

**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 25 November 2015 at 6.30pm**

Present: Mrs N Loveless (Chair), Mr M Crick (Headteacher), Mr B Vennart, Mr N Gault, Mr I Belsey, Mrs A Burchell-Trent, Mrs L Porreca, Mr C Watson

In Attendance: Mrs C Collard (AHT)
Sonia Tomlinson (Maths Leader) left meeting at 7.10 pm

Clerk: Mrs Tracey Filmer

1. Opening Prayer

LP opened the meeting with a prayer.

2. Apologies for absence

Apologies were received and accepted from Mr N Hassall, Mrs J Newing, Mr W Pemberton and Mr A Collings.

3. Maths

The Chair welcomed Maths Leader, Sonia Tomlinson to the meeting. ST circulated a report to the governors detailing actions undertaken since the Ofsted inspection in May 2015 and a copy is filed with the minutes. At the HMI on 14 October it was recognised there had been progression since the Ofsted inspection.

ST explained that in order to differentiate work more effectively the challenges in Maths had changed. Challenges were now set for varying abilities with children choosing which challenge to take on. An impact on the learning could be seen by pushing progression on. The next step could be clearly seen by children. Children were not allowed to select the easy option if teachers knew they could attempt more and would be pointed in the appropriate direction. Some children were pushing themselves onto the next challenge which would not have been possible before. The children were very positive and enthusiastic about this new approach.

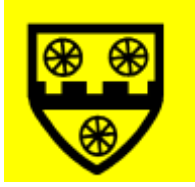
Internal monitoring had taken place in June, July and September with the next review on 30 November. Various training had taken place for staff in Maths.

- **A governor asked what mastery was.**

Mastery was knowing a skill and being able to apply it in all situations.

ST explained to governors that although the Maths KS2 data for 2014/15 had been down and was very disappointing, there was nothing to indicate a problem with the teaching. Evidence was in place which showed that the children were on track but it just did not happen on the day. The only other factor which could have influenced this was that the Ofsted Inspection was on the two days of the Maths SAT's papers.

Action



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KS1 data for 2014/15 was good with the school above national at L2b+. L3+ was below national but in line with previous years and the children had been tracked back from Year R and one more child than expected had exceeded levels.

Future actions included:

- A five week mathematics workshop for parents.
- Targets, appropriate to the New Curriculum, to be identified and shared with the children.

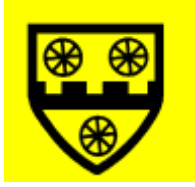
Governors asked the following questions:

- **How can mastery be co-ordinated across all year groups so that all staff have an understanding of what it is?**
This was being done at staff meetings and during a staff development day. Monitoring was used to make sure understanding was in place and feedback and further CPD were given if necessary. Sharing of good practices among teachers was also encouraged.
- **How were parents being encouraged to come to the five week course?**
The FLO was closely involved with co-ordinating this as she knew the targeted families.
- **Were pupil premium children at a lower starting point?**
A number were at a level lower than age expected which was partly due to the new National Curriculum. There would be some children who had to catch up.
- **Were pupil premium children closing the gap?**
Many PP children were making expected progress this term but this did not mean they were closing the gaps. To do this accelerated progress would need to happen. However, this was only Term 1 which was always a difficult term and this was worse this year with the steps assessment system which was new to staff. The data was expected to be more reliable in Term 2 but it was important not to wait until then to carry out the first assessment.

ST left the meeting at 7.10 pm.

4. Declaration of Business Interests

Governors were invited to declare business interests against any agenda item. None were declared.



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5. Minutes of the meeting held on 22 September 2015

The minutes of the meeting held on 22 September 2015 were agreed and signed as an accurate record of the meeting.

6. Matters arising from the Minutes of 22 September 2015 not elsewhere on the agenda

The Governing Body Action List of 39 actions was reviewed.

Items 3, 5, 7, 8, 9, 10, 11, 13, 17, 19, 21, 22, 23, 28, 29, 30, 33 and 35 had been completed and would be removed from the list.

All other items were ongoing. Please see attached action plan.

7. Governing Body Matters

Code of Practice

The Code of Practice had been amended to say governors would undertake two training sessions per year. Governors signed the amended Code of Practice.

Updated TORs and SOs sent to governors

The Clerk confirmed this had been done.

