



**Minutes of the Local Governing Body Meeting
held on Tuesday 24th November 2015 at 9am**

		ACTION
Present		
<p>Governors: Mrs Julie Robson (Chair), Mrs Nicky Derbyshire, Mrs Theresa Webber, Mrs Rachel Green, Mrs Tabby Cowley, Mrs Mary Palmer and Mrs Jo Tomlins (Headteacher),</p> <p>Others: Mrs Paulette Pettitt (Clerk to the Governing Body) and Mrs Louisa Lomax for item 2.4</p>		
2.1	<p>Apologies</p> <p>Apologies were received and accepted from Mr. Vince Fletcher, Mr. David Hilton and Mrs Louise Marper</p>	
2.2	<p>Chair's Announcements</p> <p>None</p>	
2.3	<p>Declarations of Interest</p> <p>None declared.</p>	
2.4	<p>Presentation – RAISEOnline Data – Louise Lomax</p> <p>The RAISEOnline document has been circulated to all Governors</p> <p>2015 results – achievement in EYFS is 60% (in line with the National average). Pre-School achievement is 65%. Mrs Palmer and Mrs Lomax advised that pupils are being assessed individually, not as a whole group, so each child has their own targets. Checks are being kept on Pupil Premium pupils but there are no National comparisons available.</p> <p>Classroom Monitor is being used to ensure data is transferred. This will make it much easier to get baseline information.</p> <p>Phonics Screening</p> <p>Year 1 – National average reaching the expected standard was 77%. Kingsfield achieved 72%</p> <p>Year 2 (Retakes) – National average reaching the expected standard is 66% Kingsfield is 56%</p>	

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<p>End of Year 2 – Number of children at Kingsfield at expected level is 87%. National is 90%</p> <p>2016 predication – Year 1 – 74%, Year 2 – 83%.</p> <p>Mrs Tomlins advised that one Reception teacher who has been on sick leave will be returning to teach Year 2. The supply teacher in Reception will be with the school until July.</p> <p>Phonics Key Groups</p> <p>Non Pupil Premium pupils are achieving below average. Mrs Robson asked why this is. Mrs Lomax thinks this may be due to focusing on helping Pupil Premium pupils.</p> <p>EAL pupils achieving 33% - National average 76%.</p> <p>Summer born pupils – 59% - National average 71%</p> <p>Mrs Cowley asked if parents are involving themselves in Phonics homework. Mrs Lomax said she put on a Workshop, but only one parent came. Parents need to be more engaged. There is a need to focus on getting parents of Reception pupil engaged. Sessions will be developed for this on Friday afternoons.</p> <p>Year 2 National Levels</p> <p>Reading – 82% Writing – 72% Maths – 82%</p> <p>Kingsfield</p> <p>Reading – 79% Writing – 69% Maths – 87%</p> <p>2016 Predictions</p> <p>Reading 79% Writing – 71% Maths – 83%</p> <p>Mrs Cowley asked what were the Year 6s expected to achieve. Mrs Lomax replied that when they left Key Stage 1 they were already a bit below the required standard, so it was anticipated that they would continue to below average.</p> <p>Mrs Cowley asked if the special help Year 6 received last year significantly changed their achievement. Mrs Lomax said she will get that data and forward on. Mrs Tomlins said that last year there was a 10% improvement on the previous year. Also 5% better than other academies in their first year of conversion.</p> <p>The school is now using Rising Stars and Classroom Monitor for assessment and tracking data.</p> <p>Classroom Monitor – it is felt it will be a good tool for tracking how subjects are being taught and how individual pupils are progressing with their understanding. It is possible to use multimedia to show evidence of pupil's work.</p> <p>The system has a reporting area to be able to show parents their child's progression and attainment.</p>	<p>LL/PP</p>
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	<p>The school is also using the Abacus system which provides data on percentages of attainment for Maths enabling assessment of pupils as soon as each year group starts. Mrs Cowley asked if this information will be forwarded to Cromwell Community College. Mrs Lomax said she is not sure if that it will happen, but felt it would be useful.</p> <p>Governors asked if they could have copy of the PowerPoint presentation. Mrs Lomax said she would email the information to Mrs Tomlins to forward.</p> <p>Mrs Lomax was thanked for her presentation and she left the meeting.</p>	LT/JT/PP
2.5	<p>Minutes of the last meeting – 16th October 2015</p> <p>The minutes of the meeting held on 16th October were agreed and signed by the Chair as a true record.</p>	
2.6	<p>Matters Arising from the Minutes</p> <p>Skills Audit sent from Mrs Robson to Mrs Green – Mrs Green has still to complete it.</p> <p>Governors Code of Conduct has been signed by all Governors.</p> <p>6.1 – Inspection Dashboard Data pack has been sent by Mrs Tomlins. Governor NQT reviews have been completed.</p> <p>Attainment termly report to be redone in new format provided by Mrs Robson.</p> <p>New curriculum has not yet been decided. Mrs Tomlins feels the school should continue with the current curriculum but with improvements.</p> <p>Pre-School Newsletters – This term's newsletter is due for distribution as the beginning of December with details of the Christmas Crib service. The newsletter will be forwarded to the Clerk for distribution to Governors.</p> <p>Staff salary review will be carried out by Personnel Committee on Friday 27th November. Mrs Tomlins advised that 4 or 5 staff will be recommended for progression.</p> <p>All copies of the completed Scaling Wheel have been completed and sent to Mrs Robson.</p>	<p>RG</p> <p>JT</p> <p>RG/PP</p>
2.7	<p>Appointment of Link Governors</p> <p>The following Link Governors were appointed:</p> <p>Safeguarding – Mrs Webber SEND – Mrs Derbyshire (interim) Pupil Premium/Sports Funding – Mrs Derbyshire Health and Safety – Mr. Fletcher Governor Training – Mrs Robson EYFS including Pre-School – Mrs Marper? (Mrs Robson will speak to Mrs Marper as she was not at the meeting). SMSC – Mrs Cowley Website – Mrs Webber Attendance – Mrs Green</p>	JR
2.8	<p>Update on School Development Plan and Termly Operational Plan</p> <p>Mrs Tomlins advised that she is currently working on this. It was felt that the</p>	JT

