

HOME FARM PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY – TUESDAY 1ST MAY 2018, 19:00

MINUTES

PRESENT:

Marilyn Rivett (Chair)	Emily Hale	Kelly Wright
Richard Potter (Headteacher)	Tracey Khan	Mary Smith
Lorna Catmull	Dan Mansfield	Vicky Carlin (Clerk)
Hugh Crayston	Clare Palmer	
Caroline Croydon	Martin Wilson	

Welcome and apologies for absence	
1. Marilyn Rivett welcomed Governors to the meeting. Apologies for absence had been received from Stephen Lefley and Chris Ketley, and those apologies were accepted.	
Register of business interests	
2. The register was available in school. No additional interests were declared.	
Notification of any items of other urgent business	
3. There were no other items of urgent business.	
Minutes of the previous meeting and matters arising	
4. The minutes of the meeting of 27 th March 2018 were agreed as an accurate record.	
Headteacher's report and open questions to the Headteacher	
5. Richard Potter confirmed that there were no current specific safeguarding issues.	
6. A written report had been circulated prior to the meeting which provided a snapshot of current data and an overview of current operational projects. Governors asked which aspects of the data were causing the senior leadership team the most concern. An outline was provided of key areas of focus including the combined scores in reading, writing and maths at the 'exceeding' level; progress and improvement in maths; and test resilience or the gap between test results and teacher assessment.	
7. The Governing Body discussed the issues relating to test results versus teacher assessment. Governors asked whether parents tended to be dissatisfied if there were differences between teacher assessment and test results. The school had communicated with parents about the rigours of the test through, for example, SATs meetings, and parents were generally on board with the approach that was being taken and were proud of what their children had achieved.	
8. A question had been submitted before the meeting asking why the proportion of children meeting age-related expectations in writing was lower in Year 2 (60%) than in some other cohorts. Richard Potter explained that the expectations of the framework for assessing writing in KS1 were very high. Teachers had tended to err on the side of harsher assessments at this point in the school year, but the figure was improving. The Cracking Writing scheme was helping to build better writers and to develop strengths, but the descriptors for both KS1 and KS2 were extremely challenging.	
9. Governors asked whether the Home Farm experience on this was similar to other	

schools, and it was confirmed that lots of schools were expressing concern about writing. Some further changes to the exemplars were expected at the end of May. Children were now able to show a 'specific weakness', and the school was able to build an evidence base to show that such a 'specific weakness' wouldn't hold a child back from getting exceeding or expected.

10. Governors asked whether the school was making the same concerted effort with maths as it had with reading in recent years. Richard Potter confirmed that maths was a focus in the school development plan, with a specific emphasis on reasoning and bar modelling this year. This was beginning to make a difference. Arithmetic skills were already strong, but developing applied maths reasoning was an area of focus in the same way that DERIC skills were being applied to word problems.
11. Governors asked whether the senior team had been surprised by Year 5 test results. Richard Potter explained that a number of children working at greater depth had lost marks due to silly mistakes. This was an issue of resilience and test technique, and the school was building independence and resilient thinking across all areas of life in school.
12. Governors asked whether it would be valuable to empower or prepare parents for SATs tests earlier on. Richard Potter noted that it was beneficial for parents to be helping to build a positive mindset but the school did not want to introduce too much of a focus on testing too early on. The school was aiming to help children not to be afraid of testing, and to prepare them for what they would encounter at secondary school. One Governor commented that from a parent's perspective she felt that parents had been fed very good information about SATs, the way they operate, and the way the children were being prepared for them. The parents' meeting had been very valuable.
13. Governors queried one specific aspect of the Year 5 data – this was an issue relating to the labelling and interpretation of the data and this would be corrected.
14. Governors noted the update provided in the Headteacher's report about a consultation with parents on the possibility of creating an after-school club. After discussion at the FAM / HR Committee, the school had extended the consultation to parents of the September 2018 Class R intake. There had been a number of families who said they would use an after-school club regularly or from time to time, and a number of comments made in response to the consultation. A small number of parents had commented that the proposed price was too expensive and some had suggested an hourly rate, but this would be complicated to administer.
15. Governors asked:
 - a) Who would staff an after-school club if it was established? Richard Potter explained that staff would need to be employees of the school, and would need to be trained in food preparation, health and safety, and safeguarding.
 - b) Whether the school had considered the possibility of using a company to run an after-school club? This was not the preferred option, as it was harder for the school to ensure that the provision was of a high quality.
 - c) Whether an after-school club would be subject to inspection by Ofsted. It was confirmed that this would be the case.
 - d) Whether children using an after-school club would be able to use the outdoor space as well as indoor space. It was confirmed that this would be the case.
16. Governors noted that it was important that children were not in school too long, but equally that there was a need for safe and well-planned childcare. A decision would

<p>be taken after consultation with the new Class R intake.</p> <p>17. Richard Potter provided an update on current HR matters. A recruitment exercise was underway for a new Class 4 teacher, and further recruitment of Midday Assistants would take place in the coming weeks.</p>	
<p>Expansion and building project</p> <p>18. Richard Potter provided an update on the expansion and building project. The new building was now water-tight, and the glazing would be installed over the coming week. The works to the car park had been completed over the Easter holidays. The Governing Body discussed some confidential matters which are recorded separately.</p>	
<p>Budget for 2018-19</p> <p>19. The Governing Body discussed the draft budget for 2018-19 and noted that it had been scrutinised by the FAM and HR Committee. The Governing Body approved the draft budget and a list of requests for expenditure above the Headteacher's approval limit which had been circulated prior to the meeting.</p>	
<p>Academisation</p> <p>20. Marilyn Rivett noted that she and the Headteacher would be taking part in a further meeting to discuss issues relating to academisation the following week, and that a further update would be provided after this.</p>	
<p>Updated policies for approval</p> <p>21. The Governing Body discussed the updated safeguarding policy, which incorporated an updated chapter on child protection reflecting the new Essex County Council model policy. The Governing Body approved the safeguarding policy as drafted.</p>	
<p>Governing Body matters</p> <p>22. Marilyn Rivett noted that there were currently no vacancies on the Governing Body. One Governor monitoring visit was planned. The Governing Body noted that the school had subscribed to Governor training for 2018-19 and agreed to create a link Governor to look after issues relating to training. The Governing Body agreed that Kelly Wright should take on this role. The Clerk would let ECC know of this.</p>	<p>Action – Kelly Wright to be Link Governor, Clerk to let ECC know.</p>
<p>Chair's actions</p> <p>23. There were no Chair's actions, but the Governing Body had agreed by a majority by email to implement two additional school closure days on 19th and 20th July 2018.</p>	
<p>Any other business</p> <p>24. Governors asked for an update on the new intake for September 2018, and whether there were significant numbers living further away from the school. Richard Potter explained that around half of the new intake were out of the catchment area, but not by much and most were reasonably local to the school. The Governing Body noted that Marilyn Rivett may be absent from the next meeting, and that Dan Mansfield would take the chair.</p>	
<p>Date of next meeting</p> <p>25. The next meeting would take place on 26th June at 7:00pm. This meeting closed at 8:20pm.</p>	

