



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 13 January 2015 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mr M Crick (Headteacher), Mr B Vennart, Mr N Hassall, Mrs J Newing, Mr I Belsey, Mrs L Porreca, Mr A Collings

In Attendance: Mr P Marsh (DHT)

Clerk: Mrs Tracey Filmer

Action

1. **Opening Prayer**
BV opened the meeting with a prayer.
2. **Apologies for absence**
Apologies were received and accepted from Mr N Gault (childcare), Mr W Pemberton (work), Mrs A Burchell-Trent (work) and Mr C Watson (work).
3. **Declaration of Business Interests**
Governors were invited to declare business interests against any agenda item. None were declared.
4. **Minutes of the meeting held on 25 November 2015**
The minutes of the meeting held on 25 November 2015 were agreed and signed as an accurate record of the meeting.
5. **Matters arising from the Minutes of 25 November 2015 not elsewhere on the agenda**
The Governing Body Action List was reviewed.

Items 15, 24, 25, 27, 40, 42, 43 and 44 had been completed and would be removed from the list.
All other items were ongoing. Please see attached action plan.
6. **Governing Body Matters**

Governing Body Delegation Planner
The amended and updated planner had been circulated to governors prior to the meeting. Governors formally approved the Delegation Planner.
7. **School Improvement**

Ofsted Action Plan
An updated plan had been circulated to governors prior to the meeting. The Head confirmed that all items on the plan were currently ongoing and the success criteria were to be tightened up. The amended plan would be shared with governors in due course. The Head confirmed the Maths Leader role was being undertaken by the DHT from January 2016, the Writing Leader role undertaken jointly by the DHT and AHT from January 2016 and the RE Leader role undertaken by the Head from Term 5. All roles would be reviewed following recruitment.



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Headteacher Report

The Headteacher Report to Governors and Data Wall for Term 2 had been circulated prior to the meeting and a copy is filed with the minutes. Governors were invited to ask questions:

- **The Teaching profile percentage stated that 87% of teaching would be good or better by December but this was currently only 29% - why?**
Good teaching practice had been seen across the school but the progress data did not back this up and therefore it was not possible to say that teaching was good overall. There was insufficient evidence through the data to give a rating of good. For example: the gap was closing for pupil premium children but it was still too large. Lower KS2 showed good teaching because there were positive figures for progress and the gap was closing for pupil premium children in two of the three subjects. Teachers were given feedback and support and areas for focus were identified. Governors were assured that strategies were in place to support teachers and adjusted when necessary.
- **The Year 6 Pupil Premium gap had increased in all three subjects. What was being done to ensure this was closed.**
A new Year 6 teacher had been secured and started in January. The new teacher was strong but would be monitored closely and given support and advice where appropriate. Year 6 interventions had been analysed and changed and the new teacher was now able to plan in a more structured way. There had been a handover with the leaving teacher.
- **How much of an impact would the change in teacher part way through the year have?**
It was expected there would be some impact but everything possible was being done to minimise this. The Head was undertaking more monitoring and Subject Leader monitoring would be focused on the pupils' not making progress to target support.
- **A governor asked for a summary of the major changes since last time.**
 - I. Year 6 pupil premium gap was a negative change.
 - II. There was improvement in Year 4 in reading and writing for age expected.
 - III. Pupil Premium gap was getting better but there had been a slip against targets.
 - IV. Year 3 was a strength.
 - V. There was an issue with Year 2 writing and the individual children had been identified.
- **The pupil premium gap was wider in Maths for 4 of the 6 classes. What was being done to address this?**
Interventions had now been focused on individual children to enable them to make the required progress.



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- **The data wall does not indicate data on the percentage of children exceeding expected levels which means governors cannot see if these children continue performing at these levels, which was one of the Ofsted findings.**

It was difficult to show everything on one A4 sheet. Governors discussed the data wall and felt it was the key to the immediate progress of the school. It was agreed the data wall should be expanded to two sheets to include all the relevant data and bullet points outlining the main changes could then also be included.

- **Was the figure of 15 children absent for 56+ sessions accurate?**
This was not accurate and should be 14 sessions as it was 10% of pupils. The majority of these absences were due to sickness but there was a small number with other issues affecting their attendance.

The Head had been given advice that Foundation Governors must ensure they were effective in their monitoring and evaluation of the school as a Church school. Governors agreed this could be done via email.

School Uniform

The Head informed governors that several parents had approached him about changing the colour of the school sweatshirt as the colour yellow marked easily. Governors were reminded that a questionnaire had been sent to parents 3-4 years ago on this subject and the majority of parents had voted for the uniform to stay yellow. Governors considered the request but felt that currently the school and governors were focused on the recent Ofsted inspection and bringing the school to a “good” rating but would be happy to review the situation in twelve months’ time.

Governor Visit Reports

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

- **Fledglings Class Visit – 26.11.15 (BV)**
A confidential issue was raised and this had been dealt with. Staff had raised that expenses were incurred by the Nursery which were not always claimed. The Head assured governors there was a petty cash system in place to reimburse these amounts. A governor confirmed this and it was agreed that the Head would reiterate the current procedures and encourage all Nursery staff to claim any expenses incurred.
- **Owls Class Visit – 10.12.15 (IB)**
The visit had been linked with issue 1 from the OAP – Achievement of Pupils.

