



**Ash Cartwright & Kelsey CE (Aided)
Primary School
Business Meeting of the Governing Body
Wednesday 21 September 2016 at 7.00 pm**

Present: Mrs N Loveless (Chair), Mr P Marsh (Acting Headteacher - AHT), Mr B Vennart, Mr A Collings, Mr N Hassall, Mr N Gault, Mr I Belsey, Mrs L Porreca, Mr C Watson

In Attendance: Mrs C Collard (Acting Deputy Headteacher)
Mr T Halling (LLE)

Clerk: Mrs Tracey Filmer

For Action by:

1. **Opening Prayer**
NG opened the meeting with a prayer.

2. **Apologies for absence**
Apologies were received and accepted from Mrs A Burchell-Trent (appointment), and Mr W Pemberton (work).

The Chair welcomed TH to the meeting.

3. **Election of Chair and Vice Chair**
The Chair and Vice Chair confirmed they were prepared to remain in their positions for a further year to complete the three year cycle agreed in the Standing Orders of the GB. In September next year the Vice Chair would become Chair and an election would take place for the position of Vice Chair.

4. **Declaration of Business Interests**
Governors completed and signed the business interest forms for 2016-17.

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

The Clerk had informed governors of the requirement for information to be uploaded by the school to the DfE governor database Edubase. The AHT confirmed he would make sure this was carried out.

- Action:**
Governor information to be uploaded to Edubase by the school.

5. **Minutes of the meeting held on 6 July 2016**
The minutes of the meeting held on 6 July 2016 were agreed and signed as an accurate record of the meeting.

6. **Matters arising from the Minutes of 6 July 2016 not on the agenda**
The Governing Body Action List was reviewed:

AHT

AHT



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31. The governor working party would meet to review governance a year after the initial review.

61. DBS checks for governors – The Chair would urgently chase one governor who had not completed this.

69. A staff survey had been carried out and had shown that some support staff were not aware of the impact of the LLE support. The LLE suggested informing staff at the weekly briefing of LLE and governor visits scheduled for the week to raise awareness. Governors agreed this was a good idea and the AHT would action this from next week.

71. Governors Safeguarding Training to be arranged for September – The LLE would arrange a session for staff and invite governors to attend. The Chair would also ask the Safeguarding Governor to carry out a brief session at the next FGB meeting.

73. The Chair confirmed governors should continue to ask questions in advance of governor monitoring visits.

All other items were either complete or ongoing. Please see attached updated action list.

7. GB Resignation and Appointment

Resignation

Governors were informed that Mrs J Newing had resigned as staff governor. The Chair asked for a staff governor election to be held this term. The Clerk asked to be informed of the results of the election.

AHT

Appointment

Governors were informed that Mrs N Loveless had been reappointed as a Foundation Governor from 1.10.16 – 30.9.20.

Action:

Staff Governor Election to take place in Term 1 and Clerk to be informed of the result.

AHT

8. GB Standing Orders and Terms of Reference

The SOs and TORs for the GB had been circulated prior to the meeting. Governors reviewed and approved the SOs and TORs for 2016-17. The clerk would update and circulate to governors.

Clerk

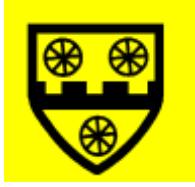
Monitoring Pairs and governor responsibilities for 16/17 were agreed as follows:

Achievement of Pupils

Mrs L Porreca and Mr C Watson

Quality of Teaching

Mr N Hassall and Mr I Belsey



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Behaviour & Safety and Leadership & Management

Mr W Pemberton, Mrs N Loveless and Mr B Vennart

The Leadership & Management pair would also be responsible for personnel issues.

Finance

Mr A Collings and Mr N Gault

Effectiveness of the Early Years Foundation Stage

Mrs A Burchell-Trent and Staff Governor

Headteacher Performance Management

Mr B Vennart, Mrs N Loveless and Mr W Pemberton

Safeguarding Governor – Mr W Pemberton

SEND Governor – Mr N Gault

Training & Development Governor – Mrs A Burchell-Trent

The Chair informed governors that following a SIAMS training visit from the Diocese there would be a learning walk of the whole school focused on collective worship and RE. Two governors would undertake the visit.

Governors agreed the pairs and responsibilities for 2016/17.

Action:

Updated SOs and TORs to be circulated to governors.

Clerk

9. Code of Practice

Governors signed the code of conduct for 2016-17.

