

P R E S E N T:-

Mrs A Lister (in the Chair)

Mrs J Banks, Mrs S Burdass, Mrs O Cunliffe-Lister, Mrs A Jackson, Mrs H Jameson, Mr A Lawson, Dr C Shipley, Mrs J Thompson

Clerk to the Governing Body – Mr N Brignall

1868 **APOLOGIES**

Apologies for absence were received from Mrs R Lee, Mrs S Ostler and Mrs J Warkup.

1869 **CONSENT FOR ABSENCE**

RESOLVED: that consent be given to Mrs Lee, Mrs Ostler and Mrs Warkup for their absence from this meeting.

1870 **MEMBERSHIP**

Governors updated their personal details and returned them to the Clerk.

Mrs Burdass informed governors that she had been re-appointed for a further four year period as a foundation governor.

Mrs Warkup's term of office as a co-opted governor had expired on 13 May 2019 (minute 1846 refers) and she had now indicated that she would like to be considered for re-appointment. Governors noted that Mrs Warkup had significant experience in safeguarding, which was a vital skill to have on the governing body.

Governors noted that there was still a vacancy for a local authority governor.

RESOLVED: a) that the Clerk update the table of governor details;
b) to note that Mrs Burdass had been re-appointed as a foundation governor for a further four year period;
c) that Mrs Warkup be appointed as a co-opted governor for a four year period.

1871 **MINUTES**

RESOLVED: that the minutes of the meeting held on 7 March 2019 be confirmed and signed by the Chair subject to changing the answer in the governor question in minute 1849 to read 'The local authority visit would take place in the Autumn term, however an internal visit had taken place'.

1872 MATTER ARISING FROM THE MINUTES

Becoming an Outstanding School – Are Governors Public Facing Enough for Parents (Minute 1864)

Governors asked what responses had been received from parents when asked about governance and the school. Six to eight replies had been received by Dr Shipley to-date and he confirmed that some themes were starting to emerge. These included:

- Parents seemed very happy with the school and only picked up on minor issues when pressed, and
- No parents had confidently said they knew who governors were and what their role was. In addition, parents did not know about any areas of curriculum responsibility held by governors.

Governors discussed how they could raise their profile within the school community, including putting a picture in a Headteacher or Governors newsletter. It was acknowledged that this had been previously considered and some governors at that time were not comfortable with having their picture circulated. Other suggestions including having governor attendance at parents evenings and posting the names, committee membership and areas of governor responsibility onto the school's website. It was noted that a parents' afternoon would take place in the near future.

- RESOLVED:
- a) that Mrs Burdass include governors' names and delegated roles in the next edition of the parent newsletter;
 - b) that further consideration to raising the profile of governors be given at the next meeting of the Teaching and Learning Committee.

1873 COMMITTEE MINUTES

- RESOLVED:
- a) that the minutes of the meeting of the Finance Committee held on 7 March 2019 be received;
 - b) that the Headteacher email minutes of committee meetings not yet submitted to the governing body to the Clerk for inclusion on the agenda for the next meeting.

1874 REPORT OF THE HEADTEACHER

The report of the Headteacher was considered and the following issues highlighted:

a) New OFSTED Framework

The Headteacher stated that she had commented on proposals for the new framework during the consultation stage. The proposed on-site planned preparation by the Inspectors had been replaced with a 90 minute phone call and the proposed length of inspection (two days for all schools, regardless of pupil numbers) had changed to a single day for those with less than 150 pupils.

Schools now had time to phase in the new curriculum, providing that the intent was in place and the Headteacher, staff and governors could talk to inspectors about the new curriculum, including its aims. The intent must link with the school's vision and it was important to be clear on the purpose of the curriculum and what stakeholders wanted pupils to be like when they left the school. The Headteacher confirmed that she would speak to Dr Shipley to enable parental views to be fed into the planning process.

The Headteacher confirmed that a Headteacher from within the cluster whose school had received a pilot inspection using the new framework would be speaking at a forthcoming cluster Head's meeting and had already stated that reading was a key area of focus.

b) Outcomes for Pupils

Governors were informed that a thorough local authority moderation visit took place on 18 May 2019. Moderators had been very impressed by the evidence Mrs Lee had available to support her judgements and had agreed with each one.

Governors asked whether the visit sat outside of the OFSTED inspection framework. This was not part of work by OFSTED. The local authority had a requirement to carry out moderation in a percentage of schools each year therefore the school received a visit from time to time.

Governors asked whether the visit considered similar material to that which OFSTED would inspect. All evidence was checked therefore it was a big piece of work.

c) Pupil Data

Governors received a summary of in-house pupil performance data, showing the percentage of pupils at or above expected levels of progress. **Governors asked whether there were any concerns.** There were a very small number of pupils who, whilst making progress, were not making sufficient to move them into the next bracket. Governors commented that, overall, the data looked good.

Governors asked if any pupils were achieving expected levels of progress or better in December but there performance had dipped in April and if so, what was done. A small number of pupils' performance had dipped and interventions were put in place with a view to plugging the gap.

d) Year Six SATS

Year six SATS took place during week commencing 14 May and governors were informed that whilst pupils were very nervous, staff had done everything possible to keep them relaxed.

