

## Wateringbury Primary School

### Minutes of the Full Governing Body meeting held on Tuesday 28<sup>th</sup> January 2014 4pm at the school.

**Present:** Mr Clark (Chair), Mrs Collett, Mrs Crawford Usher (Headteacher), Dr B. Bowie (from 4.20pm), Mrs B. Evans, Mrs E. Humphrey, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright, Mrs Williams, Rev Jim Brown.

**In attendance:** Mrs Catmull (Early Years Leader), Mrs Jones (KS2 Leader), Miss Jupp (SENCO Co-ordinator)

Clerk: Mrs S Wallis

#### **1. Opening Prayer.**

The meeting commenced after prayer.

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

Apologies were received and accepted from Mr Dunn.

#### **3. Declaration of business interests.**

None.

#### **4. Governing Body Issues.**

Mrs Evans has agreed to take on the role of Child Protection Governor.

Governors agreed to continue to alternate the start times for the FGB meetings between 4pm and 7pm.

There were no volunteers for the vice-chair role. It was agreed to rotate the role each term between the Chairs of each Committee depending on the agenda of the upcoming FGB.

#### **5. Minutes of the previous meeting.**

The Minutes of the meeting of 19<sup>th</sup> November 2013 and 19<sup>th</sup> December 2013 were agreed as an accurate record of the meeting and signed by the Chair.

#### **Matters Arising.**

Mr Evans provided a summary of ICT resources in the School in November 2013. The Headteacher (HT) updated the Governors on recent changes. All classrooms now have smart boards. The EIS support is to change to one day a month as Mr Evans is capable of most support. Mr Evans has plans to re-arrange the ICT suite and is looking into purchasing Ipads for the School.

#### **6. Data.**

##### **Early Years.**

Mrs Catmull gave a presentation on the data results for the Early Years (EY). Children arrive at the school from their previous setting with a 'Unique Story' which details their development in 7 areas; Personal Social and Emotional, Physical Development, Communication and Language, Literacy, Maths,

Understanding of the World and Expressive Arts and Design. Mrs Catmull presented data to the Governors based on reading, writing and Numbers as this is the best way to lead into KS1. Six children have been identified as not being expected to achieve the Early Learning Goals (ELG) by the end of the Reception Year. They will be put onto a Provision map in February and interventions put into place. The school data mirrors national levels. A Governor commented that a higher percentage of girls were working below their expected age band than boys. Miss Catmull pointed out that this was still in line with national levels. There are 6 School Action (SA) children who receive help with speech problems. Speech problems are easy to identify early. There is one SA+ pupil who joined the school in Term 2 with outside agencies already involved and is one of the pupils identified as not expected to reach the ELG.

One out of the 3 Pupil Premium (PP) pupils is not expected to achieve the ELG.

**Q:** Has the PP funding made any difference to these pupils?

**A:** We have been able to buy extra reading books. We may look to buying I pads in the future.

**Q:** What plans are in place for the 6 children not expected to reach their ELG's?

**A:** We know the areas that are of concern already and once the provision maps are put in place in February interventions will be progressed.

**Q:** Despite the interventions they are still not expected to achieve the ELG?

**A:** No. They have made great progress since joining the school.

**Q:** Given the experience of other schools and historically within the school is 6 a worrying number?

**A:** In a class of 35, no.

*4.20pm Dr. Bowie joined the meeting.*

**Q:** Are the Monitoring and Training Committee looking at the Early Years data?

**A:** Yes.

**ACTION ONE: Monitoring and Training Committee to report back to FGB on EY data.**

The HT advised the Governors that Mrs Catmull has led staff meetings so all the staff are aware how the Early Years is working. Going forward there will be a much better bridge between EY and Y1.

**Q:** July is a long way off, how can you know which children are not likely to achieve the ELG?

**A:** From drawing on previous experience teaching in YR. The tracking system is very clear. Progress is entered 3 times a year.

