



Main Governing Body Minutes

Thursday 23rd June 2016

Item	Agenda Item
1	<p>ATTENDANCE AND APOLOGIES FOR ABSENCE</p> <p>Present: G Smart (Chair), A Snow, U Patel, T Olanrewaju, L Williams, B Newton, R Kapadia, B Lad & S Tuckwood (Clerk) Apologies: S Martin, S Madlani & A Varia</p>
2	<p>DECLARATION OF INTERESTS</p> <p>Governors should declare whether they have any new business interests or potential conflict of interest arising from any of the following agenda items - None</p>
5	<p>MINUTES OF THE PREVIOUS MEETING.</p> <p>Minutes of the last meeting (11 February 2016) were agreed and signed.</p>
6	<p>MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING NOT ALREADY INCLUDED ELSEWHERE ON THE AGENDA.</p> <p>a) Telephone Charges – New contract with OneCom – saving approx. £900 p.a. b) Academy status –</p> <ul style="list-style-type: none"> • Not anticipating being a ‘coasting’ school for 15/16. SATs results due 5 July. Due to the changes in the progress tracking system attainment now needs to show as 100% in Reading/Writing & Maths - Coasting school if not across the board. • All schools use different systems to gauge progress • All children took the SATs papers so their results will be used – TA is inconsistent across the board. • Meeting with Judicium reps was to gain advice on Academies. Other meetings have been held around the city. <p>Options: 1) Join one of our main feeder secondary schools. 2) Invite heads of secondary schools in to discuss what they can offer. 3) Become a ‘lead’ school for our own Academy.</p> <p>To note: 1) If we are a ‘coasting’ school we have to join who we are allocated to. 2) Favourable to join an Academy at the start in order to have influence. 3) Academies do not follow the National Curriculum. 4) Level of autonomy is negotiated at the beginning of the partnership.</p>
7	<p>STAFFING</p> <p>Staffing changes –</p> <ul style="list-style-type: none"> • Consultation held with Teaching staff, who support the proposition to have 2 Assistant Headteachers and 4 Unit Leaders. There is no financial gain for Unit Leaders, but it is a step on the progression ladder. • 2 form entry class structure - 3 staff leaving - 4 NQT's appointed. (2 leavers - UPS salary - equates to 4 NQT's) • Assistant Headteachers: A Aydin & S Kaur - Revised job descriptions issued. • Community Liaison Officer – in the foyer at the beginning & end of the school day to help parents/carers if required. <p>The Governors agreed to support the above changes.</p>
8	<p>HEADTEACHERS REPORT</p> <p>AA reported on the activities of Phase 1 & 2 (EYFS & KS1) and SK on Phase 3 (KS2)</p> <p>The Governors thanked AA & SK for stepping in when JC left the school.</p> <p>a) <u><i>Questions from the Report</i></u></p> <p>1) Teaching, Learning and Assessment: In the Key Findings data there is good news for Maths at KS2 less so for Maths at KS1. I'm not sure if this data includes 2015-16 but my question is around whether the "new" Maths curriculum being developed this year has been more successfully introduced in KS2. The Maths sessions I saw were extremely positive but will there be a detailed evaluation?</p>