10. Acting Headteacher's Report

Governors liked the new style of report and felt it was a good way of giving them a broad overview of everything happening in school. A governor asked for a short list of bullet points at the start of the document giving governors focus areas, both for celebration and concern.

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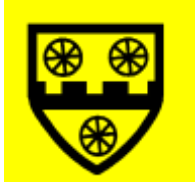
Governors asked questions on the report:

- **Was it possible to give an average progress for the 6 pupil premium children involved in the intervention?**

The AHT said it would be possible to do this in future.

- **The progress made by two children on the Numbers Count Lite intervention did not seem very positive. Would this be reviewed?**

The AHT said all interventions were reviewed and different strategies were tried if the intervention had not been successful.



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Governors asked for comparisons between the progress made by pupil premium and non-pupil premium children on interventions as this was not currently shown and it was important to close the gap for PP children.

The AHT would show this comparison in future reports.

AHT

- **What other resources were in place, in addition to Year 2 booster groups, to further close the gap for PP children.**

The AHT that was now a 1-1 TA in the class which was enabling the other children to move on.

- **Governors were very pleased to see the Year 1 phonics test result of 93% against the national figure of 74%. A governor asked what was being put in place for the two children who did not meet the expected standard.**

There was additional phonics teaching for these children with progress monitored regularly. If this failed to produce progress alternative strategies would be looked at to move progress forward for these children.

- **A governor asked if the additional reading programme (Beanstalk) had now started.**

The AHT explained that this had still not started. Governors asked the AHT to chase this as a matter of urgency as the school had paid for a resource it was not receiving.

AHT

- **A governor asked if the development of a sensory room would have any budget implications.**

The AHT said there would be some cost involved but there were a lot of ideas which could be carried out for little cost, eg, sensory bottles.

Governors confirmed they were happy to continue with this style of report and would like to receive it six times each year. The AHT confirmed it was a living document which could be used for many purposes.

2015/16 Results

The results had been fully analysed by the school and the SIA and a summary is shown below:

EYFS

% good level of development (GLD)	2015	2016
School	83.3	78
National	66	69.3



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Attainment – KS1

Phonics screening check % meeting the required standard	2015		2016	
	School	National	School	National
Year 1	86.2	77	93	80.5
Year 2	75	90	80	

Year 2 - 2016

% of pupils at the expected standard	Reading	Writing	Maths
Year 2	71	57	75
National	74	65.5	72.6

Attainment – KS2

% of pupils at the expected standard (AES)	2016 AES %	2016 scaled score
Reading, writing and maths combined (all pupils)	34.8	
Reading	60.9	94.5
Writing	82.6	N/A
Maths	60.9	92.2
GPS	52.2	93
Science	91.3	N/A

Pupil Progress

2016 Progress score	Reading	Writing	Maths
Year 6	0.3 (middle 20%)	1.0 (top 40%)	-2.4 (bottom 25%)

The AHT pointed out that the bottom 25% for maths was not below floor targets.

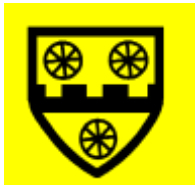
The Chair expressed a regret that governors had let the Year 6 children down and stressed it was important this was addressed for the next year and future cohorts. It was important that governors did not accept excuses in the future for poor progress.

2016/17 Targets

The targets had not yet been set.

School Improvement Plan 2016/17

Due to the current focus on staffing at the beginning of term the SIP was not yet in place. Governors who had attended the INSET day had been



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pleased to see staff morale much improved and congratulated the SLT for this.

Updated SEF

A meeting was scheduled the next day with the LLE and AHT to review the SEF. The revised SEF would include input from the staff and would be shared with governors as soon as possible.

Actions:

1. **List of bullet points to be included at beginning of HT Report.**
2. **Comparisons in progress made to be shown for PP and non PP children.**
3. **Additional Reading Programme (Beanstalk) to be chased regarding a start date.**

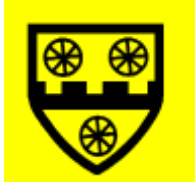
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11. School Improvement

The LLE explained the aim of the MoU with Eastry was to develop a sustainable improvement in the quality of leadership in order to accelerate pupil progress, close performance gaps and improve the quality of teaching.

