



**Minutes of the Local Governing Body Meeting
held on Tuesday 19th January 2016 at 9am**

		ACTION
Present		
Governors: Mrs Julie Robson (Chair), Mrs Theresa Webber Mrs Mary Palmer, Mr David Hilton, Mrs Louise Marper and Mrs Jo Tomlins (Headteacher).		
Mrs Rachel Green and Mrs Nicky Derbyshire (from Agenda Item 3.4)		
Others: Mrs Paulette Pettitt (Clerk to the Governing Body), Mr Philip West (guest), Karen Jarvis (Learning Trust)		
3.1	Apologies Apologies were received and accepted from Mrs Tabby Cowley and Mr Vince Fletcher.	
3.2	Declarations of Interest None declared.	
3.3	Chair's Announcements Mrs Robson welcomed and declared the meeting open. Mr. Philip West was introduced to the meeting as a potential Trust Governor.	
3.3a	Confidential Personnel Item See separate minute attached.	
3.4	Presentations Mrs Tomlins advised that in consultation with the Active Learning Trust (ALT) two interim Deputy Headteachers have been appointed until the end of the academic year. Mrs Tomlins introduced Mrs Anne Evans and Mrs Rachel Cotton who will each give presentations on the work they were undertaking. (a) Trend Data – Anne Evans (Please see attached presentation) Mrs Evans went through the sources of data the school used and showed three year trends against National levels. <u>Mr. Hilton asked how will the analysis be transferred to enable staff to continue monitoring?</u> Mrs Evans replied that that the process will be to hold whole school	

O Signed _____
Chair of Governors

Date _____

	<p>staff meetings and pupil progress meetings to discuss the data.</p> <p>Mr. Hilton asked what do we think the school looks like to people outside of the school? Mrs Evans replied that the data will show that recently Key Stage 1 has made good improvements but Key Stage 2 needs to be given the main focus for teaching progress.</p> <p>Mr. Hilton asked are children coming in below target? Mrs Evans replied that full data is not yet available but said that if children are coming in below target the school will need to ensure that the gap to national level is closed and not just accept that the children will continue to stay below target until they leave Key Stage 2. Mrs Evans also said that national level continues to move up so we will need to provide more interventions to ensure levels are more closely met.</p> <p>Mr. Hilton asked is there enough time for current Year 4 ensure that the gap is closed to national level and not just accept that the children will continue to stay below target until they leave Key Stage 2. Mrs Evans also said that national level continues to move up so the school will need to provide more interventions to ensure levels are more closely met.</p> <p>Mr. Hilton asked is there enough time for current Year 6 pupils to come up to national level? Mrs Evans replied that the school feels it is not too late but the school will need to work hard to ensure national level is met.</p>	
3.4	<p>(b) Life After Levels and the New Curriculum – Rachel Cotton (please see attached presentation)</p> <p>Mr. Hilton advised that:</p> <p>Staff need to be confident of the curriculum and not just rely on assessment and data. Teachers need to be sure of their subject. Some schools have not been using levels for five years as staff are confident of their school and pupil progress. The school needs to be confident of pupil progression.</p> <p>Mr. Hilton said that he is aware that the whole school is working hard towards ensuring that all staff are confident of their teaching abilities. Assessment data will help towards increasing confidence and knowledge. Middle leaders need to monitor classrooms to ensure progress is being made.</p> <p>Mrs Tomlins replied that, with the employment of the two new Deputy Heads, much more of this monitoring is now happening.</p> <p>Mrs Derbyshire asked how often do Progress Meetings occur? Mrs Tomlins replied that the meetings take place every Half Term. The meetings take approximately one hour per member of staff, so have been quite an investment in time, but have provided good opportunities for the new Deputy get to know children and staff and to find out which members of staff are in need of extra support.</p>	
3.5	<p>Minutes of the last meeting – 24th November 2015</p> <p>The minutes of the meeting held on 24th November 2015 were agreed and signed by the Chair as a true record.</p>	
3.6	<p>Matters Arising from the Minutes</p> <p>2.4 – Mr Hilton asked have the Friday afternoon Phonics workshops been taking place? Mrs Palmer replied that the Phonics workshops have taken place with story sessions in EYFS every week. In Year 1, Phonics sessions take place every Friday with 10-12 parents attending per session. The pupils in Year 1 are showing</p>	