### **Key Stage One:**

Mrs Williams gave a presentation on the data results for the Key Stage One (KS1). Some background to this year's data was given. It is a complete change of environment from YR to Y1, being not so play based. There is a difference between the data in Indigo and Blue class which are both split Y1/2 classes. Mrs Williams predicted that the gap will narrow in the next set of data in February.

The children in Blue class have all made 2 points progress in reading and writing.

**Q:** Were the classes sorted by ability?

**A:** No. The Y2 children are pushing the Y1 children. Indigo class has younger children.

**Q:** What help is being offered to Miss Shaw in Indigo Class?

**A:** An extra TA is available at times. Interventions include; small phonics groups, handwriting and one-2-one reading.

Those children with SEN are just being identified in Y1.

The Y2's are on target to average 6 points progress by the end of the year. At the moment averages are 1.87 for writing, 1.71 for reading and 2+ for maths.

### **Key Stage Two:**

Miss Jones gave a presentation on the data results for Key Stage 2 (KS2).

Progress was looked at across all the years from where the children were when they left KS1.

Year 3: The girls are above average in all areas. The lower achievers (2C) are making excellent progress. The higher achievers (Level 3) are making good progress in reading and maths. Writing is an identified focus area in Y3 at the moment, especially for the boys. Mrs Williams pointed out that the L3 writers in KS1 were high achievers and it can be difficult to move them on.

**Q:** What is the action plan for these boys?

**A:** To bring in boy-friendly reading material.

**Q:** Is it possible to measure their reading?

**A:** Records are kept in their homework diaries. Teachers can ask direct questions at parents evening regarding reading habits at home. The HT pointed out that the low achievement of boys in reading is a school-wide trend. It is an action in the Communication Committee's Action Plan. There is an upcoming parents' Curriculum evening on reading.

Year 4 and 5 are split across 3 classes. In Tangerine and Yellow class the girls are below expected progress in maths. The HT pointed out that maths may not be taught by these class teachers as they are split separately for maths. An intervention is already in place to address this area. 15 children have been identified for a small maths focus group.

A Governor commented that the interruption in teaching for Orange Class is evident in the data. The HT responded that some children in the class have been taught in booster groups and one-2-one tuition. There has been stability since mid-November.

Year 5: There are a number of girls not making expected progress. These have been included in the small maths focus group. The teachers know which girls have been identified and know what their targets are.

**ACTION TWO: Next FGB to focus on Orange Class and the Y4/5 maths progress using February data.**

The high achievers are making good progress. The low achievers not so and boosters have been put in place for individuals.

SPAG (Spelling, punctuation and grammar) homework is being used in class to bring the writing levels up.

Year 6: The boys are making below expected progress in writing. The lower achievers are making good progress in reading and maths. The high achievers are aiming for L5 in writing. There are booster groups in place for maths and booster spelling groups.

**Q:** Are there plans to have those who were L3 take L6 papers?

**A:** 6 or 7 children have been identified in maths. There is no L6 paper for reading and there may be a few for writing. Plans will be put in place after half term for these children.

### **SEN Data:**

Miss Jupp gave a presentation on the data results for the SEN children. She explained her role was to make sure the class teachers had enough support for the identified children. All children have made progress this year and no teachers have any concerns. The teachers aim to deal with any identified concerns within class. The school gets no extra money for these pupils unless they have a statement. There is currently one child in the school with a statement and 2 pending.

Miss Jupp distributed Pupil Premium (PP) data to the Governors which shows the interventions taken for each PP child. For 2013-14 the school receives £900 for each child. Teachers are aware of the PP children in their class and that resources are available for those not progressing.

**Q:** Who decides how the money is to be spent?

**A:** Discussions are held with the teachers.

A Governor pointed out that the School website had generic information on PP funding and this needs to show the data and the impact of the funding.

