



KINGSFIELD PRIMARY SCHOOL

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

		ACTION
<p>Present</p> <p>Governors: Julie Robson (Chair), Anne Robertson, Philip West, David Hilton, Jane Horn, Rachel Green, Caroline Corby-Judge, Simon O’Hora and Clare Edmond.</p> <p>Others: Tom Abbs, Jennie-Ann Pritchard and Victoria Holt (Clerk).</p>		
5.1	<p>Apologies for Absence</p> <p>Apologies were received from Nicky Derbyshire after the meeting.</p>	
5.2	<p>Declarations of Interest</p> <p>No declarations were declared.</p>	
5.3	<p>Minutes of the Last Meeting 28th March 2017</p> <p>The minutes of the meeting on 28th March 2017 were accepted as a true record with no technical corrections.</p>	
5.4	<p>Matters Arising from the Minutes</p> <ul style="list-style-type: none"> • 3.6a Mrs Robson asked what the response had been to Parent View from Parents Evening. Mrs Robertson reported that 92% said that they would recommend the school with 17 or 18 parents now using the system. • 3.7 Mrs Robertson said she had not yet arranged first aid training for Year 5 children but would ask Mrs White to arrange this matter on her behalf. • 3.10 Mr West explained that he had attended meetings regarding SEND and this was ongoing as he was meeting half termly with Mr Abbs. He would present his report at the next meeting. • 4.9 Mrs Robson said that she had attended the recent Year 3 and 4 productions. • 4.10 Mrs Robson said that the meeting with the ALT last Thursday would be discussed later under 5.10 ALT Business. 	<p>RW</p> <p>PW</p>

Signed _____
Committee Chair

Date _____

	<ul style="list-style-type: none"> 4.11a Mrs Robertson has purchased encrypted sticks for Governors to use. These will be distributed at the next meeting. 	Clerk
5.5	<p>Resources</p> <p>a. Premises Report b. Extended School Report c. Management Report</p> <p>a. Premises Report</p> <p>There were no updates for this report.</p> <p>Governors asked the following question at the meeting:</p> <p><i>What is the update on the rolling programme of school redecoration?</i></p> <p>Mrs Robertson explained that this was on a three year cycle and would start with the Year 4 classes and move onto Years 5 and 6. She said that she would be making requests for painters and decorators shortly.</p> <p>Mrs Robertson said that new chairs for Year 4 had been ordered ready for September.</p> <p>b. Extended School Report</p> <p>Mrs Pritchard gave an update of the report.</p> <ul style="list-style-type: none"> After a meeting with Mr Abbs and Mrs Robertson, two Pupil Premium children had been given spaces at Breakfast Club. One child had attended today with another having a taster session tomorrow. It was noted that one of these children was LAC as well as Pupil Premium. <p>Governors asked the following questions prior to and at the meeting:</p> <p><i>Were the spaces at Breakfast Club given to improve attendance?</i></p> <p>Mrs Robertson said this had been suggested as a measure to help the children settle into school in the mornings.</p> <p><i>What was the outcome of the lack of communication to the clubs, by parents, issue?</i></p> <p>Mrs Pritchard said that informal meetings had taken place with all the parents and most the issues had been resolved. This was due mostly to those parents changing jobs or requiring additional hours. She then explained that fines are issued to those who cancel at short notice or whose children do not attend if booked. If this regularly happens a penalty fine can be issued after discussions with Mrs Robertson and she felt that this would have more affect.</p>	

What is the update on the shortfall in wages issue?

Mrs Robertson said that this was due to harmonisation and issues with two members of staff's pay whose details had been incorrectly entered by EPM. This is being addressed with relevant back payment to be made.

How many children attended the Holiday Club during the Easter break?

Mrs Pritchard handed round a document regarding the Easter Holiday Club attendance showing the number of children that attended each day over the two weeks. She went on to explain that she had considered income and expenditure and overall had a small deficit. This may have been due to the additional cost of one member of staff required as a one to one.

Governors thanked Mrs Pritchard.

c. Management Report

There were no updates for this report.

