

# APPROVED MINUTES



## ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 15 DECEMBER 2016 AT 15.30

### OPENING PRAYER

### PRESENT

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

### 1. INTRODUCTION

**Apologies for Absence** – Mrs E Bailey Jones, Mrs J Wallace and Mr T Pople

**Pecuniary Interests** – None

**Notice of AOB** – 4 items were declared.

### 2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meetings held on 10 November 2016 and 22 November 2016 were a true and accurate record and were signed by the Chair. The matters arising were discussed as follows;

10 November 2016

- 2 E-mail links – Action not Completed
- 2 Lone Working Policy - to be issued to all staff- Action Complete
- 2 Updated SEF- to be discussed at February FGB (**Action: Headteacher/Clerk**)
- 4 Governors to complete self-evaluation form – (**Action: Clerk to check with Finance Officer**)
- 9 School Profile Pack – Later Agenda Item
8. Vision Statement - Later Agenda Item

22 November 2016

- 2 Request written report from LA Appeal Panel – Action Complete
- 2 Contact HT of pupil's current school re paperwork – Action Complete

### 3. SEP FEEDBACK

The Headteacher explained that last year County were providing the services of a SEP (School Education Partner) who would probably replace the SIP (School Improvement Partner). She has had two meetings with the SEP and it has become apparent that the role of the SEP is quite different from that of the SIP role. The Headteacher confirmed she wished to retain the services of the SIP. Governors agreed.

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## **4. PUPIL PREMIUM/PE GRANT UPDATE**

The Headteacher gave an update of expenditure in these areas:

Pupil Premium: The ELSA TA and Intervention TA are both funded by Pupil Premium. The ELSA TA is attending a course on “Thrive Training” – stages of mental health in children and this has been funded out of Pupil Premium. The Headteacher to meet with the Intervention TA early next term.

PE Grant: The School has purchased “Real PE” programme which contains Schemes of Work and support for EYFS and KS1/2 to deliver outstanding PE. It is fully aligned to the National Curriculum and Ofsted requirements. The School has also purchased new hockey equipment and football posts – all funded out of PE grant.

## **5. RAISEONLINE / SCHOOL PROFILE PACK**

Governors were given a copy of a 63 page summary report of RAISEONLINE for 2016. The Headteacher drew their attention to the following points in the report:

- There were three areas that were below standard which the School were aware of:
  - Boys attainment in KS1 maths
  - Boys attainment in KS1 reading
  - Grammar, Punctuation and Spelling at KS2
- KS2 for all and disadvantaged children
  - One pupil above the national average in maths and one pupil below the national average in reading
  - One pupil above the national average in reading, writing and mathematics and three pupils below the national average in punctuation, grammar and spelling
- KS1 for all and disadvantaged pupils
  - One pupil below the national average in expected maths and one pupil below national average in expected at greater depth maths
  - One pupil above the national average in expected science and one disadvantaged pupil below the national average in emerging science.

A Foundation Governors asked if the data told the School of any information it was not already aware of. The Headteacher replied that the data showed nothing that they did not already know.

Another Foundation Governor raised the point that as a school with small cohorts of children, if one pupil failed to reach a standard then this would skew results. He felt that overall the school was meeting the targets.

Governors were also given a copy of a School Performance Profile Pack produced by the Local Authority. The pack provided an analysis of the school’s results relative to LA and national averages. The Headteacher drew Governors attention to the following points contained in the pack:

- KS1 Boy/Girl Expected
  - Boys Maths only 50% reached expected level compared to 72% LA and national average. Disappointed result but not surprised as it was a difficult paper – School is addressing this.

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- Boys Writing 75% reached the expected level compared with 60% LA and 59% national average.
- Girls were above in all areas – for example, 85.7% in reading, writing & maths expected, compared with 67% LA and 66% national average.
- KS1 Boy/Girl Greater Depth
  - Boys were underperforming at greater depth –  
Reading 12.5% compared with 20% LA and national average  
Writing 0% compared with 9% LA and 10% national average  
Maths 0% compared with 17% LA and 18% national average.
  - Girls excelled in all areas at greater depth  
Reading 42% compared with 28% LA and 27% national average  
Writing 28.6% compared with 17.6% LA and 17% national average  
Maths 26.6% compared with 13.7% LA and 16% national average.
- KS2 Expected/Higher Standard
  - At expected level, the School exceeded both LA and national average with the exception of Grammar, Punctuation and Spelling where it achieved 50% compared with 70.7% LA and 72% national average
  - At higher level, the school did not reach the standards compared with LA and national average.

The Headteacher commented that grammar was on target for 2017 but the children were struggling with spelling. In 2015 the School attained higher than the national average in spelling and overall did better than in 2016. The School had purchased a new spelling resource in Spring 2015 but this was probably too late for pupils taking the new KS2 tests. What is not yet clear is if the 2016 results in spelling were due to phonics or the words they were asked to spell.
- KS2 Boy/Girl Expected
  - Boys performed better than girls
  - Boys achieved higher results in reading, writing and maths than LA and national average with the exception of grammar, punctuation and spelling which was slightly lower than LA and national average.
  - Boys achieved 100% in writing compared with 67.5% LA and 68% national average.
  - Girls achieved higher results in reading, writing and maths than LA and national average with the exception of grammar, punctuation and spelling which was much lower than LA and national average.
  - Girls achieved 100% in maths compared with 66.5% LA and 70% national average.
- FSM Attainment (seen as disadvantaged)
  - Not judged in 2016
  - Achieved good results in 2015

There were no further questions from Governors.

