



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Full Governing Body
Wednesday 17 May 2017 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mrs D Battersea (Interim Headteacher), Mrs L Porreca (Vice Chair), Mr N Gault, Mr W Pemberton, Mr N Hassall, Mr I Belsey, Mr C Watson. Mrs E Parker, Mr B Vennart,

In Attendance: Mr R Hawkins (Headteacher at Green Park School) – left at 8.20 pm
Ms J Coleman (Schools Financial Services) – left at 8.20 pm
Ms F Crascall (Substantive Headteacher at AC&K)
Mr J Cane (Substantive Clerk to Governors)

Clerk: Mrs Tracey Filmer

The Vice Chair chaired the meeting in preparation for taking over as Chair in September.

Governors agreed to move item 6 (Finance) up the agenda to item 4 in order that RH and JC could leave immediately after.

1. Opening Prayer

IB opened the meeting with a prayer.

2. Welcome and Apologies for absence

The Chair welcomed all governors to the meeting and introduced the guests who were in attendance.

Apologies were received and accepted from Mr A Collings (clash of meetings). No apologies were received from Mrs A Burchell-Trent.

3. Declaration of Business Interests

Governors were invited to declare business interests against any agenda item.

NL declared an interest in agenda item 4 (Finance), as her daughter had a temporary contract of employment at the school until the end of July.

4. Finance

2016/17 Year End Outturn Report

Outturn figures for 2016/17 had been circulated to governors prior to the meeting and a copy is filed with the minutes.

There was a deficit reported of £8,838.19 to be rolled over into the 2017/18 budget.

The staff governor was asked to leave the meeting at this point due to the sensitive nature of the discussion, which would be taking place.

**Action
by:**



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EP left the meeting at 7.15 pm.

Budget 2017/18 and 3 Year Plan

This item was considered confidential.

RH and JC left the meeting at 8.15 pm.

5. Minutes of the meeting held on 28 March 2017

The minutes of the meeting held on 28 March 2017 were agreed and signed as an accurate record of the meeting.

6. Matters arising from the Minutes of 28 March 2017 not on the agenda

The Governing Body Action List was reviewed:

- 31. Agenda item
- 72. Ongoing
- 74. Completed
- 85. Vice Chair chairing meeting
- 106. Completed
- 107. Completed
- 108. Completed
- 109. Completed
- 110. Copies of the feedback would be sent to governors by Friday 19 May.
- 111. SIAMs governor to meet with HT on Tuesday 23 May.
- 112. Progress had not yet been received for home grown children compared with whole school and data for PP children compared with non PP children nationally should be available at the next meeting.
- 113. The handover of Training and Development Governor role to the Staff Governor to be completed by September.
- 114. 14 Governors from the collaboration had booked onto Diminishing the Difference Course.
- 115. Agenda item
- 116. Agenda item
- 117. Completed.

The Chair informed governors that the GB Action List had completed its purpose following Ofsted and it was proposed to return to matters arising on the agenda following each meeting. Governors were in agreement.

EP re-joined the meeting at 8.25 pm.

7. Governance

Vice Chair position from September

Governors were reminded that the position of Chair would be taken up by the Vice Chair in September as per the three year cycle agreed in the terms of reference. The Chair would still remain on the GB as a PCC Foundation

Head



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Governor in September.

Governors were asked to consider if they would like to take on the role of Vice Chair and were asked to contact the Chair prior to the FGB meeting on 5 July with any questions or to register an interest.

Governors' Action Plan (from review of Governance)

The Governors' Action Plan had been circulated prior to the meeting. It was decided, due to additional time being devoted to item 4 (Finance), to move this item to the next FGB meeting agenda in July.

Actions:

- 1. Governors to inform Chair if interested in the Vice Chair position in September before the next FGB meeting.**
- 2. Governors' Action Plan to be an agenda item in July.**

**All Govs
Clerk**

8. School Improvement

Headteacher Report

The Term 4 report had been circulated to governors prior to the meeting.

