

## LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Wednesday, 9<sup>th</sup> November, 2016.

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

In attendance:	Natalie Bayes	Associate Governor
	Lynn Clarke	Clerk to 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 14<sup>th</sup> September, 2016 were approved and signed as a true record.

### **MATTERS ARISING**

There were no matters arising from this set of Minutes.

### **HEADTEACHER'S REPORT**

#### **STAFFING**

Jan Stone, Jo Dale and Caroline Buckle have carried out the Headteacher's Performance Management review. Targets were set around the following areas for 2016-2017:

- To demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in all staff for the impact of their work on pupils' outcomes;
- To establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice;
- To implement the first elements of the Key Stage 1 Enquiry Based Learning Project into Lionel Walden (and involving cluster schools) and measure its impact and implications for the future.

Teachers have all undergone observations and their Performance Management appraisal interviews. They have ambitious targets which link in with the

Headteacher's targets and those areas listed as key priorities in the School Development Plan.

Mrs. Dale reported that Jan Stone is no longer a Local Authority Adviser, but is still working with schools as an adviser through an independent company. We can employ anyone suitably qualified to carry out the Headteacher's Performance Management review and it is felt that Jan Stone has the required experience, expertise and knowledge of the school to do this.

Mrs. Barnard-Taylor and the SLT feel it would be more beneficial to carry out the Teaching Assistant performance management reviews earlier in the academic year, mainly during the Spring Term rather than during the Summer Term, and these would link in with teachers' targets and pupil progress. Other support staff performance management reviews will be carried out during the Summer Term.

*Mr. Naughton questioned how these targets are measured. It was reported that each teacher completes half-termly data grids which show pupil attainment and progress. The targets are broken down into each subject. This data is analyzed by the SLT and discussions are held with teachers around individual pupils. During the Spring Term, mid-year performance review meetings are held with each teacher to discuss teachers' progress towards their targets. Mrs. Naughton holds regular Teaching Assistant meetings and Pupil Premium children are always discussed as a regular agenda item so all Teaching Assistants know who the Pupil Premium children are and how they are being supported. There is also a lot of communication between the HLT A (Mrs. Naughton) and the Senior Leadership Team. Mrs. Barnard-Taylor has met with all Teaching Assistants on a 1:1 basis, asking them what they think the school does well and inviting ideas for future development.*

## **CONTINUOUS PROFESSIONAL DEVELOPMENT**

Mrs. Barnard-Taylor has attended Headteachers' briefings, LA and Cluster Headteachers' conferences and cluster Headteachers' meetings. The March and Chatteris Cluster Conference was very beneficial, with speakers giving advice and support in preparation for the Key Stage 2 testing system for 2017 and what we should expect. There was also a speaker informing Heads about 'growth mindset', which is all about developing resilience in children and helping them to enjoy challenge. It is hoped that teachers and support staff will be trained in this. Positivity is important for everyone. There have been many new initiatives and changes for schools since 2010. Sometimes morale can be low in the general teaching profession, so it is important that we celebrate our successes and the good work which is evident throughout school. It was very rewarding for Mrs. Barnard-Taylor and the other local Headteachers to work together on various subjects including recruitment and academisation. Mrs. Bayes and Mrs. Riches

have attended the EYFS briefing. Various staff have attended network meetings for English, Maths, RE and PE subject leaders. Mr. Harfield attended a day on 'How to Measure Character' which looked at developing the whole child. Mrs. McBeath attended a 'Writing with i-Pads' training session. Mrs. Harrison and Mrs. McBeath attended a 'Mastery at Writing' day for Key Stage 2 which provided ideas for further developing writing across the school. Pre-School staff have also attended a range of briefings and training sessions appropriate for them. Midday supervisors have attended training on the provision of activities and games for lunchtimes. Mrs. Clarke has attended Admin Forums.

*Mrs. Hart asked what sort of activities are now being offered to the children at lunchtimes. Lots of different activities and games are now being provided which encourage active participation by all children. Areas of the playground are zoned off and Year 6 play leaders have a rota and encourage the younger children to learn new skills. Midday Supervisors are also more involved in the activities. Mrs. Gowler asked if there were fewer minor injuries at lunchtime as a result of these organised activities and Mrs. Barnard-Taylor agreed to look into this.*

## **CURRICULUM**

Earlier in the term, pupils represented the school in cross-country - both the boys' and the girls' teams came Runners Up. Last week, twelve pupils represented the school in a tag rugby festival and returned with the Winners' shield. The team will now represent the school in the next round at county level.

We have, once again, booked 'Molly Dancing' for Year 5 pupils in the Spring Term - this will be funded from the PE/Sport Premium Funding.

Year 6 pupils enjoyed a day at Cromwell Community College taking part in lessons organised for 'World Heart Day'. They also attended a Careers Convention at Cromwell.

