

## LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Wednesday, 26<sup>th</sup> April, 2017.

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

In attendance:	Natalie Bayes	Associated Governor
	Lynn Clarke	Clerk to the Governing Board

Apologies for absence were accepted from Veronica Cronin.

### **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 2<sup>nd</sup> February, 2017 were approved and signed as a true record.

### **MATTERS ARISING**

French - Mrs. Buckle asked how French lessons were progressing following the departure of Mrs. Gardner, with Mrs. McLean now leading this subject. It was reported that the lessons were going very well; the children are very enthusiastic and Mrs. McLean is enjoying the teaching. Mrs. Buckle asked if any Continual Professional Development needed to be implemented. It was noted that Mrs. McLean is keen to follow the programme that is already in place and if any resources are needed, she will put in a request.

Rotary Concert - It was reported that the annual Rotary Concert, held at Cromwell Community College, did not take place this year due to a change in staffing at the secondary school. All schools involved are looking forward to it resuming next year.

### **HEADTEACHER'S REPORT**

#### **STAFFING**

Miss Atkinson will be leaving at the end of this academic year to relocate and be closer to her family. We wish Miss Atkinson all the very best in her new teaching post and thank her for her hard work and commitment in her time at Lionel Walden. The process of recruiting a new teacher is underway, and the closing date for applications is 19<sup>th</sup> May. Congratulations to Mrs. Nell who has

shared the happy news of her pregnancy; she will commence maternity leave at the end of the academic year.

Mrs. Barnard-Taylor presented governors with options in respect of the organization of classes for September. With the PAN being reduced to 30 three years ago, the option to reduce to seven classes is now feasible. The Year 6 in September will consist of 34 pupils including two with a statement of Educational Need/EHC Plan. A new teacher would still be required to provide capacity for covering PPA, SLT release and Teaching School commitments. *Governor question - what would be the impact if we are unable to recruit a new teacher? Mrs. Barnard-Taylor stated that if we reduced to seven classes our teaching capacity would remain stretched with no flexibility for covering classes. Governor question - if it is not possible to recruit a KS2 teacher, could we appoint a KS1 teacher and move an existing teacher into KS2? It was reported that this is possible.*

Mrs. Wild has been appointed as a Relief Midday Supervisor to provide cover at short notice. Mrs. Long has been appointed as a Relief Cleaner; she has begun a period of long term cover for Mrs Brereton who is currently facing a difficult period of ill health - our thoughts and best wishes are with her. We are pleased to welcome Mrs. Loizou back to work following a period of ill health. All new members of staff undergo a rigorous induction programme; this is reviewed at regular intervals with all staff members. Performance Management mid-year appraisals are taking place with teaching staff. Performance Management appraisals are continuing with support staff.

#### CONTINUOUS PROFESSIONAL DEVELOPMENT

Staff have continued to attend Local Authority briefings, cluster group and Teaching School training sessions and network meetings in order to further develop and keep abreast of current issues. These have included RE (Miss Atkinson), PE (Miss Bennett) and Assessing Writing at Year 6 (Mrs. McBeath). Mrs. Bayes and Mr. Harfield have also attended a range of 'Essential Leadership' sessions. Pre-School staff have attended a wide range of training sessions.

All staff are trained in First Aid with refresher training taking place recently over two twilight sessions during March. Mrs. Barnard-Taylor and Mr. Harfield have attended the refresher training for Designated Personnel for Child Protection. The Team Teach Positive Handling Training (Day 2) is scheduled for May.

Mrs. Clarke continues to maintain an up-to-date record of CPD/training sessions attended by all members of staff and governors.

