



**KINGSFIELD PRIMARY SCHOOL**

**Minutes of the Local Governing Body Meeting  
Held on Tuesday 10<sup>th</sup> October at 6pm**

		<b>ACTION</b>
<p><b>Present</b></p> <p>Governors: Julie Robson (Chair), Sian Pritchard, Jane Horn, Rachel Green, Caroline Corby-Judge and Clare Edmond.</p> <p>Others: Rebecca White, Jennie-Ann Pritchard and Victoria Holt (Clerk).</p>		
1.1	<p><b>Apologies for Absence</b></p> <p>Apologies were received prior to the meeting from David Hilton.</p>	
1.2	<p><b>Declarations of Interest</b></p> <p>No declarations were declared.</p>	
1.3	<p><b>Minutes of the Last Meeting 19<sup>th</sup> July 2017</b></p> <p>The minutes of the meeting on 19<sup>th</sup> July 2017 were accepted as a true record with no technical corrections.</p>	
1.4	<p><b>Matters Arising from the Minutes</b></p> <p>No matters were raised from the previous meeting.</p>	
1.5	<p><b>Terms of Reference</b></p> <p><b>a. Local Governing Body</b></p> <p>The Terms of Reference for the Local Governing Body was written by the Trust and has been updated to show the current members.</p> <p><b>Governors approved the Terms of Reference</b></p>	

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

Date \_\_\_\_\_

1.6	<p><b>Declaration of Business Interests</b></p> <p>Governors present at the meeting completed and signed the Declaration of Business Interest Forms and returned to the Clerk.</p>	
1.7	<p><b>Governors Code of Conduct</b></p> <p>Mrs Robson explained that the Code of Conduct had been rewritten in conjunction with the NGA's Code of Conduct. She also explained that instead of all Governors signing off a copy, one copy would be signed off by the Chair.</p> <p><b>Governors approved the new Code of Conduct and this was signed off by the Chair.</b></p>	
1.8	<p><b>Resources</b></p> <p><b>a. Premises Report</b>  <b>b. Extended School Report</b>  <b>c. Management Report – Budget 2017/2018</b></p> <p><b>a. Premises Report</b></p> <p>Mrs S Pritchard gave an update of Mr Stanbridge's report in his absence:</p> <ul style="list-style-type: none"> <li>• Building work - she explained that she had met last Friday with Kier regarding the next phase of the build. She reported that the toilets were not finished yet but were being worked on now. She said there was still a lot of work to do including clearing rooms and cupboards to prepare for Mrs Stephen's and Mr Jack's move to the music area. Reception also needed some clearing of rooms and cupboards, so that the builders could knock through and access the loft. She said that the initial finish date of Christmas would now be more like Easter and expected Pre-school to move across to their new area around this time. She said she had asked for the finishes in Reception to be upgraded to include painting and flooring. Finally, she explained that the walkway in the courtyard was no longer happening as this would have affected the space in Mr Abbs office and cost £35,000.</li> </ul> <p>Governors asked the following questions, prior to and at the meeting:</p> <p>Who will be clearing the rooms?  Mrs S Pritchard explained that Reception staff will clear their cupboards and the other rooms will be done by her with support from Jason.</p>	

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

Date \_\_\_\_\_

How much time will be needed during half term to clear the rooms?  
Mrs S Pritchard said she was unsure of how long this would take.

Have there been any problems with the delay in finishing the Reception toilets?

Mrs S Pritchard said that there had been no problems caused by the delay in finishing the toilets.

Mrs Edmond said that they had staggered getting ready for lunch so all 60 children were able to access the three toilets before lunch.

#### **b. Extended School Report**

Mrs J-A Pritchard gave an update on the report:

- Mrs Collins is at Grafham on a Year 6 residential, so she had arranged to cover her where necessary.

Governors asked the following questions, prior to and at the meeting:

Where did the £1,000 grant come from to spend on equipment?