Governing Body Delegation Planner

Governors discussed the planner and it was decided the Chair would look at this further following the meeting and present an amended version to governors for approval at the next meeting.

Chair

Action: Amended GB Delegation Planner to be presented at next FGB.

Chair

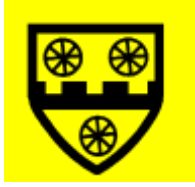
8. School Improvement

HMI Visit

The HMI visit had taken place on 14th October. The HMI had indicated that there would be no further visit until the next Section 5 inspection. Governors were reminded however, there was always the chance that something might trigger a visit or a subject inspection could take place. This was very positive news and the Chair asked the Head to pass on governors' thanks to the staff for all their hard work. A governor commented that although it was possible to see progress had been made there was still some way to go. It was also important not to lose sight of EYFS as this had been graded Good as it was important to maintain this.

Ofsted Action Plan

The Head confirmed that all items on the plan were currently ongoing.



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Headteacher Report

The Headteacher Report to Governors had been circulated prior to the meeting and a copy is filed with the minutes. Governors were invited to ask questions:

- **Year 6 – what was the additional teaching in place to accelerate progress in Maths?**
A group of children from Year 6 was taken for three half hour sessions per week in addition to their usual maths lesson. The same applied to a group from Year 5. An English group also ran on the same basis for each year group.
- **What was in place to turnaround the increased gap in Reading and Maths in Year 6?**
Additional interventions were now in place.

The chart showing all interventions and their current impact had been included in the report and governors agreed it was very useful.

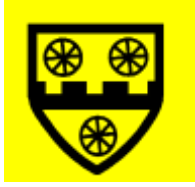
- **SEN pupils appeared to be struggling in all year groups.**
This group needed to make accelerated progress by Christmas and those who had made expected progress now could be expected to be making accelerated progress by the end of Term 2.
- **What would happen if children were still below age expected progress at the end of an intervention?**
The intervention might be repeated if another factor could be identified which had negatively impacted on the intervention. If it was decided the intervention had not worked an alternative would be considered and if it had not worked due to the delivery this would be addressed.
- **In Years 5 and 6 there were a high number of children below expected progress. Did the Head know the reason why?**
The Steps assessment system partly accounted for this and another reason for some children was external factors. Assessment would be more accurate by the end of Term 2.

Any unanswered questions sent by WP, which had not been seen by the Head prior the meeting, would be addressed by email after the meeting and copied to all governors.

Data Wall

The Data Wall for Term 1 had been circulated to governors prior to the meeting and a copy is filed with the minutes. As this was the first time this had been produced, the Head explained each section to governors.

Overall the Data Wall showed that expected progress was being made but the accelerated progress required was not yet happening. Gaps were narrowing for
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pupil premium children in some classes. Pupil Premium children making good progress varied in different year groups. In Year 5, 4 out of 9 pp children had done well. SEN showed that gaps were closing.

It was decided the next Data Wall would in future be colour coded to indicate where gaps had narrowed or widened.

The Teaching Profile showed that not all teaching was good and this was evident as neither attainment or progress was good across the board. The school was working towards the target on the OAP for 87% to be good or better by the end of Term 2.

Attendance figures were not good and this was due to two weeks of a bug in school in Term 1 which had inflated the persistent absence figure. This would reduce as the year progressed.

There were only 18 children in the EYFS this year compared with 30 last year and this affected the figures. The numbers across the Dover district had been down this year but were expected to increase next year.

Governors agreed that the Data Wall did make the data more understandable compared to how it was previously presented and interpretation would become easier as the year went on. A governor suggested the Head indicate three key points on the data in future for governor's attention.

Head

Staffing

Following the resignation of the Year 6 teacher during half term, the position had been advertised and one suitable candidate would be interviewed on 3 December 2015. A replacement was needed for January 2016. It was unlikely it would be possible to obtain a Maths Leader but the priority was to employ a good teacher to teach the class. Another member of staff had also resigned and a replacement would be sought for after Easter.

School Uniform

This item would be discussed at the January meeting.

Jan agenda

Governor Visit Reports

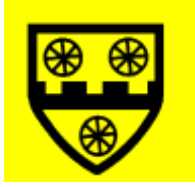
The Chair reminded governors that their monitoring pairs and class visits should be completed by the end of December.