Governors had sent a number of challenging questions on the report to the Head prior to the meeting and the questions and Head's answers (in blue) are shown below:

- Is there accelerated progress evidenced as impact from the additional booster sessions in Yr 3, 4, 5 & 6? Yr2 Writing is having a booster class at 8.30am, is there any impact yet? *I will be able to answer this once the tests have been taken this week and the data specialist has done the analysis on 23/5. This can be discussed at the pupil progress meetings that week with the PP Champion.*
- Has the grammar and punctuation programme which was scheduled to start in term 5, started yet? (Page 3 of the report) *The teachers have been given the program of study. The English subject leaders are going to monitor each class on Thursday pm to see how the teachers are including it within their literacy lessons. See monitoring report on Friday.*
- Has the implementation of the science plan in term 4 to raise the quality of teaching, learning and assessment for year 6 produced any evidence to show it is working? (page 5 of the report) *Science subject leader teacher has spoken at a staff meeting this term about Science and how to teach scientifically. He has undertaken a book scrutiny and spoken to staff about differentiating to enable all abilities to access the learning. He has focused on Science with his own class this term, but in term 6 he will be able to better monitor Science across the school.*
- Consistently good teaching is at 50%. Do we have any evidence of any outstanding teaching yet? *Following her teacher coaching sessions in terms 3 and 4, the Teaching and Learning Coach is returning on 9th June to see whether the improvements made so far have been*



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sustained. Neither she nor the Improvement Adviser has seen outstanding teaching yet, but I am seeing elements of outstanding teaching and consistently good teaching across the school.

- What is being done to support the supply teacher in Yr3? A Teaching Specialist from Green Park is providing Maths and English plans and he goes through them with the Supply Teacher and DHT each week. The Teaching Specialist has set up the guided reading (reciprocal reading) with supply teacher and the TA and has taught a guided reading lesson for the teacher to observe. SLT have had meetings to arrange groupings with the teacher and interventions. Subject leader is teaching the 8.30am maths booster sessions and in Booster teacher's absence all term, TA has started to take her writing group. Another TA will be supporting in the literacy lessons each morning and Maths subject leader will be team teaching with teacher in the maths lessons now that SATS are over. When a teacher comes from Green Park, he offers extra teaching capacity also. A further TA is in class 2 mornings a week to support the SEN children. Teacher has been to observe Yr1 teacher teach t4w and the English subject leaders met with him to talk about how to implement and evidence it last Thursday. We are hoping that booster teacher will return on a reduced timetable this week, 1 hour a day x 4 and we will see what she is able to do (I am hoping she will start numbers count with 2 children).

Follow up question:

- The amount of support received from Green Park is considerable. At what level will this continue next year? The Head would be the new HT's mentor. The Interim Head would continue to provide support when asked but less would be needed next year and the consortium support was also still in place.

SEF

The updated full SEF and SEF summary sheet had been circulated prior to the meeting. A governor was slightly concerned about the Christian Values section as AC&K was also a community school. This would be discussed with the Interim Head at the SIAMS meeting on 23 May.

School Improvement Plan/Ofsted Action Plan

The School Improvement Plan 2016-2017 had been updated and circulated prior to the meeting.

A governor was concerned that some targets did not make sense and showed a percentage that could not be achieved. The Interim Head explained this was due to children leaving during a year but the original targets had been kept in the document.



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Fiona Crascall – Taking the School to Outstanding

The substantive Head gave governors a brief presentation.

There were seven key strands identified on the journey to outstanding which the Substantive Head explained to governors:

1. Strong leadership
2. Cohesive team
3. Shared vision
4. Planning
5. God given talent
6. Monitoring
7. Values at the core

Governors asked questions:

• **Where was teaching and learning in this model?**

The Head explained it was ingrained throughout the whole process. Teaching and Learning was the 'given' which was accepted by staff. The Head expected to reach outstanding in 2 to 3 years.

• **With the training budget being cut in half would it still be possible to reach outstanding?**

The Head explained there would be in-house training at staff meetings which would be used to develop the middle leaders. There were still funds in the budget for some external training and knowledge learned from this would be shared with all relevant staff. Best practice would continue to be shared.

