

LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Governing Body of Lionel Walden Primary School held on Wednesday, 11th November, 2015 at 7.30 p.m. at the school.

<u>Present:</u>	Jo Dale (Chair)	Co-opted Governor
	Sally-Anne Barnard-Taylor	Headteacher
	Caroline Buckle	Parent Governor
	Veronica Cronin	Co-opted Governor
	Mel Hart	Parent Governor
	Andy Naughton	Local Authority Governor
	Kay Naughton	Staff Governor

In attendance:	Natalie Bayes	Associate Governor
	Lynn Clarke	Clerk to the Governing Body

APOLOGIES FOR ABSENCE

Apologies for absence were accepted from Sarah Gowler.

DECLARATION OF PECUNIARY INTERESTS

All Governors present declared that they had no pecuniary interests in the matters being discussed.

MINUTES

The Minutes of the meeting held on 16th September, 2015 were approved with the following addition under Appointment of Names Governors:-

Pupil Premium and Safeguarding Governor - Jo Dale.

The Minutes of the previous meeting were then signed as a true record.

MATTERS ARISING

Governor Resignation - Following Debbie Williams' resignation from the Governing Body, a letter of thanks for all her hard work and support had been sent by the Clerk.

Margaret Dunham - Mrs. Barnard-Taylor had visited Mrs. Dunham who was making a good recovery following her recent illness.

Information on Website - A matrix has now been uploaded to the school's website giving information on Governing Body membership, following guidance from the Local Authority.

HEADTEACHER'S REPORT

This had been circulated prior to the meeting and matters arising from it were discussed:-

Staffing

Emily Nell has visited and has informed us of her intention to return to work in February on a reduced contract of three days a week, and possibly increasing this later

in the year. Mrs. Buckle asked how Emily would be deployed. It was explained that Mrs. McLean has been doing extra days over the last few months, so Mrs. Nell would cover these sessions. She would also cover Mrs. Bayes' Deputy Headteacher non-contact time, other class cover and maintain her role as PHSE Subject Leader. Mrs. Sue Wilson has started as a permanent Midday Supervisor, following Sandra Brereton's resignation. Sandra is continuing her cleaning role. There are several members of the support staff on long term absence due to medical and surgery reasons and this is being covered by current staff.

It was reported that Jan Stone, our Adviser, together with Mrs. Dale and Mrs. Buckle had carried out the Headteacher's Performance Management review. Three targets have been set, linked to School Development Plan priorities. Teachers have also all undergone Performance Management appraisal interviews. Their targets link in with the Headteacher's targets and the areas listed as key priorities in the School Development Plan. 'Assessment without Levels' is included as a target for every teacher in the school.

Continuous Professional Development

Mrs. Barnard-Taylor has attended Headteacher briefings, LA and cluster conferences, Educational visits Co-ordinator training, PREVENT training, Critical Incidents training and has also started a six-day programme, 'Sustaining Healthy and Effective Leadership'. Other members of staff have also taken part in various courses. Teachers have attended meetings relating to their subject leadership roles. We have several teachers who are acting as mentors for PGCE trainees and we are also providing work experience for adults/parents who are considering pursuing a career in education.

Curriculum

Pupils have taken part in various curriculum activities. Year 6 pupils have demonstrated their Molly Dancing skills for a cluster of Wisbech skills. A team of pupils have taken part in a Tag Rugby festival at Cromwell Community College and were runners up. Year 6 pupils also enjoyed a day at Cromwell Community College taking part in lessons organised for 'World Heart Day'. The Autumn Festival has taken place and the whole school and Pre-School took part and performed very well.

Standards

The Keeping in Touch (KIT) visit has taken place and the report circulated. Each page was scrutinised in detail. It was a very pleasing report and many strengths were highlighted. We must continue to develop and embed the new system for assessment. The weaker areas, in comparison, are Writing (End of EYFS and KS1) and Phonics (Y1 check). The Key Stage 2 data compares very well with national results, with the percentage of Level 5s are significantly higher than the national. The progress made between Key Stage 1 and Key Stage 2 in Reading, Writing and Maths is also higher than the national. As far as the Key Stage 1 data is concerned, the school results are higher than the national results in all subjects. It was noted that there are no Free School Meals children in Year 2. Our weakest area is the Year 1 Phonics check. Although our results are in-line with the national data, it is a priority for this year. Turning to the Early Years Foundation Stage results, our Good Level of Development (GLD) reached

74% this year as compared with the national percentage of 66%. This is an increase on the previous year. Those pupils who did not achieve the GLD are being closely monitored. The outcomes for the different cohorts of children were then looked at, including Pupil Premium, SEND and Looked After Children. It was reported that the more able children are being suitably challenged. Expectations are set high as every child in the school needs to reach their potential. The fact that we employ a qualified French teacher to meet the Modern Foreign Languages curriculum has been seen as an asset. Everyone has achieved well and these judgements are backed up by the recent Learning Walk and Work Scrutiny that has taken place. The Summary Statement of the KIT report was looked at in detail and our priorities were confirmed as making an improvement in the Year 1 Phonics Check results and to increase the number of more able writers at the End of Key Stage 1. SMSC and Life in Modern Britain is being promoted through the curriculum. Attendance is being tracked closely and we are working with other schools in the local cluster on this. A meeting has been arranged with the Educational Welfare Officer.

