

Wateringbury Primary School

Minutes of the Full Governing Body meeting held on Tuesday 19th November 2013 7pm at the school.

Present: Mrs Hanley (Chair), Mr Clark (vice-chair), Mrs Crawford-Usher (Acting Headteacher) Dr B. Bowie, Mr Dunn Mrs B. Evans, Mrs E. Humphrey, Mrs Rowlinson, Mr Smith, Mrs Stockham, Mr Wright.

In attendance: Mrs Williams (Deputy Headteacher).

Mr Evans (ICT Manager), Mr James (EIS) for agenda item 6 only.

Clerk: Mrs S Wallis

1. Opening Prayer.

The meeting commenced after prayer.

2. Apologies for Absence.

Apologies were received and accepted from Rev. Brown and Mr Smith.

3. Declaration of business interests.

Mrs Collett updated her form.

4. Governing Body Issues.

Mr Clark completed the legal declaration form for his new term of office as Foundation Governor (appointed by the Rochester Diocesan Board of Education).

5. Minutes of the previous meeting.

The Minutes of the meeting of 1st October 2013 were agreed as an accurate record of the meeting and signed by the Chair.

Matters Arising.

Dates for the next FGB were discussed and it was agreed to alternate the timings between 4pm and 7pm.

ACTION 1: Clerk to arrange FGB dates for 2014

Premises:

Class Care have visited the school and are going to carry out some more permanent roof repairs, one window in pink class, pink class door and some flooring repairs. Mr Dunn pointed out that the school need to be seen to be carrying out some basic maintenance.

ACTION 2: Mrs Humphrey to chase the repairers

Q: Is Class care still a good use of money?

A: Yes, it is vital in case of an emergency. There are 2 packages, Premises Committee will be discussing the best package. The current contract runs through till March.

The Governor Development Plan:

Mrs Evans and Mr Smith are in the process of arranging a meeting with another school in the Collaboration, Borough Green.

New Diocese Foundation Governors:

It was agreed to check whether Rev. Brown had informed the Diocese of the 4 new Foundation Governors.

ACTION 3: Clerk to check.

Finance: The need for 10% of capital spend to be funded by the School was discussed. The chair of the Finance Committee confirmed that the 10% can be charitable funding and that the FOWPS contribution would easily cover more than 10% given the planned investment in Smart Boards. However a long term sustainable plan is needed both for the overall vision, which the Governing Body need to determine as well as for how the 10% will be secured. The Finance Committee are considering options and will present a paper to the FGB at the meeting after their next committee meeting in February. Governors discussed the charitable status and that this enabled gift aid to be claimed from contributions and there was some discussion regarding relative merits of diverting donations via FOWPS or via the School, given VA status. It was agreed that the vision for development of the school facilities should be shared with FOWPS and they would be asked to support it but the main focus was to maintain the good working links.

ACTION 4: Finance Committee to look into long term vision/ plan and securing 10%. Paper for next FGB.

Finance: PPA cover is being looked at & grounds cover quotes are being obtained.

A Governor mentioned that benchmarking was important. Benchmarking work is being carried out and will be presented at the next Finance Committee meeting.

ACTION 5: Finance Committee to undertake benchmarking at next meeting.

6. KLZ overview.

Steve James from EIS gave the Governors a short presentation on the Governor section on KLZ. The idea is that Governors start to use the site as soon as possible for uploading documents required for meetings.

7. Headteacher's Report and Data

The Headteacher's report was distributed prior to the meeting, a copy of which is held with these minutes.

Post Ofsted Action Plan.

Spotlight 1: Quality of teaching.

Q: What do the numbers represent?

A: Outstanding(1), good(2), requires improving(3) and inadequate(4).

Q: What action is being taken regarding the level 4?

A: Actions are being taken, as detailed in the HT report. This has been discussed in the Pay and Personnel (P&P) meeting.

Spotlight 2: Achievement.

Governors observed the Average Point Score (APS) to date. Pupils will be assessed again just before Christmas.

Q: Can we compare these results with last year's first term results?

A: This would be difficult if you are not comparing the same children, like for like. Some years there are more SEN children than others. It can be of limited benefit to compare back, it can stop us from looking forward. We know where our weaknesses are. The Fischer Family Trust (FFT) data does pick up the trends.

These are paper based tests that are based on end of year tests so not a perfect assessment. The December teacher assessment will be more of a true reflection.

Q: The percentage expected progress, is this for this term or whole year?

A: It is the percentage of the group who have achieved expected progress to date.

Q: There is concern over the reliability of 6 week snap shot judgements.

A: The data starts to highlight any needs but the teachers would know already. It's a means to communicate to parents the targets during consultations this term.

Q: Why is there a negative (-0.14 Y4 Maths)?

A: This is where there has been little progress in Y3 and some have gone backwards. There are enough children to be concerned about and we have set up additional interventions (details in HT report).

A Governor pointed out that this was discussed at the recent Monitoring and Training (M&T) Committee meeting. A monitoring visit is to be undertaken in this area.

ACTION 6: Review interventions for this Y4 maths group at the next FGB

Q: Is the Y3 low level progress a concern?

A: Yes, we are currently looking at teaching and challenge in this year.

Q: How quickly this term are action plans put in place for SEN students?

A: Straight away. The Provision maps are continuous over the years. Class handover meetings are held in July. During the first 6 weeks the teacher's will assess and reflect on the new learnings.

Q: What happens if a student deteriorates rapidly?

A: The teacher would have a conversation with the previous teacher, with outside interventions or the Inclusion Manager. There would be a rapid response.

