

LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Wednesday, 21st June, 2017.

<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	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.

BENWICK PRIMARY SCHOOL

Mrs. Dale reported that contact had been made by Mrs. Mandi Papworth, a Governor at Benwick Primary School. As she has recently become a Governor, she wondered if it would be possible to attend one of our meetings to gain an insight of another school. She was informed that this would be possible. Benwick also have some vacancies on their Board of Governors, so asked if anyone on our Governing Board would like to become an Associate Governor for them. If anyone is interested, they should speak with Mrs. Clarke.

MINUTES

The Minutes of the meeting held on 26th April, 2017 were approved and signed as a true record.

MATTERS ARISING

French - Mrs. Buckle enquired about French - it was noted that lessons are progressing very successfully under the direction of Mrs. McLean.

HEADTEACHER'S REPORT

STAFFING

Pre-School Assistant Leader, Caroline Deadman, has tendered her resignation with effect from 6th July. Mrs Deadman has been at Lionel Walden for nine years and is moving on to pursue a full-time career now that her daughters are much older and more independent. She was thanked for her hard work and commitment and was wished well for the future. An advertisement for an

Assistant Pre-School Leader has been posted on the Fenland Citizen's online job vacancy website, distributed to parents via pupil post and put on the school's website. All interested applicants should have a Level 3 qualification or equivalent.

Mrs Sam Whatling has been appointed as a Class Teacher with effect from 1st September - we look forward to her joining our team. She will be coming into school for our transition day on 12th July to meet her new class and will be attending a local cluster meeting for Year 5/6 staff.

CONTINUOUS PROFESSIONAL DEVELOPMENT

All staff continue to receive in-house training and attend external courses and briefings, linked to School Priorities and the needs of individual staff members, with a record kept in the School Office. Recently, this has included all members of the Leadership Team attending a range of relevant briefings, four members of staff (2 teachers and 2 TAs) receiving Team Teach positive handling training and teaching staff attending curriculum subject updates.

CURRICULUM

Consideration is being given to our curriculum, as we approach the end of the academic year, so that any amendments or changes can be implemented for September. Our annual 'International Week' was a success, having a huge impact on pupils' learning. We also held Walk to School Week for everyone. This term, our Year 6 pupils benefit from a Health topic which includes Sex and Relationships Education (SRE), Bikeability and a transition programme which involves pupils visiting their respective secondary schools and staff coming to visit them at Lionel Walden. Our Year 5 pupils enjoyed participating in two separate Maths Challenges. The Inter-Village Schools' High 5 netball tournament was won by our team - well done to them! Our Sports Afternoon was thoroughly enjoyed by parents and other family members as well as the children - their behaviour and sportsmanship was excellent throughout the afternoon. This year, we are hosting and organising the Inter-Village Schools' Sports Afternoon on 6th July as the school which usually hosts this event is undergoing building work on their site. The event starts at 1.15 p.m. and Governors are invited to attend.

Learning is also enhanced by class trips which, this term, include visits to South Angle Park Farm, Linton Zoo, Wandlebury Country Park, Flag Fen, Stibbington Environmental Educational Centre, Hunstanton Sea-Life Sanctuary, the National Space Centre in Leicester and The Harry Potter Exhibition - all of which relate to class topic work. Comments have been received from the public and staff at these venues about the excellent behaviour of our children. The driver of our swimming bus has also made very positive comments. *Mr. Naughton queried how educational visits have changed in recent months due to terrorist incidents. It was reported that stringent rules are in place for the planning and organization*

of educational visits. All visits have to be loaded onto the EVOLVE website (the national educational visits online planning system, where all plans for visits are approved). All staff are fully briefed about emergency procedures and provided with contact details in the case of an emergency. The school office is in constant contact with the visit leader during the day. Advice from the Local Authority is followed. Class assemblies have entertained the audiences - they showcase the excellent range of work which each class is covering this term including The Ancient Greeks, The Vikings, World War II, The Romans and 'Castaway'. Please visit our school website for further information and photographs.

