

LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Wednesday, 4th May, 2016 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
	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

Mr. James Harfield, SENDCo, joined the meeting.

DECLARATION OF PECUNIARY INTERESTS

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

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES REPORT

James Harfield, Special Educational Needs and Disabilities Co-ordinator (SENDCO), attended to brief the Governing Board on SEND provision and its management within the school. Mr. Harfield has experience of being a SENDCo at a previous school and has been accredited with the Award for SEND Co-ordination. This is a year-long Masters level certificate and it is now statutory to complete it within three years of becoming a SENDCo. Mr. Harfield has familiarized himself with all the children in school who are recognised as having SEND on the school's management information system (SIMS). As a result of this, the SEND register has been updated on SIMS.

Mr. Harfield reported that there are currently 23 children on the SEND register which is 9% of the school's population. Mr. Naughton asked how we compare with the national figures. The national average is 15%, so we are below this measure. Of the 23 children on the register, 1 child has an Educational Health Care plan (EHC plan) and 1 child has a Statement of SEN which will be transferred to an EHC plan. The remaining 21 children are receiving SEND support (Code of Practice 2014). Children's SEND needs can be categorized under four main headings:-

- Communication and Interaction, which includes Speech, Language and Communication needs and Autistic Spectrum Disorders (22% of SEND children);
- Cognition and Learning, which includes Specific Learning Difficulties (52% of SEND children);
- Social, Emotional and Mental Health (22% of SEND children);
- Sensory Needs, which includes hearing and visual impairments (4% of SEND children).

An audit of SEND was carried out before Christmas. This highlighted the school's strengths in identifying children who have SEND and how children's progress is monitored carefully through the school's assessment tracking systems. The audit helped formulate a development plan for SEND and prioritise the purchase of new resources, such as the 'Attack Spelling' programme for pupils in Years 4, 5 and 6. Also, the Salford Reading and Comprehension Test and the Sandwell Early Numeracy Test have been purchased and are being used to monitor the progress of Reading and Maths for all SEND pupils. Mrs. Dale asked if these programmes are used at secondary school. It was noted that they are very popular resources which are used nationally. Mrs. Hart asked how feedback was given to parents of pupils on the SEND register. It was reported that Individual Education Plans (IEPs) are still being produced for SEND children and these are shared with parents.

Mr. Harfield liaises with parents and external agencies including the Specialist Teaching Team, Children's Services and the Locality Team through the use of the Common Assessment Framework (CAF).

Mr. Harfield was thanked for his comprehensive report. He then left the meeting.

MINUTES

The Minutes of the meeting held on 3rd February, 2016 were approved and signed as a true record.

MATTERS ARISING

Bronze Active Mark Application - Mrs. Buckle asked what the status of this was. It was noted that the application has been submitted and we should learn of the outcome later in the term.

Space Rocket Seeds - It was reported that these are growing nicely!

Road Crossing Patrol - The proposal to cut back on funding for the Road Crossing Patrol has been shelved for the time being, so our service will continue.

HEADTEACHER'S REPORT

Staffing - Siobhan Cotter resigned at Easter due to personal circumstances; two additional Teaching Assistants have been appointed on a temporary basis. Mark Huskinson has resigned, due to ongoing health issues, with effect from 16th May. Best wishes to Siobhan and Mark. Performance Management mid-year appraisals have taken place with teaching staff.

Continuous Professional Development - Staff have continued to attend Local Authority, cluster group and Teaching School training sessions in order to further develop and keep abreast of current issues. Pre-School staff have also attended a wide range of training sessions. *Mrs. Cronin asked how staff received feedback after training sessions. It was reported that this took place at staff meetings including Teaching Assistant meetings.*

The school has provided staff training in 'Working with Angry Children' and 'Raising Achievement through Well-being' through twilight sessions. New members of staff are attending Child Protection training this month.

Jackie McBeath attended an E-safety facilitator day. She will be holding an E-safety awareness session for parents of Upper Key Stage 2 children in July.

Lynn is maintaining an up-to-date record of CPD/training received by members of staff.

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. 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. Class assemblies showcased, and brought to life, the many topics covered across school through dance, drama, music, art and storytelling. Class 7 participated in a film-making day which was led by the IT Service. This has significantly improved their skills and they are currently making their own short films. *Mr. Naughton asked if these films could be uploaded to the school website. Mrs. Barnard-Taylor would speak to Jo Puckering at The ICT Service about this.* The choir gave an excellent performance at the Rotary Concert. A team of five mathematicians attended a Maths Challenge at Cromwell Community College. In PE, we have pupils experiencing fencing and tri-golf. Our netball team was triumphant in the inter-schools tournament, winning all their matches.

