

## LIONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Wednesday, 14<sup>th</sup> September, 2016

<u>Present:</u>	Jo Dale	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

### **DECLARATION OF PECUNIARY INTERESTS**

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

### **APPOINTMENT OF CHAIR**

Kay Naughton proposed Jo Dale. This was seconded by Veronica Cronin and Mrs. Dale was duly elected.

### **APPOINTMENT OF VICE CHAIR**

Jo Dale proposed Andy Naughton. This was seconded by Sarah Gowler and Mr. Naughton was duly elected.

### **APPOINTMENT OF SUB-COMMITTEES AND NAMED GOVERNORS**

As in the previous year, it was proposed that there should be named Governors linked to the main priorities in the School Development Plan. Each priority is being led by a member of the teaching staff who would be a point of contact for the link Governor. All those present agreed that this was a positive way forward. Link Governors were agreed as follows:-

<u>Priority</u>	<u>Link Governor</u>
Development of Reading	Kay Naughton
Assessment	Caroline Buckle
Outdoor Provision - including Lunchtimes	Mel Hart
Teaching School Activities - it was agreed that a report at each Governing Board meeting would cover this priority.	

### **Named Governors**

Special Educational Needs and Disability - Veronica Cronin  
Early Years - Sarah Gowler

Safeguarding - Jo Dale

Pupil Premium - Andy Naughton

Child Health - Jo Dale

Attendance - a report would be given at each Governing Board meeting

Bridging the Gap and KS1 Enquiry Based Learning - two projects that the school is participating on this year, will be reported on at each meeting.

#### Finance Committee

Andy Naughton, Sally-Anne Barnard-Taylor, Sarah Gowler, Natalie Bayes

#### Appointments Committee

Sally-Anne Barnard-Taylor, Jo Dale, Caroline Buckle, Natalie Bayes

School Improvement Committee - Sally-Anne Barnard-Taylor, Kay Naughton, Veronica Cronin, Mel Hart

#### Discipline Committee

Caroline Buckle, Veronica Cronin, plus one other

#### Appeals

Andy Naughton, Kay Naughton, Sarah Gowler, Mel Hart

There has to be a greater number of Governors on the Appeals Committee than the Discipline Committee. The Chair, Headteacher and Deputy Headteacher cannot sit on either of these two committees in case of prejudice.

#### **MINUTES**

The Minutes of the meeting held on 15<sup>th</sup> June, 2016 were approved and signed as a true record.

#### **MATTERS ARISING**

School Games Bronze Mark - Mrs. Buckle asked if there was any news about our application. It was reported that our application has been successful and we are now focusing on meeting the criteria for the Silver Mark. Mrs. Buckle asked what the achievement of the Bronze Mark meant for the school. It was reported that this was the culmination of the provision of additional sporting activities, involving more pupils, and included the organization of more activities during themed weeks, such as a Games Day during Healthy Week. The folder of evidence that Miss Bennett, our PE Subject Leader, has put together was commended and she has been asked to present her file of evidence at the next Witchford Sports Partnership PE Networking meeting. The Silver Mark will require further consultation with the children as to what sports they would like to take part in. A questionnaire will be circulated to the pupils in working towards this action point.

Space Rocket Seeds - Having submitted our results of how our seeds have grown, we have been notified that the red seeds were the ones that grew most successfully.

Staffing - Mrs. Buckle asked if Mrs. Slater and Mrs. Weare, who had been employed as temporary Teaching Assistants, were continuing with this employment. Mrs. Barnard-

Taylor reported that the employment of these two Teaching Assistants has been made permanent, following the resignation of Mrs. Lee and Mr. Huskinson. Also there are an increased number of children requiring 1:1 support, so there is a need for these Teaching Assistant hours.

Price of School Dinners - It was reported that there have been no adverse comments from parents to the increased cost of school dinners.

## **HEADTEACHER'S REPORT**

### **STAFFING**

Our staffing remains the same as at the end of the last academic year - they have returned enthusiastic and keen to start the new academic year! The school is looking very well-organised - staff have worked hard to ensure that their classrooms and the school are ready for the beginning of term. Rebecca Coulthurst has successfully completed her NQT year - well done to her! It was also reported that Rebecca has been accepted to study for her Masters Degree with a focus on SEND.

