

**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mr N Hassall, Mr N Gault, Mr I Belsey, Mr A Collings, Mrs A Burchell-Trent, Mrs L Porreca, Mrs J Newing

In Attendance: Mr P Marsh (DHT), Mrs C Collard (AHT)

Clerk: Mrs Tracey Filmer

1. Opening Prayer

NH opened the meeting with a prayer.

2. Apologies for absence

Apologies were received and accepted from Mr M Crick – Headteacher (illness), Mr B Vennart (holiday), Mr W Pemberton (work) and Mr C Watson (illness).

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 18 May 2016

The minutes of the meeting held on 18 May 2016 were agreed and signed as an accurate record of the meeting.

5. Matters arising from the Minutes of 16 March 2016 not elsewhere on the agenda

The Governing Body Action List was reviewed and an updated list would be circulated with the minutes. The Chair commented that the list was now considerably shorter as many items had been completed since September.

6. GB Matters

FGB Meeting Dates – 2016/17

Governors agreed meeting dates for the academic year:

- Wednesday 21 September 2016
- Tuesday 22 November 2016
- Wednesday 25 January 2017
- Tuesday 21 March 2017
- Wednesday 17 May 2017
- Tuesday 4 July 2017

Skills Audit analysis

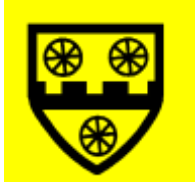
All governors had completed their skills audit and the analysis had been circulated prior to the meeting. A copy is filed with the minutes. The Chair summarised that most areas scored 4 or 5 which was extensive experience. Experience of premises and facilities management scored 3 and it was recognised this should be considered when a governor vacancy arose.

FGB 6 July 2016

1

Initials

Action



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

Governor Training

A-BT had attended the Induction of New Governors training, Effective Governor Monitoring Visits training and the District Governor Briefing since the last meeting. The courses had been very useful.

The Chair (NL) and Vice Chair (LP) had attended the Achieving Excellence in Governance Conference which had been an excellent day. Key points from the speakers/day:

- Management styles.
- Are we making the most of our teachers?
- Are we meeting the needs of the children?
- Raising achievement and transforming learning.
- Building on the talent of each child.
- It was important to tell yourselves you could do it.
- Governors need to believe in themselves.

7. New ways of showing data to governors

This item was moved to the September meeting as CW was not able to attend the meeting to make the presentation.

8. School Improvement

SEF – April 2016

The Chair informed governors of the actions undertaken with regard to the governor section on the SEF.

To complete review of statutory role around Financial probity; Best value/Impact; Benchmarking

Three governors had attended “Governors Responsibility in School Finance” training. All governors had read section 12.3 and 12.45 (solvency) of the Governors Handbook. The Finance Pair had carried out benchmarking exercises.

Complete development of SMART working practices linking all governance procedures so that there is a coherent flow of the work within the school timeline.”

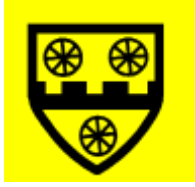
The agenda and Headteacher Report had been restructured. Classroom visits had been reviewed and linked to the school plan. Eight governors had attended “Effective Governor Monitoring Visits to School” training. Monitoring pairs were clearly linked to the school plan. The Chair and Vice Chair had attended the “Achieving Excellence in Governance Conference” on 24 June.

Ofsted Action Plan

The DHT informed governors the OAP had not been ragged this term and would be updated with the new SATS data which was now available.

The SATS results were based on a standardised score of 100 which was the

Clerk



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

expected level. Quite a large number of children had scored 99 which meant they had not achieved the expected level by one mark. Appeals would be raised for these children but the results would not be known until September.

Results were reported to governors:

Year R

77.7% (14/18) achieved GLD

1/4 pupil premium achieved GLD

0/2 SEN achieved GLD

The baseline in September indicated that 53% were on track to achieve GLD.

There were four children who did not achieve GLD and the main reason has been speech and language. Interventions had been put in place this year and it was important that these continued for these children in Year 1.

Year 1 Phonics

93% (27/29) met the expected standard.

4/5 pupil premium met the expected standard.

2/3 SEN met the expected standard.

Governors were very pleased to see that target had been exceeded in phonics.

Year 2 – numbers meeting the expected standard

Reading - 71% (20/28)

Writing – 57% (16/28)

Maths – 75% (21/28)

Reading - 3/9 pupil premium

Writing - 1/9 pupil premium

Maths - 4/9 pupil premium

0/3 SEN met the expected standard in reading, writing and maths.