Q: What qualifications does the inclusion manager have?

A: She is SENCO qualified, taken last year.

Q: Are Provision maps not made available to volunteers? Do they need to be if they are involved in the child's interventions?

A: Provision maps show input and exit data (evidence) and are populated by Teacher led assessments. Parents are notified of the interventions in place for their child; classroom volunteers are briefed by teachers on the pupils they will be working with (if it's 1:1 or small group support) and regular discussions on progress take place.

A SEN progress sheet was distributed and is held with these minutes. We need to remember the figures are an average and based only on small numbers

Q: What is the significance of a statement for the school and for the child?

A: It means the school will get funding. We now have to pay for the first £6000 of support. The school has to show there is a need for assistance, that the child cannot access the curriculum without it. We need to support the child within the classroom as much as possible, and often that requires 1:1 TA support.

A Governor pointed out that Raiseonline shows school action pupils make less progress.

Q: The Y5 SEN children (9 of them) made 0.0 progress in maths.

A: The average is 0 but some have progressed, some moved backwards. Some will be having extra lessons with Mr Overell.

ACTION 7: Review the maths progress in mixed ability Y4/5 maths groups.

The Monitoring Plan cycle for the year was distributed prior to the meeting and is held with these minutes.

Q: When will the RI teachers need to achieve targets by?

A: An Individual Development Plan has just been completed and will be in place as of tomorrow. This is based on lesson observations (performed by the Headteacher and Mrs Dunnett) every 2 weeks. The results will be reviewed at the next P&P Committee meeting.

ACTION 8: Pay and Personnel Committee to review observation results.

Q: Is the new performance related pay policy in place?

A: It is just about to go to the staff for a 2 week review.

Raiseonline

The FFT data was distributed and held with these minutes. The FFT shows data over 3 years so you can see a trend. The lower ability children and SEN are the schools weakest areas and rigorous monitoring and tracking of these children is in place by class teachers and keystage leaders.

Q: What is the school doing for the middle ability children in writing?

A: Good class teaching and guided writing to improve standards within the classroom. Teachers need to know they are sound on their judgements. Strategies have been put in place to engage children so that they want to do well.

The maths data is highlighted in blue. The arrows show volatility. A Governor pointed out that the new Y6 teacher is a maths specialist which will benefit the class. The Headteacher responded that consistent progress across all KS2 is important. Interventions are in place for Y4 and Y5, and we need to make sure Y3 is solid too.

Q: Is this year's Y6 on track to make 2 levels progress?

A: They are not far off. There will not be as many making 3 levels as last year due to the higher-than-average number of SEN in the cohort, and fewer children who will move from Level 3-6.

A Governor correlated the data to Raiseonline (P45) where 2 children only went from a 2c to a L3. 3 children from L3 to L5 (KS1 to KS2).

A Governor commented that during a recent class visit to Y6 a very vibrant maths lesson was observed. Governors were pleased with the progress made over the past 6 weeks for the Y6.

Q: How many SEN children are there in Y6?

A: 10.

A Governor commented that we still want to be focussing on the higher ability children even though we see weaknesses in middle.

The M&T Committee want to look at middle ability children. This will be added to the focus for the next round of visits.

ACTION 9: MT Committee to focus on middle ability children in next visits.

Q: Are there any SEN children in Y1 as they are not on the chart.

A: It was felt that they are too young to assess. The school doesn't generally test for dyslexia until Y2. Early Years into Y1 is a big adjustment but the school has seen strong leadership in this transition this year.

8. Review Policies.

The policy for dealing with staff disciplinary matters was approved by the FGB on 17th October 2013.

9. Governor Development Plan.

There are 3 modules that Governors need to complete online. Governors were reminded to relate their learning to the school data.

10. Monitoring and training.

Governors approved the terms of reference.

The minutes of the meeting held on 11th November were distributed to the Governors prior to the meeting.

ACTION 10: Mrs Evans to do a Class visit focussing on the KS2 lower ability maths pupils, in particular Y5.

11. Personnel.

Governors approved the terms of reference.

The minutes of the meeting held on 3rd October were distributed to the Governors prior to the meeting.

See confidential minutes.

Q: Are the netbooks and computers in the computer suite obsolete?

A: The children do use the desktop computers regularly and they are being maintained. The netbooks are obsolete. The school does need an IT strategy for the future and it is being developed by Mr Evans and the headteacher.

ACTION 11: Mr Evans to provide a summary of IT resources in school

12. Communication.

Nothing to report.

13. Finance.

Governors approved the terms of reference.

The minutes of the meeting held on 15th October were distributed to the Governors prior to the meeting.

14. Premises.

Governors approved the terms of reference.

The minutes of the meeting held on 18th October were distributed to the Governors prior to the meeting.

15. Headteacher recruitment.

An advert goes out this Friday. Closing date is the 7th January 2014 and interviews take place on 23rd January.

16. PE and sport funding.

Mrs Williams circulated an action plan. This is an Ofsted requirement, they will ask questions. It is a requirement that details are put onto the website.

ACTION 12: Mr Evans to update the website.

The action plan shows funds are being spent on Curriculum resources and CPD (as teachers are becoming deskilled as a result of the outside sports coaching).

The aim is to encourage children that don't go to any sports clubs. The school has received £5,500. The rest of budget will be received in the New Year.

A Governor suggested that children could be asked their opinion through the School council.

17. Chairs actions/correspondence.

None

18. Any Other business.

None.

19. Confidential matters.

See attached.

Date of next meeting: tbc

The meeting closed at 9.30pm.

Signed _____ (Chair) Date _____