



**Minutes of the Local Governing Body Meeting  
held on Tuesday 15<sup>th</sup> March 2016 at 9.00am**

		<b>ACTION</b>
<b>Present</b>		
Governors: Mrs Julie Robson (Chair), Mr David Hilton, Mrs Mary Palmer, Mrs Rachel Green, Mrs Nicky Derbyshire, and Mr Gary Peile (Trust Governor).		
Others: Mrs Paulette Pettitt (Clerk to the Governing Body), Mrs Karen Jarvis (Active Learning Trust), Mrs Anne Evans (Interim Deputy Head Teacher) and Mrs Rachael Cotton (Interim Deputy Head Teacher) until 9.20am.		
4.1	<b>Apologies</b>  Apologies were received and accepted from Mrs Jo Tomlins, Mrs Theresa Webber, Mrs Louise Marper. It should be noted that apologies were received from Mr Philip West and Mr Vincent Fletcher after the meeting.	
4.2	<b>Declarations of Interest</b>  No new declarations were made.	
4.3	<b>Chair's Announcements</b>  Mrs Robson welcomed and introduced Mr Gary Peile (Chief Executive Officer of Active Learning Trust) as a Trust Governor and guest attendee of this meeting.  Mr Peile stated that he would try to visit all the Trust's LGBs where he can during the year. He said that his aim is to meet Governors across the Trust.  Mrs Robson announced that a notice of resignation has been received from Mrs Cowley with immediate effect.	
4.4	<b>Minutes of the Last Meetings</b>  a. The minutes of the meeting held on 19 <sup>th</sup> January 2016 were accepted as a true record.  b. The minutes of the meeting on 23 <sup>rd</sup> February 2016 were accepted as a true record. There was one technical correction to be noted: Mrs Green should be added to the attendance list.	
4.5	<b>Matters Arising from the Minutes</b>  a. 19 <sup>th</sup> January 2016 None raised.	

Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_

	<p>b. 23<sup>rd</sup> February 2016  The new Terms of Reference for the Committees have been completed. Mrs Webber and Mr West have exchanged roles in the new structure to better reflect their areas of interest and expertise.</p>	
	<p><b>Standards</b></p> <p>Mrs Cotton spoke about the data that has previously been circulated. She explained that the attainment and progress figures had been presented in the format previously requested by the Governors.</p> <p>Mrs Robson stated that, although, she is happier with the details of the report and the way the report is now presented, she still feels it is a little confusing in places.</p> <p>Mrs Evans explained that some Year 6 pupils are working “out of stage”. Staff are aware of which pupils this affects, and interventions are in place.</p> <p>Mr Peile stated that the report needs to be clearer. It needs to show the current position, where the pupils need to get to and what is happening to ensure progress.</p> <p>Mr Hilton suggested that this report could be used as an appendix to the main Head Teacher’s report. Mrs Cotton agreed this would be possible.</p> <p>Mrs Palmer stated that the new Classroom Monitor system is much easier to get information from.</p> <p>Mr Peile asked if data can be produced to show progress targets. Mrs Evans agreed that this can be done for future meetings.</p> <p>Mr Hilton informed Governors that during a recent monitoring visit by the DfE (due to results being below floor), the data shown on progress walls was noted as impressive. He stated that there had been progress on improving systems since the last inspection and staff need to focus on using this data to maintain progress.</p> <p>Mr Peile stated that it is essential that Governors have up to date data that they can understand as it enables them to speak with confidence and passion on the position of the school.</p> <p>It was reported that an Easter School is planned, focusing on Year 2 and Year 6.</p> <p>Mrs Derbyshire requested more information on what is being done to boost progress for those who are not meeting targets.</p> <p>Mr Hilton reminded Governors that it had been agreed at the last meeting that progress updated and Governor Standards and Intervention meeting dates need to coincide to ensure Governors are receiving up to date information. Mrs Robson and Mrs Evans replied; they will have a discussion and arrange dates accordingly.</p> <p>Mrs Robson requested that a staffing structure be provided for Governors to review.</p> <p>Mrs Cotton left the meeting at this point.</p> <p><b>4.6b Update on Whole School and EYFS Action Plans</b></p> <p>Mrs Robson asked why there are so many different Action Plans. Mrs Evans replied that a new Year 2 Action Plan has been produced to help provide more</p>	<p>JR/AE</p>