	<p>good progression with reading and comprehension. Focus needs to be given to “hard to reach” families.</p> <p>The presentation given at this meeting has been circulated to all governors.</p> <p>2.6 – The attainment reports are now being written in the new format.</p> <p>Pre-school newsletters – The December newsletter was forwarded to the clerk and distributed to Governors. A January newsletter is due to be sent out shortly and will be forwarded to the Clerk for distribution to Governors.</p> <p>2.11 – Mr Hilton expressed concerns that the Review report was seen as being very negative. He stated that the purpose of the report was to ensure that Governors and the Trust have a clear view of the school. ALT want to provide clear data but it appeared to be seen that the information concentrated on the school’s weaknesses. Mrs Robson said that Ofsted do look at strengths as well as weaknesses.</p> <p>Mrs Robson stated that it would be helpful for the Trust to provide reports on the school’s strengths and what we can celebrate.</p> <p>Mrs Derbyshire stated that, during the review meeting preceding the report, there were positive aspects discussed but these were not reflected in the report.</p> <p>It was also stated that Governors were interviewed but the report did not fully reflect this.</p> <p>Mrs Robson advised that she has spoken to Mrs White regarding the discrepancy between the carry forward figure and the brought forward figure in the financial summary in the Head Teacher’s report. Mrs White advised that this is due to staff who have left being employed on a higher salary than the staff who were employed to replace them. Therefore this has given the school a larger carry forward figure.</p> <p>2.10 – Focus Visit – See agenda item 3.11</p>	RG/PP
3.7	<p>Update on SDP and TOP</p> <p>Mrs Tomlins advised that the reports have been written. Mrs Tomlins, Mrs Cotton and Mrs Evans will be holding meetings to discuss the impact of the plans and to ensure progress is made in accordance with the plans. Mrs Tomlins asked Mrs Robson if she could attend the meetings as well. Each middle leader will then hold meetings with their staff team to ensure that everyone is familiar with the plans.</p>	JT/AE/RC
3.8	<p>Head Teacher’s Report</p> <p>Mrs Tomlins advised that the Trust had requested that a presentation was made to Governors in respect of recent reviews that had been undertaken (see attached presentation).</p> <p>Mrs Tomlins advised that a teaching consultancy company, Lilac Skies, have started a 10 week programme at the school to provide advice to teaching staff on classroom delivery. The company guarantees that, at the end of the 10 week programme, there will be at least one Ofsted level of improvement. Mrs Tomlins advised that the staff attending the training are very enthusiastic. Other teachers who have not yet received the training have asked to be included on it at a later date.</p> <p>Mr Hilton asked if the EYFS arrival assessment been completed? Mrs Palmer replied that the baseline for assessment has been set. Mrs Green reported that Classroom Monitor is being used to provide assessment in the first month of the</p>	

