



KINGSFIELD PRIMARY SCHOOL

**Minutes of the Local Governing Body Meeting
Held on Tuesday 16th January 2018 at 6pm**

		ACTION
<p>Present</p> <p>Governors: Julie Robson (Chair), David Hilton, Sian Pritchard, Jane Horn, Caroline Corby-Judge and Clare Edmond.</p> <p>Others: Thomas Abbs, Victoria Holt (Clerk).</p>		
3.1	<p>Apologies for Absence</p> <p>Apologies were received prior to the meeting from Rachel Green.</p>	
3.2	<p>Declarations of Interest</p> <p>No declarations were declared.</p>	
3.3	<p>Minutes of the Last Meeting 12th December 2017</p> <p>Mr Hilton asked that some of the wording in the Management Report of the Confidential Minute from the meeting on 12th December 2017 be amended. The main body of the minutes were accepted as a true record with no technical corrections.</p>	
3.4	<p>Matters Arising from the Minutes</p> <ul style="list-style-type: none"> • 2.4 The Clerk said that Mrs Robson's electronic signature was no longer held by the School, as it had been organised by Mrs Robertson and deleted along with all her files when she left the school in July. Mrs Pritchard said that she had never had these policies signed previously and Mr Hilton agreed, saying once it had been approved it was not necessary. • 2.5b The written report and forecast to accompany the Management Report was forwarded to the next meeting. 	RW

	<ul style="list-style-type: none"> • 2.6 Mrs Pritchard said she would arrange a governor visit to check the Action Plan with Mrs Robson, once Mrs Robson was more mobile. 	SP/JR
3.5	<p>Resources</p> <p>a. Extended School Report b. Management Report - Verbal</p> <p>a. Extended School Report</p> <p>There were no updates or questions for this report.</p> <p>b. Management Report – Verbal</p> <p>Confidential item – See separate minute attached.</p> <p>.</p> <p>Mrs Pritchard said that two ECHPs (Education, Health and Care Plan), for full hours would be available by the end of term. A further two applications had been made with Mr Abbs to write another five. She explained that these require a significant amount of work before an application can be made.</p> <p>Another expected cost will be to fix the Wi-Fi within the School, as well as laptops for classes to use. She explained the issues with connection in different areas of the School, particularly in Year 6. She has received two quotes to help remedy the problem.</p> <p>Mr Hilton suggested that Mr Matt Courtman (Cromwell's ICT Operations Manager) and Mr Clive Paskell (ALT) work together to come up with a solution to the problem. Mrs Pritchard explained that she was unsure at present where the money to fix this problem would come from. Mr Hilton said that the Trust is aware of the issues with the Wi-Fi and stressed the importance of resolving it, as it not only affects ICT lessons, but the whole curriculum.</p> <p>Mrs Pritchard said, with regards to getting new laptops, Mr Paskell had said there would be funding available for this.</p> <p>Mrs Pritchard moved on to the cost of the building work. She explained that it is running over budget at present and will have to be paid for from capital over three years.</p> <p>She discussed the canopies required which were initially costed by the builders and then quoted directly from the suppliers at a saving of £6,000. She had also considered separate quotes for the flooring to make further savings.</p> <p>She reported that she did not expect the area to be completed and in use until September. There have been several unexpected snags which required additional costs, such as; lack of sockets in the kitchen area of the Pre-school and blocking up of a door, which leads out into the assembly hall. Mr Paskell has been made aware of all these issues.</p> <p>Mr Hilton said that Mrs Pritchard should work with Mr Paskell,</p>	

