



## Minutes of Full Governing Body Meeting Held on Wednesday 31 January 2018

Note: Please consider the items marked confidential before distributing minutes  
outside the Governing Body

Anyone who feels that they may have a conflict of interest with any item on the agenda should declare this at the appropriate time. The governor concerned will be asked to leave the room whilst the matter is discussed.

### 1. Record of conflicts of interest

The members were asked to declare any interests to any of the items on the agenda. There were none.

### 2. Welcome by Leigh Timbrell (LT) (Chair of Governors) to:

Eirian Painter (EP) (Head teacher)  
 Natasha Griffiths (NG)  
 Dinah Beauchamp (DB)  
 Philip Baylay (PB)  
 Emma Diprose (ED)  
 Norma McKemey (NMCK)  
 Alan Mulrooney (AM)  
 Ali Cotton (AC)  
 Caroline Mazzotta (CM)  
 Nicky Artus (NA) (Temporary Clerk)

Apologies from Sharon Compton (SC)

### 3. Approval of Minutes and Matters Arising from those Minutes

	Review of Actions from previous meetings	Action
1.	Nick Chawala did not turn up to attend meeting (no apology was received). Pumping station is now boarded up but anti- social activities seem to have moved to Lainesmead orchard (bottles and other paraphernalia has been found). Police aware but no man power to stop. NMCK suggested anti climb paint.	
2.	AC met with Andrea Chapman	AC to report at next meeting

3.	Reminder to all to look over the school development plans in own time	ALL
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#### 4. Review of Actions

Co-Opted governors were confirmed as SC, AM, CM. NMcK proposed Dinah Beauchamp as a new Co-Opted governor following the resignation of Tina De-Sciscio. Seconded by LT - all agreed.

Clarification was sought on national figures and last table of SEF. EP will discuss during point 9.

#### 5. School Highlights

Highlights since the last meeting include:

- 7<sup>th</sup> December : Christmas Fayre - raised £1385
- 8<sup>th</sup> December : Nativity performance at Christchurch
- 20<sup>th</sup> December: Christmas party for FSM children. Disappointing attendance but lovely atmosphere. Prompted some parents to apply for FSM
- 3<sup>rd</sup> Jan: War Horse trip for a small group of Y6 pupils - memorable experience
- 5<sup>th</sup> Jan : Non-school uniform day (to launch the Golden Mile) - money raised will top up the funding already raised by National Lottery bid (£10,000) to buy playground equipment. Being installed 22<sup>nd</sup> Feb
- 16<sup>th</sup> Jan : Y2 SATS meeting. Average attendance. There will be another meeting held in the evening.
- 25<sup>th</sup> Jan : Young Carers non-uniform day - raised £328
- Phonics meetings for Y1 and targeted Y2, 75% attendance. Those who did not attend have had a meeting with Kate Bees or EP

#### 6. Matters arising from committees

##### Curriculum

Follow up reports regarding PE and reading - evidence of impact. AC had concerns about the amount of PE budget rollover - EP advised that there are plans for additional spending the rollover will be greatly reduced.

Kate Bees gave a very informative session about reading and phonics and Govs watched a "Vipers" lesson.

Internal data dashboard session showed disappointing results (SLT are hopeful of an upturn). In particular it showed a huge boy issue in every year group.

##### Finance & Staffing

NG fed back an update on first aid (some teachers felt a lack of confidence in the classroom and outside/on trips). EP suggested that break time be treated like lunch time and that an adult hand an injured child to a Prefect who would bring down to the office.

Q : Are all teachers first aid trained?

A: Impractical for teachers to be first aid trained - would leave a whole class unattended if teacher was dealing with injured child. All Teaching Assistants and Office staff are trained.

The lock down protocol was discussed, in particular how classes would be notified in the event of a lock down. The bomb threat policy was also discussed.

Sarah Ellison reported that the budget is on track with a predicted roll over of approximately £34,000.

Quotes for lockers for Y5 & Y6 have been received.

The business charge card policy was discussed; a second card will be ordered so there is always one in school.

The nursery project was discussed. Planning permission was initially refused but has been re-submitted and, unofficially, has now been accepted. Architects may need to "tweak" plans.

## **7. Feedback from Notes of visit**

There were no notes of visit to be discussed at this meeting

## **8. Feedback from Chair's diary, training, link governors, governor visits to school**

**8.1 English:** LT shared news that the government is to set up 35 "English hubs" across the country in an attempt to improve child literacy. A £5.7m investment will aim to boost literacy skills in 469 schools. EP advised that the money is likely to be directed through teaching schools as part of a social mobility action plan.

-The English policy has been amended to include a paragraph regarding reading books. All books which are available for pupils to read must be vetted by teachers and be age/language appropriate for their year group.

- The literacy focus meeting will take place on 2<sup>nd</sup> Feb

**8.2 Maths:** ED attended a maths focus meeting with Donna Saxby and EP. She reported that lesson and planning structure had been revised with the focus on fluency. ED has observed a KS2 lesson and is planning to observe a KS1 lesson shortly

## **9. HT report**

### **9.1 Achievement for All**

EP outlined the structured conversations that teachers have been holding with parents. These are aimed at parents who may come to parent/teacher consultations but teachers felt they weren't engaged in their child's schooling. Feedback from teachers following the conversations has been positive - conversation has flowed naturally, parents are given a platform to raise any concerns (in and out of school), regular communication is taking place and clear action plans have been put in place.