#### CURRICULUM

Healthy Week and Science Week were great successes and made a huge impact on children's learning and enjoyment. The Science Homework Challenges once again proved very popular. As a result of the Chatteris Cycling Club being

involved in this year's Healthy Week, a member held a free course of cycle training (on three Saturdays) for our younger pupils. As these sessions were so successful, he is hoping to run similar sessions most Saturdays during the Summer Term. This is still under negotiation to see how we can organize access to the playground for him. These sessions are free to our pupils. Year 5 pupils engaged in Molly Dancing, led by the Ouse Washes Molly Dancers, throughout the Spring Term. This culminated in an evening performance for parents. Year 5 also attended the March Safety Zone - an annual event which increases children's awareness of dangerous situations and how to keep safe. We also participated in the national Safer Internet Day (7<sup>th</sup> February) to continue to highlight the risks to pupils at school and at home and the measures they should take to remain safe when using devices.

The Early Years Foundation Stage Maths workshop for parents (7<sup>th</sup> March) was very well attended by both parents and grandparents. Verbal and written feedback was all positive. Parents appreciate these events and feel they provide valuable information.

Class assemblies showcased, and brought to life, the many topics covered across school through dance, drama, music, art and storytelling. Pupils have also attended various sporting events including Quicksticks hockey and tag rugby festivals. The tag rugby team were successful in going through to the finals in St Ives. We are again hosting the annual, inter-schools High 5 netball tournament on 28<sup>th</sup> April. Staff continue to offer a wide range of after-school and lunchtime clubs to complement our broad curriculum. Over thirty pupils attended Chess Club last term and took part in the intra-school tournament as part of the Delancey UK Schools' Chess Challenge. The highest scorers from each age section will be attending the Mega-finals in Cambridge on 30<sup>th</sup> April.

This term, Walk to School Week will run in May and International Week will take place in June. Also in June, the residential trip to the Isle of Wight takes place for pupils in Years 5 and 6. All classes will enjoy day visits to a wide range of places to complement their learning within the classroom.

A team of Year 5 mathematicians are attending a Maths Challenge at Cromwell Community College on 27<sup>th</sup> April and a Year 5 team are participating in a heat of the county Maths Challenge being held at Glebelands in May. The Cambridgeshire and Peterborough Life Education Centre (bus) is visiting again in June and Governors will be invited to attend sessions organized for parents. Year 6 pupils will have the opportunity to undertake Bikeability training. The transition to secondary school will also be part of the Year 6 curriculum this term.

## STANDARDS

Assessment without Levels - we are continuing to complete half-termly assessments.

Pupils are plotted as:

Below National Standard

Working Within National Standard (divided into 3 sub-levels C/B/A according to percentage of NS achieved)

At National Standard

Greater Depth within National Standard

Foundation Stage

Target: 75% of pupils to achieve Good Level of Development (GLD) - on track  
Year 1

Target: 77% of pupils to achieve Phonics Check - on track  
Year 2

Target: 50% of pupils to pass Phonics retake - on track

End of Key Stage 1

82% of pupils are on track to achieve national expectations in Reading, 80% in Writing and 82% in Maths - this is not a combined figure.

End of Key Stage 2

75% of pupils are on track to achieve national expectations in Reading, 72% in Writing and 78% in Maths - this is not a combined figure. One boy was admitted to Year 6 on the last day of the Spring Term and one girl joined Year 6 at the end of January, moving to the area from outside the UK. Both pupils have missed vital teaching of the National Curriculum - consideration must be given to this when analyzing the End of Key Stage 2 assessments.

Staff are involved in moderation meetings within the cluster group of schools to ensure teacher judgements are secure. An English adviser and a Maths adviser, from the Local Authority, have visited. Key points from Notes of Visit have been shared with staff - good practice has been recognised and ideas for points to consider for continued development have been implemented.

#### SAFEGUARDING

The safeguarding of our pupils remains our top priority. The SLT regularly carry out inspections/risk assessments and liaise with our caretaker to ensure property and grounds are well-maintained and safe. Fire drills and evacuation drills take place termly. All staff and volunteer helpers in school undergo a rigorous induction programme which includes PREVENT awareness training and reading the Keeping Children Safe in Education documents. Regular updates are given. The Single Central Record is kept up-to-date and is monitored by the Headteacher and the Chair of Governors.

