

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 12 JULY 2018 AT 15.30

OPENING PRAYER

PRESENT

Mrs L McDonald (Head Teacher), Mr A Colaço (Chair), Mrs K Buckhurst, Mr G Carnie, Rev P Down, Mr R Cozens, Mrs S Gunn, Mr T Pople, Mrs M Touch Mrs J Wallace and Mr A Bradshaw (Clerk).

1. INTRODUCTION

Apologies for Absence - None

Pecuniary Interests – None

Notice of AOB – Three Items

2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 5 June 2018 were a true and accurate record and were signed by the Chair. Matters arising were discussed as follows;

- 6 H&S Audit Action Plan, Headteacher to report back at this meeting – Later Agenda Item
- 11 GDPR Policy to be reviewed at this meeting– Later Agenda Item.

3. LITERACY UPDATE

Mrs Bailey-Jones gave her update. Salient points from her report were as follows

- **Focus:** - The focus this year was on spelling as both spelling and grammar levels had been raised by the Government. The School had teamed up with three other Schools in Yeovil to share best practice Within the School there have been weekly spelling tests from Y2 upwards and children have progressed with their spelling. There have also been weekly spelling sessions on three days from Y2 to Y6. After lunch each day, children were able to practice the 5 set spelling words for that week. Spelling is taught differently in Reception with the emphasis being placed on phonics
- **Resources:-** We have looked at the resources available to the children. We use word maps and dictionaries. If children can find words in a word map or dictionary this is deemed to be that they can spell the word. Over the summer holidays the Library space was being redesigned and with the help of PTA funds, new chairs were also being purchased.
- **Talk Boost:-** Talk Boost is a targeted intervention that narrows the gap between 4-7 year old's with language delay It is a 10-week programme that can boost a child's communication by up to 18 months. It been shown to have an impact on progress in reading. Talk Boost also helped children with delayed language development who would not usually qualify for specialist help but are not thriving at school because of a speech and language need.

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- **Data:- Y1 phonics** screening had recently taken place; 10 out of 14 children achieved 71% . Of the 4 children who did not achieve the required level, 1 was disapplied; 2 children obtained 27 and 29 out of 40 (which was an improvement on last year) and 1 child subsequently achieved the required standard.

KS1 Teacher assessments:

Reading – Out of 16 children, 5 achieved working towards the standard, 6 achieved the standard and 5 achieved working at greater depth.

Writing - 1 child achieved pre-key stage, 6 achieved working towards the standard, 5 achieved the standard and 1 achieved working at greater depth.

KS2 Data:-

Reading – 7 out of 14 children (50%) met the required standard – 2 children did not take the reading test.

Grammar and Spelling - 9 out of 14 children (64%) met the required standard

Writing - 10 out of 14 children (71%) met the required standard

Whilst the KS2 results were not as good as last year, Governors were reminded that there were two children in the cohort with very challenging behavioural problems.

In conclusion, Mrs Bailey-Jones wished to thank a Parent Governor who had been into school every week to listen to children read

A Foundation Governor asked three separate questions:

- ❖ *how are we able to measure spelling; how do we see improvement in their work and how are we tracking it? Mrs Bailey-Jones replied that spelling and improvement was measured through termly assessments and is tracked through the termly score.*
- ❖ *the data results were not very good but are we satisfied that the children are making adequate progress? The Headteacher replied that when analyzing the data, she looks at two sub-levels in progress. The majority of children are making acceptable progress and for those who are not, there is usually an underlying reason for this.*
- ❖ *what were we doing for children to achieve mastery in literacy? Mrs Bailey-Jones replied that this is achieved by spelling in greater depth. A greater depth child can work on their own. Children are able to go through a piece of written work to see how they could have done better. Mastery teaching encourages pupils to learn to redraft and improve their own work, equipping them with a deep understanding of their learning*

Governors thanked Mrs Bailey Jones for her presentation.

4. SEN UPDATE / EXCLUSIONS

This is a confidential item and has been minuted separately.

5. SAFEGUARDING

The Headteacher reported that there had been one incident since the last meeting. A pupil should have stayed after school for a rehearsal but was found to be missing. This led to a search for the missing child. After phoning the pupil's mother and contacting other parents it was discovered that the pupil had asked a parent if they would take him home but neither the parent or pupil told the school that this was happening, A procedure has now been put in place to rectify this situation reoccurring again whereby the

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year 5/6 teacher must accompany her children out to their parents and parents who wish their child to leave the school premises unescorted must confirm this in writing.

6. HEALTH & SAFETY UPDATE- INCLUDING H & S AUDIT ACTION PLAN

A Health & Safety Governor reported that he and the Headteacher had met and produced an action plan arising out of the recent LA Fire Safety Inspection. He confirmed that the majority of the action points had been rectified. He also reported that he was in the process of replacing the fire procedure notices around the School as the Inspection highlighted that although commercially printed they were not standard fire procedure notices and therefore had to be replaced. The Health & Safety Governor reported that the School had now received a letter asking for an action plan from an audit that had taken place in January 2018. The letter gave a number of links to do this, but these were not working. This has led to a delay, but the Health & Safety Governor would be completing the action plan over the summer holidays and would bring this to the September meeting **(Action)**.

The Headteacher reported that she had completed an Asbestos Management Action Plan even though she had completed one on RAMIS, to be signed off by the Chair of Governors,

7. SCHOOL DEVELOPMENT PLAN

The Headteacher briefly went through the evaluation of 2017/18 SDP and then outlined the key issues for 2018/19 SDP.