### **CONTINUOUS PROFESSIONAL DEVELOPMENT**

All staff attended the first Professional Development Day (1<sup>st</sup> September) where the training included updates on Safeguarding and Child Protection (September 2016 document), PREVENT and the Code of Conduct. Staff were asked to review the Behaviour Policy ahead of discussion within team meetings - some amendments have been made. Teachers worked together on the second Professional Development Day. This included the SDP (2016-2017) key priority of the development of Reading.

### **ADMISSIONS**

There has been a lot of communication with the Local Authority Admissions department during the summer holidays, with five new children starting at the beginning of term.

Below is the current class structure and organisation:

<b>CLASS</b>	<b>TOTAL NO. OF PUPILS IN CLASS</b>	<b>YEAR GROUP</b>	<b>NO. IN YEAR</b>	<b>YEAR</b>	<b>TOTAL IN YEAR</b>
1	30	R	30	R	30
2	30	1	30	1	30
3	25	2	25	2	
					34

4	28	2	9	2	
		3	18	3	
					<b>33</b>
5	29	3	15	3	
		4	14	4	
					<b>31</b>
6	24	4	17	4	
		5	7	5	
7	27	5	27	5	<b>34</b>
8	31	6	31	6	<b>31</b>
					<b>223</b>

PAN (Published Admission Number) was 34; From September 2015 the PAN was reduced to 30.

The Reception children have settled well, thanks to Mrs Riches and her team of teaching assistants. The Year 6 pupils are being extremely helpful at lunchtimes, guiding them through the various routines and modelling good manners.

## **CURRICULUM**

The Curriculum has been reviewed - overviews can be accessed on the school website. Our calendar has special events and themes weeks planned in - International Week, Science Week, Healthy Week, Anti-Bullying Week, Walk to School Week, etc. In addition to the School Development Plan priorities for 2016-2017, staff are keen to continue building on the Maths focus from last year's SDP - timetabled sessions for problem-solving, using a wide range of resources to support teaching and having working walls/interactive displays. The impact of this focus on Maths is evident in the progress and attainment made during the last academic year.

## **STANDARDS**

A very positive set of results for 2016 across the board.

## PROVISIONAL EYFS OUTCOMES 2016

	GOOD LEVEL OF DEVELOPMENT %
NATIONAL	69
CAMBS	70
SCHOOL	72

## PHONICS

	YEAR 1 % REACHING EXPECTED	YEAR 2 % REACHING EXPECTED
NATIONAL	81	68
CAMBS	79	62
SCHOOL	88	100

It was noted that 100% of the children in Year 2 who retook the Phonics Check, passed the standard which has met the target set. In Year 1, four children did not make the grade in the Year 1 phonics check. *Mr. Naughton questioned what happens now in respect of the children who did not meet the standard in this test. It was reported that these children will receive further support, working in small phonics groups, to ensure they meet the standard next year.*

## PROVISIONAL SUMMARY OF KS1 OUTCOMES 2016

		READING	WRITING	MATHS	SCIENCE	RWM	RWMS
NATIONAL	EXS+	74	66	73	82	60	60
CAMBS		73	64	71	82	58	58
SCHOOL		81	78	88	94	75	75
NATIONAL	GDS	24	13	18		9	
CAMBS		24	13	18		9	
SCHOOL		41	19	28		16	

Key Stage One children have been measured against the new standards. Each pupil is expected to reach the Expected Standard for their year group. Children who are assessed as reaching greater depth within the standard should be expected to maintain this as they move through the year groups.

#### PROVISIONAL SUMMARY OF KS2 OUTCOMES 2016

		READING %	AVERAGE SCALED SCORE	WRITING %	MATHS %	AVERAGE SCALED SCORE	GPS %	AVERAGE SCALED SCORE	RWM
NATIONAL	EXS+	66	102	74	70	102	72	103	53
CAMBS		66	102	71	67	102	70	103	52
SCHOOL		73	103	82	76	104	85	106	61

This has been an extremely challenging year for this Year 6 cohort. Several pupils missed achieving the expected standard by one mark in one subject, so therefore did not meet the combined score. Sarah Harrison, the Year 6 teacher, has attended a meeting today at which further information on expectations was given. We are keen to attend briefings and meetings to keep abreast of the latest advice and information.

