

Wateringbury Primary School

Minutes of the Governing Body meeting held on Tuesday 1st October 2013 4pm at the school.

Present: Mrs Hanley (Chair), Mr Clark (vice-chair from 4.35), Mrs Crawford-Usher (Acting Headteacher) Dr B. Bowie (from 5.50pm), Rev. J. Brown (until 5.30pm), Mr Dunn, Mrs B. Evans, Mrs E. Humphrey, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright.

Clerk: Mrs S Wallis

Associate member: Mrs Williams

In attendance: Mrs Lindgren; Contracts Manager for KCC Schools' Financial Services (for Finance report only)

1. Opening Prayer.

The meeting commenced after prayer.

2. Apologies for Absence.

Apologise were received and accepted from Mrs Collett.

3. Declaration of business interests.

Forms were updated by the Governors and are kept in the file at school.

ACTION 1: Mrs Collett to update at next FGB.

4. Governing Body issues.

The Chair welcomed the new Governors to the Governing Body and Mr Clark and Dr Bowie in their new roles as Foundation (Diocese) Governors.

Governors unanimously agreed to re-elect Mrs Hanley as the Chair for a term of one year.

Governors unanimously agreed to re-elect Mr Clark as the Vice-Chair for a term of one year.

The Committee Structure and class links had been previously agreed, a copy of the details are held with these minutes.

Meeting dates for the year are to be arranged.

ACTION 2: Clerk to arrange Full Governing Body (FGB) dates and Committee dates for the year.

5. Minutes of the previous meeting.

The Minutes of the meeting of 2nd July 2013 were agreed as an accurate record of the meeting and signed by the Chair.

Matters Arising.

ACTION 3: Mrs Evans to email the Governors the financial summary for the Swattenden trip.

Infant windows still need repairing. Once Premises Committee have met, Mrs Crawford-Usher will meet with John Constanti (Deputy Director of Education at

Diocese of Rochester) and ask advice. Mrs Humphrey will get quotes and see if Class Care will cover the costs.

ACTION 4: Premises Committee to discuss window repairs.

6. Headteachers report and Data

The Headteachers report was distributed prior to the meeting, a copy of which is held with these minutes. A copy of the data analysis of May's SATs results along with an action plan were also circulated prior to the meeting and are held with these minutes. Results have been communicated to parents at the recent parent information evenings. The Governors asked a number of questions relating to the data:

Q How are the different levels tested?

A There are different test papers to take for different levels. The reading and maths are taken using set papers and the writing results are teacher assessed.

Governors were concerned at the level by which the girls out-performed the boys. It was reported that results can be cohort specific but that boys' reading and writing progress has been raised as a concern with staff. KS1 guided reading books are being purchased with engagement of boys in mind; English planning – and writing tasks specifically - are prepared with a focus on gender equality of provision and an emphasis on what will inspire boys to write.

Q Are there any PP children within this boy cohort?

A No.

Q Have any measures been put in place to close the gap between girls and boys?

A Yes, one-to-one teaching and additional TAs have been put in place. See above

A Governor commented on whether it was a waste of resources in KS1 when the boys catch up naturally further down the school, but it was pointed out that the same trend appeared in the KS2 results. The Communication Committee have started to address the gender difference issues in learning.

Q What is being done about the boys in KS1 to progress their learning?

A The teachers are being made aware of the issues and the curriculum is being used to engage the boys when planning. Phonics and guided reading sessions are timetabled everyday in KS1.

Q Who is involved in the phonics and guided reading sessions?

A Both teachers and TAs. The TAs are spread effectively throughout the school during this time.

Q Could parents be used for guided reading?

A Yes, Mrs Fallaize and Miss Jupp are in charge of parent and student volunteers. There are a number of parents using the school for training purposes who are used effectively. It was pointed out that every child has an individual provision map.

Q How is the quality of parental help assessed to make sure they are delivering quality support?

A Teachers are careful with how they use the parental support and can guide the parents with which questions to ask. Mrs Fallaize will be undertaking discussions and training with the parents.

Q Looking at the Making Figures Speak data there is an obvious downwards trend at the School in the Average Points Score (APS) for reading and maths whereas the APS for the LA is rising each year. The Governors appreciated that the school progress by APS is still above LA and National levels but wanted to know what is going to be done to arrest this downward trend.