Mrs J-A Pritchard explained that this £1,000 was given to Extended School to pay for equipment and was previously minuted in December 2016. She said that she had spent £500 of this money and had reserved the other £500 in case she needed to buy new equipment when Pre-school move over to school. She had used the initial £500 to replace scooters, but, had been unable to replace the low riders due to their cost.

Are there sufficient funds for this year?

Mrs J-A Pritchard said that they were full with 40 children. She said that Breakfast Club was also full. Due to this it was easier to know the staffing required and the costs needed. She said that even if people cancel she can fill the space.

Mrs S Pritchard said that she was having monthly meetings with Mrs J-A Pritchard regarding Extended School.

Governors thanked Mrs J-A Pritchard.

#### **c. Management Report – Budget 2017/2018**

There were no updates for this report.

Governors asked the following questions prior to the meeting:

	<p>Does the £301 surplus on the Extended School include the £1,000 grant? Mrs S Pritchard said that she and Mrs White had gone through the figures today and this surplus did not include the £500 as discussed earlier for Extended School.</p> <p>How is the Pre-School deficit going to be covered? Mrs White explained that the £22,000 internally transferred rent had not been taken off the Pre-school deficit of £29,696. When done this leaves a deficit of £7,656 which is due to the pay uplift of staff with the pay harmonisation programme. Mrs White said that Pre-school budget is balanced for 2017/18.</p> <p>Mrs S Pritchard said that new procedures were in place where she would be having monthly meetings with both Pre-school and Extended School, so staffing costs could be reported. She said that the general budget for Pre-school has been halved from £16,000 to £8,000 to balance the 2017/18 budget.</p> <p>Why is there a large Current Month Variance of -£68,021 on the Total Income figure? Mrs White explained that this was due to year-end accrual/prepayment journals for Pupil Premium, UIFSM, PE Funding, Pre-school funding and trips. The £15,000 which was transferred from ALT to Kingsfield has not been journalled in Kingsfield's accounts, as ALT needed to do this as part of their year-end. She said that bearing this in mind, our carry forward is expected to rise by a further £15,000 once this has been done. She said that journals for year-end were difficult to read.</p> <p>Mrs S Pritchard said that she had requested an internal audit as well as the expected external audit.</p> <p>Governors thanked Mrs White.</p> <p>Mrs White and Mrs J-A Pritchard left the meeting at this point.</p>	
1.9	<p><b>Standards:</b></p> <ul style="list-style-type: none"> <li>a. <b>Headteacher's Report</b></li> <li>b. <b>Data</b></li> <li>c. <b>Pre-School Report</b></li> </ul> <p>a. <b>Headteacher's Report</b></p> <p>Mrs S Pritchard gave an update on her report.</p> <ul style="list-style-type: none"> <li>• Mrs S Pritchard discussed the ECERS Report (Early Childhood Environment Rating Scale) which she had</li> </ul>	

received yesterday. She explained that this was something recommended by the Trust for Reception to take part in. It involved staff training followed by a three hour audit where the area is graded 1 – 7, one is inadequate and seven is excellent. Items highlighted by the audit were lack of disabled toilet, no demonstration of hand washing at snack time, sharing towels and sanitising the eating area. Some of these issues will be challenged as this audit should have taken place with Pre-school and Reception should have taken part in FECERS (Foundation Early Childhood Environmental Rating Scale). Mrs Edmond said that the auditors told her that out of forty schools visited in the year they were second highest. The cost for this audit was approximately £1,000.

Governors asked the following questions, prior to and at the meeting:

Would you consider doing the ECERS again and is it recognised?  
Mrs S Pritchard said she will look at the report in more detail and analyse it thoroughly before deciding. She said that it was a recognised report and was recommended by the Trust. She said that she would go back to the Trust regarding any questions with the report.

Does ECERS have to be done yearly?