An external moderator also came to school to check that all papers were locked away, ensure that the tests were administered correctly and that Teaching Assistants provided support to pupils properly. One pupil was particularly affected by the presence of the external moderator as this affected his special educational need or disability. The presence of the moderator made him feel very anxious and the Headteacher confirmed that a request had been made that this be taken into account when marking his papers. Governors commented that the presence of the

external moderator placed additional pressure on pupils, thus affecting their mental health, which was felt not to be acceptable.

Governors asked whether anything could be done in the future to avoid this additional pressure on pupils. Nothing could be done other than not to complete the SATS.

Governors asked where the bulk of the pressure came from for pupils when doing their SATS. This was unclear as the pressure could come from a range of different sources. There may be some parental pressure and it was known that they did talk about SATS amongst themselves. **Governors asked whether it was felt pupils felt that pupils felt additional pressure because the results may affect which school their parents chose for them for their secondary education.** This may affect some pupils however was outside of the control of the school

Governors noted that at secondary school parents' evenings, staff referred to the results from SATS when determining what the pupil was expected to achieve.

e) Maths Development

Governors were informed that Miss Clark was taking the lead role in developing maths, including trialling a new way of marking, using blue, yellow and orange dots. **Governors asked why these colours were used rather than the green and pink ones already used in writing.** The green and pink dots would be kept for writing and discussions had already taken place about changing the colours, however some staff were still to trial the new system. **Governors asked whether it was possible to use the dots in other areas of the curriculum and minimise the use of green and pink.** This would be considered however there was no intention to stop using green and pink dots in writing. Before any decisions were made, the trial would be completed in maths.

RESOLVED: that the Headteacher and Miss Clark provide a further update on the trial at the next meeting of the Teaching and Learning Committee.

f) Pupil Attendance

Governors noted that when term-time holidays were removed, pupil attendance was near the national average of 96%. The Headteacher confirmed that a letter had been sent to one family following the persistent absence of their child on a Friday. No further absence on a Friday had occurred since the letter was sent.

Governors commented on the positive impact of family holidays and Dr Shipley stated that he had written to Greg Knight MP regarding term-time holidays. **Governors asked whether the Headteacher marked all term-time holidays as unauthorised absence.** All requests were unauthorised, except for those with a note from their Doctor. The Headteacher confirmed that she would continue to refer to advice received from the local authority and apply it consistently for all requests.

g) Pupil Behaviour

Pupil behaviour continued to be good and governors commented that this was a strength of the school.

h) Leadership

Governors were informed that Mrs Lee had been approached to assist in setting up a new English Hub which would remove her from the classroom environment for a period of time, however would further develop her skills which she could then use at the school. Mrs Lee had agreed to support the development of the Hub and this was initially for a period of one year.

Governors asked when Mrs Lee would start this work. This would commence in September. **Governors asked how much Senior Leader in Education work had been done by Mrs Lee.** No work had been done to-date.

1875 **2019/20 SCHOOL IMPROVEMENT PLAN**

Governors received an updated School Improvement Plan.

1876 **SAFEGUARDING REPORT**

Governors received the termly safeguarding report, showing comparative data for March and May. The Headteacher confirmed that there were no key issues and only two minor cases were being monitored. All staff were currently updating their child protection and Prevent training and this would be completed by the forthcoming half-term. Safer recruitment training for Mrs Burdass would also be arranged.

1877 **SCHOOL FUND ACCOUNT**

RESOLVED: that the audited school fund account for the period 20 March 2018 to 11 February 2019 be approved.

1878 **2019/20 SCHOOL BUDGET AND FIVE-YEAR FINANCIAL PLAN**

Governors received the 2019/20 budget and financial plan, approved at the last meeting of the Finance Committee. Governors noted that the balance remained relatively healthy and that there was some funding available to spend on resources for pupils. The financial plan for the next three years also projected a healthy position.

1879 **SCHOOL TEACHERS PAY POLICY**

RESOLVED: a) that the School Teachers Pay Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

1880 **TEACHERS APPRAISAL POLICY**

RESOLVED: a) that the Teachers Appraisal Policy be approved and adopted;
b) that the Headteacher notify staff of the adoption of this policy.

1881 **GOVERNOR VISITS**

Mr Lawson stated that he had visited school during April to familiarise himself, as a new governor.

1882 **GOVERNOR TRAINING AND DEVELOPMENT**

Governors received details of forthcoming training courses and noted that Mr Lawson had attended governor induction training.

RESOLVED: that any governor wishing to attend a training course contact the Headteacher or Mrs Banks.

1883 **REPORT OF THE DATA PROTECTION OFFICER**

Governors received an update report from Mrs Banks, together with the General Data Protection Regulation tracker sheet.

1884 **FUTURE MEETINGS**

RESOLVED: a) that future meetings of the governing body be held at 4.00pm as follows:

- Thursday 17 October 2019
- Thursday 5 March 2020
- Thursday 25 June 2020

b) that future meetings of the Finance Committee be held at 2.30pm as follows:

- Thursday 17 October 2019
- Thursday 5 March 2020
- Wednesday 20 May 2020

c) that the next meeting of the Teaching and Learning Committee be held at 2.30pm on Thursday 13 June 2019;

d) that the Chair email these dates and dates for other committee meetings to all governors.

No items were raised in Part B

There being no further business, the meeting closed at 5.00pm.

Chair's Signature – 17 October 2019