A There is a focus on guided reading in the School

Q Why were the Level 5 and 6's last year more secure than the Level 4's?

A Inconsistent teaching in the two parallel Year 5/6 classes. The higher ability maths group had a focus on Level 5/6 attainment.

Q What is the School going to do differently this year to ensure all pupils reach their Levels?

A The current year 6's are all in one class. Their teacher is a maths specialist and there is grouping within the class. There is TA support and homework is correctly pitched. Booster groups are already in place from the Summer term 2013 (to achieve L4). Booster groups for L6 is a conversation for later in the year. The impact of the interventions will be seen in the November assessments.

Q It was noted that last year's Y3 had low in-year attainment, what is being done this year?

A This years Y3 are being carefully monitored and the level of challenge is a focus. This years Y4 and Y5 are grouped by ability in maths, not set. The Acting Headteacher will challenge teachers at the pupil review meetings.

Q Those making 3 levels progress is below that of the LA in reading and writing. Is this a result of SEN pupils or gender differences?

A No, a result of inconsistent teaching.

Q It has been observed that some local schools deliver a higher score in KS2 compared to Wateringbury.

A The level of challenge and expectation in every class has been raised this year (see Spotlight 1 of the Action Plan). The feedback on introducing home-school books to encourage regular reading at home has been very positive.

Self-evaluation:

The Post-Ofsted Action Plan is the new School Plan.

Governors discussed and agreed the following self evaluation scores:

Quality of teaching: 3

Achievement: 3

Behaviour and safety: 2

Leadership and Management: 2

Q What action is being taken to improve the quality of teaching?

A The actions are set out in the Action plan, spotlight 1:

- Plan lessons and set work which is correctly pitched for all pupils, including HA
- Mark HA maths books first, followed by all maths books (daily)
- Focus groups in English marked daily and all English books marked minimum 2x/week
- Ensure feedback marking has challenging next steps
- Give pupils time to respond to marking with clear evidence in books
- Use effective questioning to check pupils' understanding
- Ensure lessons are well-paced
- Ensure the learning is engaging for the pupils
- Timetable Guided Reading sessions minimum 4x/week

Q Are the teachers given warning of the monitoring visits?

A Formal observations (at least once per big term, autumn/spring/summer, are announced at least one week in advance. The Acting-Headteacher and SLT can drop in on lessons at any time, or observe unannounced if they choose.

Q Are TAs given any kind of monitoring?

A A programme of performance management is being developed by Kerry Jupp and Lynn Fallaize; TAs will set targets with their line manager in autumn 2 term and will be observed in their role in the classroom as part of their appraisal.

ACTION 5: RAISE online to be discussed at the next FGB meeting in November.

ACTION 6: Fischer Family Trust (FFT) dashboard pdf to be email to the Governors - clerk

7. Review Policies.

Staff Pay and Appraisal Policy is to be reviewed at the next Pay and Personnel Committee meeting. The policy will then be distributed to staff for a 2 week consultation period.

ACTION 7: P&P Committee to approve the Staff Pay and Appraisal Policy at next mtg

Governors approved the Child Protection / Safeguarding Policy. This is to be uploaded to the School website.

Changes to legislation mean that the Headteacher cannot now authorize family holiday during term time. A Governor asked what leave would be authorized. The answer was exceptional circumstances such as family bereavement. A Governor asked what the implications of the new legislation was. The response was a change in attendance figures for the school. There is to be an informal meeting for parents on the 3rd October to explain the new guidelines. Governors were encouraged to attend.

8. Admissions.

The policy was approved at a previous meeting on the 9th September. The minutes are held with these minutes. John Constanti has subsequently approved the policy. This will apply to the 2014 intake. This will be loaded onto the School website.

9. Post Ofsted Action Plan (SIP).

Included in the Headteachers report, see agenda item 6.

10. Governor Development Plan.

Governors were reminded to send their training certificates to the Clerk to be added to the training folder.

Any evidence of tasks completed from the GDP need to be sent to the Clerk to gather together.