The following Governor Visit Reports had been circulated to governors prior to the meeting and copies are filed with the minutes:

- Robins Class Visit – 12.11.15 (NL)
- EYFS – 12.11.15 (BV/AB-T)

A governor asked for classroom visits to be discussed at the next FGB as

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governors were still unsure of the purpose of them. Teachers were also unsure what governors were there for and there was a need to discuss this with staff. Governors had begun to prepare questions in advance and the Chair would send a copy of her preparation for the Robins visit to governors and asked the Head to share this with staff. The Chair said that a number of governors were attending training on monitoring visits on 1 December which would hopefully help to clarify this.

Chair

Goals for 2015-18

The goals for 2015-18 had been shared with governors prior to the meeting and already been seen by staff. Governors agreed and approved the goals.

Improvement Adviser Questions

This item would be discussed at the January meeting.

Jan agenda

NOVs

Governors had received NOVs and had no comments.

Actions:

1. **Three key points to be identified on the Data Wall each term.**
2. **School Uniform to be on January FGB agenda.**
3. **Preparation for Classroom visit to Robins to be sent to governors.**
4. **Improvement Adviser questions to be discussed at FGB in January.**

**Head
Clerk
Chair
Clerk**

9. Governor ~Training

Online Channel Training

The link would be sent to governors to complete the Prevent training.

Head

Data Training – 17 November 2015

Governors had attended the in-house data training. The Head suggested that governors look at the new Data Dashboard available with RAISE online. Governors could contact the Head for a password.

Head

Action:

1. **Channel link to be sent to governors.**
2. **Governors to contact Head for password to RAISE online.**

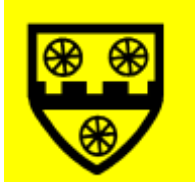
**Head
Head**

10. Admissions Criteria

The revised admissions criteria for 2017 had been circulated to governors prior to the meeting. Governors agreed the new criteria which had been amended to incorporate statutory changes.

11. Sandwich Consortium

The minutes of the Consortium Board of Directors meeting held on 16 June 2015 and the Minutes of the Governors and Headteachers Meeting held on 25 September 2015 had been circulated to governors prior to the meeting and



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copies are filed with the minutes.

The Head informed governors that the Consortium had decided it would be more productive to work in two groups, of four and six schools. The KAH and KCC were not keen on small collaborations and therefore the Heads had decided to work in two smaller groups and to produce one Action Plan overall. The impact of this on school improvement would be looked at.

The Chair informed governors that a discussion had taken place about the possible dissolution of the Consortium Company as it was felt the company had served its purpose and the Directorship had become a burden to those Heads who served on the Board. The funds remaining in the Consortium Business Account would be distributed equally between the 10 schools. It had been agreed that all schools should discuss this matter at their next FGB meeting and seek approval of governors.

Governors agreed that the Consortium Company should be dissolved.

12. Finance

The six monthly monitoring report had been circulated to governors prior to the meeting and a copy is filed with the minutes along with a report from the Finance Monitoring Pair and copies.

The predicted end of year rollover had reduced to £8,526 from £38,904 at the beginning of the year.

Governors noted and accepted the six monthly budget monitoring report and agreed this would need careful monitoring. There would probably be a need to make difficult decisions in January after the nine monthly monitoring had been completed.

Benchmarking 2014/15

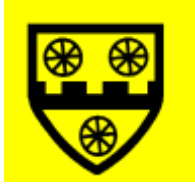
The benchmarking for similar Kent primary schools 2014/15 had been circulated to governors prior to the meeting and a copy is filed with the minutes. A governor commented that supply staff costs were high compared with other schools. The Head felt this could be due to a particular teacher who was used for interventions.

13. Policies

A draft statutory policy timetable had been prepared by the DHT and was circulated to governors prior to the meeting. It was agreed the Chair would discuss the details with the DHT and Head and report back to governors at the next meeting.

Action: Statutory Policy Timetable to be discussed and completed.

**Chair/Head/
DHT**



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14. Any Other Business

Memorandum of Understanding with Eastry School

The Chair reported that the MoU had been signed following the removal of the sentence “All signatories to agree to any termination of the Memorandum of Understanding” which had been agreed by the Governing Bodies of both schools.

15. Confidentiality

There were no confidential items.

16. Date of next meeting

Full Governing Body – Wednesday 13 January 2016 at 7.00 pm

The meeting closed at 8.45 pm

Signed: Date:
Chair of Governors