

**Kirk Smeaton Church of England Primary School
Governing Body**

**Minutes of Full Governing Body Meeting held on
Thursday 30th June 2016 at 6.30pm**

Present

Mr M Storey	-	Parent Governor
Mr R Mason	-	Parent Governor
Mrs R Rawson	-	Co-opted Governor
Mr T Jones	-	Co-opted Governor
Mrs A Carville	-	Co-opted Governor
Mr C Stone	-	Co-opted Governor
Mrs C Cessford	-	Foundation Governor
Mrs H Cuddy	-	Headteacher

In Attendance

Mr A Robertson	-	Proposed LA Governor
Mrs L Richardson	-	Clerk

PART 1

1. Welcome & Apologies

- Mr D Holmes has taken his child to a music exam and will arrive as soon as he can
- Mrs R Hattersley has child care issues
- Mrs L Thornley is on a residential course
- Ms S Wolff is out of the country

Governors consent to apologies

2. Any other business to be agreed

- Class numbers – justification for numbers in classes

3. Confidentiality & Declaration of Business Interests

- Confidentiality reiterated
- No new business interests

4. Minutes of meeting held on 18th April 2016 & matters arising

Unanimously agreed that the minutes of the Full Governing Body meeting held on 18th April 2016 be signed by Chair as a correct record

Matters Arising

- None

5. Confidential minutes of meeting held on 18th April 2016 & matters arising

Unanimously agreed that the confidential minutes of the Full Governing Body meeting held on 18th April 2016 be signed by Chair as a correct record

Matters Arising

- **See confidential minutes**

6. Review of the governors

- It had been agreed at the beginning of the academic year to have a new structure of meetings, where all governors attend all meetings (approx. 1 per month). The purpose was to support the new Headteacher and for all members of GB to have the whole picture of school. So far we have had 1 finance meeting on the old format and 7 meetings on the new format.

Governors agree this has worked well. Governors have also been more visible in school. Governors are congratulated on the additional commitment they have shown. The governor pack is also a fantastic addition and governors now feel that they are more knowledgeable in all areas of school

- Governors agree to continue with this structure for next academic year.

Q – How many hours have governors spent in school?

A – Chair alone has spent over 90 hours dealing with school matters.

7. Dates for next year

- Thursday 22nd September 2016 at 5.30pm – FGB/H & S
- Monday 31st October 2016 at 7pm – Finance/Personnel
- Wednesday 7th December 2016 at 6pm – Curriculum
- Thursday 12th January 2017 at 6pm – FGB/H & S
- Monday 13th February 2017 at 7pm – Finance/Personnel
- Wednesday 22nd March 2017 at 6pm – Curriculum
- Thursday 4th May 2017 at 5.30pm – FGB/H & S
- Wednesday 24th May 2017 at 6pm – Finance/Personnel
- Monday 3rd July 2017 at 5.30pm – Curriculum

8. Governor Action log

- 20) Governor visits for this year completed. Email sent in respect of visits for next academic year. Item Closed
- 21) Reports from subject leaders received by governors. Item Closed
- 26) Draft governor action plan ongoing
- 33) Charging & Remittance Policy included as agenda item. Item Closed
- 34) Governor action plan to be discussed at first Autumn meeting
- 35) Copy of action plan so far emailed to Ms Wolff for feedback. Item Closed
- 36) Start budget discussed at last finance meeting. Item Closed
- 37) Business case document sent to governors, will be used for any bids for work over £1K. Item Closed. Copy to be circulated to governors by Mr Jones.
- 38) Maths report from subject leader already discussed by governors. Item Closed
- 39) Information sent to governors and included on website in respect of cursive handwriting. Item Closed
- 40) Academisation timescales to be discussed in September
- 41) Mr Robertson has submitted his application to become LA Governor. Item Closed
- 42) Finance training to be discussed at finance meetings. Item Closed
- 43) Mr Mason met with FMS Officer and will continue to do so when he is available. Item Closed.
- 44) Accident book reviewed by Mr Jones. Item Closed
- 45) Glossary of terms is an ongoing document. Item Closed
- 46) Wren funding information sent to Mr Storey. Item Closed