**ACTION THREE: Communications Committee to ensure the School Website is updated with specific PP information.**

Miss Jupp and Mrs Humphrey are going to monitor the budget on a monthly basis as this is how the money comes to the School. Mrs Evans told the Governors that in Finance the PP is budgeted separately, Future PP spend is to include a maths program with a home link and some kind of Ipad/ tablets. A Governor asked if it would be possible to extend the Lexia licence, the answer was yes.

**ACTION FOUR: FGB to monitor the PP data to ensure the gap is closing between the PP children and non-PP children.**

**ACTION FIVE: FGB to verify the mid-year data at the next meeting.**

Governors expressed their thanks to the teachers for presenting the data and commented that it was very helpful. However it was very time consuming and future FGB meetings looking at data will not have anything else on the agenda. The next FGB looking at data will be 6<sup>th</sup> March at 4pm. The next FGB will be 18<sup>th</sup> March 7pm.

### **7. Headteacher's Report.**

The Headteacher's report was distributed prior to the meeting, a copy of which is held with these minutes. Whole School Targets for 2014 were distributed. The targets are challenging and realistic. The Summary of Attainment and Progress for December 2013 was distributed. It was clear to see the dips in Y4/5 maths and Y1 reading as identified above. Teachers will receive a copy of the Summary.

### **8. Governor Development Plan.**

Mrs Evans and Mrs Smith are to attend a FGB meeting at Borough Green Primary School next week to further collaboration with other FGB's. The new foundation Governors are due to attend specific foundation Governor training next week.

### **9. Monitoring and training.**

Governors approved the amended terms of reference.

The minutes of the meeting held on 9<sup>th</sup> January 2014 were distributed to the Governors prior to the meeting.

The Governors considered the possibility of attaching each Governor to an area of the Curriculum.

**ACTION SIX: To discuss Curriculum Governors at the next FGB.**

### **10. Personnel.**

The minutes of the meeting held on 13<sup>th</sup> January 2014 were distributed to the Governors prior to the meeting.

The recent changes in Pay and Performance mean there is a risk of staff complaints and an increased risk of Schools facing unexpected costs as a result. The Pay and Personnel (P&P) Committee represent the FGB when making decisions regarding staff pay. Under the Pay and Reward Policy it states that the HT will make pay recommendations and the Pay and Personnel Committee will look at the individuals and then bring a report to the FGB. The Chair advised the Governors that the P&P Committee must not contain a majority of parents, or any Governors with a conflict of interests (related to staff). A Governor commented that this was something to take into account with any future Governor recruitment.

**Q:** Does the budget take into account pay rises?

**A:** Yes.

The FGB all agreed that the P&P Committee was to have authority over staff pay matters. It was agreed that they work closely with the Finance Committee.

See confidential minutes.

**11. Communication.**

The minutes of the meeting held on 12<sup>th</sup> December 2013 were distributed to the Governors prior to the meeting.

The Governors approved a plan for an anonymous staff survey to take place. It was agreed it would also be useful to undertake a pupil survey. Mrs Stockham agreed to help the Committee with this.

A Governor asked how often Governor News should be communicated to the parents at the school. It was decided once a term. The Communication Committee will prepare a letter for the Chair to ratify and sign before distributing.

**12. Finance.**

Mrs Evans distributed the notes on the latest information prior to the meeting.

**13. Premises.**

The minutes of the meeting held on 22<sup>nd</sup> November 2013 and 10<sup>th</sup> January 2014 were distributed to the Governors prior to the meeting along with a 3 year Development Plan.

*6.15pm Mrs Humphrey and Mrs Williams left the meeting*

**14. Chairs actions/correspondence.**

None

**15. Any Other business.**

The Governors approved the Charging and Remissions Policy and the Attendance Policy.

**16. Confidential matters.**

See attached.

Date of next meeting: 6<sup>th</sup> March 2014 4pm

The meeting closed at 7pm.

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