The LLE had been through the Ofsted Action Plan, which was a very large and not very useable document, and drawn up a list of priorities for the next twelve months, as listed below:

- To review the post Ofsted Action Plan (OAP) and revise where necessary.
 - To review and revise the SEF in line with the post OAP.
 - To ensure that CPD needs were clearly focussed, linked into the post OAP and rigorous enough to meet the needs of each teacher and TA.
 - To jointly monitor with the AHT and acting DHT, giving diagnostic advice to them on their feedback of monitoring to staff.
 - To review the records of monitoring of teaching (observations, learning walks, book scrutinise, pupil surveys, planning reviews etc) to ensure the targets set for teachers were suitably robust and that follow-up monitoring was timetabled.
 - To regularly review NQT training to ensure is was sufficiently supportive and challenging for the NQT to enable her to be good by Christmas.
 - To provide coaching for the AHT in budget analysis.
 - To provide coaching for the AHT to develop the analysis of termly pupil performance data, especially Year 6 and Year 2
- **A governor asked if the LLE was clear what needed to be done to move the school from the Ofsted grading of 3 (RI) to 2**



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(Good).

The LLE explained there was a need to improve Year 6 results in line with national across the board and to prove the gap was closing for pupil premium and SEN children. KS1 data was in line with national, except writing. Year 6 was the major issue.

- **A governor asked if ACK was Ofsted ready.**

The LLE said in terms of paperwork the answer was no but in terms of plans to make improvements, the processes were in place. An additional governor agreed to join the “Ofsted Four”.

The LLE expected the SIAMS inspection would be sooner than Ofsted and currently paperwork was not up to date. The LLE and AHT would work together to make sure this was in place as soon as possible. There was a need to evaluate the work which was going on and to ensure the values were fully embedded across the staff and pupils. The learning walk for RE would be a good start. It was agreed governors should undertake this task with SLT in order to learn fully what was required. Governors would also monitor some collective worship and speak to the children. The AHT would forward a specific monitoring form for worship visits to governors.

AHT

Action:

Monitoring form for collective worship visits to be circulated to governors.

AHT

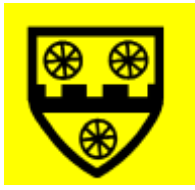
12. New way of showing data to governors

A governor had spent some time looking at ways to present data to governors and gave a presentation at the meeting.

The previous year’s data had been used and results were shown visually as line graphs, bar charts and heat maps. It was possible to see clearly the line of trajectory over six terms. The data showed that all year groups spiked in Term 4 and then dropped off in Terms 5 and 6, which it was agreed was a worrying trend. The data also showed there had been no closing of the gap for PP and SEN children.

Governors discussed the data that would need to be presented and agreed the following:

- Data for Reading, Writing, Maths and all three combined.
- Seven terms of data, which eventually would extend to two years, in order to see the developing picture.
- Differences between pupil premium children and their peers.
- Show data against an end of year target.
- Develop a tool for governors to use to enable them to immediately see where any problem areas were.
- SEN would have to be treated differently as there were only a



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small number of children.

- Governors would have access to the trends and SLT would be able to look into the data deeper and explain the issues.

Overall governors felt the data had been presented in an understandable way enabling them to ask questions and to see overall trends.

It was agreed data for Term 1 would be presented to governors in a similar format, which could be refined during the year.

13. Pupil Premium

The Vice Chair verbally gave governors an update on the July pupil progress meeting which was looking at the classes for next year and how individual children would be supported. New initiatives for KS1 were discussed, including Wake Up and Shake Up and Story Club. A group of boys in Year 1 had been identified as possibly needing extra support and they would be closely monitored. It was hoped by starting this type of support early it would help with applying for higher needs funding. KS2 classes had two TAs due to higher needs funding and it might be possible to do this earlier, in KS1, with closer monitoring. The Year 1 teacher was in touch with the Year 1 teacher at Eastry for extra support. The reading environment outside of classes had been made more comfortable and was being well received. It was hope to have extra teachers in place for Year 2 and Year 6 to help children achieve well in SATS.

It was very important for governors to know about the interventions in place and the impact they were having on progress.

14. Website

It was agreed that four governors would work as a group to look into developing the website.

15. Governor Newsletter

The Chair intended to produce a governor newsletter before the end of the year and asked governors to let her have their contributions/ideas.

All Govs

Action:

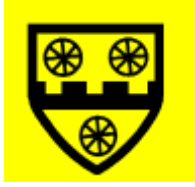
Governors to contribute to the annual governor newsletter.