#### PUPIL PREMIUM

Pupil Premium (as at 21.04.17) - 36 pupils are in receipt of PP funding (2 FSM were added today); 2 pupils fall into two categories. (Since this report was produced, two more children have become eligible for FSM.)

YEAR	LAC	SC	FSM	FSM6
R			2	
1	1		5	
2		2	4	2
3	1	1	3	
4			2	
5	1	1	4	2
6	2		2	3
TOTAL	5	4	22	7

Pupils are continuing to be closely monitored and their progress tracked. Separate sheet to be provided.

#### SCHOOL DEVELOPMENT PLAN PRIORITIES

The four main areas are:-

- To develop and extend our teaching of Reading
- To embed and refine our assessment procedures
- To enhance outdoor provision for pupils
- To continue with Teaching School activities

Progress:

The SDP continues to be review and updated.

Governor monitoring visits continue to take place.

Reading - timetabling of 'Reading at 1pm', greater emphasis on enjoyment of reading and books, Phonics/Writing Workshop for Parents, more homework centred around reading, whole school displays - favourite books/reading (Sept - Nov), Winter Poems (Dec-Jan) and different aspects of reading (Jan 2017)

Assessment - Data has been recorded to the end of the Spring Term (Spring 2) and pupils are continuing to be assessed according to national standards.

Lunchtime provision - midday staff and Play Leaders are working well together to provide organised activities for all pupils. Everyone is looking forward to extending the activities on to the field again during the summer months!

#### PRE-SCHOOL

We have received the Note of Visit following the Local Authority Adviser's visit which took place on 23<sup>rd</sup> February, 2017. The report is very good and reflects the hard work and commitment of the staff involved. It was noted that 'all practitioners showed high expectations for all children and high quality questioning was part of sustained, shared conversations... every opportunity is taken to extend children's learning, develop their language, feed in new vocabulary and challenge their thinking. Children responded well to the support and the questioning of the adult... involvement and engagement levels were high...'

The percentage of children attaining the GLD at the end of the Early Years Foundation Stage has been above national for the past three years, however, attainment for writing has been below the other Early Learning Goals, particularly for boys. The school has a focus on improving the percentage of children attaining the ELG for writing, increase the percentage of children assessed as exceeding the expected level and to narrow the gap between boys and girls for writing. More opportunities for meaningful writing activities will be built into every provision area, both indoors and outside, particularly where boys choose to spend more of their time.

#### TEACHING SCHOOL

School Direct trainees - Two of the three trainees have secured teaching jobs for September. Currently, there are four candidates (primary) starting their training in September - 12 places are available - further interviews are planned.

Chattering Champions Project - although this has officially finished, practitioners have met and are continuing to work together, sharing good practice and visiting other settings

The NQT/RQT programmes are continuing to have a positive impact on the participants' development and practice

School to School Support - successful bids have been made to secure additional funding for local schools to aid their development

SLEs continue to be deployed to support schools with English, Early Years/Phonics, Maths, SEND provision, Assessment, IT and Science

#### PREMISES

A new boiler has been fitted in the annexe.

New gates have been fitted at either end of the narrow, enclosed path area used by Pre-School children for outdoor provision.

Classes 3 and 6 have been fitted with new interactive whiteboards - Class 3's 'old' board has been moved to Pre-School.

#### **BUDGET 2017/2018**

The proposed budget for 2017/2018 was circulated to all Governors. The Chair of the Finance Committee, Mr. Naughton, presented his report to the Governing Board, as well as circulating the Minutes of the recent Finance Committee meeting. He reviewed the end of year figures for 2016/2017, as well as going over the proposed figures for 2017/2018.

Following discussion, all Governors present agreed that the proposed budget for 2017/2018 should be adopted.