	<p>focus and to help with performance management. Mr Hilton stated that some of these Action Plans are produced to provide internal operational data. All the information is valuable but most of it is only relevant for internal use. Future Action Plans presented to Governors will need to be relevant.</p> <p>Mrs Evans presented information on assertive mentoring which is being used for SPAG as well as Maths. It also focuses on language and vocabulary that children need to be able to use and understand.</p> <p>It was noted that Mrs Cotton will leave the School at Easter. Her work on data will be passed to another staff member. The School will need to appoint another NQT Induction Leader.</p> <p>Governors discussed the success of the Lilac Sky Programme. The staff involved have all achieved one grade of improvement. There is now a requirement to focus on pupil attainment.</p> <p>Mrs Robson asked how will the School ensure that teaching remains good for those on the Lilac Sky programme once it has finished. Mr Hilton replied that discussions need to be continued regarding teaching and learning. The ALT Cambridgeshire Hub Lead will continue this work. Mrs Evans stated that outcomes are not yet at the desired level. Mrs Palmer reported that it was evident that staff are having extended dialogue and are now willing to ask for help and share good practice. The next phase of monitoring starts in the Summer term. Mrs Evans will provide profiles of the teaching standards.</p> <p>Additional data will shortly be available for Year 2 and Year 6. Monitoring is also being conducted in EYFS, which means that the three Key Stage areas are being assessed. It was confirmed that monitoring will be conducted by people who have received proper training.</p> <p>Mrs Evans reported that the Termly Monitoring Action Plan will be followed up to ensure required changes are acted upon. Mr Hilton stated that additional capacity is available from the Active Learning Trust to ensure this happens.</p> <p>Mrs Robson asked if these reports can be made available at LGB meetings from now on. Mrs Evans replied that she will ensure reports are available.</p> <p>The DfE visit showed that significant improvements have been made in EYFS. The visit to the Trust school in Lowerstoft had helped the School to action changes which improved the outcomes in this area.</p> <p>Mrs Jarvis asked how does the School's Action Plan link in with Trust's Action Plan. Mr Hilton replied that the Trust will meet with the Chair, with progress from the Trust Plan, to provide comparison with the School's Action Plan.</p> <p>Mrs Robson asked if the Parent Forum is in place. Mrs Evans replied that this has not yet happened, but will be done as soon as possible.</p> <p>Mrs Robson asked why objectives have not been RAG rated. Mrs Evans replied, that this was an oversight. They should all be amber.</p> <p>Mrs Robson asked why had the section on Improving behavior, Safety and Welfare on the EYFS Post Review Action Plan not been completed. Mrs Evans replied that this section should have been removed from the Action Plan.</p> <p>Mrs Robson asked why the two year School Development Plan has not been distributed. Mrs Evans was unable to answer this and agreed to look into it.</p>	<p>AE</p>
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Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_

	<p><b>4.6c Pupil Premium Review</b></p> <p>To be carried forward to the next LGB meeting. It was agreed that the impact of Pupil Premium would be discussed in the light of data.</p> <p><b>4.6d Head Teacher's Report</b></p> <p>Mrs Robson reported that the plans for residential trips need to be approved by the Governing Body. Mrs Evans said that letters sent home to parents, to encourage more participation, have proved unsuccessful. To date only 18 of the possible 43 pupils have signed up to attend the residential trip.</p> <p>Mr Peile suggested that this is an area that the Parent Forum could become involved in.</p> <p>Mrs Derbyshire asked if there was a possibility of fund raising to support families who may be finding the cost of trips challenging. Mrs Evans replied that this is something the School can look into.</p> <p>Mrs Green asked if it was possible to make the trips three days rather than a whole week. This will also be considered.</p> <p>Mrs Robson recommended that residential trips are not approved by the Governing Body at this stage. More work needs to be done and other options considered.</p> <p><b>Governors did not approve the suggested plans. Options for change will be considered at future meetings.</b></p> <p>Mr Peile reported that there are more children in the September Reception Class intake than the school can accommodate. It has been agreed to take these children for one year in a temporary classroom on the understanding that a new permanent structure will be built in the future.</p> <p>Mrs Robson reported that there was some confusion over building plans, following a visit from a representative from Cambridgeshire County Council. Mr Peile asked that Mrs Evans gain access to Mrs Tomlins' emails to see if any further information is available.</p> <p>Mrs Evans reported that persistent absence is an area that is being monitored closely. Parent meetings have been conducted with some parent contracts being put in place. There are four remaining parent contracts to be completed but these will be in place before Easter. Monitoring now shows improved attendance for the pupils in question. There is one pupil who shows poor attendance due to ongoing health issues but Mrs Cotton is working closely with this family to gain improvement. It is known that six traveller children are due to leave at Easter, which will improve figures.</p> <p>Current monitoring shows attendance to be 95.43% so far this term.</p> <p>There are currently a number of pupils with SEN statements who are moving across to an Educational Healthcare Plan. Three of these pupils will be Year 6 pupils in September and will likely affect overall results and have an impact on TA provision.</p> <p>It was agreed to carry the rest of the Head Teacher report forward until Mrs Tomlins returns.</p>	<p><b>GP/DH</b></p>
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Chair of Governors