Year 6 – numbers meeting the expected standard

Teacher assessment:

Reading – 83% (19/23)

Writing – 83% (19/23)

Maths – 87% (20/23)

4/7 (57%) pupil premium met the expected standard in reading, writing and maths.

1/4 (25%) SEN met the expected standard in reading and writing.

2/4 (50%) SEN met the expected standard in Maths.

External assessment:

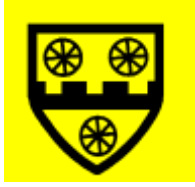
Reading - 61% (14/23) 91% had a standardised score (ss) of 95+

Writing – see teacher assessment above

Maths – 61% (14/23) 78% had ss of 95+

GPVS – (12/23) 91% had ss of 95+

3/7 (43%) pupil premium met the expected standard in GPVS, reading and maths



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

1/4 (25%) SEN met the expected standing in reading
Writing – see teacher assessment above
2/4 (50%) SEN met the expected standard in maths

Combined Scores:

- 30% (7/23) met expected standard in GPVS, R, W and M
- 35% (8/23) met expected standard in R, W, M

Headteacher Report

Due to the Head's absence there was not a Headteacher report but the Data Wall had been circulated prior to the meeting. Governors noted that Y3 and Y6 next year would be where the major issues were and Writing across the whole school would be a focus. Raising the attainment of PP and SEN children would also continue to be a priority.

The AHT explained that interventions had been put in place in Y2 for writing and impact could now be seen in the books. All KS2 classes would have a TA in September.

The Chair asked why the teaching profile was down from 53% to 50% in Term 5. The DHT explained this was due to the data which was affected by a short term. ACK was using half steps due to the Ofsted result but all other schools were using whole steps. This was being looked into and would be discussed with the SIA as ACK was not currently comparable with other schools.

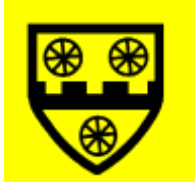
The DHT informed governors that interviews would take place before the end of term for a Y4 teacher, a community support work and a TA. Parents had been informed of the staffing for next year.

A short term plan was in place until the end of term to cover the Head's absence. An extra transition session had been arranged for Y4 so that all teachers would meet their classes for next year. Pupil progress meetings would be held on Friday and provision maps would be written in order that everything was in place and ready for September. Canterbury Christ Church University had been advised that ACK would not be able to take any students next year. There were 25 Reception children starting in September and 23 leaving in Y6. Staff had been very supportive and rallied round in the Head's absence. The Chair asked the DHT to thank staff for not striking.

Governor Visit Reports

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

- Effectiveness of EY Foundation Stage (BV/AB-T) 23.5.16
Governors had recommended that SLT considered implementing a training forum with the school for speech and language based on the experience of the TA in Early Years. The AHT said she was currently pushing for a speech



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

and language TA to operate throughout the school. Speech and language provision was good in Nursery but was not currently carried on through the school and it was important this happened as problems were highlighted higher up in the school, as with Y2 this year. A TA would need half a day every day to train other staff. The AHT was looking into ways this could be funded, possibly through pupil premium or higher needs funding, or even through a group funding application for speech and language.

Governors discussed the possibility of a mentor for each member of staff to boost morale which had been low. The DHT explained that currently SLT provided this support but it was difficult as they were quite a large number of staff. The AHT said it was important to develop the skills of the staff and this might be one way of doing that. Increasing the number of appraisers was also being considered. The AHT said it was important to put more effort into listening and communicating effectively with staff.

- Fledglings (interventions) (NL) 24.5.16
The Chair had carried out the first of the new style of classroom visits and highlighted several points:
 1. Governors to receive training on Talk for Writing. The DHT said that governors would be invited to the Staff Development Day on this topic.
 2. Case studies on individual success stories to be written up to celebrate the school's success stories. The AHT said this was already taking place across the school.
 3. The Chair suggested a list of meanings behind grammatical terms be sent to parents

A governor commented that the use of sign language was viewed very positively by the children. The AHT said that staff were undertaking BSL Level 1 training and would gain a certificate.

The Chair informed governors there would be no classroom visit this term due to workload of the SLT. IB/NP had carried out a monitoring visit and a report would be circulated in due course. NG and NH were undertaking a visit next Friday and a report would be circulated to governors.