9. Headteacher's report

- Data is up to date, but for KS2 it is estimated as test results are not due to be released until 5th July
Q – What does DOL mean?
A – Depth of Learning
DOL is new. Headteacher has included old levels as guidance
- **Q – What do you mean by stability being 84.7%?**
A – That is the same as mobility, where children have moved in or out of our school. We have had less families moving out and more moving in this year, this figure is probably now higher.
Q – Will this be explained to Ofsted?
A – Our data clearly states any new children within classes
- KS1 data, there is a slight issue with DOL. There was 1 new EAL child and 2 new more able children but there were massive gaps in their learning especially in Maths
- Interim figure shows national expectations
DOL shows school criteria
Old levels show what last year levels were
We have moved forward in respect of last year's levels but not against national expectations.
There is high expectations in respect of the current Y1 children for their end of KS1 results. We now have high expectations for nursery children this will then enhance future results and will clearly show how children will have moved forward
- Y6 reading – 60% of these children were on track at the end of KS1, current predictions show that 93% of children are currently on track.
Y6 writing – 60% of these children were on track at the end of KS1, current predictions show that 93% of children are currently on track
Y6 maths – 73% of these children were on track at the end of KS1, current predictions show that 87% of children are currently on track.
Data is highlighted to show – Green = data increased, Yellow = data remained the same and Red = data has decreased
- Year groups will not be split this year which means there will be larger class sizes.
Y 5/6 will have 26 children. There will be a TA (SEN) each day plus TA morning only. Teachers in this class have a job share.
Y3/4 there will be a TA full day.
Y1/2 will have 27 children with a TA each morning and if possible a TA each afternoon.
EYFS will have 14 children although this number may increase. After October half term there will be additional Nursery children. Teachers in this class have a job share. There will be a TA and also a sports apprentice each morning
Q – Are you confident that this structure will work?
A – Very confident
Y1 children will have their register taken in Dolphin classroom but will then work with Starfish, this will utilise all area of Starfish classroom.
Q – Parents are concerned about this, can an explanation be given to them?
A – Headteacher has spoken to the few parents who have been into school expressing their concern. Until all staffing is confirmed parents will not be informed of staffing for next year, we are still advertising for a full time TA.
Year 1 children will have an advantage being with Y2 children. Y2 parents are concerned that these children will not be challenged enough.
There are 3 curriculums being taught in school, EYFS, KS1 & KS2.
Headteacher does not have time to meet with parents in respect of this issue,

Governors agree for Chair to write a letter to parents explaining the situation.

Q – Will this matter be reviewed again if it is not working?

A – Yes of course, but what appears not to be working to parents is different to what school considers no to be working.

Q – It stated in newsletter that there was to be a consultation on the issue, but it appears that decision was already made, does this not give the wrong impression to parents?

A – Parents read the newsletter wrong it did not state that a consultation was due.

EYFS, Y1 & Y2 children will be taught by an experienced member of staff some part of their days.

- **Q – What is happening in KS2 to improve levels?**

A – Staff have received training in respect of numeracy as number is a concern. There are some staff changes and HLTA will have interventions during afternoons.

Previously Ofsted looked at the difference between end of KS1 and KS2 data they now look at end of EYFS and KS1.

Q – Is monitoring taking place regularly?

A – Yes lots of monitoring takes place. All children's progress is tracked throughout their time in school. During PPMs teachers discuss children's work and discuss what can be done to help them further.

- In the past little progress was seen at the end of KS1 therefore children appeared to make big progress by the end of KS2. Now children need to make good progress each year and consolidate in Y2 so they can move on in Y3.

10. Moderation report

- **Q – What is ELG?**

A – Early learning goal, this is where a child has met GLD (Good Level of Development) by the end of EYFS

- Actions points – to encourage parents to tell school of any ELG's that have been learnt at home

- **Q – Does school have any concerns in respect of EYFS?**

A – No, the moderation report highlights that we have moved forward

Q – Do they have mastery?

A – Exceeding is mastery

11. Comparative stats document

Mr Holmes arrives at 8.00pm

- Information shows comparison against other schools in 2015, 2014 & 2013 for KS2 data

Q – Why have you chosen those particular schools?

A – They are local schools and are the ones that Ofsted will probably use too

- We had really good L6 data in 2014, we are now looking for children to exceed expectations.
- Previous year's children were expected to achieve Level 4B now we are looking at the equivalent to Level 5 but the bar has been raised and it is now harder to achieve 'exceeding'. All schools are in a similar situation. We need to push harder as we are lacking in some areas

Q – Why is that?

A – It could be that we had a teaching head and/or RQT teaching Y5/6. These factors have now been removed and so we are expecting data to be higher.

Headteacher states that she is currently happy with teaching & learning at our

school and how the children performed this year.

12. Model questionnaire for the governors

- Governors are thanked for the questionnaires returned. Anyone not returning their completed form is asked to do so

PART 2 – Finance/Personnel

See separate Finance/Personnel minutes

PART 3

22. Update from H & S/Curriculum Committee meeting held on 23rd May 2016

- Governors received minutes prior to meeting

23. Report on number of exclusions, formal complaints & racist incidents

- None
- Copy of Complaints procedure is included on website

24. Raise Alliance update

- Copy of MOU sent to Chair of Governors

25. Policies to approve: Medication Policy

- Policy agreed

PART 4

26. Governor Training/School visits

- Governor visit reports received
- SEN governor report sent through school, Headteacher to check that all governors are on email list as not all governors appear to have received report

27. Health & Safety

- None

28. Correspondence

- None

29. Any other business agreed at beginning of meeting

Class numbers – justification for numbers in classes

- Discussed earlier in meeting

Meeting closed at 9.00pm