	

The meeting closed at 7:50 pm

Summary of Agreed Actions

Item	Action Agreed	Person(s) responsible	Due by
2	Remaining Declaration of Interest forms to be returned to the Clerk either before or at the next meeting on 28 th September.	All	FGB meeting 28 th September
4.1	File signed copy of previous minutes in school office.	Clerk	December 2017
4.2	Book governor training session in January on sources and interpretation of school performance data	JH	December 2017
4.2	A staff survey on behalf of the governing body will be conducted in Spring 2018 and will be arranged by Zoe Butlin and Amy Shipp.	ZB/AS	Spring 2018
4.2	The NGA's 20 questions for governors has been sent out and most responses have been received. The Chair asked if the remaining responses could be received as soon as possible as the results are to be discussed at the meeting on 28 th September.	All	FGB meeting 28 th September
4.2	Governors monitoring/visits. Some reports from visits conducted	Clerk	September

	in the summer term are still outstanding. The Clerk was asked to investigate which reports are missing.		2017
4.2	Outstanding monitoring/visit reports from the Summer term to be submitted to the Head.	SD (Quality of Teaching & Learning)	September 2017
6	Annual Pupil Premium Report to be published online.	SE	October 2017
8	Governors to try to get into school on 3 rd October when the photographer is on site so that a photograph can be taken for the school display.	All	3 rd October 2017
8	Decide who will write the first Governor profile for the school newsletter.	All	September 2017
8	Advise on deadlines for the school newsletter.	SE	October 2017
8	The Chair asked Ian Bates if he could come in to school to do a monitoring visit to include the new priorities.	IB	December 2017
8	The Chair will amend the visit proforma to include the newly decided priorities.	JH	December 2017
9	Governors endorsed the adoption of the policies on the proviso that they are personalised where necessary.	SE/HD	October 2017

Minutes agreed: 18/01/2018

Chair of Governors