Governor Visit Reports

The following visit reports had been circulated to governors:

- Early Years – 10.02.17(AB-T/EP)
- Teaching and Learning – 30.03.17 (IB/NH)
- Achievement of Pupils – 28.04.17 (LP/CW)
- Finance – 04.05.17 (AC)
- L&M and B&S – 05.05.17 (NL/BV/WP)

Pupil Premium

A pupil progress meeting was scheduled in school week commencing 22 May 2017.

Sports Premium

The Vice Chair informed governors there were recommendations regarding how the funding should be spent which had been shared with her by the office staff this week. The money should not be spent on paying coaches or specialist teachers or to cover teachers' PPA time which should all be paid



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for from the core staffing budgets. Governors asked the Interim Head to ensure this did not happen and that the Sports Premium was used in the appropriate way and fully accounted for. The Head would ensure the website was updated to reflect the current spend.

Progress & Impact Meeting – 24.04.17

The minutes of the meeting would be circulated once received from the LA.

LA NOVs

The Teaching and Learning Review had been circulated to governors prior to the meeting.

Health & Safety Report

The Chair informed governors she had contacted H&S at KCC and the school's insurers following the last meeting with regard to replacing the powder fire extinguishers. The Insurance company said it was good practice to change these if a risk assessment had recommended it should be done. The extinguishers had therefore been replaced and were in school.

9. SIAMS

Due to time restrictions this would be discussed at the July meeting.

10. Data Presentation

A powerpoint presentation had been circulated to governors prior to the meeting and the governor responsible for data explained the key points to governors.

In summary the presentation showed:

- A generally better performance from the last full step in Term 2.
- Strong performance for Year 5.
- Year 6 performance strong except in Maths.
- Year 4 was improving and Year 1 remained good.
- Generally an increase in most measures.
- Year 3 remained a cause for concern, along with Year 2 writing.
- Good performance for pupil premium and there was evidence of the gap closing, with the exception of Year 3.
- A continued decrease in pupils ahead of expectation. The Interim Head agreed that improvement was possible for these pupils and was being addressed.

The Substantive Head had experience with using Target Tracker and felt it was a better tool than the Steps system currently used.

There was some concern that a considerable number of children were still not making the expected progress especially in Year 3 and to some extent Year 2. The Interim Head was confident the data was now robust and the

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declines were readjustments of the previous data in certain year groups.

A process was now in place to ensure there was a more random selection for moderating pupil's work which would continue and would ensure that over time all pupils' work was moderated.

The data governor explained there were problems with the Steps analysis sheets regarding errors in the numbers of children in the groups which meant it had not been possible to carry out an in-depth analysis of the groups but aggregated data for the whole school was presented which detailed the performance of vulnerable groups. The Interim Head would discuss this with the data expert used before the next term's data was produced.

11. Training

A new form for governors to complete when attending training, to share with the GB, would be circulated by the T&D Governor,

The following training had been undertaken since the last meeting:

Getting Ready for Ofsted – 25.04.17

Governor District Meeting – 09.05.17

To take place:

Diminishing the Difference - 24.05.17 at AC&K

Staff and Governors Planning Day – 05.06.17

Spirituality Amongst Children – 21.06.27 3.30 pm to 5 pm

Action: Training form to be circulated to governors.

T&D Gov

12. Website CARISS

Due to time restrictions this would be discussed at the July meeting.

Clerk

13. Policies

The following policies had been reviewed and circulated to governors prior to the meeting:

- Image Policy (Statutory)
- Behaviour (Statutory)
- Marking
- Attendance
- Volunteers
- Positive Handling
- Use of Reasonable Force
- Collective Worship
- SEND
- Managing Absence and Ill Health



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Governors approved the policies.

14. Any Other Business

School Uniform

It was decided this item should be discussed when the new Headteacher had taken up post.

Maths Action Plan

A meeting had been arranged with a governor (WP) and the DHT to discuss this.

Safeguarding

The Safeguarding Governor would complete a full safeguarding audit for the GB by Friday 19 May.

15 Confidentiality

There was one item of confidentiality in the minutes.

16. Date of next meeting

Full Governing Body – Wednesday 5 July 2017 at 7.00 pm

The meeting closed at 9.20 pm

Signed:
Chair of Governors

Date: