



**KINGSFIELD PRIMARY SCHOOL**

**Minutes of the Local Governing Body Meeting  
Held on Tuesday 28<sup>th</sup> March 2017 at 6pm**

		<b>ACTION</b>
<p><b>Present</b></p> <p>Governors: Julie Robson (Chair), Anne Robertson, Rachel Green, Caroline Corby-Judge, Jane Horn, Nicky Derbyshire and Clare Edmond.</p> <p>Others: Rebecca White, Jennie-Ann Pritchard and Victoria Holt.</p>		
4.1	<p><b>Apologies for Absence</b></p> <p>Apologies had been received prior to the meeting from Simon O’Hora and David Hilton. It should be noted that apologies were received from Philip West after the meeting.</p>	
4.2	<p><b>Declarations of Interest</b></p> <p>No declarations were declared.</p>	
4.3	<p><b>Minutes of the Last Meeting 31<sup>st</sup> January 2017</b></p> <p>The minutes of the meeting on 31<sup>st</sup> January 2017 were accepted as a true record with no technical corrections.</p>	
4.4	<p><b>Matters Arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>• 3.5c Mrs White explained that the negative Pupil Premium figure was due to pre-payment/accruals from last year. She confirmed this was nothing to worry about.</li> <li>• 3.5c Mrs White reported that the budget prediction for 2018-2019 was due the first half of April. She would have more information on this at the next meeting.</li> <li>• 3.5c Mrs White said that the forecast figures requested for Pre-School and Extended School would be included in the Management Report.</li> <li>• 3.6a Parents evening will be 19<sup>th</sup> and 20<sup>th</sup> April, 3:30pm to 6:00pm. Pre-school to hold theirs at the same time. Mrs Robson asked if governors could attend and meet parents. Mrs Robson will email the governors to see if they are free to attend.</li> </ul>	<p>RW</p> <p>JR</p>

	<ul style="list-style-type: none"> <li>• 3.6b The EYFS and Pre-school data is now included, as part of the Data Reports.</li> <li>• 3.7 Mrs Robertson said that, to date, she has been unable to find a company to offer first aid training for the Year 5 pupils. She will endeavour to arrange this at some stage.</li> <li>• 3.9a Mrs Robertson reported that the Health and Safety Policy had been amended and just required an electronic signature.</li> <li>• 3.10 As Mr West was not at the meeting, this item will be carried over to the next meeting.</li> <li>• 3.10 Governors are to meet with Anne McCormick on Wednesday 14<sup>th</sup> June at 6:00pm to discuss the School Strategic Plan.</li> <li>• 3.10 Mrs Robertson Tweeted information about prize winners and has been adding a blog to the school website.</li> </ul>	<p>AR</p> <p>PW</p>
4.5	<p><b>Resources</b></p> <p><b>a. Premises Report</b>  <b>b. Extended School Report</b>  <b>c. Management Report</b></p> <p><b>a. Premises Report</b></p> <p>Mrs Robertson gave an update of Mr Stanbridge's report in his absence.</p> <ul style="list-style-type: none"> <li>• Two external fire doors are to be replaced with push handle doors over the Easter break, the Green Room fire door and Staff Room fire door.</li> </ul> <p>No questions were raised regarding the report or update.</p> <p><b>b. Extended School Report</b></p> <p>There were no updates for this report.</p> <p>Governors asked the following questions, prior to the meeting:</p> <p><a href="#">What is the role of a designated ENCo?</a>  Mrs Pritchard handed round document which explained the role. An ENCo (Equalities Named Coordinator) works in Early Years effectively providing support and champion's equality and diversity in the setting. This role works alongside her role of DSP. She has attended training and is working through a framework which once completed can be given to governors to view. Mrs Pritchard highlighted that Ofsted often ask about the designated roles within the setting and she has an action plan in place.</p> <p><a href="#">What is the update on the situation with the Holiday Club Playworker?</a>  Mrs Pritchard explained that an advert was placed internally for the post until 20<sup>th</sup> March 2107. Mrs Pritchard will meet with Mrs Robertson tomorrow (29<sup>th</sup> March 2017) to discuss formal recruitment.</p> <p><a href="#">Would it help if a reminder was included in the confirmation email when parents book, by email, a place at the After-School Club?</a>  Mrs Pritchard said that a reminder could be included in the confirmation but</p>	

	<p>not everyone booked by email, some leave messages with the office, messages at Pre-School or ring from mobile phones.</p> <p>What do you propose to do about the situation with the lack of communication to the clubs by parents, if the letter has no impact? Mrs Robertson suggested tracking those who regularly cancel and letters could be sent or meeting held to discuss this issue with parents using positive reinforcement. Mrs Robertson also suggested a remarketing of the club and an overhaul in April.</p> <p>Governors thanked Mrs Pritchard and she left the meeting at this point.</p> <p><b>c. Management Report</b></p> <p>Mrs White explained the new layout of her report.</p> <p>Governors asked the following questions, prior to the meeting:</p> <p>What is the summary forecast looking like for the Pre-school and particularly the Extended Schools? Mrs White explained that her report indicated at present that Pre-school have a surplus of £14,000, but this was not including the Harmonisation Programme, which involved uplift in staff pay. She also said it did not include the new National Living Wage increase which would also make a difference.</p> <p>With regards to Extended Schools Mrs White reported a small surplus of £4,000 again not including the Harmonisation Programme and the National Living Wage. The figures for Extended Schools are difficult to predict as the figures can vary seasonally.</p> <p>There is an amount of £390 for overtime, however there is no budget for it, where is the cash coming from to cover it? (See Pre-school and Extended School report) Mrs White explained that this figure related to Pre-School salary costs. They were budgeted for as total costs as it was impossible to predict the split between contracted costs and overtime. The £390 was coded to overtime incorrectly.</p> <p>Governors thanked Mrs White and she left the meeting at this point.</p>	
4.6	<p><b>Presentation by Phase Leader: Clare Edmond – Overview of Early Years</b></p> <p>Mrs Edmonds gave a presentation on her role and the running of Early Years. She began by explaining the changes she had made to the Reception area. Firstly, she had made three zoned area.</p> <ul style="list-style-type: none"> <li>• Class 1 - small world, listening area and construction.</li> <li>• Class 2 - creative, painting, play dough and junk modelling.</li> <li>• Class 3 - reading corner, puppet show area, home corner and a stage for performing.</li> </ul> <p>Next, she said that all classrooms have literacy and numeracy tables along with snack tables. The outside area has also been zoned to include a reading area, small and</p>	

large construction areas, music area, writing area, water play and a P.E. area with mats and a trolley of resources such as footballs, tennis rackets. Also, outside the bikes and climbing frame are always in use. Children can move freely around the Five Senses Garden which she hopes to develop further. There are mud kitchens, a building site that has real bricks and areas for children to manage their own risk taking. Activities such as climbing trees and balancing on logs allow for this.

The children work through from 8:40 to 11:50 to enable learning from play. 9:00 to 9:30 the maths focus takes place with the literacy focus from 1:00 to 1:30, which is mostly phonics based.

Mrs Edmonds then discussed the Learning Journeys made for each child. She said that she spent time with Pre-school who already used Learning Journeys and decided to follow this format for Reception. These Journeys contain magic moments, (some of which are emailed from home by parents), holiday based homework and the seven areas of learning. Children can add work to these Learning Journeys, giving ownership. She said children regularly ask for photographs of work to be added to their Learning Journeys. She then showed some examples.

Mrs Edmond then explained the data and tracking. She said that baseline assessments were carried out in September and that the Pre-school assessments matched that of the School's. She said that the children are tracked half termly and all have Autumn 1 and 2, Spring 1 and 2 trackers. She then checks these with her own Yellow Brick Road tracking system to see who's on track.

The war room had been completed and was up to date. Mrs Edmond then showed the details of this. She explained that she shares this information with Pre-school, so they can see how the children are progressing once they have left them.

She said that all vulnerable groups were tracked across classes. They are tracked on the County Tracker and individual trackers.

They are moderated every half term and the team discuss the children who are not making expected progress.

This half term Mrs Edmond plans to teach streamed phonics, the top group of children being taught Phase 5, the middle Phase 3 and the lower will go back to the starting point. Both literacy and maths are tracked half termly to enable staff to extend the learning of those who need it.

Mrs Edmond then explained her data. She said that presently, at least 80% would get GLD but she was hoping for 85%.

She said that she has built good relationships with our Pre-school and others who feed into Kingsfield. This involves staff sharing and from last September, visits from our own Pre-School two afternoons a week. Willows Nursery children visit Reception one afternoon a week. After Easter Clarence House and Peter Pan children will also be joining Reception for one morning a week. She invited these children to our Christmas performances.

Finally, she discussed area for further development. Mrs Edmond said she would like to:

- Build up Parent Partnerships.
- Extend the schools we moderate with to get more involved as well as the Pre-school.
- Finish the outside area which she hopes to do over the summer holidays.

Governors asked the following questions at the meeting:

	<p>Mrs Robson asked if governors could supply any resources. Mrs Edmond said that they needed old electrical items such as microwaves, toasters etc. Pots and pans would also be useful.</p> <p>Mrs Derbyshire asked if the dog still came into to visit Reception children. Mrs Edmond said that Meg the dog still visits on a Tuesday morning spending time with targeted children so that every child will get involved at some point.</p> <p>Mrs Derbyshire asked what the Yellow Brick Road was. Mrs Edmond explained that is was something she had developed from her own experience to measure against and to know where she wanted the children to be.</p> <p>Mrs Robson asked what the School would be doing to raise the level of writing in Reception. Mrs Edmond said that the School has writing for a purpose, which will be focussed around non-fiction next term. This will involve writing outside about mini beasts and the environment, to try to engage the boys who particularly find these areas difficult. If she can capture their imagination, especially the summer born boys, the School should see some development.</p> <p>Governors thanked Mrs Edmond for her presentation.</p>	
4.7	<p><b>Standards</b></p> <ul style="list-style-type: none"> <li>a. <b>Standards Report</b></li> <li>b. <b>Data Report</b></li> <li>c. <b>Pre-school Report</b></li> </ul> <p>a. <b>Standards Report</b></p> <p>There were no updates for this report.</p> <p>Governors asked the following questions, prior to the meeting:</p> <p>Based on current predictions (WAR Room), do you think that the school will meet the 65% targets for both year groups?</p> <p>Mrs Robertson reported that the prediction for Year 6 at present is 61%. Year 6 have been doing past SATs papers and PiXL therapies to help key marginal pupils make progress.</p> <p>There is a possibility of one child being home schooled and another leaving to go to another school. This could make a difference of 2.5%.</p> <p>Mrs Robertson continued to explain that in Year 2 the prediction was between 50% and 55%.</p> <p>How does the school assess the TAs when carrying out Learning Walks/Classroom observations? (See T&amp;L Review report)</p> <p>Mrs Robertson said that TAs are assessed at regular performance management meetings as well as their deployment checked during observations. It had been previously noted that there had been some passiveness, but this may have just been to steady a child. Where possible teachers are asked to deploy TAs so they take an active and proactive role</p>	

	<p>in the lessons. This maybe as a scribe or adding to working walls.</p> <p><b>b. Data Report</b></p> <p>Mrs Robertson gave an update:</p> <ul style="list-style-type: none"> <li>• She said the first arithmetic paper was shown in the data and explained how it was colour coded.</li> <li>• The one to one data was being done at present.</li> </ul> <p>Governors asked the following questions, prior to the meeting:</p> <p>Although Year 2 and 6 are showing above expected 1.8 points progress, is this enough to reach the required attainment level? See answer to question in 4.7a.</p> <p>What interventions are in place for the children who are currently at 'Emerging'? (See Pre-school and EYFS Data Reports)</p> <p>Mrs Edmond told the group that for those who are currently emerging they are:</p> <ul style="list-style-type: none"> <li>• Streaming for phonics.</li> <li>• Extending maths through differentiation.</li> <li>• Using Key Workers' good knowledge to evidence.</li> </ul> <p>How many children are Pupil Premium in the Oak Room (currently says 8, but the column is showing 11 children)? (See Pre-school Data Reports)</p> <p>Mrs Green explained the Pupil Premium figure of 11 is the total of both Acorn and Oak Rooms.</p> <p><b>c. Pre-school</b></p> <p>Mrs Robertson gave an update:</p> <ul style="list-style-type: none"> <li>• She had received a resignation from Pre-school. They had advertised for a post and after interview had recruited two new members of staff. The new staff will start after Easter subject to references.</li> </ul> <p>No questions were raised regarding the report or update.</p>	
4.8	<p><b>Safeguarding Update</b></p> <p>Mrs Robson explained that this was a new item added to the agenda, resulting from the Safeguarding Audit.</p> <p>Mrs Robertson said that governors had received a copy of the Safeguarding Review and gave a summary, pointing out that:</p> <ul style="list-style-type: none"> <li>• We received positive feedback.</li> <li>• School has put in a large amount of work since the summer term to</li> </ul>	

	<p>promote Safeguarding.</p> <ul style="list-style-type: none"> <li>• The office staff have all appropriate documentation available.</li> <li>• The bulk of Safeguarding goes through Mrs Stevens who plays a significant role with supporting children and parents.</li> </ul> <p>Governors asked the following questions, prior to the meeting:</p> <p>Is there a written Action Plan to support the recommendations raised in the report.</p> <p>Mrs Robertson said there was no formal action plan. However, Mrs Robertson then went through the recommendations listed at the back of the report. She reported that:</p> <ul style="list-style-type: none"> <li>• She now has electronic signatures stored so these can be added to the policies already on the website.</li> <li>• Miss Candish, in her role as Attendance Lead, would be amending the Absence Policy to include greater detail on Child Missing in Education.</li> <li>• With regards to keeping records we have weekly safeguarding reviews at Headteacher’s briefings and keep records of all safeguarding training undertaken by staff.</li> <li>• Staff are asked questions at Headteacher’s briefing regarding safeguarding to keep knowledge up to date.</li> <li>• Staff are expected to take training as part of Performance Management.</li> </ul> <p>Confidential item – See separate minute attached for response to a question raised.</p>	
4.9	<p><b>Headteacher’s Overview Report</b></p> <p>Mrs Robertson gave an update of her report.</p> <ul style="list-style-type: none"> <li>• Mrs Robertson said that Year 3 and 4 were working on a production called The Button Box. They had already performed a dress rehearsal to the whole school and performed to parents this afternoon. A further performance is on Thursday evening to which governors were invited.</li> <li>• Mrs Robertson said that with regards to teaching, she would need to reassign one of the Reception teachers as the bulge year would be moving up to Year 1.</li> <li>• Miss Lott would be returning on a part-time basis. Mrs Robertson would utilise Miss Lott’s strengths by assigning her to a supporting role for Year 5 and 6.</li> </ul> <p>Governors asked the following questions, prior to the meeting:</p> <p>Does the school have a predicted number of children coming into Reception in September?</p> <p>Mrs Robertson said the predicted number of children for Reception in</p>	All Governors

	<p>September is 58.</p> <p><a href="#">Will the school be advertising for a replacement Year 3 teacher for September?</a></p> <p>Mrs Robertson said that she needed to look at staffing and discuss this with Mrs White with regards to the budget but said that she would be considering a replacement Year 3 teaching post. She also said that this would be something she would be discussing with the new Headteacher.</p> <p><a href="#">What is the long-term plan for covering the Site Manager's job?</a></p> <p>Mrs Robertson reported that Mr Stanbridge had visited school today. She said that she had considered agency cover, but long term was difficult to say, as presently, she was unsure of the length of absence. Any Statutory items required by HANDSAM would be covered by Mrs Robertson. Mrs Horn has temporarily supplied one of her maintenance staff to help.</p> <p>Mrs Robertson thanked Mrs Horn for her support with this matter.</p>	
4.10	<p><b>ALT Business</b></p> <p>Mrs Robson said she had sent all governors a copy of the Statutory Safeguarding Policy received from the Trust. She explained that this would run alongside the Cambridgeshire County Council Policy which, we as a school must follow.</p> <p>The ALT invited governors to a meeting in Ely on the Thursday 11<sup>th</sup> May 2017 at 5:30pm. RSVPs to Joanne Sanders by Sunday 30<sup>th</sup> April 2017. Mrs Green said that she would be unable to attend, as she had a prior engagement.</p>	All Governors
4.11	<p><b>Statutory Policies for Approval</b></p> <p><b>a. E-Safety Policy</b></p> <p>Mrs Robertson explained that Mr Abbs in his role as E-Safety Coordinator had produced this policy.</p> <p>Governors asked the following questions, prior to and at the meeting:</p> <p><a href="#">How often is the link governor going to be meeting with the E-Safety Coordinator?</a></p> <p>Mrs Robertson said that termly meetings were planned and Mr Abbs had emailed Mrs Corby-Judge today.</p> <p><a href="#">Who will carry out the staff E-Safety training?</a></p> <p>Mrs Robertson reported that Mr Abbs would carry out staff training and had already started scenario training with support staff.</p> <p><a href="#">Would it benefit governors to take part in the on-line training that the School provided for the staff (like the Prevent/FGM training)?</a></p> <p>Mrs Robertson said that governors should receive training and that the E-Safety scenario training had been organised for governors on the Tuesday 16<sup>th</sup> May 2017 at the next LGB meeting.</p> <p><a href="#">What is the procedure for pupils bringing their devices into school, to ensure</a></p>	



	<p>they are safe to use? (BYOD)</p> <p>Mrs Robertson explained that any devices brought into school by pupils are left at the office. She said that Key Stage 2 pupils had discussed in class the Acceptable Use Policy to make them aware of what is expected.</p> <p>Who is responsible for monitoring the receipt of all the signed agreements?</p> <p>Mrs Robertson said that Mrs Abbs would be responsible for the signed agreements.</p> <p>Do governors need to sign the Staff (and Volunteer) Acceptable Use Policy Agreement?</p> <p>Mrs Robertson asked all the governors to sign the Agreement and their names would be added to the list of those who have read and signed held by the office. A copy of the Agreement was handed out to all governors present at the meeting.</p> <p>Mrs Robson asked if encrypted sticks or drives should be used by governors.</p> <p>Mrs Robertson said that they should and she would arrange the purchase of these. She would also add this to the E-Safety Policy.</p> <p><b>Governors approved the policy subject to the amendment being made.</b></p>	AR
4.12	<p><b>Governor Training</b></p> <p>Mrs Corby-Judge said she had received E-Safety, Safeguarding and Child Protection training as well as completing some of the GEL online training. She would be attending an award ceremony (Celebrating Success Award Presentation Evening – Wednesday 5 July 2017 (7.00pm - 9.00pm) at Swavesey Village College) to collect a certificate with regards to her training.</p>	
4.13	<p><b>Governor Visits</b></p> <p>Mrs Robson said that Mr O’Hora had visited School to discuss Health and Safety with Mr Stanbridge.</p> <p>Mrs West had visited School again recently regarding his role with SEND.</p> <p>Mrs Robson and Mrs Horn had visited to look at PiXL. Mrs Robson spent time with Miss Candish, looking at the resources available to the School. Mrs Robson said that the gap analysis resources available were amazing and this had been very useful to see.</p> <p>Mrs Derbyshire and Mrs Robson had visited Mrs Robertson to look at the Pupil Premium monitoring. Mrs Derbyshire said she was impressed with the information and the tracking. She could see the evidence of the interventions that are in place. Mrs Robson noted that she could evidence the impact of the tracking by the data.</p>	
3.14	<p><b>Date and Time of next meeting</b></p> <p>This was confirmed as 16<sup>th</sup> May 2017 at 6pm</p>	

## Meeting closed at 7:25pm

### E-mail addresses

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Signed \_\_\_\_\_  
Committee Chair

Date \_\_\_\_\_