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
- Exceeding National Standard
- Mastery

Foundation Stage

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

Year 1

Target: 85% of pupils to achieve Phonics Check - on track

Year 2

Target: 50% of pupils to pass Phonics retake - on track - We are looking to exceed this target.

End of Key Stage 1

85% of pupils are on track to achieve national expectations in Reading, Writing and Maths - this is not a combined figure.

End of Key Stage 2

85% of pupils are on track to achieve national expectations in Reading, Writing and Maths - this is not a combined figure.

Our school adviser, Jan Stone, visited in March and carried out a Learning Walk with the Headteacher and Chair of Governors. She also met with the SLT and discussed SEND, Phonics and Science. Her findings concluded that Lionel Walden is constantly striving to do even better and is remaining 'Outstanding'.

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. Our most recent fire drill took place in March and we held an invacuation drill in the last week of April, 2016. A 'Safer Internet Day' was held in February to alert pupils to the potential risks of using the internet. Volunteer helpers in school now undergo a more rigorous induction programme which includes PREVENT awareness training and reading the Keeping Children Safe in Education documents.

The LA are carrying out our safeguarding reviews and are due to visit us on 20th May. This will last four hours. We are constantly reviewing our safeguarding policies and procedures. Additional security locks have been fitted to external doors and gates. Perimeter fencing has been repaired and upgraded. Our termly fire drill and the invacuation drill have been carried out and ran smoothly.

Pupil Premium - Pupil Premium (as at 29.04.16) - 28 pupils are in receipt of PP funding - 2 pupils fall into two categories:

YEAR	LAC	SC	FSM	FSM6	TOTAL
R	1		1		2
1		1	3	2	6
2	1	1	2		4
3			1		1
4	1	1	3	2	7
5			1	3	4
6			1	5	6
TOTAL	3	3	12	12	30

Pupils are continuing to be closely monitored and their progress tracked. Separate sheet to be provided. We have received notification from the Secretary of State for Education stating that our Pupil Premium results over the last three years have been excellent.

School Development Plan Priorities - The six main areas are:-

1. To develop and extend our teaching of Mathematics
2. To develop new assessment procedures
3. To extend the inclusion of British values and SMSC (Social, Moral, Spiritual and Cultural) Education within our curriculum
4. To develop a new school website
5. To enhance lunchtime provision for pupils
6. To continue with Teaching School activities

Progress:

The SDP continues to be review and updated.

Further governor monitoring visits have taken place - separate agenda item.

Mandy Scott, Maths Adviser, has visited as part of the NQT and RQT programmes. She commented on the raised profile of Mathematics within the whole school - including the wide range of resources, the interactive learning areas and the displays along the corridors.

British Values continue to be embedded - we have recently held assemblies relating to St George's Day and the Queen's 90th birthday - we are planning to hold a whole school afternoon tea party in June.

Pre-School - We have received the Note of Visit following the Local Authority Adviser's 'Keeping in Touch' visit which took place at the end of November. The report is very good and reflects the hard work and commitment of the staff involved. The agreed judgement is 'Outstanding'. There are no priorities or actions for the setting as a result of the visit.

Teaching School

- Improving Teaching Programme - successful completion by 6 participants from 6 different schools
- School Direct trainees - 90% have secured teaching jobs for September. Due to the change in the national recruitment process, only four primary PGCE trainees will start this September - disappointing as this was proving a positive way of addressing some of the recruitment issues in Fenland!
- Chattering Champions Project - practitioners have attended a 'Tuff Spot' training session, shared good practice and identified an area to develop in their environment
- The NQT/RQT programmes are continuing to have a positive impact on the participants' development and practice
- The RQT into Leadership 3-day programme - jointly facilitated by us and Cromwell Community College at Lionel Walden. 9 participants are attending - a mix of primary and secondary teachers

Premises - The perimeter fencing has been replaced or repaired as necessary. A new keypad has been installed on the pedestrian access gate leading onto the playground. The overhanging trees have been cut back. A tree survey has taken place by the LA and we are awaiting the report. Plans are being drawn up for the refurbishment of the library.

2016/2017 BUDGET

Mr. Naughton presented the Budget for 2016/2017. He reported that the Finance Committee had discussed the last financial year's figures and had gone through the new budget before presenting it to the full Governing Board. Before discussing the budget for the new financial year, the figures for 2015-2016 were reviewed. The following points were noted: -

- The year has been a successful one in terms of finance; the carry forward to 2016-2017 is £113,755. £31k of this has been used to balance the budget.