	<p>keeping him informed regarding any unexpected costs as he could help with this.</p> <p>Mrs Pritchard said that the Financial Audit was back and that she had been through it noting what needed to be done. This included changing the way we order stock and signing off bank requisitions. This had now been filled in and sent back to Mr Paskell in preparation for the Trust's Board Meeting.</p> <p>The Reconciliation Discrepancy Report picked up an overspend on the school credit card, but Mrs Pritchard explained the changes made to ordering should help with regards to this. Mr Hilton then explained how the school's credit card works affecting credit limits across different schools throughout the Trust.</p> <p>Mrs Pritchard said that the Assets Register will also be looked at.</p> <p>Finally, she said that the Financial Procedure document was not emailed out before it had been agreed. She said that it will be circulated in future.</p>	
3.6	<p>Presentation by Deputy Head: Tom Abbs – Analyse School Performance (RAISEonline replacement)</p> <p>Mr Abbs started his presentation by explaining the previous assessment system and the new PiXL system of assessment. He said that we now use PiXL across the School from Year 1 through to Year 6. Although, some testing for Year 1 has yet to be made available. Testbase has been purchased to use in the interim. He said that there had been very little assessment done last year, so had used Classroom Monitor as a guide. He explained that this system is based on teacher's own assessment, so there could be disparity between this and testing. He said the disparity in some cases could be nominal in other cases could be great. It was decided to use 100% assessment.</p> <p>Mr Abbs then handed out five reports containing different data. These were:</p> <ul style="list-style-type: none"> • Group Characteristic Report – year by year • Overall Progress – year by year and class by class • Attainment and Progress – year by year and class by class • Progress Attainment Groups • Analyse School Performance (ASP) <p>Firstly, he discussed the progress scores. He explained the School will still be using Classroom Monitor, purely as a reporting measure for attainment. The information provided by this helps at pupil progress meetings as every child is looked at.</p> <p>He asked governors to look at the first document and explained that the number of children in each cohort and the targets that had been set could be seen. These targets have been set because of</p>	

the pupil progress meetings and any data from last year. Mrs Pritchard said that Early Years sit within this profile and helps with moving forward, although these children are not tested. Mr Abbs asked all to look at the Year 1 section of data in the report. He explained the layout of the document saying that it had the number of children, followed by the targets and then in subsequent boxes were the end of year expectations which were linked to Classroom Monitor.

He then looked at reading for Year 1, noting those on target and those below or at. He then explained the measures used for working out the targets based on the teacher's opinions and aspirations for the children.

Mrs Pritchard said that Year 1 was split into three classes with a further two pupils expected to join the cohort shortly. She asked Mr Abbs to look at a Year 1 class' data as this has a higher level of SEND so the progress measures were slightly lower.

Mr Abbs said that he expected half a points progress for half a term. He said that we need to accelerate progress due to our levels of attainment.

Mrs Pritchard went on to say that this year group will be mixed up next academic year so that the children in that class have different children to aspire to. Mr Hilton and Mrs Pritchard then discussed the differences between the three classes. Mrs Robson said that the issues in that class have been raised by governors and discussed at the previous meeting.

Mrs Pritchard then discussed the issue with writing which had been pointed out earlier. She explained that across the school Talk for Writing, particularly the boxing up, had been an issue. It had been decided to change the way we write by removing Talk For Writing and replacing it with skill, skill, skill, skill, long write. Mr Abbs said that we would still be keeping certain strategies from Talk For Writing, as he felt some of these were useful. Teachers had received a progression document to help support them with the change and new medium-term planning had been introduced so that the skills to be taught can be seen. This means the children will be writing every day with the stimulus of a book. Both staff and children had taken the change positively. She had visited a lesson, where the new English planning was being used, and she observed the children writing, using a picture book.

Mr Abbs said it was important for upper KS2 to still access picture books and use these to stimulate the children's interest.

Mrs Pritchard said new English books had been started and she had stopped the rule of missing the left-hand page, as she felt this was no longer necessary.

Mr Hilton said that the impact of this on children can be followed and evidenced. He felt that children needed more opportunities to write.

She said she will now focus on cross curricular writing. The foundation subject planning has already been looked at along with learning objectives and success criteria.

Mrs Pritchard then discussed the changes made to reading. She explained that daily planned guided reading has been introduced which meant that the children were heard reading twice a week by an adult. The other sessions across the week were based on formal comprehension activities completed in the new work books. Mr Hilton said the activities carried out in these books needed to be rigorous. Mrs Pritchard agreed and explained that this would be the School's evidence.

Next, Mrs Pritchard discussed changes that have been made to maths. She said that so far, the medium-term planning has been reviewed. Mr Casey reviewed the planning, worked on understanding mastery, including one lesson of arithmetic per week to keep strategies fresh and worked on reasoning.