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	<p>current content of the plan will not need to change very much except for timescales to be added on areas of improvement or change to ensure timescales are adhered to.</p> <p>Mrs Tomlins advised that following the Teaching and Learning review, two Action Plans have been implemented.</p> <p>Following their meeting on 23th November, SLT have initiated a plan to move forward.</p>	
2.9	<p>Policy for Adoption</p> <p>Pay Policy</p> <p>This policy was discussed at the last Personnel Committee meeting.</p> <p>The Pay Policy was agreed and adopted.</p> <p>Proposed: Mrs Webber Seconded: Mrs Palmer</p>	
2.10	<p>Focus Visits</p> <p>(a) Health and Safety</p> <p>A Health and Safety Focus Visit took place in June with a follow up visit in November. However, when Governors met with Mr. Stanbridge (Site Manager), it was found that he had not received the June report. It was suggested that the next visit should take place in June 2016. This will allow Mr Stanbridge time to complete any outstanding items from the June 2015 visit.</p> <p>(b) Safeguarding</p> <p>Mrs Webber met with Mrs Stephens in October with a follow up visit in November. The reports have been circulated to all Governors.</p> <p>Focus Visits to be arranged for early 2016 will cover the five areas contained within in the Action Plan including EYFS. Mrs Tomlins and Mrs Robson to meet to arrange dates (see Agenda Item 2.11).</p>	JT/JR
2.11	<p>Headteacher's Report</p> <p>Mrs Robson raised a query regarding the Financial Summary – the carry forward is higher than the brought forward figure, which makes it appear that the school is not spending any money. Mrs Palmer advised that a large amount of money from Pre-School has been included in these figures so appearing to inflate the figures. Mrs Tomlins will get a narrative sent to Governors to provide more information. Mrs Palmer said that Pre-School has to have a carry over of at least £30,000 as no funding is provided during some months of the academic year. Mrs White will be asked to provide clarification</p> <p>Staff Absence – Mrs Webber queried whether the figures were for all members of staff or just teaching staff. Mrs Tomlins will check. Mrs Webber asked that future reports contain information on both teaching and support staff. Mrs Tomlins agreed to provide this at future meetings.</p> <p>Mrs Tomlins advised that three members of staff have been referred to Occupational Health to provide support.</p> <p>Mrs Derbyshire noted that the quality of Teaching and Learning was not where it</p>	JT/RW

