

Wateringbury Primary School

Minutes of the Governing Body meeting held on Thursday 2nd May 2013 at the school.

Present: Mrs Hanley (Chair), Mr Clark , Dr B. Bowie, Mrs B. Evans, Mr Smith,
Mrs Crawford-Usher, Mrs Vinall (Headteacher)
Clerk: Mrs S Wallis

1. Opening Prayer.

The meeting commenced after prayer.

2. Apologies for Absence.

Apologies were received and accepted from Mrs Humphrey and Rev Brown.

3. Declaration of business interests.

None.

4. Minutes of the previous meetings.

The Minutes of the meeting of 19th March 2013 were agreed as an accurate record of the meeting and signed by the Chair.

Matters Arising.

None.

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Matters Arising.

None.

5. Governing Body issues.

A Local Authority (LA) Governor has been identified, Mrs Valerie Collett. The Governor Appointment Panel doesn't meet till June so in the meantime Mrs Collett will join the Governors as an Associate Governor.

ACTION 1: Clerk to put together the standing order for Mrs Collett's appointment.

New Governor Committee structure:

Finance: Mrs Evans Foundation: Mrs Crawford-Usher Mrs Humphrey	Foundation: Rev. Brown Mr Clark Mr Bowie
Premises/ Health and Safety: Mr Clark Mr Smith Mrs Collett	Monitoring and Training: Mr Bowie Mrs Crawford-Usher Mrs Hanley Mr Smith Mr Clark
Communications: Mr Smith Mrs Collett Mrs Hanley	Personnel: Mrs Crawford-Usher Mr Clark Mrs Evans

Executive Committee: Mr Clark and Mrs Hanley

Early Years Governor: Mr Clark

AEN Governor: Mrs Evans

Safeguarding Governor: Mrs Hanley

The structure above will be subject to change as new Governors are appointed to bring the body in-line with the new Instrument.

A Governor pointed out that in the recent Governor audit it was recommended that the Governors have a Data Committee. This Chair responded that this will now be part of the Monitoring and Training Committee.

Each Committee is to propose their Terms of Reference which will then need to be reviewed at a Full Governing Body meeting.

6. Diocese School Improvement Offer.

Mrs Vinall shared information with the Governors regarding a Service Level Agreement by Rochester Diocese Board of Education. The Governors felt that the Silver package would best suit the needs of Watlington, at a cost of £1545 per year. This will provide the school with a good quality support to include a consultant for the Headteacher's Appraisal.

7. Any other business.

The Headteacher has received correspondence from the village council concerning the rabbit problems on the fields. It was felt that there wasn't money in the budget at the moment to address the problem.

7.50pm Mrs Vinall left the meeting

8. Post Ofsted Action Plan.

Quality of teaching:

Mrs Crawford-Usher led the Governors through the Plan, informing them which actions have been carried out.

A Governor questioned how long the Individual Development Plans for the Requires Improvement (RI) teachers are to last. The reply was that they are ongoing until all the specific targets on the plan are met.

The RI teachers have all observed outstanding practice. A Governor asked whether the teachers judged as good have observed an outstanding lesson. The answer was not yet, as the RI's are the priority but this is on the plan to be achieved by October 2013.

Two training days have been held on marking. It was reported that this has much improved. The Governors were shown the triangulation summary sheet as evidence of improvement. This summary will be produced 3 times a year, after each set of tests.

Achievement:

Governor's questioned what year the focus on higher achievers is. The response was across all years, in maths and English.

Progress of SEND and PP pupils are being carefully tracked. The AEN Governor has arranged the next visit to coincide with the next set of data in early June.

Leadership and Management:

Teachers have been made aware of the Governors' monitoring and have reacted positively.

Mrs Crawford-Usher showed the Governors some examples of good practise and explained the green/ pink system of marking which is now in use across the school. Governors felt it would be beneficial to communicate to the parents this new way of marking

A Governor questioned what was being done about the RI grading in marking for one of the classes. The response was that this was being closely monitored by the Headteacher. A Governor monitoring visit is planned for this class.

Mrs Crawford-Usher shared with the Governors ideas for a vision for the school from a recent inset day. Governors liked the most popular statement of "Learning, growing, achieving; our journey together"

8.15pm Mrs Crawford-Usher left the meeting

9. Data analysis.

Mrs Hanley has analysed the most recent school data and a copy of her analysis was distributed to Governors prior to the meeting. The figures reflect a 14-16pt progress target for the end of KS2 as the recent raiseonline trainer indicated we should be aspiring too.

Governors commented that they were pleased that the new data allowed teachers to compare children in the same year across different classes.

Actions for terms 5 and 6:

Year 3 –

Need 1.5 pt progress to reach the floor targets in reading, writing and maths

Year 4 –

Need 1.3pt progress in reading, 1.5pt progress in writing and maths

Year 5 –

Maths is the real problem area, requiring 2.5/3pt progress.

ACTION 2: Mrs Crawford-Usher to communicate to staff the requirements and inform the Governors of how targets will be delivered.

The Governors need to know within these worry groups the boy/girls split and pupil premium (PP) split to understand if there are any correlations.

The Governors recently attended training where environment was raised as a possible factor in affecting learning. The Governors wish to know whether this could be influencing achievement.

ACTION 3: Answers to the above questions to be given at the next FGB meeting.

ACTION 4: Information on PP to be communicated to parents.

10. Governor Development Plan.

The Governors agreed the action plan. A copy is held with these minutes.

11. Committee reports.

The Monitoring and Development Committee recently met and Mr Bowie gave feedback on the teaching development plan. The minutes are attached. A Governor asked whether there is external verification. The answer was yes, there has been a maths consultant, plus staff from Slade Primary School. It was concluded that the Headteacher and the Deputy-Headteacher are doing all they can to support the RI staff. Methods have included lesson observations, CPD courses, paired observations and using videos to watch back teaching.

12. Governor training.

Mr Bowie has completed The Governor's role in School Improvement on e-gel. All the Governors received training on Raiseonline data on the 25th April.

13. Confidential matters.

Nothing to report.

Date of next meeting: Thursday 16th May 2013 4pm

Signed _____ (Chair) Date _____