Governors then looked through the data documents. Mr Abbs highlighted progress in Year 5.

Mr Abbs then asked all to look at the group data document. He explained that the Prior Attainment Groups (PAGs) need to be addressed, as progress is needed in the lower attainment groups. Mr Hilton said the changes to writing may have an impact on this as Talk for Writing puts a ceiling on learning. Mr Abbs then looked at the tracking of the middle PAGs. He explained that writing was an issue here, especially with disadvantaged boys.

The group then discussed if Pupil Premium funding has impact on the results. The use of this funding maybe questioned. It was suggested by Mr Hilton, that staff investigate how funding is spent in other schools, where a clear impact can be seen on results.

Mr Abbs then looked at the Analyse School Performance (ASP) document. He explained this document was self-explanatory and gave governors time to look through it.

He highlighted the progress measures in Year 6 for reading, writing and maths.

Mrs Pritchard said the maths figure needed to be celebrated.

Mr Hilton said these were good results and showed that the children were operating at National level. He also noted that this was one of the highest progress measures in the Trust.

Mr Abbs then looked at the average scale scored for reading. He said an impact of this could be the new library.

Mr Hilton highlighted the disadvantage boys writing figure and Mr Abbs clarified this figure.

Mr Abbs then explained that the figures looked at for year 6 reflected where those children were at the end of Key Stage 1 and the progress they have made in their move up the school.

Mr Abbs said that groups such as SEND, EAL, disadvantaged boys and PAGs need to be tracked.

	<p>Mrs Pritchard said that quality first teaching was essential for this. Mr Hilton suggested more visits from David Baker (ALT) and Mr Casey should be arranged to support staff. He said that we need a programme of work, which should be agreed and dated.</p> <p>Mrs Pritchard said she had met with Mrs Horn last week to work across the schools for science. They will jointly fund employing a science teacher to work across the Key Stages in both schools and hoped this position would be filled by half term. She said that Cromwell had also sent her a list of staff who could support in primary schools for different areas of the curriculum.</p> <p>Mr Hilton said he felt the data was far more accessible in this new format. He said the work done had been a huge task and Mrs Pritchard and Mr Abbs should be commended for the work they have put into it.</p> <p>Mrs Pritchard explained that space had been left beneath each of the cohort and class data to allow for a commentary box to be added which she plans to do shortly.</p> <p>Mr Hilton added that these documents allow people to see the progress being made and will entice others to become part of the journey.</p> <p>Mrs Pritchard said if anyone had any further questions relating to this data to email her or Mr Abbs.</p> <p>Mrs Pritchard said there was an issue with a section of the Year 6 data due to some of the figures not correlating but she planned to investigate this in more detail and check the formula used. Once she has amended this it will be sent out to governors.</p> <p>Mrs Robson said this had been useful to see. It was easier to understand and will be clearer for Ofsted.</p> <p>Mrs Pritchard said that pupil progress meetings were planned for the two professional days at the end of the summer term</p> <p>Governors asked the following questions at the meeting:</p> <p>How many pupils are in 1RB? Mrs Pritchard said there are 27.</p> <p>What is being done to address the issues with reading and writing across the school? Mr Abbs said PiXL assessments were being done, teachers using their own assessments and they were looking at the Question Level Analysis (QLAs). Mr Hilton said that teachers needed to take ownership of the data and should be coming to the leadership team and asking what they need to do.</p> <p>How does the School plan to involve and inform parents with the changes made? Mrs Pritchard said she planned to add details of the changes to the weekly newsletter. Writing has already been added to this week's</p>	<p>SP</p>
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	<p>newsletter with guided reading to follow. She said the next step would be parent meetings. Mrs Edmond reported that they already have phonic workshops in Reception and Year 1. Mr Abbs said that a date has now been secured for the next Parents Forum.</p> <p>Can parents still volunteer to help in classes? Mrs Pritchard said that several members of the PTA already help in school and that others could help. However, they would just need the necessary training and DBS checks.</p> <p>What is being done in preparation for the phonics screening? Mrs Pritchard said that there was currently a big push on this, identifying and focussing on those children who need extra support.</p> <p>Have Parents been made aware of the screening process and how it will be done? Mrs Pritchard said two meetings have been arranged for next week for parents; to support and explain the screening process.</p> <p>Are you able to demonstrate where the School's spend is on Pupil Premium? Mr Abbs explained that there are academic links to pupil progress as well as the pastoral support. Mr Hilton said that evidence of this needs to be seen and suggested a move from pastoral to more academic.</p> <p>What is the quality of the teaching in the School to support EAL and SEND? Mrs Pritchard said that quality first teaching is paramount for these groups. Support would be given to ensure this happens.</p> <p>Governors thanked Mr Abbs for his presentation and the work he had put into producing the data documents.</p> <p>Mr Abbs left the meeting at this point.</p>	
3.7	<p>Standards:</p> <ul style="list-style-type: none"> a. Headteacher's Report (including Premises) - Verbal b. Data – Booklet to be presented at meeting c. Pre-School Report <p>a. Headteacher's Report (including Premises) – Verbal</p> <p>Confidential item – See separate minute attached.</p>	