	<p>first term.</p> <p>Mrs Webber asked if, in future, the Headteacher's report could include a chart of each year group's data. Mrs Tomlins replied yes this can be done.</p> <p>Mr Hilton advised that the report should include information on the 14 classroom teachers only, not the senior staff, as this is in line with information provided by other schools.</p> <p>Mr Hilton advised that, as a result of the ALT assessment, he has found that some NQT's feel they are not Mr. Lavelle receiving adequate support and support meetings are inconsistent. Mrs Tomlins advised that the school has recently had a conversation with the NQT body (Local Authority) regarding concerns over the performance of one NQT. The Local Authority stated that they are happy that the school has provided 'above and beyond support' for all the NQTs.</p> <p>Mr Hilton asked why is the school receiving EYFS Local Authority visits? Mrs Tomlins replied that these visits have provided useful advisory information but they are not reviews. Mrs Tomlins stated that these visits are good value for money. There is one more visit booked to happen shortly.</p> <p>Mrs Robson asked has attended any reviews and, if so, does he find them useful? Mrs Tomlins replied yes he has been attending review and he has gained useful information from them.</p> <p>Mrs Webber asked why does the current attendance report show that several classes have under 95% attendance. Mrs Palmer advised that Reception class has had a lot of absence due to Chicken Pox. Mrs Tomlins advised that there is one child in the school who has serious medical issues and has not been attending school very often, they currently have about 20% attendance, and this has had the result of bringing the overall figures down. Mrs Tomlins reported that the attendance figures are 0.6% better than the same period last year. If there is unauthorised absence the family are contacted by the school office every day of the absence to find out the reason. Occasionally there are unauthorised in-term holidays but this does not happen often. The school will issue a fine to the family if two unauthorised holidays are taken within a year.</p> <p>Mrs Webber asked if the school still receiving Education Welfare Officer (EWO) support. Mrs Tomlins advised that this support is not being received as the school has decided not to renew the Service Level Agreement.</p> <p>Mrs Tomlins advised that there are currently 25 children on the school role in Reception class. This class is not full due to the correct role number data not being circulated. This error has now been corrected and, as a result, more reception children are expected to join the school shortly.</p> <p>Mrs Robson stated that the financial report is showing an in-year deficit. Is this due to the employment of the two Deputy Heads? Mrs Tomlins replied that more funding has been received than expected. The school is looking at areas for improvement to use this extra money.</p> <p>Mrs Tomlins requested that the governing body consider a permanent change to the senior leadership structure to continue to employ two Deputy Heads. Mr Hilton advised that Mrs Tomlins should provide two proposals for the school to continue to have two Deputy Head Teachers on an ongoing basis. Costings will need to be evaluated to ensure sustainability and value for money. These proposals will need to be forwarded to the Trust as soon as possible. Mrs Tomlins stated that the proposals will be written and forwarded to governors for approval before Friday 22nd January. Mrs Tomlins also advised that an advertisement for one Deputy Head Teacher will be circulated shortly.</p>	<p>JT</p>
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	<p>Mrs Robson asked how are the 22 Teaching Assistants being deployed and whether they are being included in classroom Learning Walks? Mrs Tomlins advised deployment of the Teaching Assistants is being tracked. Pupil interviews are conducted to assess how children feel about their class work and their own progress. Mr Hilton stated that Ofsted is conscious that schools are using Teaching Assistants to prop up weak teaching. Mr Hilton also stated that Teaching Assistants could be used differently and attached to specialisms, for example reading/phonics etc. Mrs Robson suggested that maybe there should be a Teaching Assistant who can work with all year groups to help with interventions.</p> <p>Mrs Jarvis asked if there are any Teaching Assistants are attached to specific children. Mrs Tomlins replied that this is no longer a requirement. Mrs Tomlins also stated that two new Teaching Assistants have recently been appointed. One of these new people is a qualified EYFS teacher.</p> <p>Mrs Jarvis asked if the statutory items that are usually required as separate items on the agenda have been included in the Head Teacher's report. Mrs Tomlins replied, yes the statutory items have been included in the Head Teacher's report. Mrs Jarvis asked whether Health and Safety, for example incidents recorded in the Accident Book were included. Mrs Tomlins advised this would be included in future reports.</p> <p>Mrs Derbyshire asked if Lilac Skies have a good track record of delivering on their promised of an improvement of at least one Ofsted level in ten weeks. Mr Hilton replied that yes, Lilac Skies report a 90%+ success rate of delivering their promised results.</p> <p>Mrs Derbyshire asked what happens if the promised results are not delivered. Mr Hilton replied that, in that case, Lilac Skies will provide more support for the teacher in question but, if they continue to not reach the required target, then the school will not be required to pay for the service. Mrs Tomlins also stated that meetings are held between the Lilac Skies trainer and the Deputy Heads, who then report back to Mrs Tomlins for information and action. Mrs Palmer stated that support for the teachers receiving the training comes from all school staff, not just the trainer. Mrs Tomlins stated that support will also be given on providing evidence. Mr Hilton stated that the training process continues after the ten week programme has finished. The CEO of Lilac Skies has been working with the Active Learning Trust to provide continued support.</p> <p>Mrs Derbyshire then expressed concerns regarding the ability of Lilac Skies to deliver the promised improvement. In reply Mr Hilton explained that the branch of Lilac Skies working at Kingsfield was not the same company as had been working at the school that Mrs Derbyshire was referring to.</p> <p>Mrs Webber asked, given the proposed increase in Reception capacity, will there be a discussion regarding funding for extension of the school's buildings. Mrs Tomlins replied that this will form part of the discussion. There will be a meeting on 20th January to discuss the proposed expansion of the school. Mrs Green stated that the school needs to ensure that the new infrastructure is not just a mobile building but a properly built structure. Mrs Tomlins replied that this would not be the case as the changes to the school will be controlled by the school. The school needs to ensure that the changes are sustainable for future years.</p> <p>No further questions were raised.</p>	
3.9	<p>Preschool Report</p> <p>Mrs Robson asked that with regards to Pupil Premium, there is no listing of Free School Meals pupils. Mrs Green advised that as Pre-School pupils do not receive lunch, there is no need for parents to apply for Free School Meals. Therefore it can be very difficult to get this information for Pre-School children. Any funding</p>	

