



KINGSFIELD PRIMARY SCHOOL

**Minutes of the Local Governing Body Meeting
Held on Wednesday 19th July at 6pm**

		ACTION
<p>Present</p> <p>Governors: Julie Robson (Chair), Anne Robertson, Rachel Green, Caroline Corby-Judge, Nicky Derbyshire and Clare Edmond.</p> <p>Others: Naomi Fitzpatrick, Jennie-Ann Pritchard, Sian Pritchard (Substantive Head from September 2017) and Victoria Holt (Clerk).</p>		
6.1	<p>Apologies for Absence</p> <p>Apologies were received from Jane Horn, Philip West and David Hilton.</p>	
6.2	<p>Declarations of Interest</p> <p>No declarations were declared.</p>	
6.3	<p>Minutes of the Last Meeting 16th May 2017</p> <p>The minutes of the meeting on 16th May 2017 were accepted as a true record with no technical corrections.</p>	
6.4	<p>Matters Arising from the Minutes</p> <ul style="list-style-type: none"> • 3.7 Mrs Robson asked if the first aid training for Year 5 children could be revisited during the next academic year. Mrs Robertson said that this would be useful to do as part of SMSC and would be looked at with the new co-ordinator. • 3.10 Mr West sent his SEND report to all Governors yesterday and asked that any questions regarding this be sent to Mrs Robson. • 4.11a The Clerk circulated the encrypted sticks purchased by Mrs Robertson to the Governors present. • 5.8 Mrs Robertson said that the website was compliant and that she had gone through it with Ofsted during their recent visit. She said she had looked at the current layout and would be speaking to Mrs Edgley and Miss Dodson within school who have access to edit the format of the website to ease navigation and accessibility. 	

	<ul style="list-style-type: none"> • 5.13b Mrs Green explained the attendance meeting did not take place as Miss Candish had other commitments at that time. It is due to be rescheduled for some time in the next academic year. 	
6.5	<p>Resources</p> <ul style="list-style-type: none"> a. Premises Report – Verbal Update b. Extended School Report c. Management Report <p>a. Premises Report</p> <p>Mrs Robertson gave a verbal report on the alterations to the building and showed Governors the plans produced by Kier for the changes. She showed the site map for Phase 1 which includes:</p> <ul style="list-style-type: none"> • Green room and the Deputy Head’s office being converted into a Year 5 classroom. • Library/ICT Suite to be converted into a Year 1 classroom with a toilet block, cloak room and an office for the Deputy Head. • Library to move into the mobile. <p>These changes have been necessary due to the current bulge year in Reception to accommodate them in Year 1.</p> <p>Mrs Roberson then showed the site map for Phase 2 which includes:</p> <ul style="list-style-type: none"> • Early Years Unit, to include Pre-school - converting Mrs Stephen’s room. • Music area to become a Pastoral Base. • Walkway created to enable access. • Changes to outdoor provision with secure fencing. <p>Mrs Robertson explained that the ALT had secured £250,000 from Cambridgeshire County Council to support with this move as they appreciated the importance of Early Years. She said that the work was due to commence Monday 31st July. However, Kier staff would be in school next week to help move large items of furniture.</p> <p>Mrs Robertson said that teachers all now know which classrooms they will be in next term so have started swapping classroom already.</p> <p>Governors asked the following questions at the meeting:</p> <p><i>Will all the building work be completed by Christmas?</i> Mrs Robertson said she thought it would be.</p> <p><i>What will happen to the old Pre-school building?</i> Mrs Robertson said that this would still be used by Extended Schools.</p>	

What will happen to the IT equipment that is currently in the library?

Mrs Robertson said that the laptops would be added to a trolley for the whole school to access. The desktop computers would be distributed around school in classes and she would be enhancing the provision of iPads.

b. Extended School Report

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

Is the School considering offering places at Breakfast Club to the Pupil Premium children, where attendance is currently an issue?

