



KINGSFIELD PRIMARY SCHOOL

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

		ACTI ON
<p>Present</p> <p>Governors: Julie Robson (Chair), Philip West, Anne Evans, Rachel Green, Theresa Webber</p> <p>Others: Karen Jarvis (Clerk)</p>		
5.1	<p>Apologies for Absence</p> <p>Apologies had been received prior to the meeting from David Hilton, Nicky Derbyshire, Mary Palmer, Caroline Corby-Judge & Vince Fletcher.</p> <p>It was noted that the meeting was only just quorate.</p>	
5.2	<p>Chair's Announcements</p> <p>Mrs Robson confirmed that all relevant issues were on the agenda.</p>	
5.3	<p>Declarations of Interest</p> <p>No new declarations were declared</p>	
5.4	<p>Minutes of the Last Meeting : 13.03.16</p> <p>The minutes of the last meeting were accepted as a true record, with no technical corrections.</p>	
5.5	<p>Matters Arising from the Minutes</p> <p>4.8. Mrs Robson queried whether GAG funding could be used to support Extended Schools provision. Mrs Jarvis did not think so, but agreed to check with Clive Paskell.</p> <p>4.6b. It was noted that a SDP is not yet available, but a new Strategic Plan has been circulated. Action plans will be written once the new staff are in place so that they have input (including early years).</p> <p>4.6c. Mrs Evans stated that she has spoken to Anne McCormick (Hub Lead) and</p>	KJ

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	<p>will be working with her to review Pupil Premium spending in the new academic year as the current reporting in this area is not 'tight' enough. It was noted that a report will need to be added to the school website.</p> <p>4.6d. Mrs Evans confirmed that, following an additional parents meeting, the Year 6 residential would be financial viable and would take place. Governors approved the trip wholeheartedly.</p>	AE
5.6	<p>Headteacher's Report</p> <p><i>a) Head's Report</i></p> <p>Mrs Evans took governors through the first part of her report, that had been circulated prior to the meeting. She went on to explain the second part of her report (including data), that was circulated at the meeting.</p> <ul style="list-style-type: none"> • A three-weekly cycle will be implemented – planning, observations & assessment, with literacy and numeracy at the core. • Mrs Evans has been trained on Raise-online, and will be issuing Impact Statements for staff. Case study material is in place. Will need to show marked progress. • There are plans to bring Art alive through the curriculum • A resource base for SEND has been set up • LAL has focused on support staff – will impact in the classroom • Kingsfield Kites have been introduced to pupils – with the theme of flying high • Mrs Evans reported on the ALT review of Foundation Stage and Early Years provision. She stated that there is “no quick fix”, but with staffing changes and a long-term plan the aim is for EYFS at Kingsfield to become a centre of excellence. There have been 31 days exclusion (7 children). Pastoral support is in place. • A Health & Safety Audit has taken place. The report is not available yet, but good practice in school was recognised. • A Hub training day is planned for a September Inset day with the focus being Behaviour for Learning. This will be led by Anne McCormick (ALT Hub Lead). Mr Abbs is reviewing the School's Behaviour Policy. <p><i>Mr West asked if LAL is nationally recognised.</i> Mrs Jarvis replied that, although this is an ALT initiative, it is hoped that LAL can be accredited in the future.</p> <p><i>Mrs Robson asked why good levels of development in EYFS have fallen by 6% and if there was any analysis for children that generate pupil premium.</i> Mrs Evans explained that the fall is due to new pupils, and pupil premium analysis is not yet available.</p> <p><i>Mrs Webber asked if Raise-online will be available to governors this year.</i> Mrs Evans expressed surprise that this hadn't be available in the past, and promised to give governors the data this year.</p> <p><i>Mr West asked if a LAC policy is in place.</i> Mrs Evans replied in the affirmative, but this will be reviewed in September in light of the new</p>	

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regulations.

b) & c) SATs Results, e) Phonics Analysis

Mrs Evans took governors through the SAs results for 2016. Each area is below national averages and below floor. Progress measures will not be available until September. It was noted that the Strategic Plan will include 'closing the gap'.

Mrs Evans reported that data is already being analysed. KS1 pupils have been identified for intervention. SWOT analysis will be completed for each year group.

Mrs Robson asked what was going to be done about the pupils who failed the phonics testing in Year 2. Also, will the Year 2 pupils who failed in 2014 and 2015 be targeted as well.

Mrs Evans said that there are still some Year 2 pupils to go through the Phonics screening – catch ups are in place for all targeted pupils.

Pupil absence data was also discussed. Averages to 15.07.16 show total of 95.5% attendance. Although this is an improvement, it is still lower than target of 97%. Top Attenders are being rewarded. Pupils below 96% and those who generate pupil premium are targeted.

Mrs Webber asked about staffing absences. Mrs Evans informed governors that three members of staff are currently on long-term sick, one of which is under occupational health. Absences are now tracked and HR procedures accessed earlier than in the past.

d) Strategic Plan

A draft strategic plan has been written that highlights teaching and learning as its main priority. The core aim is to reach national expectations for SATs 2017.

Mrs Webber asked if the Strategic Plan is worth the enormous amount of time and work it has taken. Mr Evans explained that Kingsfield needs sustainable direction and long-term goals that focus on teaching and learning. The year-by-year plan will underpin this, but staffing and resources plans need to be in place so that Kingsfield can move forward.