	<p>Yes. The programme is different for KS1 and we have concerns regarding the results achieved. We will now be targeting Maths in Early Years and considering purchasing the Singapore scheme for Y1 and Y2.</p> <p>2) Assessment: How easy/difficult has it been to adjust to "life without levels"? Can we be certain that staff are confident in the processes for measuring progress?</p> <p>Assessing levels are well below expectation in Y3 and Y4. Children can do it but teachers may not have applied it correctly.</p> <p>3) The figures for Attendance are very encouraging. However given the recent Court case what advice has been given to the school about Holiday absences? Has there been any trend in the number of requests in recent weeks?</p> <p>Attendance is now broken down into terms which will decide if 'regular' attendance has been achieved. The Penalty Notice paragraph on the Absence Request Form has been revised and the word 'may' has been inserted.</p> <p>4) At the last Finance meeting we learnt that we had to return money to the LA because we had not filled all the Nursery places. The current figures show we are about 20% below capacity. Do we/can we know whether there will be more uptake in 2016-17?</p> <p>We have not filled our spaces (PAN 60) so yes, we do have to refund the allocation. Current Reception take-up figures for 16/17 – 45 children. We have been told by LCC that these numbers may rise at the start of the new term.</p> <p>UP advised:</p> <ul style="list-style-type: none"> On the Ofsted report 'Behaviour' was assessed as 'good' and not 'outstanding' as we had recorded. The children show willingness, ability etc. but in order to achieve 'outstanding' they have to show the ability to be independent. <i>Teaching & Learning:</i> to obtain 'outstanding' issued have to be addressed. Although we have not the capacity to do coaching, we will provide it. <i>Leadership & Management:</i> SMSC provision – Audit system showing how/what & when at Herrick. <i>Personal Development & Behaviour:</i> School accused of having passive learners – teachers asked to demonstrate how they can do things wrong and this helps the children to attempt it themselves. <i>Pupil Outcomes:</i> Aim to target KS1 – otherwise pupils have to catch up in other years. <i>Pupil Premium:</i> Children not making the progress as well as they should (£78,000 received). Allocated to providing extra support for 'targeted groups' of vulnerable children, low in self confidence and team building. Support outings to Outdoor Pursuits, Museums etc. PP children's attendance is very poor. When challenged as to how the PP was spent, UP advised that an item on the Agenda for the next meeting will be Audit of Pupil Premium Expenditure.
9	<p>SCHOOL BUDGET</p> <ul style="list-style-type: none"> £13,000 allocated to provide books & training for a new reading scheme introduced in KS1, Y3 & Y4. Removal of the mobile classroom would be very expensive, so it was agreed to offer its use to the PTA for school events.
10	<p>GOVERNOR VISITS</p> <p>GS thanked the governors for the reports which provided a good insight into the daily workings of the school. Although it has been a disruptive year L&M have still reached their targets.</p>
11	<p>CURRICULUM MATTERS</p> <p>Swimming</p> <p>Governors agreed to revert to previous arrangements and Y4 only would attend. The children's progress will be tracked in order to ensure that every child can swim at the end of the academic year.</p>
12	<p>GOVERNOR MATTERS</p> <p>Training - A Snow & G Smart have attended Academy training</p>

13	<p>UPDATES ON PROJECTS</p> <ul style="list-style-type: none"> a) Mobile Unit removal – After discussion it was agreed that it would be too expensive to dispose of so it would be offered to the PTA for a meeting room. b) KS2 Quad refurbishment – Converted to provide cloakroom facilities for KS2
14	<p>HEALTH & SAFETY</p> <p>No issues have been raised since the last Governors Meeting</p>
15	<p>SCHOOL POLICIES</p> <p><i>The following policies were approved & ratified by the Governing Body</i></p> <p>Safeguarding & Child Protection with Whistleblowing (Appendix) – Internet Safety – Science – Incident Reporting – Recruitment – Lone Working – Rarely Covering – Asthma – Exclusion – Emergency Procedures – Dealing with Assaults on Staff in the School Environment – Disability, Equality & Accessibility – Food – SEN – Bereavement – PHSCE – Sex Education & Relationships – Safe Working Practice for the Protection of Children & Staff – Medicines – Teaching & Learning</p>
16	<p>SAFEGUARDING</p> <ul style="list-style-type: none"> a) Annual Safeguarding Report/Audit – LCC <p>The Governing Body agreed that the reports provided be submitted to LCC</p> <p>All employees and Governors will be completing an ‘on-line’ Safeguarding course (Sept 16) which includes all the new legislation.</p>
17	<p>ANY OTHER BUSINESS / CORRESPONDENCE</p> <ul style="list-style-type: none"> a) Annual Governance Statement 2015-2016 – Ratified b) Code of Conduct for Employees in School – updated for all Employees (Aug 16) c) Fire Drill - Held (June 16) at Lunchtime – children did as requested, issues to be addressed and the policy has been updated. Main difficulty is communicating with staff all over the school & field. d) DBS renewal – Governing Body agreed DBS’s for all staff to be renewed after 6 years.
	<p>DATE OF NEXT MEETING(s)</p> <p>Thursday 6 October 2016 - 5.00p.m. (following Finance & Staffing meeting)</p>