Mrs J Pritchard said that they were currently offering places to two pupils who are both LAC and Pupil Premium. She said there was scope to offer more places for this and Holiday Club. She also said that she and Mrs Stephens had highlighted pupils who would benefit from attending Holiday Club and these offers had been taken up.

If attendance is an issue would it not be better to offer a place at Breakfast Club?

Mrs J Pritchard explained that Breakfast club does not offer the same free flow provision that Extended School does and felt that some of the older children really appreciate this area. She said that she hoped to offer more places in the future.

Governors thanked Mrs J Pritchard.

Mrs J Pritchard left the meeting at this point.

c. Management Report

Mrs Robertson offered apologies from Mrs White and then took Governors through the report that had been circulated prior to the meeting.

Governors asked the following questions prior to meeting:

What does the Summary Forecast look like for the Extended School?

Mrs Robertson said that there was a potential surplus for the end of May of £500. Pre-school initially looked to have a deficit but in a recent review was looking more positive and she had no concerns regarding this.

Will the TA overtime, that covered sickness, continue in September?

Mrs Roberson explained that the supply cover is no longer in place. She said that she had received a resignation from a TA so an advert would be

	<p>going out as soon as possible to fill this post.</p> <p>Does the School turn off monitors/equipment at the end of the day (Report is showing an overspend due to Higher gas/electric costs)? Also, Is the lighting movement operated in all rooms?</p> <p>Mrs Robertson said we do turn off electrical equipment at the end of the day and that some, but not all the lighting around school is on motion sensor. She said that the cleaning staff make sure items are turned off as they leave classrooms.</p>	
6.6	<p>Presentation by Phase Leader: Naomi Fitzpatrick – Sports Funding</p> <p>Miss Fitzpatrick handed round a Sports Premium Funding document for 2016/2017 for Governors to read through. It gave a brief background on the history of the funding, had the four key objectives and anticipated benefits. She then went through each area giving an explanation and costing.</p> <p>The first area was to improve the teaching of physical education. She said that this involved upskilling teachers using the Witchford Sports Partnership. This includes coaches coming into school and supporting teachers, particularly NQTs to improve their skills and to give feedback to the whole staff.</p> <p>The second area was to give all children the opportunity to participate in competitive sport. Our involvement with Witchford Sports Partnership enables access to inter school sporting events such as Tag Rugby competitions. Over the last year 116 children have taken part in sporting events.</p> <p>The third area is to enhance the lunchtime provision. For this Miss Fitzpatrick said that Premier Sports offer activities such as archery over the lunchtime for all to participate in.</p> <p>The final area discussed was to enhance pupil fitness. She explained that for this we have a subscription with the Golden Mile Organisation and Premier Sports help with this at lunchtimes along with older pupils in school. These children promote and monitor times. We have a track laid out so year groups can participate when asked.</p> <p>Governors asked the following questions at the meeting:</p> <p>Could an impact column be added to the Sports Premium Funding document?</p> <p>Miss Fitzpatrick said she would add this to the end of the document.</p> <p>Is the 5.4% Pupil Premium figure, part of the 116 children who had taken part in sporting events?</p> <p>Miss Fitzpatrick said it was.</p> <p>How are children chosen to take part in events?</p> <p>Miss Fitzpatrick said that at present they are mostly chosen by Mr Saunders from Premier Sports but it had been used in class as an incentive. Mrs Robertson said that these were figures they wished to target and improve on next year. Miss Fitzpatrick said that that she was already thinking about</p>	