The latest RAISEonline report has also been circulated. This was discussed in detail. The report shows how effectively the school is performing in terms of achievement, attendance and behaviour of its pupils. It is used for self-evaluation and for planning to raise standards. This report also shows where we need to improve. Mrs. Buckle asked what measures had been put in place to improve the Year 1 Phonics check. It was reported that daily phonics sessions are taking place and each child is being monitored closely with mini assessments. The information in the RAISEonline report confirms what was reported in the KIT report in all areas of the school.

The Governor Dashboard was then discussed in detail. This report had also been circulated previous to the meeting for all Governors to have a close look at. It can be seen that Maths is a priority for this year as it is the subject which is not 'significantly above' the national figure so, in relative terms, it is our 'weaker' area, hence its inclusion in the School Development Plan. Whole school training on a new Maths scheme took place on a recent training day. Mrs. Cronin asked about the current Year 6 cohort and it was reported that these children were working hard and making progress since the start of the new academic year. Pupil Premium children are being closely monitored and these children are receiving additional support from Teaching Assistants. 'Assessment without Levels' is also a high priority and staff are working together on this.

Teaching School

The NQT programme for 2015-2016 has started and Rebecca Coulthurst is taking part in this. Laura Atkinson is participating in the RQT programme. An Outstanding Teaching Programme is currently underway with 10 participants from 5 cluster schools. An Improving Teaching Programme is scheduled for the Spring Term 2016. School Direct trainees are half way through their first placement. We are currently interviewing candidates for next year. There is no limit on the number we take on next year. The Chattering Champions project is going well with Early Years practitioners enhancing their environment and resources and visiting each other's settings.

Safeguarding

Safeguarding is of paramount importance in schools and it is vital that Governors and staff are familiar with key documents which have been circulated. All staff have received the following documents and have signed to say they have read them, as required:

Guidance for Safer Working Practice (Sept 2015)

Safer Employment Policy (Sept 2015)

Keeping Children Safe in Education Statutory Guidance (July 2015)

Keeping Children Safe in Education Part 1 (July 2015)

Premises

Notice has been given to terminate our contract with Groomfields. We have now been informed that Groomfields are ceasing their grounds maintenance business from December. Alan Mason, a local contractor, has agreed to carry out grounds work when required. A tree surgeon has visited to give a professional view on the state of the trees on site. This inspection has led to the willow on the edge of the playground being pollarded. We are still awaiting a response from Fenland District Council over concern with three trees on neighbouring land which overhang the school field. The Early Years outdoor area now has a digging plot, a gravelled area for imaginative play and a 'garden centre' so that a variety of plants may be grown.

Christmas Performances

Years 1 to 6 are performing 'Frozen' on 8th and 9th December. Pre-School and Reception children are performing the Nativity on 15th December.

OFSTED - NEW INSPECTION FRAMEWORK

Mrs. Barnard-Taylor and Mrs. Bayes have attended briefings on the New Inspection Framework. Governors were updated on the new inspection process. The judgements are - Leadership and Management, Quality of Teaching, Personal Development, Behaviour and Welfare, SMSC and British Values, Pupils Development and Welfare and Safeguarding.

ANNUAL CHILD PROTECTION MONITORING REPORT

This had been circulated to all Governors prior to the meeting. All those present ratified the report and it would be forwarded to the Local Authority once Mrs. Dale had signed it.

POLICIES FOR REVIEW AND ADOPTION

Whole School Pay Policy - This had been circulated to all Governors prior to the meeting and was ratified by the Full Governing Body.

Safer Employment Policy - This policy had been circulated to all Governors prior to the meeting. This policy was ratified by the Full Governing Body.

Governor Monitoring Visits - This policy had also been circulated to all Governors in order to formalise Governor visits. This policy was ratified by all Governors. It was reported that Mrs. Hart had carried out a monitoring visit linked to the priority of developing lunchtime provision. Mrs. Buckle has also carried out a monitoring visit

linked to the target relating to the school's new assessment system which has replaced the use of National Curriculum Levels. Monitoring reports have been completed by both Governors and were relayed to the Full Governing Body.

FINANCE MEETING REPORT

This meeting had concentrated primarily on reviewing the income and expenditure for the first six months of the financial year. Each expenditure code was examined in detail. Employee costs, overall, are in line with budget. There have been some coding adjustments to reflect true employee costs. There have been no outgoing costs on grounds maintenance as of yet. We have given notice to Groomfields and this company has now ceased trading. Some work was carried out at the beginning of the year and we are waiting to see if we receive an invoice. Non-structural maintenance costs have yet to include work that was undertaken during the summer holiday, amounting to approximately £3,000. School Development Plan activities reflect the purchase of new Maths resources, specifically the new Abacus scheme and the training provided for this scheme. Energy costs reflect the recent milder weather, but will increase in the second half of the year.

SCHOOL IMPROVEMENT COMMITTEE REPORT

The notes from this meeting were circulated and it was noted that most points arising had been covered earlier in this meeting.

TRAINING REPORT

Recent courses attended by Governors include the termly briefing for Governors and a session on British Values. The Clerk has also attended a termly briefing for Clerks.

DATE OF NEXT MEETING

Wednesday, 3rd February, 2016 at 7.30 p.m. at the school.

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Chair

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Date