	<p>that is received needs to be spent for each relevant child but the funding is only 36 pence per child.</p> <p>Mrs Tomlins stated that Out of School Club fees are going to be increased from Easter by 25 pence per child. There will then be another increase of 25 pence per child from September. Governors agreed the Fee increase</p> <p>Mrs Tomlins asked if some advice can be given by the Trust regarding Out of School provision and finances. Mr Hilton replied that support of this nature is available. Mr Hilton agreed to go back to the Trust to arrange for someone to speak to us about the potential changes we may need to make and to give advice.</p> <p>Mrs Green stated that she has become aware that some children are not enrolling at Pre-School as the service is not available during the school holidays. Instead they are being enrolled at day care centres that offer a service all year round.</p>	DH
3.10	<p>Extended School's Report</p> <p>No questions were raised.</p>	
3.11	<p>Focus Visits</p> <p>(a) Maths</p> <p>No questions were raised.</p>	
3.11	<p>(b) Writing</p> <p>No questions were raised.</p>	
3.11	<p>(c) Programme of Visits for Spring 2016</p> <p>Proposed focus visits are as follows:</p> <p>Teaching, Learning & Assessment – 25th January Outcomes – 8th February EYFS – w/c 7th March Leadership & Management – w/c 7th March</p> <p>Behaviour, Safety and Welfare – will be carried out at the start of the Summer Term</p> <p>Plan agreed and approved.</p>	
3.12	<p>Active Learning Trust Business Plan</p> <p>See report previously circulated.</p> <p>Mr Hilton stated that the Business Plan is designed be in line with the School's Development Plan.</p> <p>Mrs Webber asked if an intranet can be provided to ensure Governors are receiving up to date information. Mr Hilton replied that he felt this would be a very beneficial idea and agreed to look in to setting this up.</p> <p>No further questions were raised.</p>	DH
3.13	<p>Governor Training</p> <p>Mrs Robson asked all governors to book any training they require directly but to ensure they inform the Clerk of any training they undertake. The clerk will then</p>	ALL

	collate information regarding the areas of training the Governors have received. Mrs Robson stated there will be a Hub Meeting on 14 th April at Isle of Ely Primary School. Mrs Tomlins advised that Kingsfield would be willing to host this event if construction at Isle of Ely was not completed.	PP
3.14	Date and time of next meeting: 15th March 2016 at 9.00am. The meeting closed at 11.10am	

E-mail addresses

Julie Robson – Chair@kingsfieldprimaryschool.co.uk
 Theresa Webber – Governor1@
 Tabby Cowley – Governor2@
 Rachel Green – rgreen@kingsfield.cambs.sch.uk
 Vincent Fletcher – Governor6@
 Mary Palmer – mpalmer@kingsfield.cambs.sch.uk
 Nicky Derbyshire – Governor9@
 Louise Marper – Governor10@
 David Hilton - david.hilton@activelearningtrust.org
 Jo Tomlins – Head@Kingfield.cambs.sch.uk