STANDARDS

Foundation Stage

Target: 75% of pupils to achieve Good Level of Development (GLD) - on track - *Governor question - what actions have been taken to support the children who didn't meet the GLD. It was reported that interventions have been put in place to support these children within the classroom.*

Year 1

Target: 77% of pupils to achieve Phonics Check - on track - our final results may be slightly higher than this target.

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, 79% for Writing and 82% for Maths

End of Key Stage 2

Currently, Teacher Assessment stands at 85% to achieve national expectations in Reading, 85% in Writing and 79% in Maths

Relevant staff have attended moderation meetings and training sessions in respect of the statutory assessments which take place this term. Staff and pupils have continued to work very hard - the Year 6 pupils displayed an extremely positive and calm attitude during SATs week. Representatives from the Local Authority visited during SATs week to monitor the administration of the tests to ensure that all procedures were being followed correctly - they found everything in order.

SAFEGUARDING

Jackie McBeath is organising a 'Cyber-Café' e-safety workshop afternoon in July for parents and pupils in Years 5 and 6. *Governor question - Mr. Naughton asked if parents realised the importance of these sessions and online safety. It is very difficult to monitor what children access online at home, but in school they are constantly made aware of the dangers of the internet. Discussions are also held with all children about online safety. Reminders are regularly included in the School Newsletters for parents.*

All staff have been issued with high-visibility vests to ensure they can be quickly seen on the field/playground - feedback from staff and pupils has been very positive!

PUPIL PREMIUM

Pupil Premium (as at 16.06.17) - 36 pupils are eligible for PP funding

Since the last report (21.04.17) - one pupil eligible as Service Child has left school and one pupil eligible for FSM has joined

2 pupils fall into two categories:

YEAR	LAC	SC	FSM	FSM6
R			2	
1	1		5	
2		1	5	2
3	1	1	3	
4			2	
5	1	1	4	2
6	2		2	3
TOTAL	5	3	23	7

Pupils are continuing to be closely monitored and their progress tracked. Progress information sheets were circulated to all Governors for Reading, Writing and Maths for Pupil Premium children. The progress being made from Spring Term 2 to Summer Term 1 is evident. The Senior Leadership Team monitor this progress closely through work scrutiny and children's progress is tied in to teachers' mid year review meetings, discussing in detail each child. Governors are welcome to come and observe a work scrutiny session. *Governor question - Mrs. Gowler asked about the 13% figure of children who are below the national standard in Year 2. It was reported that there are several children with specific needs in this particular cohort. They have been closely monitored and supported, through appropriate interventions, since Reception. Information is shared between classteachers to ensure continuity of provision.*

SCHOOL DEVELOPMENT PLAN PRIORITIES

The four main areas are:-

To develop and extend our teaching of Reading

To embed and refine our new assessment procedures

To enhance outdoor provision for pupils

To continue with teaching School activities

Progress:

The SDP continues to be reviewed and updated:

Reading - higher profile in classrooms/on timetables, classes have Learning Walls and a focus on ambitious vocabulary, pupils moving on to higher AR bands earlier in the year, pupils taking home 'library books' in younger classes - older pupils further motivated by AR awards - reports from this reading programme

are constantly monitored and additional support is given to pupils where needed, Class 3 holding a Reading Café event - rolling out to other classes next term, this is taking place on 12th July.

Assessment - progress is being measured against national standards. Assessment data for SEND children was circulated. The same monitoring processes are in place as for Pupil Premium children.

Outdoor provision - all pupils are encouraged to participate in the 'Daily Mile' before school on Tuesdays and Thursdays - the number of days will increase from September, Play Leaders continue to be responsible for lunchtime activities and equipment - all pupils are encouraged to participate, plans have been received for refurbishment of seated area - pupils' views are continuing to be sought. Plans have so far been received from Fenland Leisure, a company we have used previously; we are awaiting plans from two more companies. The plan is to construct a safe, outdoor learning area for Year 1. There will also be a story telling seating area for the whole school.