## **6. DISCUSSION ON VISION STATEMENT (previously circulated)**

KB reviewed where we were regarding the vision statement. She had received some further suggestions from a Foundation Governor which were useful and she would incorporate these into the document. KB would now produce a final version of the Vision Statement for approval at the next FGB. There followed a brief discussion on the Pupil's Vision Statement "Learning together forever" It was agreed that each class should design and colour a poster based on the pupil's vision statement

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which would then be displayed in their classroom as this would serve as a reminder to them. Teachers could also make reference to this in topics where appropriate. (Action: KB/Clerk)

## 7. GOVERNOR OF THE MONTH - FEEDBACK

- A Parent Governor had been into School to observe the children's work and to meet with the Literacy Co-ordinator. She observed examples of pupils extended work books throughout all the age ranges and gave feedback to the co-ordinator.
- A Foundation Governor visited an RE lesson in Pendragon Class. The pupils asked super questions on the topic of the celebration of Christmas. He had also taken two Y6 boys to a maths genius day
- Another Foundation Governor had been into school to watch the dress rehearsal of the annual Nativity Play. She commended both pupils and staff for an excellent production and their hard work. She also praised pupils of Orchard Class for their outstanding politeness when serving refreshments at the event.
- The Headteacher reported that she has attended Safer Recruitment Training.

## 8. POLICY REVIEWS (Policies previously circulated)

Documents were sent out prior to meeting. These were reviewed by Governors, with only minor amendments to the Missing Child Policy. The following policies were approved:

- EYFS Policy
- Fees Policy
- Induction Policy
- Missing Child Policy
- Pay Policy
- Appraising Teacher Performance
- Food Policy
- Lone Working Safety
- School Security Procedures
- Collective Worship.

(Action: RC to send Headteacher an amendment for Missing Child Policy).

## 9. MONTH 8 FINANCE REPORT

The Headteacher began by outlining that expenditure for this period should be in the region of around 64% of annual budget and she highlighted variances:

- **Buildings Maintenance (102%)** – Only minor works as and when necessary. Diocese are visiting the School in January to establish if there are any major works required.
- **Cleaning (71%)** – Increase due to taking on a part-time cleaner for FSU.
- **Water (112%)** – As previously minuted, increase in expenditure due to water leak.
- **Telephone (93%)** – Due to service contract.
- **Fixtures and Fittings (31.5%)** – No replacements to date
- **Grounds Maintenance (23.6%)** - A new contractor, areas around school which they have not yet seen to and require attention.

The Headteacher concluded that overall, the budget was on target for the year.

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## 10. ICT – WAN BROADBAND AND CHANGES TO e—SAFETY

The Headteacher explained that the Local Authority's support for Broadband connection (which is top sliced from the budget) expires shortly. The School has been looking at alternative providers. FuturForm who currently support the School as well as other local schools in ICT provision obtained 3 quotations from Schools Broadband, SWgFL and EXA Networks. Some providers required a dedicated phone line which the School does not have. FuturForm advised that the best quotation for the School was Schools Broadband at an annual cost of £2,590 which was lower than the current contact and provides a much faster broadband speed than at present. FuturForm needed a decision before the end of term of the new provider as we are required to give three-month notice period to the current provider. Governors agreed to proceed with Schools Broadband quotation.

The Headteacher also gave Governors an update on e-safety measures carried out in School – all of which is contained in the policy.

## 11. Headteacher's Performance Management and Pay Review

This item was deemed CONFIDENTIAL and is minuted separately.

## 12. AOB

- **PAN** – The Headteacher reported that a reduction in PAN from 16 to 15 pupils had been previously agreed some time ago by Governors. She had recently contacted Pupil Admissions to remind them of the change for 2018/19 as they were in the process of updating the policy for 2018/19 academic year. The updated policy has now been produced and the reduction in PAN from 16 to 15 has gone out for consultation. Governors re-confirmed the reduction in PAN as previously agreed.
- **Mentoring** – The Headteacher reported that she had been asked if she would mentor a new Headteacher of a local primary school. She had also been approached by Bath and Wells Diocese and asked if she would mentor an “aspiring to Headship” teacher at a Church school. The commitment would equate to approximately three days for each person and the school would receive payment from LA/Diocese. Governors Agreed.
- **Carol Service**– The Chair, on behalf of a Foundation Governor who was not able to be present at the meeting asked the Headteacher to pass on to all teachers and pupils a big “thank you” from all Governors for the wonderful Carol Service that had taken place earlier in the week.
- **Bingo Evening**– The Chair wished to make an observation which was not in any way meant to be a form of criticism. At a recent “Bingo Night” , there was no teacher involvement (other than the Headteacher) and that given this was a PTA led event, it would have been nice if at least one teacher had been present. That said, he appreciated the enormous contribution teachers make to the life of the school as well as their heavy workload which was why, possibly, no teacher attended the event especially as it was towards the end of a long and busy term.

## 13. DATE OF NEXT MEETING

Date of Next Meeting – Monday 9 January 2017 at 5.30 pm

***The meeting closed at 5.30 pm***

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Signed.....

Dated.....