Mrs S Pritchard said that it did not have to be done yearly.  
Mrs Edmond said it was good to do as it made them look at the learning environment differently which in some cases was helpful.  
Mrs S Pritchard explained that the staff did training, made changes to the environment using knowledge from the training and then were assessed on their environment.

How was the Ofsted report received?

Mrs Edmond said that Reception and Pre-school received a good and she praised both teams for all their hard work. Staff in general seemed pleased with the overall result of the report. Mrs Horn offered her appreciation for all the hard work that has been done in Reception to receive this status. Mrs Robson agreed that in her time as a Governor this was the best result she had seen.  
Mrs S Pritchard said that an article had gone in the local newspaper regarding Ofsted and Reception had been mentioned in that.

**Confidential item** – See separate minute attached for response to a question raised.

**b. Data**

Mrs S Pritchard handed round a document regarding targets for

2017/2018 for Year 1 up to Year 6 and went through the document with Governors.

- She explained that at present there were no targets for EYFS as these were being finalised at present and when completed would be sent to the Trust on 1<sup>st</sup> November. She explained that she had worked with teachers to set the listed targets. The document showed each year group with all pupils, Pupil Premium and Non-Pupil Premium. Targets were then listed for reading, writing, maths and combined. She said that for Year 2 she would be looking at the Fischer Family Trust data to make the final judgements. For Year 3 these targets were based on where they were at last year and where they need to make accelerated progress to diminish the gaps. She then said that the target tables contained data from both PiXL and Classroom Monitor. She said that the Year 4 data would be looked at once the teacher returns to work and that Year 5 data would be looked at with the supply teacher. She then explained that Classroom Monitor works by teachers highlighting area that they think have been achieved where as PiXL tells you how the children perform by testing. Year 6 have already taken their first set of PiXL tests and these are ready to support the judgements. Mrs S Pritchard explained the difficulty in setting targets using the two types of data as we need to accelerate progress. She said that we need to change the way we look at data. PiXL will give a more secure and clear view. She said she was producing a pack to track children's progress per term. Mrs S Pritchard said they would be monitoring the groups SEND, Pupil Premium and EAL as well as the whole school. Teachers as part of their Performance Management meetings will work to prepare data and discuss targets for the more able but under achieving children who could make accelerated progress. Finally, she said that Mr Abbs would track the SEND children against their own targets and track against progress.

Governors asked the following questions, prior to and at the meeting:

Why is there a combined figure for all years on the Targets 2017/2018?

Mrs S Pritchard explained that this is how the Trust show their data and has followed their layout.

The KS1 combined figures of 29.4% (Ex) and 2% (Ab) are very low compared to the Cambs and National figures, what is being done to accelerate the progress of these pupils now they are in Year 3?

Mrs S Pritchard said that Year 3 were currently sitting the PiXL tests and these would give an idea where the children are currently, along with the end of last years data. Gaps could be filled using the data received from the PiXL tests. She explained that the question level analysis given by PiXL gave a clear, at a glance, view of what therapies were needed.

Why is there no data for SPAG?

Mrs Pritchard said that the SPAG data for Year 2 was optional and that she had never given it. Once PiXL is fully in place this would be useful data to have but no targets had been set yet.

Was there any news regarding the consultation process for KS1 tests?

Mrs S Pritchard said that we will still have to do the tests this year and from 2019 there will be times tables tests at Year 4.

At the end of KS1 results there were no Pupil Premium children working at Greater Depth, are these pupils now receiving support?

Mrs S Pritchard said we must recognise the child's capacity to achieve at greater depth and move the more able children forward. She continued to say that mastery needs to be unpicked so all staff have a good understanding of this. She explained that Pupil Premium children will be targeted with the right starting point and then make the work more challenging.

### **c. Pre-school Report**

Mrs Green gave an update on her report.

