

## LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Thursday, 2<sup>nd</sup> February, 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

### **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 9<sup>th</sup> November, 2016 were approved, with the correction of the date of the next meeting being changed to February 2017 instead of February 2016. The Minutes were then signed as a true record.

### **GOVERNANCE UPDATE**

Two updated documents for Governors had already been circulated prior to the meeting - Competency Framework for Governance and an updated Governance Handbook. The Clerk informed Governors of the new Local Authority Learning Hub with particular emphasis on how to join the Cambridgeshire School Governance Hub which gives governors access to useful documents and up-to-date information. The Clerk also reported that since September 2016 it has been compulsory for details of all Governors to be included on Edubase - this is the DfE's register of educational establishments in England and Wales.

### **HEADTEACHER'S REPORT**

#### **STAFFING**

Congratulations to Laura Atkinson on gaining her Masters degree - the focus of her thesis was the impact of using manipulatives in the teaching of Mathematics. Rebecca Coulthurst is now studying for a Masters degree specialising in SEND. Michele Gardner has tendered her resignation with effect from the end of this term. Fiona McLean has agreed to take on the teaching of French throughout Key Stage 2. *Governor question - Mrs. Buckle asked if the same year groups would be taking part in French lessons. It was confirmed that Years 3 to 6 would be continuing with French. Mrs. McLean has been involved in some teaching of French in the past and has liaised with Madame Gardner and the Headteacher about future planning. Mrs. Buckle also added that if we needed*

*any further information, we could contact the Head of Foreign Languages at Cromwell Community College. Governor question - Mr. Naughton asked what qualifications Mrs. McLean had in French - Mrs. McLean's qualifications were shared and it was stated that she had always had a keen interest in the subject.*

## CONTINUOUS PROFESSIONAL DEVELOPMENT

I continue to attend LA briefings and Governor briefings. Teachers have attended Subject Leadership network meetings including those organized by the FTSA. All teaching assistants have recently received training in 'Growth Mindsets'. The feedback on this from teaching assistants was very positive. They were given a lot of ideas on how to talk to children positively and how to praise them. *Governor Question - Mr. Naughton asked how this would be continued? Mrs. Barnard-Taylor stated that the training would be regularly reviewed at Staff meetings and Teaching Assistant meetings. Teachers are also promoting the 'Growth Mindset' concept and some have incorporated it into classroom displays.*

Four members of staff have attended Day 1 of the Team Teach Positive Handling training. *A second day's training is being organized when the trainers come into school and address the school's specific needs according to the physical environment. Governor Question - Mr. Naughton asked who Teach Teach were? It was noted that this was the company used by the Local Authority to deliver positive handling training.* Lynn maintains a comprehensive, electronic record of all CPD undertaken by staff.

NPQH (National Professional Qualification for Headship) Placement School - all eligibility criteria were met and Sally-Anne is now acting as a mentor for potential Headteachers with Lionel Walden being recognised as a Placement School.

We continue to provide mentors and placements for a wide range of trainees and students. We currently have trainee teachers from School Direct, Straight to School, University of Cambridge Faculty of Education and Anglia Ruskin University. *Governor Question - Mr. Naughton asked about 'Straight to School'. It was noted that this is another route for teacher training which is similar to School Direct. We currently have a member of staff on placement, from a local school, who is following the Straight to Teaching training path.*

## CURRICULUM

Last term culminated in Sarah Harrison leading the Choir in performing for the 100 Club and the residents of Doddington Court. The Carol Service promoted the true spirit of Christmas and we were pleased to welcome Reverend Ian Brady and Reverend Lynda Brady as well as the many parents. *The new vicars are coming into school to participate in assemblies and classroom lessons.* Both the Nativity and the production of 'The Little Mermaid' received extremely positive comments which acknowledged the talents of both the children and staff. Our catering staff ensured the pupils enjoyed their Christmas lunch with

tables adorned by Christmas wreaths. We also participated in Walk to School/Road Safety Week and Anti-Bullying Week.

This term, our curriculum is enhanced by 'Healthy Week' (30<sup>th</sup> January - 3rd February) which incorporates various activities focused around the importance of keeping healthy through nutrition, exercise, sleep and mental well-being. Visitors include a representative from 'Everyone Health' plus parents with expertise in activities to encourage pupils to take part in new sporting activities. Play Leaders will continue to encourage pupils to participate in the range of activities on offer at lunchtimes and the Sports Crew will help to organise events.

Science Week (13<sup>th</sup> - 17<sup>th</sup> March) will include visits from Mad Science, Lion Learners, the Raptor Centre and Fossils Galore. Some pupils will participate in visits to Cromwell Community College. There will be the annual Science Homework Challenge!