Explorer Dome installed an inflatable planetarium in the hall in which staff and pupils learnt about renewable energy and solar systems. Some parents and our Chair of Governors crept in for a peep!

The 'Autumn Festival' took place again this year and the whole school and Pre-School performed their pieces brilliantly to a hall packed full of parents and grandparents.

Our Early Years Foundation Stage team, organised a Phonics and Writing Workshop for Parents - this event began with a short explanation by Emma Riches on the teaching of Phonics and Writing in school and was followed by parents being invited into Pre-School, the Reception classroom and the Outdoor Area to participate in a wide range of activities and learning experiences.

Parents were provided with activity notes to take away and use at home with their children to support their learning.

Christmas is coming! Pre-School and Reception will be performing the Nativity. Years 1 to 6 will be presenting 'The Little Mermaid'.

We were pleased to welcome the new Reverend Ian Brady and his wife, Associate Minister Linda Brady, to school. They enjoyed a tour of the school and were very complimentary about the school's ethos and the work of the staff and pupils. They are keen to come into school, after Christmas, to be involved in some assemblies and RE lessons.

## **STANDARDS**

Our new LA adviser, Mrs Palmer, visited at the beginning of October. This was an initial meeting and consisted of a detailed discussion with the Headteacher. The visit was very thorough and included an extensive Learning Walk, looking at teaching, pupils' work, behaviour and displays within the school. Her 'overall' comment included: It was a pleasure to walk around Lionel Walden Primary School. The staff and children were very welcoming and were keen to share the many areas, of which they are justifiably proud, to a visitor. The school exudes a warm and friendly atmosphere and clearly demonstrates its ethos and values through the children and adults within the school. All staff have received feedback following this visit. She is returning to complete the KIT visit along with the Early Years adviser, who will also complete the Early Years KIT form. Keeping in Touch (KIT) visit - this is taking place on 9<sup>th</sup> November. (*The KIT form was completed in detail with the two advisers. They spent time in Pre-School speaking with staff and looking at provision and record-keeping. The detailed KIT report, together with the RAISEonline report, will be discussed at a specially arranged School Improvement Committee when all Governors will be able to attend. One point that came out of today's visit is that our progress in Year 6 at the end of 2015/2016 appears a little lower than in previous years. However, the Adviser said that this was partly due to the bar being significantly raised with the new curriculum and more challenging tests.*)

RAISEonline - this report has just been released. It shows how effectively the school is performing in terms of achievement and progress and compares different groups of pupils. It is used to support self-evaluation and for future planning to raise standards. It is used by inspectors, together with the Inspection Dashboard, to plan for an inspection. Further information will be shared at the meeting.

## **SEND**

Mr Harfield, our SENDCo, has ensured the SEND policy and SEND Report are up-to-date and on the website. The SEND register, including AGT (able, gifted and talented) pupils, has been reviewed and updated. All IEPs and Risk

Reduction Plans have been reviewed and shared by staff. Mr Harfield continually liaises with external agencies (speech and language therapists, specialist teachers, educational psychologists) to ensure additional support and provision is secured for those pupils with specific needs. Mr Harfield, as part of his new role as SLE (Specialist Leader of Education) for SEND, will be leading cluster network meetings for SENDCos. The next visit by our School Adviser will focus on SEND.

#### PUPIL PREMIUM

Pupil Premium - 31 pupils are in receipt of PP funding: 18 FSM, 7 FSM6, 4 Service, 4 LAC (1 LAC also receives funding for being a Service Child). This number is up from the last meeting due to additional children becoming eligible for Free School Meals. The pupil premium funding is set according to numbers registered in the January school census. Pupils are continuing to be closely monitored and their progress tracked. Additional support is provided by Teaching Assistants within lesson time.

#### SCHOOL 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' (all children reading most days at 1.00 p.m. for 20 minutes), 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) and Winter Poems (Dec-Jan). *Mrs. Hart asked how the younger children take part in the 'Reading at 1pm' initiative. It was noted that they take part in reading activities at this time including the sharing of books, listening to stories, etc.*

Assessment - Autumn 1 data has been recorded on the amended template, pupils are continuing to be assessed against national standards, governor monitoring visit has been arranged for later this month.

Lunchtime provision - midday staff have received training and new resources have been purchased.

## TEACHING SCHOOL

- NQT programme 2016-2017 has started - Mrs. Bayes is leading a training session for the new NQTs at Cavalry Primary School this week.
- RQT programme 2016-2017 has started - Rebecca Coulthurst is attending
- Improving Teaching Programme - scheduled for Spring Term 2017
- School Direct trainees are half-way through their first placement. The second placements have been organised for January to June.
- School Direct applications are being received for September 2017 cohort
- Chattering Champions Project is almost at its end - staff are keen to continue the links and visit each other's settings.

## SAFEGUARDING

Our Mobile Phone and Camera Policy has been reviewed by the SIC, as has the Critical Incident Policy.

