

## Wateringbury Primary School

### Minutes of the Governing Body Extraordinary meeting held on Friday 19<sup>th</sup> April 2013 4.30pm at the school.

**Present:** Mrs Hanley (Chair), Mr Clark (from 5.05pm), Dr B. Bowie, Rev. J. Brown, Mrs B. Evans, Mrs E. Humphrey (until 5.35pm), Mr Smith, Mrs Crawford-Usher (Deputy Head), Mrs Vinall (Headteacher)(until 6.15pm)  
Clerk: Mrs S Wallis

#### **Apologies for Absence.**

Apologies were received and accepted from Rev Brown.

The meeting was called to discuss the Post Ofsted Action Plan (POAP) to ensure that Governors are aware of their responsibilities and are on track with actions.

#### **Spotlight 1: Quality of the Teaching.**

A Teaching and Learning monitoring document was circulated to Governors, a copy is held with these minutes. Mr Bowie explained to the Governors how this could be used to manage some aspects of the POAP. It is important to prioritise the monitoring. This will mean stepping away from the old system where each Governor was assigned a class. The visits in future need to be strategically planned. The areas will be identified by conversations with the Senior Leadership Team (SLT) cross-referenced with data (feedback from the Data Impact Committee).

It is the Governors role to evaluate the effectiveness of the interventions taken where teaching was found to require improvement (RI). A Governor questioned the usefulness of sitting in on lessons. It was pointed out that they can assess the pitch and pace of the lesson which Ofsted identified as needing to be consistent. It was pointed out that the Governors can learn a lot from conversations with the teacher and pupils outside of the lesson.

*5.05pm Mr Clark entered the meeting.*

Mr Smith had updated the Governor Visit feedback form to reflect the areas of focus and links to the POAP. There were thought to be merits to having tick boxes on the form to enable some form of analysis but overall it was felt that some qualitative commentary was necessary as tick boxes could be deemed to be too subjective. The form was updated again and the final version is held with these minutes.

### **Spotlight 2: Achievement.**

The School has been tasked with raising achievement in maths at the end of Key Stage 2(KS2). This can be evaluated through questioning the high achievers and monitoring their books.

It was asked if evaluating the impact of the Continuing Professional Development (CPD) could be done through talking to the SLT. The Chair stated that this was not enough evidence and that the Governors would now have to check themselves.

*5.35pm Mrs Humphrey left the meeting.*

It is important in future that all class visits are consolidated. One or two Governors needs to be given the job of bringing together all the feedback and liaising with the Full Governing Body (FGB) and SLT.

*6.15pm Mrs Vinall left the meeting.*

Newly qualified teachers (NQT) are in a separate category but for the purpose of class visits the Governors decided that monitoring visits should prioritise on NQTs along with the RI teachers. Mr Bowie and Mrs Hanley are to be responsible for telling the Governors where to monitor classes and then the Governor can email the teacher direct to organise a mutually convenient time to visit the class.

### **Spotlight 3: Leadership and Management.**

The Governors felt that Leaders for KS1 and KS2 should be attending the Data Impact Committee in terms 3 and 5 to explain what interventions are taking place and feedback on the effectiveness of these. In terms 2, 4 and 6 the Governors will have data to examine based on tests.

The Governors would like to see how other schools present data results.

Examples can be found on the National Governors Association (NGA) website and the Deputy Head is to look at how Woodlands School do this. The data is all there in the Assessment Manage tool but the issue is finding the best way to present the data.

Raise online training is taking place on Thursday 25<sup>th</sup> April, 4pm at the school. This will enable the Governors to be fully effective in holding the school to account and contributing to school improvement.

The external review of the Governing Body has taken place, the report is filed with these minutes.

### **Governing Body Structure.**

Mr Clark proposed a new structure for the Governing Body, and suggested annual items for the agenda. A copy of the proposed structure is held with these minutes. He also proposed a new Executive Board which would be the point of

call for ad-hoc issues which needed a quick response. This Committee would be responsible for prioritising issues and allocating tasks.

**ACTION:** At the next meeting Governors are to be allocated to Committee's

**New staff structure for September 2013.**

Mr Clark presented the Governors with the recommendations from the Pay and Personnel Committee regarding next year's class/staff structure. See confidential minutes. Plans for the new classroom layout were distributed to the Governors. The Governors agreed with the recommendations.

The meeting closed at 7.10pm.

Date of next meeting: Thursday 2nd May 2013 6.30pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_