- She said that her report showed no Pupil Premium children at present as she was waiting to hear from Cambridgeshire County Council. She said she would not receive data regarding this until Christmas. She said she will update once she has the necessary information

Governors asked the following questions prior to the meeting:

RG

Signed \_\_\_\_\_

Committee Chair

Date \_\_\_\_\_

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	<p>The two staff members who are currently completing the BA Hons Education Top Up, will their position at the Pre-school change if they gain this additional qualification?</p> <p>Mrs Green said that these members of staff will continue in their roles as Practitioners. One member would like to gain more experience in the setting so will be staying for at least a further two years.</p> <p>Mrs Robson said it was important to retain good quality staff.</p> <p>Is the Pre-school likely to have more than 18 children claiming the 30 hour funding, this academic year?</p> <p>Mrs Green said that at present there are still 18 children claiming the 30 hours, for which funding is applied for and received every term. There are currently three spaces in Oak Room. She said that on some days they have up to 32 children with four members of staff.</p> <p>Is the Mackaton training being used to support a pupil with those needs? If so, will the training be rolled out to Reception staff?</p> <p>Mrs Green explained that both Reception staff and Pre-school staff took part in this training. She said that they teach the children three new signs a week and have a particular child who benefits from using sign language.</p>	
1.10	<p><b>Safeguarding Update</b></p> <p>There were no updates for this report.</p>	
1.11	<p><b>ALT Business</b></p> <p><b>a. Health and Safety Audit (All Schools) – Verbal Report</b>  <b>b. Teaching and Learning Review</b></p> <p><b>a. Health and Safety Audit</b></p> <p>Mrs S Pritchard said that the Health and Safety Audit would take place next Wednesday, 18<sup>th</sup> October.</p> <p><b>b. Teaching and Learning Review</b></p> <p>Mrs S Pritchard said there would be a Teaching and Learning Review with Anne Robertson, David Baker and Jane Horn. This would take place on Thursday 2<sup>nd</sup> November.</p>	



1.12	<p><b>Statutory Policies for Approval</b></p> <p>a. <b>Whole School Pay Policy 2017/2018</b>  b. <b>Safeguarding Policy</b></p> <p><b>a. Whole School Pay Policy 2017/2018</b></p> <p>Mrs Robson asked if all were happy with the Whole School Pay Policy.</p> <p>Mrs Robson raised a concern regarding the Performance Review panel meeting, which is due to take place in November. She explained that, currently, Governors would not be able to do this, as three governors who are not employed by the Trust, plus the Headteacher are required. In addition, the Chair of Governors should not sit on this panel. This ruled all Governors out except Mrs Corby-Judge. Mrs S Pritchard said she would discuss this further with the Trust.</p> <p>Mrs Horn said that she was writing a spreadsheet for this and would be sending it to the Trust to approve her recommendations. Mrs Horn said she would send a copy of her spreadsheet to Mrs S Pritchard.</p> <p><b>Governors approved the policy.</b></p> <p><b>b. Safeguarding Policy</b></p> <p>Mrs Robson explained that this is the Cambridgeshire County Council policy and it sits alongside the ALT's Safeguarding Policy. Mrs S Pritchard said that the changes and updates made were highlighted in red.</p> <p>Governors asked the following questions, prior to and at the meeting:</p> <p>Where can a copy of the 'Sexting in Schools and Colleges' guidance be found at School? (See section 4.0 Peer on Peer Abuse – 4.5)</p> <p>Mrs S Pritchard said the guidance for this can be found in the staff room.</p> <p>Mrs Corby-Judge asked if her name could be corrected on the policy as at present it says Mrs Judge.</p> <p>Mrs S Pritchard said she would make the necessary changes.</p> <p><b>Governors approved the CCC policy, subject to the amendment being made.</b></p>	<p>SP</p> <p>JH</p> <p>SP</p>
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1.13	<b>Date and time of next meeting</b>  This was confirmed as Tuesday 12 <sup>th</sup> December 2017 at 6pm.	
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**Meeting closed at 7.15pm**

**E-mail addresses**

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

Date \_\_\_\_\_