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

Does the School have a plan of action regarding the predicted deficit?

Mrs Robertson highlighted areas to consider regarding the predicted deficit. These were:

- Bulge year may be reduced to 2 classes in 2018/2019 as the restrictions regarding class size will no longer apply meaning one less teacher and TA.
- Included was that each teacher would get a pay increment but this is not necessarily so. If some pay is static then this may have an effect.
- A 3% increase in costs was included in the figures to take inflation into account.
- Advert for a teacher up to M6 had been budgeted for so if the teacher recruited is on a lower pay scale a saving could be made here.
- Money to cover staffing, to be looked at and considered.

Why has £20,000 been budgeted for supply cover? (See 5.5 (iv), pie chart)

Mrs Robertson said that this was in place to cover sickness and staff absence. Plans have been sent out regarding staffing and she would ideally like Mrs Riggall and Miss Lott to work in support roles or use Mrs Riggall as cover to reduce this cost.

	<p>Would the HLTAs remain in place? Mrs Robertson said they would stay because they are used to cover PPA.</p> <p>Why does the advert only have a ceiling of M6? Mrs Robertson said that she wanted to recruit the right candidate and a quality teacher. She would make consideration to the budget if necessary to increase the scale. Mrs Roberson said that School had signed up to Teach in Cambridge to open opportunities to NQTs..</p>	
5.6	<p>Presentation by Deputy Head: Tom Abbs – E-Safety</p> <p>Mr Abbs explained that this evening he would be doing some scenario based training. He asked all to relocate to the school hall where he had laid out a moral compass on the floor. The compass was made up of areas such as I don't know, right, wrong, depends on the situation etc. He went through the different areas of the compass then told Governors that this training had already taken place with TAs.</p> <p>Next, he explained the protocol for reporting an issue of E-Safety. He explained that the white reporting forms were kept on the wall in the staff room and were also kept in Mrs Stephen's room. Once the form is completed it should be given to one of the E-Safety Co-ordinators Mrs Robertson, Miss Dodson or him. Once received it is discussed with Mrs Stephens as part of her Safeguarding role and then the best course of action taken.</p> <p>Mr Abbs reported that so far, this year there has been approximately 12 incidents logged, of which four have been referred to Child Exploitation and Online Protection centre (CEOP).</p> <p>He said that this has been discussed with children as part of PSHCE lessons as well as an E-Safety day and E-Safety Week.</p> <p>Mr Abbs said that in the recent Safeguarding audit the review for E-Safety had been very positive.</p> <p>He then read out a series of scenarios and asked Governors to stand on an area of the moral compass where they felt was appropriate.</p> <p>The first scenario was 'A pupil creates a Facebook profile pretending to be a teacher and then adds other teachers to their friends list'.</p> <p>The group all agreed this was wrong and then said to report the issue using a white form, inform the parents, have conversations with the teachers regarding E-Safety on social media and asked that the account be closed or removed.</p> <p>The second scenario was 'A pupil mentions a well known footballer has accepted their friend request on a social media site'.</p> <p>All agreed this was wrong. They felt the student would not be old enough to access the site if primary school age, most clubs have legal sites rather than personal sites; it might not even be the person the child thinks it is. They agreed the action taken would be to complete a white form, have a conversation with the parents and a conversation with the football club.</p> <p>The final scenario was 'As a Governor you read a discussion on a parent forum openly discussing the school and mentioning teachers by name'.</p> <p>All agreed this was wrong. They said that this was not good for moral and could be seen or overheard by children. It would depend on the content of the discussion as it is right to voice an opinion but not if it is defamation. Agreed actions for this were to monitor the discussion, depending on the content have contact with the parents, complete a white form, get a</p>	

