

## IONEL WALDEN PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Lionel Walden Primary School held on Wednesday, 3<sup>rd</sup> February, 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
	Sarah Gowler	Parent Governor
	Andy Naughton	Local Authority Governor
	Kay Naughton	Staff Governor

In attendance:	Natalie Bayes	Associate Governor
	Lynn Clarke	Clerk to Governing Body

Miss Vicky Bennett, PE Subject Leader, joined the meeting.

### **APOLOGIES FOR ABSENCE**

Apologies for absence were accepted from Veronica Cronin and Mel Hart.

### **DECLARATION OF PECUNIARY INTERESTS**

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

### **PHYSICAL EDUCATION SUBJECT REPORT**

Miss Bennett, Subject Leader for PE, was introduced to the Governing Body. She reported on the developments in PE since the start of the academic year.

- Premier Sport, a national company delivering sports and activity sessions for children, is providing a range of after school clubs. Street Dance for Key Stage 2 children and Multi Sports for Key Stage 1 pupils are being introduced initially. Miss Bennett stated that she has worked successfully with this company previously. All coaches are DBS checked and first aid trained. A member of school staff will also support the Key Stage 1 children at the Multi Sports club. When questioned, Miss Bennett explained that Multi Sports teaches the children throwing and catching skills and encourages them to be active. A taster session has taken place in a school assembly to give children an idea of what is involved.
- The school will continue to subscribe to the Witchford Sports Partnership. This gives the school access to sport coaches throughout the year. During the forthcoming weeks, classes will take part in Tri Golf and Multi Skills coaching. By subscribing to the Silver package, the school is supported by a Schools Sports Co-ordinator, Ruth Russell. She has worked with our lunchtime staff, by training them in the supervision

of the children at lunchtimes, and supporting them in the use of the play equipment. She has also held coaching sessions in gymnastic sessions. The school is also able to take part in intra school sports festivals, such as tag rugby and cross country.

- Miss Bennett is keen for the school to apply for the Bronze Active Mark, which is part of the Schools Games Active Mark. The Active Mark is used as a barometer to see how PE funding is spent and how children are participating in sport. A School Games day would be organized, and children will also be able to take part in other sports festivals.
- Through the Witchford Sports Partnership, grant funding is available to target children who have a low participation in sports activities. Miss Bennett has investigated the possibility of putting together an application for funding to be able to offer sports that would not normally be available, e.g. archery, martial arts, and balance ability bikes.
- The school is holding another Healthy Week and various activities are taking place throughout the school. One parent has come into school and talked to the children about the advantages of running, aerobics sessions have been organized throughout the school, circuit training has taken place and a football coach from Cambridge City Football Club has organized training sessions for Key Stage 2 children. Staff from the Countryside Curriculum have visited Class 5 and involved them in making healthy breakfasts.

Miss Bennett was thanked for her comprehensive report. She then left the meeting.

### **MINUTES**

The Minutes of the meeting held on 11<sup>th</sup> November, 2015 were approved and signed as a true record.

### **MATTERS ARISING**

Co-opted Vacancy - Governors were asked to think about a suitable person to fill this vacancy, offering skills that would be beneficial to the Board.

Margaret Dunham - Mrs. Barnard-Taylor was pleased to report that Mrs. Dunham has started volunteering in school again.

### **HEADTEACHER'S REPORT**

Staffing - Congratulations to Mr. Harfield on his marriage. Mrs. Nell returned to work on 2<sup>nd</sup> February following maternity leave. Performance Management appraisal interviews are continuing with support staff - their targets also link in with the key priorities in the School Development Plan.

Continuous Professional Development - Mrs. Barnard-Taylor continues to attend LA briefings and Governor briefings. The 'Sustaining Effective and Healthy Leadership' programme is ongoing (six days over the whole academic year).

Teachers have attended Subject Leadership network meetings including those organized by the FTSA.