Evaluation of SDP 2017/18

- Key Issue 1 – “Thinking Leadership”. This is timetabled for discussion and audit on the July INSET day.
- Key Issue 2 – Spelling – Already discussed by Mrs Bailey-Jones
- Key Issue 3 – Ofsted Action Plan – on-going
- Key Issue 4 – Maths – Have yet to evaluate the SATS results for maths but this would be included in the Headteacher’s Report at September FGB meeting.
- Key Issue 5 – FSU -on-going, Children continue to make good progress
- Key Issue 6 – ICT – Elim 360 award – not able to start this year – looking to begin 2019/20
- Key Issue 7 – Church School Distinctiveness - refreshing the Christian characteristics of the School

Introduction to SDP 2018/19

- Key Issue 1 – Raising Achievement – a challenge given we have had issues with two Y5/6 children although one will be leaving other will move into Y6.
- Key Issue 2 – Literacy Co-ordinator Role – greater responsibility and also for data analysis
- Key Issue 3 – MATHS Co-ordinator Role – greater responsibility and also for data analysis
- Key Issue 4 – FSU continued Development - on-going
- Key Issue 5 – Christian Development – on-going

8. GDPR

The Headteacher reported that she and another member of staff attended a training session on GDPR and that the School was compliant with the majority of what was required under the regulations. Those items that were not yet compliant would take relatively little time to put in place. The Headteacher confirmed that she had compiled an action plan to ensure that the School was fully compliant with the new GDPR regulations.

9. MONTH 3 FINANCE REPORT

The Headteacher confirmed that the budget for the end of Month 3 was in-line with the monthly budget predictions. There were a small number of ledger codes where there showed an overspend (Pupil Premium, ICT and Admin Supplies) but these were due to either receipt of external funds or advance

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payments for the year. The Month 6 budget due out at the end of September should give a more comprehensive picture of expenditure v budget. A Foundation Governor reminded the Headteacher that Finance reports should be sent out to Governors with meeting papers to enable Governors to look at the reports in advance of the meeting and thereby be able to ask questions arising out of the report **(Action)**

10. SCHOOL FUND

The Headteacher reported that the balance of School fund account stood at £5,814.13 of which £3,486.39 related to School fund and £2,327.74 Governor funds. There was expenditure of 10% Governor's liability amounting to £1,947.52 for the refurbishment of toilets which would leave a balance in Governor funds of £380.22. The Chair was asked to sign acceptance of the Governor 10% contribution for toilet refurbishment. A Foundation Governor queried why the Governor funds were included in the School Fund Account rather than in a separate Governor Funds Bank account.

11. PUPIL PREMIUM/PE FUNDING

The Headteacher reported that the Pupil Premium account currently showed an overspend of £5K which was external funds waiting to be received. She confirmed that some of the PE grant had recently been spent on balance bikes, protective helmets and related activities.

12. KS2 SATs RESULTS

The Headteacher reported that as the SATs results had only been published two days ago she had not yet had time to carry out a full analysis of the results. She would complete this over the Summer holidays and this would form part of her Report for the September FGB meeting. She also highlighted the fact that KS2 cohort has a number of special needs children including two children who were unable to take the reading test, but they were still included in the data reducing the results by 14% before taking into account the marks of other children. To meet government expectations, pupils must achieve 100 in their scaled scores. However, this equates to different marks for each paper (grammar, punctuation and spelling; reading, maths). The Headteacher gave a brief overall of the results:

Grammar, Punctuation & Spelling:- 9 children (64%) met government expectations of which 2 (14%) achieving a score of over 110

Reading:- 7 children (50%) met government expectations but 5 (36%) failed to meet government expectations

Maths:- 6 children (43%) met government expectations but 8 (57%) failed to meet government expectations

The Headteacher was disappointed by the results and she would be talking to Ian Durrant (SIP) when he was next in school.

13. POLICY REVIEWS (Previously Circulated)

The following policies were reviewed and approved by Governors:

- Finance Policy – an LA document
- Complaints Policy – minor amendments
- Use of Force – no changes
- Governor Expenses – no changes
- Attendance Policy – minor changes
- Professional Code of Conduct – no changes
- Data Protection Policy – no changes
- Science Policy – minor changes

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14. GOVERNOR OF THE MONTH – FEEDBACK

The LA Governor reported that she had been into FSU to meet with Mrs Maynard and had discussed some objectives for the forthcoming academic year

15. DATE FOR NEXT MEETING

The following dates were agreed for the next two meetings:

- Thursday 27th September 2018 at 3.30pm
- Thursday 8 November 2018 at 3.30pm

It was agreed to finalise the remainder of 2018/2019 meeting dates at September FGB meeting.
(Action)

16. AOB

There were three items:

- The Headteacher reported that there had been a couple of incidents where parents had spoken to Governors regarding concerns they had regarding school matters. She asked that if Governors were approached by parents they should be reminded of the School's complaints procedure (available on the website) and that such matters were, in the first instance, discussed with the member of staff concerned and/or with the Headteacher. If the concern related to the Headteacher then the matter should be discussed with the Chair of Governors.
- The SEN Governor on behalf of the Governing Body, wished to thank and congratulate everyone involved in the Orchard Class production of "Mary Poppins". The sheer amount of hard work and enthusiasm of the Class and especially Mrs Pat King, given all the difficulties within the class group for what was an outstanding and enthusiastic production. She also wished to thank everyone who had also contributed to the recent Poetry and Prose evening.
- The Staff Governor, on behalf of all Staff wished to thank Governors for the recent Staff/Governor social and it was hoped that further events could take place during the next academic year.

16. DATE OF NEXT MEETING

Date of Next Meeting – Thursday 27 September 2018 at 3.30 pm

The meeting closed at 5.40