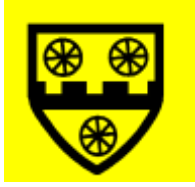
A governor commented that at the Governor Visits Monitoring training governors were advised not to send questions in advance. The Chair said this procedure was in the Governor Visits Policy and worked well but she would check the position with LA Governor Support.

Review of the Goals – Aspiring to be Outstanding

Governors were reminded of the overarching goals agreed:

- To deliver the Ofsted Improvement Plan by September 2017
- Raise our assessment to Good by September 2017.
- Achieve Outstanding by 2018.

Governors reviewed the progress on the Year 1 Goals:



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

Goals Year 1 – January 2016-17

Implement weekly all-staff briefing and termly feedback meetings	STEPS and BRP training for all TAs	Termly Special Subject days
--	------------------------------------	-----------------------------

The DHT and AHT confirmed that the weekly briefings were taking place but there did not seem to be much benefit as they were only for ten minutes. The AHT was considering reintroducing the regular TA meeting next year. The Feedback meetings had not taken place.

STEPS and BRP training had taken place for TAs.

Special Subject Days had taken place for Music/French and some classes had held their own days.

Governors were reminded of the Year 2 Goals – January 2017 – January 2018.

Refined target setting	Improve system of competition and rewards	Enhance digital technology
------------------------	---	----------------------------

The AHT informed governors that staff were finding the new computing curriculum difficult.

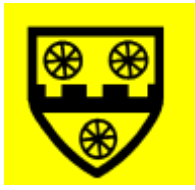
**Action:
Use of questions in advance of governor monitoring visits to be clarified with Governor Support.**

Chair

9. Recruitment of Pupils

Two governors (NG and IB) had formed a working party to consider the marketing of the school in order to increase the number of pupils on roll. The notes of the meeting and information about websites had been circulated to governors prior to the meeting.

Governors agreed with the WP that the key component of a school’s marketing was the website. Improvement of the website would involve a cost and there were currently no funds available. The WP also looked at the use of twitter for communication as this did not incur a cost and was very effective. Governors thought fundraising could be undertaken to raise some money and IT help from the parent community was a possibility. It was agreed a simple way of promoting the website would be for all staff emails to include a link to it. It was agreed the website would be an agenda item in September as improving the website was a governor objective for 2016/17.



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

Action:

Website to be September agenda item.

Clerk

10. LLE Report

The staff survey to try to obtain the impact of the LLE support was ready and would be circulated this week. Staff could remain anonymous if they wished. The results would be shared with governors in due course.

Action:

Governors to be informed of the results of the staff survey.

SLT

11. Finance

The May budget monitoring figures and Monitoring Pairs Visit Report had been circulated to governors prior to the meeting and copies are filed with the minutes.

The Finance Pair visited on 30 June and reported that the May monitoring showed a deficit against the budget of £1,560. The office was still experiencing problems with the budget monitoring software and there was some doubt about how accurate the figures currently were. The SLT would be attending budget training.

Five pupils had left this year (one family) which had budget implications. There was also difficulty recruiting a replacement SENCO which might impact on the budget.

Governors agreed to increase the Breakfast Club fees by 25p per day from September. A letter would be sent to parents before the end of term.

As the budget remained a major challenge, discussions had taken place regarding a review of current staffing in conjunction with SPS. Governors agreed this should take place in September. The review would not incur a cost as it was included in the SPS Platinum Package paid for by the school.

Following the last meeting, governors had agreed, by email, capital expenditure of 10% of £21,658 to rectify ventilation problems in the photocopier room. The amount was included in the 3 year budget plan.

12. Policies

The following statutory policies, circulated to governors prior to the meeting, were presented for approval:

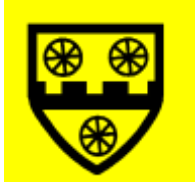
Charging & Remissions Policy – approved.

Supporting Pupils with Medical Conditions Policy – approved.

13. Any Other Business

Year 6 School Journey

A governor thanked all staff involved in the Year 6 School Journey. Only positive



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Meeting of the Governing Body
Wednesday 6 July 2016 at 7.00 pm**

feedback had been heard about the trip.

Thanks

The Chair thanked the DHT and AHT for the extra work they had taken on over the last few days and asked that thanks be passed onto the staff for all their offers of help.

14. Confidentiality

There were no confidential items.

15. Date of next meetings

Staff/Governor Inset Day – Monday 5 September 2016
Full Governing Body – Wednesday 21 September 2016 at 7.00 pm

The meeting closed at 8.50 pm

Signed: Date:
Chair of Governors