#### PUPIL PROGRESS

Pupil Premium - 29 pupils: 17 FSM, 7 FSM6, 4 Service, 3 LAC. *Mrs. Cronin asked who the Designated Teacher for LAC is - it was reported that this is James Harfield.*

Pupils are continuing to be closely monitored and their progress tracked. The progress made by Pupil Premium children is very close to the progress made by non Pupil Premium children. Additional support is provided by Teaching Assistants within lesson time in small groups. Extra resources are provided such as extended reading bands, extra work on guided reading and programmes such as Attack Spelling. Teaching Assistants have a good understanding of the requirements for Pupil Premium children.

#### PARENT QUESTIONNAIRE

At the end of last term, a questionnaire (following Ofsted type questions) was circulated to parents. Overall, the results were very positive. Individual parents are being invited in to discuss suggestions and comments which are unique to them. *Mel Hart asked if the questionnaire was sent out nearer the start of the year, would there be the chance of a greater response. It was felt that perhaps sending it out later enabled parents to comment about the current year's events. Mr. Naughton asked if the results were going to be shared with the Governing Body. Mrs. Barnard-Taylor confirmed that the results will be circulated to Governors shortly.*

## **SCHOOL PRIORITIES**

The School Development Plan outlines the strategy for further developing and improving the school. The key targets have been decided upon by gathering information from a variety of sources. These include external evaluations of our work by the Local Authority, alongside our own extensive and detailed self-evaluation processes - our data analysis, staff appraisal processes, lesson observations, pupil progress meetings and feedback from parents and pupils.

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

We shall also be taking part in the 'Bridging the Gap' project and the 'KS1 Enquiry Based Learning' project.

Reading - the current teaching of reading will be reviewed. We will continue to ensure that a teacher hears each child read once a week and that teaching assistants also hear them read. Guided reading will continue to take place and after lunch all classes will have a period of reading. The Accelerated Reader scheme will be introduced to some children in Year 4 to enable more children to enter Year 6 at a higher level. Homework will include more activities to promote the enjoyment of reading and to engage all the family. We will also look at engaging parents more by running workshops to share how we teach reading.

Assessment Procedures - the new procedures that were introduced for the academic year 2015-2016 will be reviewed and amended accordingly. This system needs to become embedded across the whole school and with all teaching staff.

Enhance Outdoor Provision - A lot of progress has been made with lunchtime provision. Teresa Weare, our Midday Co-ordinator, has introduced new systems for the lunchtime staff and more resources and equipment has been provided for the children to use. Last year, Year 6 children were trained as play leaders. This worked well and is being repeated this year. Staff have undertaken positive behaviour management training and this will be monitored. Consideration is being given as to how the outdoor area could be further improved with additional seating, a shaded area and an outdoor classroom area for Class 2.

## **TEACHING SCHOOL**

- NQT programme 2015-2016 was extremely successful
- NQT programme 2016-2017 has been organised
- RQT programme 2016-2017 will run for last year's NQTs
- RQT programme 2015-2016 was successful

- We are offering the Outstanding Teaching Programme and Improving Teaching Programme again
- The School Direct 2015-2016 cohort (10 trainees) have started their first teaching posts
- 3 School Direct trainees have commenced studies at University of Bedfordshire and will begin placements within Alliance schools later this
- Chattering Champions project was extremely beneficial to Early Years Foundation Stage settings across the Alliance
- Network meetings are planned (2016-2017) for English and Maths Subject Leaders and also for SENDCos
- 2 further SLEs (Specialist Leaders of Education) have been appointed - one of whom is our own Mr Harfield!

## PREMISES

Mr Mason is continuing to ensure the school grounds are well-maintained along with our caretaker, Mr Marsh.

Mr Finn has carried out a programme of repair and redecoration over the Summer break.

The library has been totally transformed - much to the delight of pupils and staff alike!

The tree at the back of the school has had to be cut down, following expert advice from County, as it was diseased and would have become unsafe.

Bridging the Gap - The school has been approached by the Local Authority and invited to take part in a research project involving two other schools. The aim of the project is to improve the outcomes for disadvantaged groups of pupils. We are working with St. Matthews Primary School in Cambridge and Littleport Community Primary School. Mrs. Barnard-Taylor commented that this is an exciting opportunity to work with schools outside of our local cluster of schools and to gain a fresh perspective on our provision at Lionel Walden. An initial meeting will take place at Lionel Walden this term, and then our staff will visit each of the other schools. Mr Harfield will be directly involved in this with Mrs Barnard-Taylor. A focus will be decided upon, and then mini OFSTED style inspections of each school will take place and the outcomes reported back to the Governing Board. Mr. Naughton asked how this project would be judged to be effective. It was noted that a pre-planned programme will be drawn up for each visit, which will be supportive but challenging and then feedback will be provided by the Headteachers to each other. Mr. Naughton also added that it might be interesting if there were opportunities for the children to interact and visit the other schools involved.