Date \_\_\_\_\_

	<p><b>4.6e DfE Visit Update</b></p> <p>Mr Hilton presented information regarding the recent visit to the school from the DfE, which happened on Friday 11<sup>th</sup> March. This was the second visit with the first one happening before Christmas and therefore, this was the first time the Inspector had met Mrs Cotton and Mrs Evans (Interim Deputy Head Teachers). Both visits have been very supportive. The DfE are happy that the school has met the targets raised in the first visit. The Inspector conducted a learning walk which demonstrated how the Progress Walls are being used to continually monitor pupil progress. It was accepted that there has been demonstrable progress. Concerns regarding teacher performance have been addressed with extra support in place showing impact.</p> <p>However, it was reported that the DfE colleague raised a number of concerns regarding the basics within classrooms, where pupils were observed as passive and disengaged. Teachers were working with small groups. The behaviour was good, but it was felt that this was due to the choices of the pupils rather than teacher input. An injection of pace is required and teachers need to ensure that the whole class is engaged.</p> <p>The Inspector will visit again during the second half of the Summer Term.</p> <p>Mrs Evans stated that staff are aware that they need to use the resources available to them to maintain and monitor pupil progress. She informed Governors that following the DfE visit, learning walks have been conducted and teachers have been observed engaging with their whole class.</p> <p>Mrs Robson reported that the DfE colleague was happy with the new structure of governance, particularly that there is now a Standards and Intervention Committee. It was felt that the Governing Body will now be in a better position to ask much more challenging questions.</p>	
4.7	<p><b>Preschool Report</b></p> <p>See report previously circulated.</p> <p>No questions were raised.</p>	
4.8	<p><b>Extended School's Report</b></p> <p>Mr Peile stated that the costs of the Extended School cannot be met from the GAG funding received by the School. There is a need to ensure that fees are covering costs.</p> <p>Mrs Robson stated that the finance report is a very concise piece of information and it shows that the budgets for the extended school are mostly on track.</p> <p>Mr Peile stated that the School has access to view bank statements at any time but it needs to ensure that the cash flow and the budget are not confused and that the Pre-School and Extended Schools are shown separately within the School budget, to ensure they are not being supported by school funding.</p> <p>Mrs Robson requested that the Clerk invite Mrs Pritchard, Extended Schools' Manager, to the next Resources Meeting to discuss her concerns in her report.</p> <p>Mr Peile and Mr Hilton both agreed that the Active Learning Trust is happy for the Extended Schools to continue its current good level of work.</p>	PP
4.9	<p><b>Terms of Reference</b></p> <p>The Terms of Reference for the new committee structures have been received and revised by the Active Learning Trust.</p>	

Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_

	<b>Agreed and ratified by the committee</b>	
4.10	<p><b>Active Learning Trust</b></p> <p><b>Scheme of Delegation</b> This has been amended as appropriate and circulated. Governors noted the changes.</p> <p><b>Risk Register</b> Mr Peile explained that every school is not expected to use a specific format to complete a Risk Register. This will be brought forward to the Resources Committee meeting for the report to be updated and corrected. Mrs Jarvis agreed to transfer the report in to the template used by the Trust. Mrs Robson agreed to put this as an item on the Resources Committee agenda.</p> <p><b>Insurance</b> Mr Peile stated that the operational aspects of insurance is not a matter for the LGB. Mrs Jarvis agreed to talk to Mrs White concerning this. Governors need to know that the required insurance is in place and complete.</p>	<p>KJ JR</p> <p>KJ</p>
4.11	<p><b>Governor Training</b></p> <p>Mrs Robson expressed her disappointment that, although there are training courses, webinars and other resources available, so far no governors have booked to attend.</p> <p>Mrs Robson asked if help might be available to enable the Governors to decide what training they require. Mrs Robson also asked if it would be possible to organise some in-house induction training. Mr Peile suggested that this could take place prior to the ALT Governor sessions in April. Mrs Jarvis will arrange this.</p> <p>Mrs Robson stated that she and Mrs Derbyshire are booked to attend the Governor's Briefing session in Ely. Mrs Palmer is also attending.</p>	<p>KJ</p>
4.12	<p><b>Any Other Business</b></p> <p>Please see addendum of Trust business.</p>	
4.13	<p><b>Date of next meeting</b></p> <p>19<sup>th</sup> July 2016 at 9.00am</p> <p>(Mrs Robson reminded everyone that the Standards &amp; Intervention Committee is on the 26<sup>th</sup> April 2016 at 6.00pm)</p>	

**Meeting closed at 10.25am.**

Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_

**E-mail addresses**

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Signed \_\_\_\_\_  
Chair of Governors

Date \_\_\_\_\_