	<p>response from the ALT and ask for post to be taken down.</p> <p>Mr Hilton said that he felt the amount of reported E-Safety issues seemed quite high. Mr Abbs said that he had earlier in the year raised the profile of E-Safety within the school and with parents but had found that during March and April the number of incidents reported had decreased.</p> <p>Mrs Robertson said that parents had been good at indicating concerns and were being vigilant regarding this matter. She said that she also asks staff at her Friday morning briefings if anyone has any concerns.</p> <p>Mrs Horn said that her school received lots of E-Safety issues and issued regular reminders to staff and children re safe use of sites.</p> <p>Mr Hilton said the ALT had received a vast number of E-Safety issues (e.g. personal attacks on teachers but that they worked quickly to resolve these issues by sending a legal letter asking for the issue to stop).</p> <p>Governors thanked Mr Abbs for his presentation.</p> <p>Mrs Pritchard and Mr Abbs left the meeting at this point.</p>	
5.7	<p>Standards</p> <ul style="list-style-type: none"> a. Standards Report b. Data Report c. Pre-school Report <p>a. Standards Report</p> <p>There were no updates for this report.</p> <p>Governors asked the following questions, prior to the meeting:</p> <p>Why are only 20% of Year 2 at expected level?</p> <p>Mrs Robertson said that this was an error and at present 38% are at expected level. If pupils who require 1 additional element convert, this would be 50%; if those requiring 2 additional elements were to convert, this would be 72%.</p> <p>How does the Attendance data compare to the last year?</p> <p>Mrs Robertson said that we were 1% up on last year's figure. She explained that regular meetings now take place regarding attendance with the Attendance Team and Marilyn Toft from the ALT.</p> <p>How many teachers are consistently graded good and outstanding?</p> <p>Mrs Robertson said that at present the teachers were graded as follows:</p> <ul style="list-style-type: none"> • 2 Outstanding • 8 Good • 3 RI • 1 on a Support Plan 	

Signed _____
Committee Chair

Date _____

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Are there any teachers currently graded Inadequate?

Mrs Robertson said that support was currently in place with a teacher.

How are the ALT supporting Years 2, 4 and 5?

Joy Parke, Director of Standards, has been working with Year 2 teachers, supporting higher ability children and evidence for greater depth in maths. Dave Baker, Training Support, has been working in a coaching/monitoring role with identified teachers from Years 4 and 5.

b. Data Reports

Mrs Robertson gave an update:

- She explained that the School was currently in the middle of SATs and awaiting the outcomes. She said that Year 6 had a positive approach to the tests and were keen to get started. She said that the third Maths paper (reasoning) had been wordy and had put a push on the time boundary. The children had been praised for their efforts.
- The Year 2 children have already had the SPAG, first reading and first maths paper.

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

Have there been any absences during the Year 6 SATs week?

Mrs Robertson said there had been only one who was GRT and they are now home schooled.

Will this absence count in our results?

Mrs Robertson said that unfortunately the child was taken out of school after the SATs were taken.

What is the prediction for the SATs results?

Mrs Robertson said there was a clear improvement and the best case she was hoping for is 58%. At worst, mid-upper 40s. She said that progress has been made (compared with 37% last year).

Are there any concerns with the Summer Born children not making the expected GLD?

Mrs Edmond said she had no concerns. Four children had been identified and were on the Special Needs Register. For the summer born boys she wanted to promote learning through play which will progress into Year1.

Are the interventions in place for the EYFS Emerging pupils working? If so, how do you know?

Mrs Edmond explained that there is phonic streaming, phase 2 to 5 to extend the more able. There is also streamed maths to help those who need nurturing and to push the more able.