Curriculum - This term, the school's curriculum is enhanced by 'Healthy Week' (1<sup>st</sup> to 5<sup>th</sup> February), which incorporates various activities focused around the importance of keeping healthy through nutrition exercise, sleep and mental well-being. Visitors will demonstrate and encourage pupils to take part in new sporting activities. The broad curriculum is also enhanced by 'Science Week' (14<sup>th</sup> to 18<sup>th</sup> March), which will include visits from Mad Science, Lion Learners, RSPB, Anglian Water and Wood Green. Some pupils will participate in visits to Cromwell Community College. There will be the annual Science Homework Challenge, which will be 'Space' related to coincide with the interest in Tim Peak - we have registered for space seeds! Year 5 are enjoying Molly Dancing on Mondays afternoons. Year 6 have been involved in the PHSE Service's 'Kick Ash' programme which highlights the risks associated with smoking. We shall be participating in World Book Day on 4<sup>th</sup> March and Sport Relief on 18<sup>th</sup> March. We now offer an even wider range of School Clubs with Premier Sport leading Street Dance and Multi-Sports this term. Class assemblies are under way and so far we have been entertained by Class 8 (World War 2) and Class 7 (The Mayans). We have received a copy of the promotional video being used by the PHSE Service to highlight their work with the Life Education Centre. In the Summer Term, we were asked to be part of the recording - and have been given a discount off our next booking with them as a thank you. The recording captures the impact of having the LEC on site and the extent to which it supports our PSHE curriculum in school. *Mrs. Buckle asked if the reduction in funding for the LEC would impact on our school. Mrs. Barnard-Taylor replied that the LEC has been booked for 2017 as normal.*

Standards - A Professional Development Day took place on 4<sup>th</sup> January. This involved all teachers in the March and Chatteris cluster working together on standardization. Prior to this, in our own schools, teachers collated samples of English and Mathematics from pupils' workbooks to demonstrate end of year expectations relating to new national standards. These were shared at the Professional Development day and now each school has files for each year group. Assessment without Levels - we are continuing to complete half termly assessments on our new templates. Pupils are plotted as:-

- Below National Standard
- Working Within National Standard (divided into 3 sub-levels C/B/A according to percentage of National Standard achieved)
- At National Standard
- Exceeding National Standard
- Mastery

*When questioned by Mr. Naughton, Mrs. Barnard-Taylor confirmed that these will be updated every half term for Reading, Writing and Mathematics, split into columns so that progression can be monitored. A letter will be sent out to parents with the Mid Year Report, informing them of these developments. Mr. Naughton asked if evidence was available to show assessments. It was affirmed that this was available through books and work scrutiny.*

Safeguarding - Prevent - it is essential that all governors and staff are well-informed. Mrs. Barnard-Taylor is the school's lead for Prevent. The procedures for Prevent are consistent with those for Child Protection, and we have to be aware that with the ever increasing use of the internet, children and families may be drawn into radicalization and terrorism. She asked that all Governors refer to the document - 'Keeping Children Safe in Education, July 2015', which had been emailed to all Governors and staff last term.

Pupil Premium - As at 29<sup>th</sup> January - 30 pupils are in receipt of Pupil Premium funding: 24 FSM6, 5 Service Children, 3 Looked After Children. Pupils are continuing to be closely monitored within lesson time, book scrutiny and analysis of data. We have a member of the CREDS (Cambridgeshire Race Equality and Diversity Service) team visiting on Friday mornings to support an EAL (English as an Additional Language) pupil who joined us in December. This pupil spoke no English when she joined the school and is making excellent progress. A governor monitoring visit has taken place and will be discussed.

#### 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 School Development Plan has been reviewed and updated. We are almost at the half year review. Four further governor monitoring visits have taken place relating to SDP Priorities 3, 4 and 6. Whole school display theme for this term is Mathematics - 'Using and Applying'. Classes have timetabled 'Using and Applying' sessions in the afternoons. A Maths training day took place for teaching staff in October which was led by a person from Abacus. Staff were able to further extend their use of the related resources.

### Teaching School

- Outstanding Teaching Programme finished in December - very positive feedback was received from all participants.
- Improving Teaching Programme - this is taking place this term with 6 participants from 6 different schools. Miss Bennett is taking part in this and is benefitting from working with teachers from other schools in sharing good practice and having worthwhile, professional dialogue.
- School Direct trainees have started their second placement (January to June) - 4 of them have already been successful at interview for teaching jobs starting in September within the cluster. We are in the process of interviewing potential trainees for School Direct places starting in September.
- The Chattering Champions Project is going well with the Early Years practitioners enhancing their environment/resources and staff visiting each other's settings and so improve our practice. Our staff have taken part in 'Tuff Spot' activities. Marilyn Brocklehurst, a children's author has been booked to come and speak to Early Years staff within the cluster. Margaret High is visiting Pre-School and Class 1 to introduce 'Story Sacks'.