## PREMISES

A leak in the cloakroom of Class 7 has been repaired. This is as a result of the age of the building - roofing tiles are old and worn. We need to monitor closely the condition of the Victorian section of the school building.

Fenland District Council arrived last Friday to carry out an 'on the spot' inspection of the hygiene in the school kitchen. The inspector was extremely impressed with the kitchen staff, their knowledge and practice. This is excellent and is testament to their hard work and commitment. A report will follow - no recommendations other than to purchase a spare probe! We retain our 5 star certificate!

## **SCHOOL IMPROVEMENT COMMITTEE REPORT**

The Minutes of a meeting of the School Improvement Committee held on 28<sup>th</sup> September had previously been circulated. Mrs. Naughton gave a brief resumé of the points covered which included Attendance, the Single Central Record and Safeguarding, review of policies, assessment grids and test results.

The current system of recording attendance was shared with Governors. During 2015/2016, overall school attendance was 96.3%, with groups as follows - Pupil Premium 94.6%, Free School Meals 94%, Looked After Children 98.4%, Service Children 98% and SEND Pupils 94%. There is still an issue with families taking holidays during term time. A letter is being circulated to parents explaining the expectation that pupils should be in school and notifying them that requests for absence for holidays during term time will not be granted. The Educational Welfare Officer is notified of children who are absent due to holidays and she is sending letters home to parents.

Various policies were reviewed including the Critical Incident Policy and the Mobile Phone and Camera Policy. The question was asked whether the school has its own mobile phone. The school does not have a mobile phone. However, the Mobile Phone and Camera Policy states that personal phones may be used on trips by staff within set guidelines. *Mrs. Buckle asked about taking photos with mobile phones. It was noted that no photos are to be taken with mobile phones. We have a school camera and all teachers have an iPad for this purpose.*

### **FINANCE MEETING**

The Minutes of a meeting of the Finance Committee held on 28<sup>th</sup> September had previously been circulated. Mr. Naughton gave a résumé of the half year position to September 2016. A spreadsheet detailing the budget and actual finance figures to the half year had been produced. These figures show how much has been spent under each budget heading. Most budgets are on track. However, the main one that is overspent is Teaching Assistant salaries. This is due to the increased number of children in school who need 1:1 support. A lot of staff training has taken place since the start of the financial year including whole staff training as part of a Staff Professional Development day, which covered Safeguarding, Prevent and Child Protection updates. These costs have been initially met out of the salary budgets. However, the costs should actually come out of the Staff Training budget, so the money will be vired to the correct budget. Formula Capital expenditure covers the cost of the library refurbishment undertaken during the summer holidays. *Mrs. Buckle asked if this expenditure came within budget. It was confirmed that the total expenditure was within budget, including new shelving in the PPA room.*

A report was given on Pupil Premium funding and Olympic Legacy Sport Premium funding and how this funding is spent and the impact monitored. Mr. Naughton would arrange a date to carry out a Pupil Premium Governor Monitoring visit. It was noted that our application for Sainsbury's PE Silver Mark would soon be submitted and we should hear whether this has been successful towards the end of this academic year.

### **GOVERNOR MONITORING**

Mrs. Naughton had carried out a Governor Monitoring visit for English with Mr. Harfield. With Reading being a priority in this year's School Development Plan, new strategies have been introduced at the start of September. All classes have timetabled Reading sessions; the library refurbishment has enhanced the area where children can enjoy books; there has been an increased focus on guided reading; and an increased number of children have been introduced to the Accelerated Reading scheme. All the children in Classes 7 and 8 are now participating in the Accelerated Reading scheme which is very encouraging at this early stage of the academic year. Staff are constantly looking at the levels achieved by pupils on this scheme and challenging them to move up the scheme, giving them a level of independence in choosing their books. Handwriting

continues to be a priority and Key Stage 2 pupils have been set targets within their writing giving them the opportunity to extend and challenge their learning. An intervention programme called Attack Spelling is being used in Classes 5, 6, 7 and 8; weekly spelling tests continue and Spelling and Grammar is being embedded across the school.

### **TRAINING REPORTS**

Mrs. Dale, Mrs. Buckle and Mrs. Bayes have attended a session on the New Curriculum and Assessment which was very enlightening, the focus being on resilience and challenge. Several Governors also attended the Governors' Autumn Termly Briefing at the Oliver Cromwell Hotel.

### **ACADEMISATION**

Mrs. Barnard-Taylor had recently attended a Headteachers' briefing. It is advised that schools do not rush into any decision about Academisation without careful consideration. If there are smaller clusters of schools considering becoming Academies, there is £20,000 per school extra funding available until March 2017.

### **DATE OF NEXT MEETING**

Wednesday, 1<sup>st</sup> February, 2016 at 7.30 p.m. at the school.

There being no further business, the Chairman closed the meeting at 9.05 p.m.

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Chair

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Date