	<p>She said that she had been working on the outside area by adding a reading shack, role play garden centre and a mud kitchen to give writing opportunities and encourage independent writing.</p> <p>c. Pre-school Report</p> <p>There were no updates for this report.</p> <p>No questions were raised regarding the report.</p>	
5.8	<p>Safeguarding Update</p> <p>a. Governor Checklist</p> <p>Mrs Robson said that a Safeguarding Checklist had been sent out to all Governors.</p> <p>Mrs Corby-Judge explained that she had recently been on an Introduction to Safeguarding course and had been advised that this was a document that could be shown to Ofsted as evidence of Governor knowledge on Safeguarding.</p> <p>Mr Hilton suggested the form be completed with the correct answers to help Governors know where their gaps in knowledge are. He said he felt this was a useful document as it had all the key features.</p> <p>Mrs Robertson said she would complete the checklist and then forward to all Governors and offer support from there.</p> <p>Governors asked the following questions during the meeting:</p> <p>Is there enough information on the School's website for parents, about the child protection role?</p> <p>Mrs Robertson said there was a link to Safeguarding on the website but would check to see how easy it was to locate.</p> <p>Does the School have a prospectus, as the child protection role should be included in this document as well?</p> <p>We have a prospectus but it is currently being reviewed as much is out of date. Revised version to be ready for September 17 and will include safeguarding section.</p>	<p>AR</p> <p>AR</p>
5.9	<p>Headteacher's Overview Report</p> <p>Mrs Robertson gave an update of her report.</p> <ul style="list-style-type: none"> Cambridgeshire Catering Services would like to see an increase in the uptake of school meals. She said she had set up a SNAG group made up of teachers, children, parents and would like a Governor representative. Mr O'Hora offered to help. Mrs Green suggested offering school meals to Pre-school children. <p>Governors asked the following question prior to the meeting:</p>	

	<p>When will the adverts be placed for the Year 3 and 5 teachers? Mrs Robertson reported that these had already been placed.</p>	
5.10	<p>ALT Business</p> <p>a. Discussion Following ALT Governor Session</p> <p>Mrs Robson said that this had been a useful session. Following on from the session, Mrs Robertson said she would be emailing the School's Self Evaluation Form (SEF) next week for all to view. She suggested arranging a date to meet so any questions could be raised and the elements behind this explained. Governors agreed to meet Tuesday 6th June 2017 at 6.00pm</p> <p>Mrs Robson said she would email the revised Scheme of Delegation to all Governors. The changes are highlighted in red. She asked that if Governors have any comments regarding the document, they email her by 9th June 2017.</p>	<p>AR</p> <p>All Governors</p> <p>All Governors</p>
5.11	<p>Statutory Policies for Approval</p> <p>a. Attendance Policy</p> <p>Governors asked the following questions, prior to the meeting:</p> <p>Attendance Team: Should it be the Attendance Link Governor instead of the Safeguarding Link Governor on the team? Mrs Robertson said she had changed the policy to the Attendance Link Governor, not the Safeguarding Link.</p> <p>Lateness and Punctuality: Has the School issued any fines? Mrs Robertson said that there had been no fines issued for lateness. She said that she was in the process of fining one parent for a significant absence where attendance was under 90% followed by five consecutive days thereafter.</p> <p>Leave of Absence: Is there a letter sent to parents when a request for leave has not been authorised? Mrs Robertson explained that if she received a leave of absence request which was not authorised a letter would be sent, stating the reasons why it had not been authorised.</p> <p>Mrs Robertson said that the attendance data had been RAG rated to target those children who could improve attendance.</p> <p>Governors approved the policy.</p>	

5.12	<p>Governor Training</p> <p>No training was discussed.</p>	
5.13	<p>Governor Visits</p> <p>a. Pupil Premium – 23rd May 2017</p> <p>Mrs Robson said she would be in school with Mrs Derbyshire next Tuesday, 23rd May to discuss Pupil Premium with Mrs Robertson.</p> <p>b. Attendance – 25th May 2017</p> <p>Mrs Green would be attending a meeting on 25th May 2017 and would report back to Governors at the next meeting.</p> <p>Mrs Robson would be in school next Wednesday 24th May, to look at the website and check that it is fit for purpose.</p> <p>Mrs Robertson asked that there be another Health and Safety visit. Mr O’Hora agreed and they would meet after the meeting to discuss a suitable date.</p>	RG
5.14	<p>Date and Time of next meeting</p> <p>This was confirmed as Tuesday 11th July 2017 at 6pm.</p> <p>Mrs Robson reminded Governors of the Strategic Plan meeting on Wednesday 14th June at 6pm. Post Meeting Note: This meeting has now been postponed.</p>	All Governors

Meeting closed at 6.55pm

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Signed _____
Committee Chair

Date _____