Mrs Evans reminded governors that she will be in post for one year from September 2016, and the plan will consider how Kingsfield should plan for the future.

Mrs Robson added that some recommendations in the Strategic Plan relate to governors – these will be worked on over the summer and presented to the LGB during the Autumn term.

f) Ideas for SLT Planning Day 2016/17

No questions or queries were raised.

g) DfE Visit

	<p>Mrs Evans reported that the DfE visit was mainly positive. The inspector particularly noted areas of improvement in de-cluttering, focus on writing, improvements in marking, improved attitude in the Year 6 team, and positive ALT support. However, there is still much work to do - more improvement is needed, the new middle leadership team needs to prove itself and school needs to raise the quality of teaching and learning. The Inspector will return in October.</p>	
5.7	<p>Pre-School Report</p> <p>A report had been previously circulated.</p> <p>Mrs Robson asked if there are any problems collecting payments. Mrs Green stated that one family is in debt to the tune of £105 – procedures are in place for collection. Governors agreed that this should not be allowed to happen again.</p> <p>Extended School Report</p> <p>A report had been circulated prior to the meeting.</p> <p>Mrs Webber asked if extended school staff take part in safeguarding, child protection and PREVENT training. Mrs Evans confirmed that all staff are trained.</p> <p>Mrs Robson asked if pupil premium funding could be used to support pupils to attend breakfast club. Mrs Evans agreed to look into this, but warned that if pupils are invited to the Breakfast Club, free of charge, it may impact on Extended School's income.</p> <p>Following up from the last meeting, governors discussed whether a sibling rate could be introduced for holiday club. It was decided that this would not be viable – the budget is tight, had made a loss in the past, and is forecasting a small loss for this year. Fees will be going up in September. Mrs White reminded governors that there is an expected increase in the living wage for next year, which will need to be covered, and she therefore feels that a sibling rate should not be offered at this time. It was agreed to review this in twelve months.</p> <p>Mr West asked if grants are available for families that struggle. Mrs Green explained that all children have allocated hours free, and additional hours are non-statutory and therefore cannot be supported.</p> <p>Mrs Webber expressed concern about the financial set-up for Pre-School and Extended School. Neither of these appear to be accounted for separately on the financial reports or have clearly laid out budgets and concern was expressed about whether there is a breach of financial regulations. Mrs White explained how the reporting is analysed. It is hoped that this will improve from September (new financial year). Mrs Jarvis also said that the Trust's finance Officers visit the School regularly and this will be looked into.</p>	<p>RW</p> <p>AE</p>
5.8	<p>Budget Update 2015/16</p> <p>Mrs White stated that the forecast figures should be relatively accurate. A carry forward of £166k is anticipated, which is within the 5% - 8% limit in place from ALT. Supply costs will be moved to a staffing budget for next year, giving a</p>	

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	more accurate budget.	
5.9	Audit of Governing Body Effectiveness It was agreed to defer this item due to number of governors present.	
5.10	Annual Child Protection Report This was not available for the meeting. Mrs Evans will complete this for September. She confirmed that the Single Central Record has been updated.	AE
5.11	Policies for Ratification Policies had been circulated to governors prior to the meeting for review. (a) Governors Visit Policy – Ratified (b) Attendance Policy – Ratified Mrs Evans stated that the whole policy filing system needs updating and placing centrally on-line. Mrs Webber asked why the register closed at 9.15am (Attendance Policy) . It was explained that this is to allow for late arrivals, which is coded differently.	AE
5.12	ALT Business <ul style="list-style-type: none"> • Mrs Evans explained that NQTs will be able to access an ALT programme of support • Mrs Robson asked whether the School needed a separate Health & Safety committee (as detailed in the Trust Business for Governors Agendas schedule). Mrs Jarvis confirmed that a separate Health & Safety committee is not required, although Health & Safety must be discussed at committee level – inclusion in Resources committee was recommended. • Mrs Jarvis confirmed that ALT's bid for the Chatteris free school had been successful. No further information is available. • Mr Jarvis informed governors that the Head of Cromwell Community College, Jane Horn, has agreed to join Kingsfield's LGB as a Trust governor. 	
5.13	Parents Forum Mrs Evans reported that two successful Parents Forum meetings had been held, with positive feedback from parents. Notes from the meetings will be available on-line once the website is working. Mr Abbs will lead Parents Forum from September.	
5.14	LGB & Committee Dates for 2016/17 A list of proposed dates had been circulated.	
5.15	Committee Minutes <ul style="list-style-type: none"> a) Standards & Intervention Committee: 26.04.16 b) Resources Committee: 03.05.16 c) Standards & Intervention Committee: 14.06.16 All had been circulated prior to the meeting for information only.	

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5.16	<p>Governor Training</p> <p>Mr West asked if governors could attend the School training days. Mrs Evans stated that all governors would be welcome to attend the days. NB. There will be PREVENT duty training available for governors on 1st September at 2pm.</p> <p>Mrs Robson informed governors that she would be looking at the training records of governors over the summer, with a view to improving governor knowledge and impact.</p>	ALL JR
5.17	<p>Any Other Urgent Business</p> <p>Mrs Evans reported that she had contacted the Head of Glebelands following a facebook post that mentioned about Kingsfield. Mrs Jarvis agreed to write a piece for the newsletter outlining the school's expectations regarding social media.</p>	KJ
	<p>Date of next meeting</p> <p>13th September 2016 at 6pm</p>	

Meeting closed at 11:05am

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