- Overall employee costs are lower than the budgeted figure due to the fact that there have been changes in staffing.
- Teaching Assistant costs are higher than the previous year as we continue to use them to cover teachers' non-contact time - some additional hours were used to support teaching staff during a period of maternity leave. This enables continuity for the children.
- There is an overspend in staff training as more staff development was organized, particularly whole school training involving support staff.
- Staff recruitment costs are overspent as we carry out a rolling programme of DBS renewals.
- There is an overspend in non-structural maintenance as a series of repairs have been carried out - an on-going problem with the hall roof has finally been resolved; repairs and enhancements have been made to the perimeter fencing to ensure our children are secure which is all part of our safeguarding procedures. A gate has also been put into the perimeter fence in order that stray footballs can be retrieved. A grill is also being installed over the kitchen door and security locks fitted on all external gates. There are also repairs to a boys' toilet and a replacement shower that need to be carried out.
- There is a carry forward on PE funding but this will all be spent within the next few months.
- The cost of school meals would be looked at in September. Meals are currently £2.00 each, but have been at this price for several years. It was suggested that more parent and child lunch sessions be organized next year.
- The cost of swimming was increased last September to £2.00 per lesson.

The proposed budget for 2016-2017 had been circulated prior to this meeting.
Points to note:-

- Formula funding is down on last year due to the fact that we have fewer pupils as we have reduced our PAN.
- The income from Contribution from Other Local Authorities refers to the funding for School Direct trainees. This will be reduced as the number of School Direct places has been cut.
- We have reduced the budget for supply cover for professional development from £16,000 to £10,000 as we are not looking to appoint an NQT next year and Emily Nell has returned from maternity leave.
- The budget for Teaching Assistants is lower than last year from £187,688 to £163,275, as there has been a reduction in TA hours due to Teaching Assistants having left in the last financial year.
- We have budgeted generous amounts again for curriculum and resources expenditure.
- The budget for grounds maintenance is lower as we are not using Groomfields any more, and have employed a local groundsman instead.

Other budgeted figures are much the same as last year.

Expenses for Pre-School are increased due to a larger number of children on roll, so extra staffing is needed. Some staff contract changes were proposed and agreed by all those present. Larger numbers of children means that we receive increased income through Nursery Education Funding.

Future projects for the formula capital budget include the refurbishment of the library, change of use of the IT suite to include a storage facility, and continued enhancements to the outdoor environment with fencing, seating, artificial surface. Toilet refurbishment continues to be a consideration.

All those Governors present unanimously agreed that the proposed budget for 2016-2017 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. It has subsequently been signed and forwarded to the Local Authority. Items for action include the creation of a disaster recovery plan and an asset register.

FINANCE COMMITTEE TERMS OF REFERENCE

The terms of reference for the Finance Committee were circulated and after review, were adopted for a further year.

AUDIT OF GOVERNING BODY EFFECTIVENESS

This document is a self-evaluation tool for Governing Bodies. A provisional copy has been completed and would be emailed out to Governors for their comments at the next meeting.

PRE-SCHOOL

Governors retrospectively formally agree to use community powers (section 27) and manage provision and pay staff of the Pre-School as employees of the school. There is a L3 manager and the rest of the staff are in line with EYFS 1:8 ratio and supervised by the school's Early Years QTS. Nursery education funding will be claimed through the provider portal, and access to support services as a PVI setting. The Pre-School will be part of the school's inspection and judged under the Early Years outcome alongside the Early Years class. Funding will be at the current NEF rate of £3.43 per hour.

ATTENDANCE

Mrs. Barnard-Taylor reported that the new Education Welfare Officer (EWO) is more engaged with the local cluster of schools and is very keen to address attendance issues. Mrs. Barnard-Taylor is meeting with parents whose

children's attendance levels have been highlighted and subsequently, their attendance has improved. We are expected to demonstrate how we are encouraging children to attend school.

GOVERNORS' MONITORING VISITS

Four governor monitoring visits have taken place this half term. Mrs. Naughton has looked at Mathematics; Mrs. Gowler has visited Pre-School as the Governor responsible for Early Years; Mrs. Buckle has met with Mrs. Bayes to review Assessment without Levels; and Mrs. Dale has met with several member of staff to discuss Children's Health. Each Governor gave a brief overview of their visit. The monitoring visit forms for these visits will be circulated to the rest of the Governing Board.

ACADEMISATION

Following the announcement by the Government (The White Paper: Educational Excellence Everywhere) that all schools should become academies, local Headteachers have been meeting on a regular basis. For the time being, local schools have decided to work together more closely in smaller groups to enable Headteachers to meet and discuss common issues. It was agreed that Academisation should be a separate agenda item for every Governing Board meeting for the foreseeable future.

DATE OF NEXT MEETING

Wednesday, 15th June, 2016 at 7.30 p.m. at the school.

There being no further business, the Chairman closed the meeting at 9.20 p.m.

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Chair

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Date