Key Stage 1 Enquiry Based Learning Project - This is a year long project involving local cluster schools, building links between the practice in Pre-School and Reception with the practice in Years 1 and 2. Natalie Bayes and Rebecca Coulthurst are taking part in this project which involves 5 days of professional development throughout the year. Mrs. Cronin asked about the cost of this project. It was reported that a company called Early



Excellence were delivering the project and the cost is being split between the cluster schools. Each school will receive resources for use in the classrooms.

### **SCHOOL DEVELOPMENT PLAN 2016/17**

A review of last year's development plan had been circulated to parents in the Autumn Term newsletter, including a breakdown of each priority and what new procedures have been introduced. There is still work to be carried out on British Values. The School Development Plan for 2016/2017 had been circulated to all Governors and all aspects of it, including the new priorities, were discussed in detail earlier within the Headteacher's Report.

### **SAFEGUARDING**

All maintained schools have recently undergone a 'Safeguarding Review' by the Local Authority. This was a rigorous half-day audit and examination of our safeguarding policies, procedures and practices and involved looking at documentation and carrying out observations and discussions with staff. It included an in-depth look into the Single Central Record and the reviewing of policies such as Safeguarding and Child Protection, First Aid and Behaviour Management, our understanding of specific documents for staff working in schools, the extent to which all staff have received training in Child Protection relevant to their roles, induction for new staff and parent helpers, governor responsibilities and involvement, procedures and checks for vetting and employing new staff, site safety and security, medical and first aid provision and the inclusion of e-safety and personal safety within the curriculum. Our approach to safeguarding was recognised as being comprehensive and the planning of it was evident throughout the review. The knowledge and understanding of all aspects is embedded among staff.

### **SAFEGUARDING AND CHILD PROTECTION POLICY**

The updated Safeguarding and Child Protection policy had been emailed to all Governors who need to be aware of the contents. If the Designated Persons (Mrs. Barnard-Taylor and Mr. Harfield) are not available, then any issues are to be directed to Mrs. Bayes. All staff have been issued with the updated policy. The Governing Body reviewed the policy and it was unanimously agreed that this updated policy should be adopted. Mrs. Dale and Mrs. Barnard-Taylor are trained in Safer Recruitment; Mrs. Bayes and Mrs. Buckle are booked on Safer Recruitment courses later this year.

### **ATTENDANCE**

Emily Moore, Educational Welfare Officer for Fenland, is visiting on a regular basis. It is imperative that we make sure that children are in school all of the time. Regular weekly attendance printouts are monitored. Term time holidays are still an issue and any parent taking a child out of school for a term time holiday, will be contacted by the Education Welfare Officer.

### **PUPIL PREMIUM**

This item had been discussed in detail earlier in the Headteacher's Report, but in future it will be a separate item on the agenda.

### **AUDIT OF GOVERNING BODY EFFECTIVENESS**

This completed proforma had been circulated to Governors. After reviewing this, it was agreed that it could be forwarded to the Local Authority.

### **SCHOOL POLICY REVIEW**

Policies will regularly be sent to Governors for review. An updated Behaviour Policy had been circulated prior to this meeting. All staff had read it and were happy with its contents. The Governing Board accepted this reviewed policy.

### **ACADEMISATION**

Mrs. Barnard-Taylor and three Governors are visiting two schools within the Diamond Learning Trust in St. Neots next week. They will meet with the Executive Headteacher and meet some members of the trust. They will report back to the Full Governing Board. No meetings have yet been made with the Elliott Foundation.

### **DATE OF NEXT MEETING**

Wednesday, 9<sup>th</sup> November, 2016 at 7.30 p.m. at the school

### **CHAIRMAN'S URGENT BUSINESS**

It was reported that Mrs. Dale, Mrs. Barnard-Taylor and some other members of school staff had attended the Licensing and Installation of the Revs. Ian and Linda Brady at St. Mary's Parish Church, Doddington last Monday.

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Chair

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Date