Bridging the Gap - This is a project offered to us by the Local Authority. Along with Littleport Primary School and St. Matthews Primary School in Cambridge, the three schools have been working together and everyone has found it really worthwhile. The Headteachers have also had the opportunity to discuss other topics. Mrs. McBeath has been working with the Year 5 teachers from the other two schools, focusing particularly on boys and increasing their motivation to write. A presentation on the impact of this project is being given to the School Improvement Board on 4th July.

KS1 Enquiry Based Project to Year 1 - This project is through Early Excellence and involves several schools in our cluster working together. As a result of this, Miss Coulthurst, our Year 1 teacher, has made changes to the layout of her classroom.

A further governor monitoring visit has taken place - separate agenda item.

TEACHING SCHOOL

School Direct Initial Teacher Training - 2/3 of trainees have secured teaching posts for September - 1 trainee withdrew due to personal reasons

Specialist Leaders of Education - continue to be engaged in supporting other schools, Mr Harfield is leading SENDCo network meetings for cluster schools

School to School Support - successful bids have been made to support development within other schools

Chattering Champions has continued this term, with a Maths focus, for the sharing of good practice and resource ideas

CPD - Ensuring Success in Years 5 and 6 - a meeting is being held for the second year to enable teachers within the cluster to discuss what has worked well and had a positive impact on pupils' learning and outcomes

PREMISES

Mr and Mrs Naughton, once again, ensured the running track was measured out and painted for Sports Afternoon - thank you!

A programme of maintenance and general repair is being carried out during the Summer break.

ADMISSIONS

Following the reduction of the school's Published Admission Number (PAN) from 34 to 30 two years ago, with the aim eventually of the school moving to single year groups, it is felt that the school is now in a position to be able to be organized in single year groups. Parents will receive a letter explaining an overview of the new organization and how this will impact on the teaching of the curriculum. Transition Day is 12th July. There is some concern about the number of new houses that are being built in the village. The Admissions Department are not aware of any factors which will call for an increase in the School's capacity. To this end, Mrs. Barnard-Taylor has scheduled a meeting with Ian Trafford from the Local Authority's Place Planning Department to discuss the projections.

ATTENDANCE

Overall attendance for 2016/2017 currently stands at 97.3%. A weekly spreadsheet monitoring attendance is kept up-to-date. All unknown absences are immediately followed up. Attendance figures for groups are as follows - Free School Meals - 96.2%; Looked After Children - 98.5%; Pupil Premium - 96.5%; Service Children - 98.3%; SEND Children - 96.8%.

SAFEGUARDING

The Education Child Protection Service has forwarded an updated Safeguarding and Child Protection Policy to schools. This has been circulated to Governors and the changes highlighted. The Governing Board adopted this updated policy.

GOVERNOR MONITORING VISITS

Three governor monitoring visits have recently taken place - Safeguarding, Early Years and Health and Safety. The monitoring notes for each of these visits were reviewed and will be circulated to all Governors. Pertinent points are:-

- Safeguarding - the Local Authority Safeguarding proforma is constantly being used to ensure that safeguarding is regularly reviewed;
- Early Years - the recently held Maths Workshop, where parents could take part in activities with their child, was very well received, with lots of positive feedback from parents;
- Health and Safety - site security is a constant priority. *Governor question - Mrs. Cronin asked about the management of inhalers and this was explained to all Governors.*

POLICY REVIEW

Three policies had been circulated for review - Equality and Diversity, Lone Worker and Health and Safety. After going through the key points, the Governing Board adopted all three updated policies.

TRAINING REPORTS

Governors had attended the termly briefing and the termly workshop, both of which had been held in the summer term. Mrs. Clarke had also attended a Clerks Briefing. All three of these were reported on.

ACADEMISATION

Mrs. Barnard-Taylor reported that four local Headteachers had visited schools in Birmingham who are part of the Elliott Foundation. This was a fact finding mission and she gave Governors an overview of the visit.

DATE OF NEXT MEETING

Wednesday, 20th September, 2017 at 7.30 p.m.

Finance Committee and School Improvement Committee meetings were arranged for 12th July.

There being no further business, the Chair closed the meeting.

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Chair

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Date