### Premises

- Alan Mason (E. Mason and Sons) has started to maintain the field and hedging and there is already a noticeable difference.
- Princebuild have successfully located the cause of the leak in the roof above the hall. This has been repaired and is being monitored.
- We are still awaiting action regarding the three trees on neighbouring land which overhang the school field.

Christmas Performances - The production of 'Frozen' for pupils in Years 1 to 6 and the introduction of the Nativity for the Early Years Foundation Stage were enjoyed by all audiences and very positive comments were received.

### TERM DATES 2016/2017

The Governing Board needs to approve five staff training days within the academic year 2016/2017. The school year begins on Thursday, 1<sup>st</sup> September, 2016. The following training days were agreed:-

Thursday, 1<sup>st</sup> September, 2016

Friday, 2<sup>nd</sup> September, 2016

Friday, 21<sup>st</sup> October, 2016 (a joint cluster Professional Development day is being organized on this date)

Wednesday, 4<sup>th</sup> January, 2017

Tuesday, 18<sup>th</sup> April, 2017

### **ATTENDANCE**

The Governing Board were informed that a new Education Welfare Office has been appointed - Emily Moore. She is very keen to track attendance and is working with the school in order to encourage children to attend. We have reached the halfway point in the academic year when each child's attendance will again be reviewed. Holidays in term time are actively discouraged. If a child is absent twice for term time holidays within a three year period, the Education Welfare Officer will become involved in discussions with the parents and at any other time deemed necessary.

### **ROAD CROSSING PATROL**

Due to reductions in Government funding to the Local Authority, the future of Road Crossing Patrols is under review, with proposals to cut this service. Mrs. Barnard-Taylor has met with the Chairman and Clerk of the Parish Council together with David Connor, our local County Councillor. The Local Authority has come up with two propositions for schools - for a cost to the school of £5,000 per year, the Road Crossing Patrol could continue, with the current service being provided by the Local Authority. Alternatively, the school could recruit and employ a Road Crossing Patrol themselves, to be trained by the Local Authority at a cost of £800 per year, in addition to employment costs. Mrs. Barnard-Taylor's view is that the safety of the children is paramount and she would prefer the service to continue as it is at the moment, being provided by the Local Authority. Should the service be removed, the school would cover the cost of £5,000 to ensure continued provision. We now await the outcome of the review by the Local Authority.

### **POLICIES - TO RECEIVE UPDATED R.E. AND SCIENCE POLICIES**

These updated policies had been circulated prior to the meeting. The policies have been reviewed and updated in line with the new curriculum. Everyone present approved these policies and they were adopted.

### **GOVERNORS' MONITORING VISITS**

Governor Monitoring visits have been carried out and key areas of these visits and findings were shared with the Governing Board.

Jo Dale - British Values/SMSC - January 2016

Jo Dale - Pupil Premium - December 2015

Jo Dale - Safeguarding/Single Central Record - December 2015

Jo Dale - Teaching School - December 2015

Andy Naughton - ICT in the Curriculum/Website - November 2015

Monitoring visit notes have been prepared and will be circulated to all Governors.

**GOVERNOR TRAINING**

Training undertaken since the last meeting includes the termly workshop, which concentrated on the new Ofsted Framework, a briefing with Tim Coulson (Regional Schools Commissioner for the East of England and North-East London) and a representative of the Elliot Foundation, informing Governors on becoming an Academy. Although helpful to attend, this has not led us to academise in the near future. We shall seek further information and keep abreast of updates. Further training sessions are booked for the forthcoming term.

**WEBSITE**

Governors were reminded that the new school website is updated on a weekly basis.

Governors then undertook a Learning Walk around the school to view the latest set of displays- this term's theme being 'Maths' - and they relate to School Development Plan priorities.

**DATE OF NEXT MEETING**

Wednesday, 4<sup>th</sup> May, 2016 at 7.30 p.m.at the school.

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Chairman

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Date