Goals for 2015-18

An update was given on the progress with the goals for 2015-18, which had been previously shared with governors.



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The overarching goals were:

- To deliver the Ofsted Action Plan by September 2016
- To raise our assessment to Good by September 2017
- To achieve outstanding by September 2018

Year 1 goals were:

- Weekly all staff briefing and termly feedback meetings by the Headteacher.
- STEPS and BRP training for all TAs.
- Termly special subject days (to include contributions from staff and governors).

The Head confirmed the weekly staff briefings were now taking place and all staff on site were attending. TA training had taken place for STEPS and BRP. A French day had been planned for the summer term and a day would be arranged for this term in due course.

Governors were encouraged to see that things were on track for the Year 1 goals.

Improvement Adviser Questions

A list of Ofsted questions provided by the IA had been circulated to governors prior to the meeting. Governors discussed the section on "Governance".

- What input have governance made to self -evaluation? Have they agreed the grades?
It was agreed that this happened through the monitoring activities and a pair of governors would be asked to look at the updated SEF in due course to ensure governor agreement with the grades.
- What is the process of governor monitoring, regularity, foci, relationship to School Improvement Plan (SIP)?
Governors agreed the process was in place but the Chair reminded all governors of the importance of completing these monitoring visits regularly as it was a very important governor role.
- How do governors evaluate the SIP? How do they evaluate their own impact?
The SIP was evaluated during monitoring visits and impact could be ascertained by ensuring that any points raised by governors during visits were acted upon by SLT.
- What are the roles and responsibilities of the governors? How does each make an impact?
Governors were aware of their roles and responsibilities.
- How do governors assess their training needs and what is the process to address the gaps?



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This was assessed by carrying out regular skills audits to find any gaps. Training was then targeted at the gaps identified.

Action: Data wall expanded to two sheets to include all the relevant data and bullet points outlining the main changes.

Head

8. Governor Training

Seven governors had attended the monitoring training in December 2015. The Chair said she would look at setting up a Governor Visits Policy which the school did not have currently. The Chair had been made aware of an online document "Learning from the Best" which was an Ofsted document of 14 outstanding governing bodies across the country. The Chair would circulate this document to governors.

Chair

Governors discussed the usefulness of classroom visits in their role. It was agreed there was a need to visit the school but not to have regular visits with one class. The Chair informed governors she had recently visited a local school and each term two governors would undertake a two hour visit to school, spending about 15 minutes in each class. What was being monitored would be agreed at the FGB before the visit. Governors agreed this was a more focused approach which could be adopted at ACK. Another governor suggested that governors meet with teaching staff to see class data, interventions, PP strategies, schemes of work etc. Governors felt that this was being covered in the monitoring pairs visits. Governors also agreed it was important to be supportive to the staff who should understand why the visits were taking place.

Actions:

- 1. Governor Visits Policy to be drawn up with input from staff.**
- 2. "Learning from the Best" document to be circulated to governors.**

**Chair
Chair**

9. Sandwich Consortium

The Chair confirmed a meeting had taken place on 27 November 2015 and it had unanimously been agreed to dissolve the Consortium Company. Outstanding finance matters would be completed and the remaining funds divided equally between the schools. It was expected the company would be dissolved by April.

10. Finance

The Finance Monitoring Pair had met with the school on 19 November 2015 and the report had been circulated at the last FGB. The Finance Pair were due to meet with the Headteacher to review the December (9 monthly) monitoring figures before the next FGB. This would be reported at the next meeting in March and strategies discussed to address the issues currently in Years 2 and 3 of the budget.

11. Policies

A meeting had been set up with the Chair and the DHT to discuss the statutory policy timetable and this would be reported back to governors at the March meeting.

**March
agenda**



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The Complaints Procedure had been circulated to governors prior to the meeting for approval. Governors approved the procedure.

The Headteacher informed governors it had been suggested an additional stage be incorporated into the procedure, between the HT investigation and Governing Body review panel, of an investigation by the Chair. Governors agreed this was a good idea which should be included when the policy was reviewed in May 2016.

12. Any Other Business

Parental Complaint

The Chair reported it had been necessary to convene a governor panel to hear a parental complaint. The panel had upheld the decision made by the Headteacher. The panel had asked for the Bullying Policy to be reviewed and for a letter to be sent to all parents to say that social media should not be used against the school under any circumstances.

Skills Audit

A new skills audit would be sent to governors for completion.

Meeting Day

The possibility of changing the day of the meeting to a Tuesday was discussed and it would be viable from September 2016.

Actions:

- 1. Chair to circulate new skills audit.**
- 2. Governors to complete skills audit and return to Chair.**

**Chair
All Govs**

13. Confidentiality

There were no confidential items.

14. Date of next meeting

Full Governing Body – Wednesday 16 March 2016 at 7.00 pm

The meeting closed at 8.50 pm

Signed: Date:
Chair of Governors