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should be. She asked why this was the case. Mrs Tomlins said that the predictions in July were set on the reasonable assumption that most of the NQTs would be prepared for their first position, fresh from College. Early indications show them to have all made a good start (except one.) But since then, various development points have understandably arisen. Now that the school has worked closely with the NQTs there is a deeper understanding of their individual areas for development. The NQT Support Plans are now with the Middle Leaders who are planning weekly support activities for the NQT to complete in their release time (observing others, team planning, looking at books etc) and planning in team teaching exercises. The teachers who are not NQTs but have demonstrated that aspects of their teaching requires improvement have had detailed lesson observation feedback and next steps for future observations, some have received follow up observations, Middle Leaders have been made aware of the aspects of their teaching that requires improvement and are working with these teachers.

Mrs Webber asked if Mrs Tomlins feels all staff have a good understanding of subjects which are being taught. Mrs Tomlins said that not all staff have good subject knowledge. Abacus will allow this to be reviewed. Mrs Tomlins is reviewing PGCE graduates from Bedford College with a view to future staff. Mrs Tomlins has also asked for copies of the Skills Tests in Maths and English which graduates take so as to be aware of what they are expected to know

Mrs Cowley asked if book reviews are still being done. Mrs Tomlins advised that reviews were taking place but to a lesser degree. Book scrutiny is used in observations and for assessing attainment.

Governors noted that there was no Pre-School report included. This will be forwarded to the Clerk and sent out to all Governors.

JT/PP

There will be a development of the area around the Sensory Garden in the Pre-School.

Whole School Review

Questions asked by Mr. Hilton (via email as Mr. Hilton was unable to attend the meeting).

What are the comments/views of Mrs Tomlins as a result of the reviews and their outcomes?

The report contains very few positive comments. Mrs Tomlins is disappointed with the results but feels it can be made into a positive for the school. A lot of areas are being worked on already. A number of areas can be fixed quickly so Mrs Tomlins has a plan to make sure these happen quickly. Middle Leaders have their review and have shared this in their teams and begun work on areas specific to their teams.

How can the Governing Body ensure that the actions being taken are rigorous and having impact? What is the monitoring and evaluation process that goes alongside this work and how will you know?

Data on child attainment and progress. It was suggested that Governors carry out their Focus Visits around the impact and recommendations of the Action Plan resulting from the Review. The areas to be covered are as follows:

- Leadership and Management
- Behaviour, Safety and Welfare
- Outcomes for Children
- Teaching and Learning
- EYFS

	<p>The Focus Visits will be carried out by two Governors per area.</p> <p>Do the observations and judgements on teaching match that of the Leadership Team (including the Early Years phase)?</p> <p>The review stated that the Leader's judgements on the quality of teaching were accurate. OFSTED no longer conduct lesson observations, they look at other aspects of teaching e.g books, progress, data etc. Learning Walks are felt to provide a more accurate way to judge assessment</p> <p>What support and actions do you feel the Governing Body should take as a result of these reviews?</p> <p>The Governing Body will need to conduct targeted Focus Visits. Governors felt that the report is very negative and unbalanced, and does not reflect the verbal feedback given on the day of the Review. OFSTED will look at how Governors are supporting and challenging the school.</p> <p>There was no mention of Governance in the report, although Governors were spoken to.</p> <p>It is felt that higher expectations need to be set for pupils. Teacher reviews have highlighted that pupils should be provided with more opportunities to practise extended writing in order to develop a persistence in their learning.</p>	
2.12	<p>Personnel Committee Minutes – 3 November 2015</p> <p>Mrs Webber went through the salient points from the meeting.</p> <p>The Pay Policy has been adopted.</p>	
2.13	<p>Property and Finance Committee Minutes – 3 November 2015</p> <p>Mrs Cowley went through the salient points from the meeting.</p> <p>Water heating at the Pre-School – the hot water has now been turned off to the pupil taps so there is no risk of scalding.</p>	
2.14	<p>Governor Assembly Award Update</p> <p>To be carried forward to a later date. This Award could be included in the School Newsletter rather than during an assembly. The staff could propose a recipient when it is appropriate.</p>	
2.15	<p>Date and time of next meeting: Tuesday, 19 January 2016 at 9am.</p> <p>The meeting closed at 11.10am</p>	

E-mail addresses

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