ACTION 8: Governors to complete tasks in GDP and provide evidence by next mtg or report why task not achieved

11. Monitoring and Training.

The Terms of Reference (TOR) for the Monitoring and Training Committee were approved by the Governors. The next meeting is scheduled for the 11th November which will be to discuss RAISE which is published on the 7th November.

Mrs Rowlinson and Mr Wright will require Early Years Training.

The Chair brought to the attention of the Governors the Governor Visit training that is available.

ACTION 9: Clerk to forward training details to new Governors.

The new Governors are booked onto the induction training on 23rd November. The new Foundation Governors will do the foundation training when it is next offered.

ACTION 10: Rev Brown to contact the Diocese and inform them of the 4 new Foundation Governors appointed by the Church.

Mrs Crawford-Usher and Mrs Evans are to attend an Ofsted ready training day on the 23rd October.

12. Personnel.

The Personnel Committee are meeting on the 3rd October. The TOR will be approved at the next FGB.

13. Communication.

The TOR for the Communication Committee were approved. The minutes of meetings held on 6th September and 26th September were distributed. The latest meeting included an ideas session, the results were distributed to the Governors. Information on the Governors is to be put on the website

ACTION 11: Governors to email Mr Smith a two line description of themselves.

14. Finance.

Mrs Evans gave a summary of the present situation. A copy of the key finance facts, following the change to Voluntary Aided Status, was distributed to the Governors prior to the meeting, a copy is held with these minutes. The TOR will be amended to reflect the change in status.

ACTION 12: Finance TOR to be updated.

The School has been supported by Mrs Lindgren from KCC since April 2013. Mrs Lindgren distributed the latest budget monitoring report to the Governors, a copy is held with the minutes. The Governors were led through the key points in the report.

It was explained that with a reduced admission number (PAN) it will be a difficult couple of years financially. A loss of 10 children equates to a 1.5% loss of income. The teacher payrise of 2.5% is not covered by LEA funding.

Pupil Premium.

There will be a stable income, from the LEA, SEN funds and Pupil Premium (PP). PP is increasing from £900 per pupil this year to £1400 next year. Some of this funding has been spent on extra Lexia licences this year (computer programme to aid reading and writing). The eligibility for free school meals has been explained to parents in a recent school newsletter.

Q A Governor asked what the £5000 for Donations and/or private funds was from.

A The answer was the Friends of the school (FOWPS), local community groups and individual donations.

The year end surplus of £11,470 is in line with a school of this size.

Mrs Lindgren performed a number of benchmarking exercises and informed the Governors that the teaching pool at Wateringbury is 2% bigger than that at similar schools. A lot of teachers at Wateringbury are on higher salary levels. This will lead to the surplus this year being used next year. The predicted deficit for the following year is £20000. A Governor pointed out that it is difficult to produce a robust 3 year plan for the school given the uncertainties from the LEA regarding funding.

See confidential minutes

Q A Governor asked whether the financial year was in line with the school year.
A No, the financial year ends April 2014.

It was explained to the Governors that now the school is Voluntary Aided status we need to contribute 10% towards any capital funding (any spend over £2000). There are various options as to where these funds will come from including FOWPS, donated money, revenue budget or a school fund. A Governor raised the question of charitable status for the school, in which case each donation can be gift-aided to raise more funds.

ACTION 13: Finance committee to look into charitable status and the issue of financing the 10% contribution towards capital funding.

Mrs Lindgren has looked at the accounts back to 2005-6. The main observations were high grounds maintenance, and high agency supply staff costs (2.4% higher than average)

ACTION 14: Finance Committee to investigate solution to high costs

15. Chairs actions/correspondence.

None

16. Any Other business.

A reminder to all Committee's to set their meeting dates for the year.

The Diocese are supporting the Headteacher recruitment. There is to be a progress meeting on 6th November which the Chair is to attend with a representative from the LA.

The Headteacher Appraisal is to be performed on the 24th October with Caroline Pitt. The Chair is to attend with 2 other Governors, Mr Smith and Mrs Evans.

The Governors approved the 2014 Year 6 residential trip which is to be 3 days.

Year 5 are attending Carrotty Wood next week for an overnight stay. It would be good for a Governor to pay a visit, Mr Dunn offered.

17. Confidential matters.

See attached.

Date of next meeting: tbc
The meeting closed at 6.30pm.

Signed _____ (Chair) Date _____