Signed _____
Committee Chair

Date _____

	<p>Mrs Pritchard explained that some of this had already been included in the Management Report.</p> <p>She reported that the children have come back after the break; settled and ready to work.</p> <p>Mrs Pritchard said that we have a new website, and this was a great improvement on the last one; being much easier to navigate and similar to the one used at Earith school. Mrs Corby-Judge had already been onto the website and agreed it was much easier to navigate.</p> <p>Mrs Pritchard said that teachers will be adding weekly updates to the website; detailing what has been happening in their year group.</p> <p>There were no issues to discuss regarding Health and Safety.</p> <p>Governors asked the following questions at the meeting:</p> <p>Can the LGB minutes be transferred from the old website to the new website? We should have minutes from the last two academic years' available.</p> <p>Mrs Pritchard asked the Clerk to speak to Sue Wardell who manages the website from Earith school.</p> <p>Should we have a live Governor Attendance Record on the website?</p> <p>Mrs Pritchard suggested that we keep the previous year's record on the website but add a live record which is updated after each meeting.</p> <p>How is the building work progressing?</p> <p>Mrs Pritchard said the build was moving slowly and the two rooms were not finished yet. She did not intend moving Reception out of their classes until Easter. She then discussed several minor issues such as lack of electrical sockets, doors not boarded up, open toilets visible from the windows and explained how she and the builders had come up with plans to resolve these issues. She said the area will look good when it is completed as the whole of the Early Years area will have been refurbished.</p> <p>Mr Hilton said that this build sets the template of how the rest of the school should look.</p> <p>Mrs Pritchard explained, a company called Engine now deals with all the contracts for the Trust such as alarms, contractors for gas and electricity etc. She has already discussed this with Mrs Karen Jarvis (ALT) as it has caused some confusion. However, this should provide us with better value for money.</p> <p>Mr Hilton suggested that Mrs Pritchard speak to Mrs Jarvis, Mrs Parke or email Mr Paskell regarding this.</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>On a more positive note the insurance pay out from the recent break-ins can be put towards, not only the repair of the damaged canopies, but also towards the new ones required as part of the build.</p> <p>b. Data - Booklet presented at meeting</p> <p>The data booklets were shown and discussed as part of the presentation by Mr Abbs earlier in the meeting. (See Item 3.6).</p> <p>c. Pre-school Report</p> <p>There was one update for this report.</p> <ul style="list-style-type: none"> • Pre-school have now received funding for one child with an Early Help Assessment (EHA). 	
3.8	<p>Safeguarding Update</p> <p>There were no updates for this report.</p> <p>Mrs Jarvis sent an email to the Chair and Clerk explaining that there has been a consultation by the Department of Education on their document Keeping Children Safe in Education. An update regarding this is due shortly and may result in amendments to Safeguarding policies.</p>	
3.9	<p>ALT Business</p> <p>Mrs Jarvis had emailed asking if governors had received the ALT Governor Newsletter before Christmas. All at the meeting said they had.</p>	
3.10	<p>Date and time of next meeting</p> <p>This was confirmed as Tuesday 27th March 2018 at 6pm.</p>	

Meeting closed at 7.40pm

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Signed _____
Committee Chair

Date _____