All Govs

16. Training

Staff and Governors Values Day – 5 September

Six governors had attended the day with staff and it was agreed it had been a good day which brought everyone together as a group. It was suggested that future events should mix up the groups and perhaps have an ice breaker activity. The AHT said that feedback from staff had been very positive. There was a follow up day on 21 October.



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Diocese SIAMS visit – 12 September

Two governors had attended the training which had been very informative and useful prior to the inspection taking place.

17. Governor Visit Reports

The following governor monitoring visit reports had been circulated prior to the meeting:

Quality of Teaching across all year groups (NG/NH) 15/7/16

There were no questions raised on the report.

18. Head's Performance Management

The Chair confirmed BV, NL and WP would form the HTPM but a date had not been set to meet due to the absence of the Head.

The Chair confirmed the AHT would have an appraisal by 31 October.

19. Finance

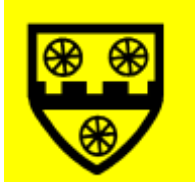
The July monitoring report had been circulated to governors prior to the meeting and a copy is filed with the minutes along with a report from the Finance Monitoring Pair dated 15 July 2016.

The end of year rollover was predicted to be £54,845 and was close to the BCM 8% limit.

It would be difficult to see the impact of changes in staffing on the budget until the September monitoring had been carried out. An experienced qualified SENCO had been taken on. The higher needs funding was not shown on these figures as it had not yet been received by school but would be backdated. The increase in the Breakfast and After School Club fees had been reversed after a number of complaints had been received from parents/carers and it seemed the clubs were not competitive locally. The Charging and Remissions Policy did not stipulate a notice period for advising price changes and this would now be reviewed to include one.

The LLE commented that the rollover was quite significant and governors might want to think about spending the money on the children in school, particularly in Year 2 and Year 6 where interventions would be beneficial. The AHT said that both year groups would benefit from booster teachers. The cost of this was approximately £8,000. Governors acknowledged this spending might have a negative impact on the long term three year budget but agreed it was important for the children currently in school to receive the help they needed to reach the expected standard before starting secondary school.

Governors approved the funding to employ two booster teachers in Years 2 and 6.



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20. Policies

The following policies had been circulated to governors prior to the meeting:

- Safeguarding Policy - governors approved the policy.
- Charging & Remissions Policy – governors approved the policy subject to a notice period for changing priced being added.
- Capability Policy – governors approved the policy.
- Pay and Reward Policy – governors approved the policy and agreed to a 1% increase in the pay scales for teaching staff. The 2016 pay scales would be inserted into the policy.

AHT

AHT

The Chair said during the SIAMS visit it had been explained that the school's values needed to be on every policy. The AHT would make sure these were added to all policies.

AHT

Actions:

1. **Amendments to be made to Charging & Remissions Policy and Pay and Reward Policy agreed by the FGB.**
2. **School values to be added to all policies.**

AHT

AHT

21. Sandwich Consortium Limited

The Chair reported the company had been dissolved on 16 August 2016.

22. Any Other Business

Vice Chair

Governors were encouraged to think about taking on the role of Vice Chair next September.

Chairing of Meetings

The Chair and Vice Chair would take it in turns to chair meetings during this year as part of the Vice Chair's preparation for becoming Chair.

Parent/Carer Council

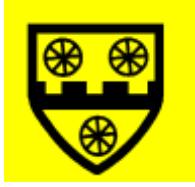
Governors asked for the council to be started up again and the AHT said this was in progress and volunteers had already been requested in a school newsletter this year.

Information published on the Website

A governor would work with the school to ensure the website was updated and compliant.

NGA (National Governors' Association)

Governors agreed the school should subscribe to the NGA at a cost of £260 per annum as it provided a valuable resource for governors.



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NOV from SIA – 14 September 2016

The confidential SIA NOV was circulated to governors at the meeting for information. The SIA had suggested a further review of governance and the Chair would contact a national lead of governance to see if a review could be undertaken by him at no cost to the school.

Governor Support Services

A follow up visit by the Governor Support Officer was scheduled on 27 September 2016 with the Chair and Vice Chair.

Designated email address for Chair

It was agreed the school should set up a designated email address for the Chair to deal with confidential complaints as and when required.

23. Confidentiality

There were no items of confidentiality in the minutes.

24. Date of next meeting

Full Governing Body – Tuesday 22 November 2016 at 7.00 pm

The meeting closed at 9.25 pm

Signed: Date:
Chair of Governors