Year 5 are enjoying Molly Dancing on Monday afternoons. Years 4 and 5 continue to receive music tuition (MX band, clarinet and cornet) by Cambridgeshire Music and peripatetic teachers come in to teach piano, French horn and guitar. Class 4 are receiving dance lessons from a sports coach (Witchford). Year 6 will again be involved in the PSHE Service's 'Kick Ash' programme which highlights the risks associated with smoking. We shall be participating in World Book Day on 2<sup>nd</sup> March and Red Nose Day on 24<sup>th</sup> March. We are still offering a wide range of School Clubs including additional ones led by Premier Sport. Class assemblies are under way and so far we have been entertained by Class 8 (World War 2) and Class 7 (Roald Dahl).

The EYFS team organised another successful Writing Workshop for Parents. Feedback forms have been completed by parents who have confirmed how useful the sessions are in providing information and activities to support learning at home. A Maths Workshop is planned for 7<sup>th</sup> March.

## STANDARDS

At Curriculum Meetings, teaching staff are looking at pupils' workbooks, from Foundation Stage to Year 6, to carry out internal moderation/work scrutiny in order to gain a clear overview of teaching and learning across the school and to demonstrate a secure knowledge of end of year expectations. Moderation is also taking place at English and Maths network meetings. English and Maths Booster Classes are underway for all Year 6 pupils. One-to-one/two sessions are being provided for pupils who require further support in specific areas. A meeting was held for parents of Year 6 pupils to provide information relating to the curriculum, SATs, Booster Classes and additional tuition. *This meeting took place after Class 8's assembly. A high proportion of the parents stayed and were grateful for the information given.* Information from the DfE, local meetings and other sources are continually being shared at Curriculum Meetings. In November, Year 5/6 teachers from the March and Chatteris cluster met to

share experiences of the Year 6 SATs and to discuss materials and methods which had had a positive impact on pupils' performance.

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

Examples will be shared at the meeting.

## SAFEGUARDING

Natalie Bayes and Caroline Buckle completed Safer Recruitment training in November. The Chair and Headteacher are also trained (July 2015). The Headteacher and SENDCo are attending the refresher training for Designated Personnel (Child Protection) next month. First Aid training is due for renewal and will be taking place in March for all staff.

## PUPIL PREMIUM

Pupil Premium (as at 23.01.17) - 32 pupils are in receipt of PP funding: 19 FSM, 7 FSM6, 4 Service Children, 4 LAC (Looked After Child); 2 pupils fall into two categories. Pupils are continuing to be closely monitored and their progress tracked. Additional support is provided by Teaching Assistants within lesson time. Another governor monitoring visit has been carried out and will be shared.

## 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:

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 - Autumn 1 and Autumn 2 data has been recorded and pupils are continuing to be assessed according to national standards. Governor monitoring visits have taken place and findings are to be shared at the meeting.

Lunchtime provision - midday staff and Play Leaders are working well together to provide organised activities for all pupils

## TEACHING SCHOOL

NQT programme 2016-2017 is taking place

RQT programme 2016-2017 is taking place - Rebecca Coulthurst is attending School Direct trainees are on their second placement (January to June).

School Direct applications are being received for September 2017 cohort - interviews are taking place (12 places this year)

Chattering Champions Project has ended - staff within the cluster are planning to continue to visit each other and share good practice.

Ensuring Success in Year 6 - for Year 5/6 teachers in Chatteris/March cluster to consider what worked well in preparing the Year 6 pupils for SATs, sharing of ideas/resources and how improvements can be made for 2017

School to School Support is continuing - bids have been successful and SLEs are being deployed

Natalie Bayes is being trained with other SLEs and English Leads to deliver support to other schools in the delivering of a Phonics programme

## **PREMISES**

The annexe boiler is being temperamental. Munro Building Services have been out to inspect and are quoting for a new boiler and full check of the system.

Anglian Water has arranged a meeting to come and discuss SuDS (Sustainable Drainage Systems) to reduce rainwater from entering the local sewerage system through community projects.

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Mrs. Barnard-Taylor gave Governors an update on SEND. We currently have one child with an Educational Health Care (EHC) Plan and one child with a statement. We are in the process of applying for two more EHC Plans. One child was admitted last June with challenging and demanding behavioural issues. We have received support from SEND Services/Specialist Teaching Team. We are in the process of applying for an EHC Plan for this child and have received notification that the Educational Psychologist is visiting to carry out an observation. James Harfield, our SENDCo, is keeping up-to-date with SEND issues, as well as attending TAF (Team Around the Family) meetings and SEND network meetings. Val Palmer, our Local Authority Adviser, is visiting shortly and the focus of her visit will be a SEND audit. She will look at our policies, files and the school website as well as ensuring that the correct interventions are in place.

The latest SEND Progress Report was circulated to Governors. This covers EYFS, Key Stages 1 and 2 to December, 2016.

## **PUPIL PREMIUM**

The latest Pupil Premium Funded Pupils' Progress Report to December 2016 was circulated to Governors. It was noted that one additional Pupil Premium child had recently joined the school, having moved to the UK from abroad. Mr. Naughton reported that he had carried out a Governor Monitoring visit with the focus being on Pupil Premium. He had visited all classrooms as part of the monitoring process. There were 33 children on the Pupil Premium list at that time and he noted that teaching assistants, as well as teachers, were very involved in the work with Pupil Premium children and are very aware of the progress that they are making. Teachers are aware of how many Pupil Premium

hours they have been allocated for teaching assistants and they timetable these hours to ensure the time is used effectively.