#### **SCHOOLS' FINANCIAL VALUE STANDARD**

This document, which acts as a self-evaluation tool for financial management, had been prepared and reviewed by Mr. Naughton and Mrs. Dale. A copy was

circulated to all Governors. Items for review from last year have now been implemented - an updated Disaster Recovery Plan and the compilation of an Asset Register. *Governor question - what are de-delegations referred to in point 18? It was reported that de-delegations are payment for Local Authority services e.g. CREDS (Cambridgeshire Race Equality and Diversity Service). Governor question - how does separation of duties work? Two people are employed within the School Office to monitor finance/ordering systems and checking procedures are in place.*

Terms of Reference - Finance Committee - As part of the Schools' Financial Value Standard, the terms of reference for the Finance Committee were circulated and, after review, were adopted for a further year.

It was agreed by all those present that the Schools' Financial Value Standard document for 2016-2017 should be submitted to the Local Authority.

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

The Local Authority SEND services have recently been subject of an OFSTED inspection and as a school, we were asked to be part of the process. This was an inspection of the Local Authority and not of Lionel Walden. An inspector visited and spoke with Mrs. Barnard-Taylor, Mr. Harfield (SENDCO) and Mrs. Cronin (Special Needs Governor), asking how supported we were by the Local Authority and how easy it is to access the services we need. The inspector held a meeting with parents of children with SEND and with a group of pupils.

Our Local Authority Adviser, Mrs. Palmer, visited on 2<sup>nd</sup> March and carried out a SEND audit with Mrs. Barnard-Taylor and Mr. Harfield. As a result of this visit, a positive report has been received, detailing many areas of strength. Points for development include the introduction of a RAG rated system to highlight the impact of interventions and to continue with our programme of CPD for staff.

Data information in respect of SEND children was then circulated and reviewed. The teachers complete this information which is then examined by the Senior Leadership Team to ensure that progress is being made. This document is then used as part of teachers' performance management reviews.

### **SAFEGUARDING**

All staff have received updates in Child Protection, Prevent Awareness and Keeping Children Safe in Education. Teachers have been made aware of the latest requirements of the Single Central Record and all staff have been reminded of procedures when dealing with visitors to the school.

### **POLICIES - MODEL COMPLAINTS POLICY**

The Local Authority model Complaints Policy that was circulated at the last meeting, has since received further amendments by the Local Authority. This was circulated and was adopted by the Governing Board.

**GOVERNOR MONITORING VISITS**

No visits had taken place since the last meeting. Further monitoring visits should be arranged for Assessment and Safeguarding to take place between now and the end of the Summer Term. It was also proposed that a Learning Walk should be arranged for Governors. Mrs. Barnard-Taylor would send out some dates for this.

**FENLAND TEACHING SCHOOL ALLIANCE**

The Governing Board were advised that the Government is very keen to continue developing Teaching Schools and there are funds that are available for Cambridgeshire and Fenland to increase the number of Teaching Schools. Mrs. Barnard-Taylor reported that the FTSA has applied for a Building System Leadership Capacity grant to support the application for another Teaching School locally. This bid has been successful and it is envisaged, if successful, that the Teaching Schools will be able to support each other and work collaboratively. It should take approximately 12 - 18 months for the application process to be completed.

The FTSA has also applied for a grant from the Teaching & Leadership Innovation Fund. The objective of this bid is to improve pupil outcomes in priority areas, working within the local cluster to run a project in a particular subject, e.g. Maths.

**ACADEMISATION**

Mrs. Barnard-Taylor reported that several Governors had visited Westwood Primary School and met with Hugh Greenaway from the Elliott Foundation who set out his aims for academies. Also, on 9<sup>th</sup> June, Mrs. Barnard-Taylor and three other local headteachers are visiting schools within the Elliott Foundation in the Birmingham area on a fact-finding mission about academisation. Mrs. Barnard-Taylor will report back on this at the next meeting.

**DATE OF NEXT MEETING**

Wednesday, 21<sup>st</sup> June, 2017 at 7.30 p.m. at the school.

There being no further business, the Chairman closed the meeting at 9.30 p.m.

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Chairman

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Date