Q: What actions have been put in place?

A: Old SATS papers given, for example, and other resources.

Q: How have the parents been chosen?

A: Teachers have selected some and Andrea Chapman and EP have targeted some children who were not on track.

Q: How many parents are involved?

A: Two in years 1, 3,4 and 6. 20 in Year 2 and 5. The plan is to include more families next year.

Q: Will there be a follow up conversation?

A: The next conversation will be towards the end term 4 with the same parents (keep the same parents all year).

Sally Arthur (Achievement for All coach) led a practical session on the last TD day with a focus on "Working memory" in the classroom environment. Part of the session looked at different types of children and where to position them in class. As a result some classroom layouts have already changed; not expecting a miraculous change overnight but some classes report it has made a difference, still tweaks to be made.

## **9.2 Attendance**

Whole school attendance level to date is 95.21% with 4% authorised absence and 0.79% unauthorised. Persistent absence (where attendance is below 90%) is 8.7% - national average is 4%. Holiday during term time affects our levels. Parents think it is their right to take children out of school - maybe we should emphasise that it is against the law

**Action point** : EP to talk to Andrea Chapman regarding changing the wording on our current absence request form

## **9.3 Behaviour**

Two pupils attended shine class this term. One fixed term exclusion. Last year the national average for fixed term exclusions was 0.3%. Lainesmead was also 0.3%

Q: Have children with higher needs taken a large amount of EP time and is it manageable?

A: January was a troubling month which did take up time; without an extra pair of hands (Liss Mepstead) it would have been unmanageable.

## **9.4 Staffing**

One SEN Teaching Assistant left at Christmas. A SEN Teaching Assistant who was already employed in Early Years has been moved to KS1. An additional Teaching Assistant has been employed on a temporary contract. Liss Mepstead returns from maternity leave to take up a full time Deputy Head post on 5<sup>th</sup> March. Rachel Rance returns on a part time contract (2.5 days per week) to teach in Y3. Two Catering Assistants have resigned.

## **10 SEF and SDP - update on maths mastery curriculum**

Teachers have completed a questionnaire regarding the school's maths approach. Challenges include : structure too fixed, a lot to fit in a 45 minute lesson, "solve it" activities difficult to source, pace and balancing of the lesson is tricky. On the positive: children like the lessons and it is helping the less able to achieve. From term 4 there

will be a new approach in order to support reasoning as this is an area that continues to not be taught as well as it needs to be. The daily structure will be as follows:

**Day 1 of objective:** Model it and most children work on fluency. Rapid graspers will be kept with the teacher and then a 'challenge it' type of activity will be taught, with the reasoning being made explicit.

**Day 2 of objective:** Teacher models reasoning to all children. Some children will continue to need to work on fluency but will have been taught the reasoning. Other rapid graspers will be provided with further reasoning activities based on testbase type of questions (twist it).

Donna Saxby fed back from the Quality Assurance Challenge Partners review she completed that children can mark their own work. This idea has been trialled in Year 6 and has been successful and children have been very focused on this. Therefore, this will be implemented for Y4-Y6.

Q: Will the slower pace have an impact on the amount that is covered in the term?

A: They will still cover the whole curriculum although it will have to be carefully monitored to ensure that this happens.

## **11 Presentation on school mobility data (Venn diagrams - see attached)**

EP discussed the updated Venn diagrams which examine FSM, EAL and SEN groups and where there is a crossover. Some points to note:

- 43% of EY children are EAL.
- In Y1 a high % of children are working below; the transition from Early Years to Y1 is a big jump, particularly for reading. Skills at the end of EY are nowhere near where they need to be in Y1. This has highlighted the need for a more structured term 6 in EY.
- Big overlap of SEN and PPG pupils in Y2
- All new joiners in Y3 are EAL.
- New joiners in Y4 are often new to the country - need to make really rapid progress before SATS.
- Pupils in Y5 who have been at Lainesmead since EY are on track, new joiners not so good.
- 45% of Y6 cohort have joined since EY. The year group are being split 4 ways to help support different levels.

Q: Should this work be done by EP?

A: EP replied that it is important to do it herself to ensure she has an overview of movements and changes

Q: When is a child marked down as vulnerable?

A: Different factors including, safeguarding, young carer, serious illness

EP showed an example of a case study, carried out for vulnerable children. The report details attendance, attainment and any actions the school has taken to support the child throughout their whole school career.

AC voiced the opinion that this information was very informative and particularly useful to have the % from the diagrams when discussing the dashboard.

**12. Any other business**

**Charging for clubs** - we currently charge £1 per child per week for activity clubs. More admin work is involved that the amount received, particularly when a club is cancelled and the parent wants a refund. Do governors support a move to scrap charges? Overriding feeling that, in principle, it is a good idea to charge - promotes more commitment to the club if they have paid to go. EP suggested amending the letter and asking for a fixed amount for the term - no refunds will be given if a child is sick.

The date of the next meeting is 28<sup>th</sup> March 2018

Meeting closed at 7.00pm.

Signed ..... Date .....

Chair of Governors