	<p>future events and targeting children.</p> <p>Governors thanked Miss Fitzpatrick for her presentation.</p> <p>Miss Fitzpatrick left the meeting at this point.</p>	
6.7	<p>Headteacher’s Overview Report (including Standards)</p> <p>Headteacher’s Overview Report</p> <p>Mrs Robertson took Governors through her report that had been circulated prior to the meeting.</p> <p>Mrs Robertson then handed round the Audit Trail 2017-2018. She explained that this was a document that underpins the School Development Plan.</p> <p>She then took Governors through the document highlighting:</p> <ul style="list-style-type: none"> • The development of Subject Leaders • The work done to complete the document with SLT and Mrs S Pritchard • The basis for School Development • Action Plans to go under this <p>She said that the ALT had asked all schools in the Trust to produce one of these documents.</p> <p>Mrs Robertson then told Governors about the recent visit and review of Early Years using ECERS (Early Childhood Environment Rating Scale). She explained this is a rating system for the provision of Early Years. Assessors visited School on Monday 10th July visiting both Reception and Pre-school. Out of 40 settings assessed the School was rated as the second best.</p> <p>Governors asked the following questions prior to the meeting:</p> <p>When will the Ofsted report be published?</p> <p>Mrs Robertson said that she had received the draft report for accuracy checks and thought it could possibly be published by next Friday.</p> <ul style="list-style-type: none"> a. Data Reports b. Pre-school Report <ul style="list-style-type: none"> a. Data Reports 	

	<p>Governors asked the following questions prior to the meeting:</p> <p>What are the actual KS1 and KS2 results (Data sheet shows expected figures)? Mrs Roberson explained that these figures are the actual percentage of children who have achieved expected levels.</p> <p>How do the SPAG results for KS1 and KS2 compare to last year? Mrs Robertson reported that overall SPAG in Key Stage 2 is down on last year noting that there were spelling inconsistencies across the papers. She said that spelling analysis is being done across the school and work will be done on teaching the spellings rules. Mrs S Pritchard said that she had noticed a similar issue in her current school. Mrs Robertson said that the papers were marked by optical readers and there had been issues with answers in boxes and placement of commas and colons. She said the results were:</p> <ul style="list-style-type: none"> • Key Stage 2 – 63% (2016): 51% (2017) • Key Stage 1 – 45% (2016): 41% (2017) <p>How do the KS1 and KS2 results (RWM) compare to last year's outcomes? Mrs Robertson said that Key Stage 1 compare broadly in line with last year. She said that case studies had been done for both Key Stages and from those done on Year 6 impact could be seen where the children have had changes in teaching staff. She said that she felt overall these children had done well. She reported that Gary Peile CEO of the Trust, (in a recent letter to Headteacher's) had noted five schools had a double figure percentage increase in combined scores; Kingsfield being one.</p> <p>How far below the national KS2 combined score is Kingsfield? Mrs Robertson said at present we are approximately 15 -20% off the national combined score.</p> <p>When will the Progress data be available? Mrs Robertson said this would be released in September.</p> <p>How does our data compare nationally? Mrs Robertson said that at present she was unable to give a national comparison.</p> <p>What is being done to support the Summer born children who did not attain the GLD, when they start in year 1? Mrs Robertson explained that with the reorganisation of classes for September, Mrs Edmond would be moving up with some of her children into Year 1 to prepare them and accelerate their progress, by giving them</p>	
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	<p>focussed support. With the new area layout, they will also have access to Kites.</p> <p>b. Pre-school Report</p> <p>Governors asked the following questions prior to the meeting.</p> <p><i>Is the 30 hours a week free childcare causing any staffing issues?</i></p> <p>Mrs Green said there were currently no staffing issues. She said that a member of staff had been given a further year's contract and she will consider staffing around Christmas as that was when a new cohort was expected.</p>	
6.8	<p>Safeguarding Update</p> <p>a. LCSB Audit</p> <p>This report had been circulated prior to the meeting and was submitted to Governors.</p> <p>Governors approved the report.</p>	
6.9	<p>Any Other Business</p> <p>Mrs Robson thanked Mrs Robertson for all her work during her time at Kingsfield. As a token of thanks, Governors presented Mrs Robertson with a card and gift.</p>	
6.10	<p>LGB Dates for 2017/18</p> <p>A list of proposed dates had been circulated prior to the meeting.</p> <p>Governors agreed the meeting dates for 2017/2018.</p>	
6.11	<p>Date and time of next meeting</p> <p>This was confirmed as Tuesday 10th October 2017 at 6pm.</p>	

Meeting closed at 6.50pm

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Signed _____

Committee Chair

Date _____

Clare Edmond

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Signed _____
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Date _____