### **SAFEGUARDING**

Mrs. Barnard-Taylor reported that satisfactory fire drill and invacuation practices had taken place earlier this term. Mrs. Bayes and Mrs. Buckle have successfully undertaken Safer Recruitment training; Mrs. Dale and Mrs. Barnard-Taylor are already Safer Recruitment trained. Mrs. Barnard-Taylor and Mr. Harfield are soon attending Designated Personnel for Child Protection refresher training.

Governors were given an update on the Single Central Record and Mrs. Clarke shared examples of how this is updated on a daily basis.

*Governor Question - Mr. Naughton asked if there was any system in place on the school's computer devices which would flag up concerns if unsuitable words were being used in emails or search engines. It was noted that there is a system in place for pupils using the Starz email program to report nuisance or inappropriate content to key staff. The IT Service can provide further information.*

### **SCHOOL DEVELOPMENT PLAN UPDATE/ PROJECTS UPDATE**

Mrs. Barnard-Taylor had covered the School Development Plan update in her Headteacher's Report, with particular focus on Reading.

The 'Bridging the Gap' project is progressing well. We are collaborating with Littleport Primary School and St. Matthew's Primary School in Cambridge and the focus of the project is the progress of Pupil Premium children, particularly those in Years 5 and 6. An update meeting took place yesterday and points were agreed - to help further improve outcomes in Reading, Writing and Maths. This will include filming reading groups in order to share good practice between the three schools studying Year 5 boys' perceptions to writing and also the process of identifying pupils' misconceptions in Maths and addressing them in the afternoon in order for pupils to progress the following day.

We are also involved in the KS1 Enquiry Based Learning project along with other schools in our cluster. Year 1 and 2 teachers are enhancing their classroom environments to support pupils' enjoyment of learning. One focus is to develop the use of questioning in an enquiry-based approach during afternoon lessons. Representatives from Early Excellence have visited to monitor the practice being implemented alongside our usual methods of working.

### **FUNDING**

Mrs. Barnard-Taylor reported on the proposed National Funding Formula for 2018/2019. Headteachers on the Schools' Forum and CPH (Cambridgeshire Primary Headteachers) are meeting in order to respond to the proposals. Under the new proposals, 124 schools in Cambridgeshire would gain and 69 schools

would lose - with smaller schools suffering the greatest losses. Figures suggest that Lionel Walden would get a 0.6% increase when there will be an 8% rise in costs. Stephen Barclay, our local Member of Parliament, has campaigned for additional funding for Fenland and has written to schools in our area. East Cambs and Fenland has been designated one of twelve 'Opportunity Areas' in the country where deprivation is greatest. Headteachers are being consulted to gain their views on how the money should be used to secure the greatest impact on pupils' learning and achievement.

### **ATTENDANCE**

Latest percentage attendance figures were circulated. All vulnerable groups are above the 95% attendance target and whole school attendance is currently at 97%. Serial offenders in both absence and lateness are being monitored and communicated with.

### **POLICIES**

Two updated policies had been emailed to Governors following consultation with staff. The first of these is the Assessment Policy. All Governors present ratified this policy. The second policy to be reviewed is a Complaints Policy. This is a Local Authority model policy and has recently been amended and updated. It was agreed that this policy should be adopted.

### **SCHOOL IMPROVEMENT COMMITTEE REPORT**

The notes of the School Improvement Committee meeting held on 12<sup>th</sup> January have been circulated. Mrs. Naughton went through each point. Most items have been covered previously in this meeting. One of the main points coming out of all discussions is the elevation of expectations as a result of the new curriculum (2014) - some of the content previously being taught in Year 3, is now being taught in Year 2, for example, children need to know more at greater depth including correct terminology and are required to enter Year 6 at a higher level of attainment than previously.

### **GOVERNOR MONITORING REPORTS**

Governor Monitoring Reports had been carried out by the following:-

Pupil Premium - Andy Naughton

Assessment/Changes to Reporting - Caroline Buckle

SEND - Veronica Cronin

Early Years - Sarah Gowler

Each Governor briefly presented their reports, covering the most pertinent points. These reports will be emailed to all Governors following this meeting.

### **ACADEMISATION**

It was noted that several local schools have recently joined academy trusts - Glebelands, Cavalry and Thomas Eaton. We will continue to gather information, meet with representatives and visit schools to assist us in making an informed

decision at the appropriate time whilst ensuring we have the best interests of our children at the forefront of this.

**DATE OF NEXT MEETING**

Wednesday, 26<sup>th</sup> April, 2017 at 7.30 p.m. This is the meeting when the Budget proposals for 2017/2018 will be discussed.

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

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Chair

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Date