

**WORLEBURY ST PAUL'S CEVA PRIMARY SCHOOL
MEETING OF GOVERNORS**

Thursday 15 October 2015 at 6pm

Minutes

Present: Michelle Bamford (MB) Headteacher
 Felicity Williamson (FW) Chair (Foundation)
 Alvin Jeffs (AJ) (Foundation)
 Martin Williams (MW) Vice Chair (LA)
 Geoff Eales (GE) Vicar
 Alison Devereux (AD) Foundation
 Miranda Pincott (MP) Foundation
 Heather Gregory (HG) Foundation
 Kelly Furlong (KF) Parent
 Kate Porter (KP) Staff
 Jo Thorn (JT) Deputy Headteacher
 Liz Mansbridge (LM) Clerk

Opening Prayer ~ GE

Action	By Whom
Write a notice about the Affirmation Service	GE
Joint item for the newsletter about changes in family worship	GE/MB
Staff absence figures to be emailed to FW	MB
Minor and major safeguarding incident criteria to be given	JT
Y6 phone basket protocol	MB
Clarification about wording for 'progress' to be given within the Pay policy	MB

Item	Discussion	Action
1	Welcome and Apologies FW welcomed everyone.	
2	Standing items <ul style="list-style-type: none"> • Declaration of Interest ~ none • Safeguarding matters ~ MB reported a small e-safety issue reported to her by parent. This highlighted an education need with pupils which is being addressed in school. • Health & Safety matters ~ any accidents of note ~ none, how many accidents in total ~ none, playground bumps and any trends identified~ none. 	
3	Receive the minutes from the FGB meeting 09/09/2015 <ul style="list-style-type: none"> • Matters Arising MB to get date from Sue Horsnell, KF and AD went on Headteacher appraisal training. Affirmation service, Roz Willis, Lisa Pilgrim, Mayor Ray Armstrong, Pauline Dodds and Penny Boardman have confirmed their attendance to date. GE will write something for the next school newsletter inviting parents and children, Alison Devereux as Foundation Governor	GE

	<p>with Caroline Baker as Churchwarden, will look after the mayor. Sport premium and pupil premium report ready for publishing, as is the information for Governors' based on the Ofsted template. Cohort governors have made links with year teacher. LA workshop, date 19 November at 6pm in the school for future school.</p> <p>The minutes were accepted as a true record and signed by FW in her capacity as chair. They will be retained at the school and will be published on the school website.</p>	LM
4	<p>Headteacher's Report</p> <p>Worship changes</p> <p>MB had included in her report the key point that were agreed at the Ethos meeting. KF asked for further clarity for parents. It was proposed to send a joint letter from governors and Headteacher explaining the changes before the end of term 1. In summary family worship will continue on a Thursday morning led by a member of SLT or the church. MB is checking with Pupil Voice as to when to include 'Strive for Achievement' and then talk to all children about the changes. The key events will remain, it just reduces the worship led by children. GE pointed out there is a balance to strike between worship and performance. MB is exploring the possibility of an after school drama club; two parents have approached MP offering to start one and MP passed this to MB. Parents are welcome to attend worship on the Friday visitor led worship as well as the Thursday morning. The joint letter will include a short biography on the individuals who lead visitor worship. The action points from the Ethos Committee are in appendix one of these minutes so they can be included in publication when approved.</p> <p>Staff absences will be emailed to FW, pupil attendance 97.85% including YR. 1.85% authorised absence, 0.3% unauthorised.</p> <p>MB asked for any questions on the report ~ MB will add a section on Teaching & Learning but will continue to follow the Ofsted headings. Safeguarding will be reported on in a table if there are any incidents to report, both major & minor, hate and bullying. Clarification will be provided by JT on what are the major & minor criteria when defining incidents. MB will issue a protocol for Y6 phone baskets to go to the office so they aren't in classrooms. Governors agreed the layout of the report is fine. MB confirmed that observations will be wherever there are good practice, Uphill and St Anne's primary schools are informally linked with us but happy to go to other schools.</p> <p>MB reported that 2 teacher appraisals are left to do with support staff scheduled for next week.</p> <p>Pupil progress target needs to be worded progressing towards for pupil achievement.</p> <p>Error on p5; it was only 1 child in the BME category not 4.</p> <p>P3; Prevent workshop in September ~ a teacher at Milton can train other staff. Governors are welcome to attend at the school or attend the specific governor training provided by Governor Services.</p> <p>Phonics are at 90%</p>	<p>MB/GE</p> <p>MB</p> <p>JT</p> <p>MB</p>
4	<p>Budget monitoring ~ carried forward to next meeting</p> <p>MP had gone through information to date. On 9/11 the LA finance representative is coming in to school to model a year end forecast which will come back to governors at the FGB meeting on 25/11. MC/MP agree the budget looks on target.</p>	Next agenda

6	<p>Pay Policy September 2015 Clarify wording about progress ~ MB to do. Governors adopted the NSC model policy with some changes: Pay committee will remain but will be defined as three governors excluding the Chair. We will retain reference points. References to Lead practitioners are deleted as there are no plans to have any at school. Deputy pay and Headteacher will not overlap. Governors discussed half points and agreed to continue not to use them. MB had checked with other Worle heads and this is in line with other schools. The Pay Policy was amended and adopted by the governors, it was signed by FW as Chair.</p>	
7	<p>Data Review (<i>information circulated</i>) KF asked about discrepancies between whole school data and progress data sheet? eg Y6 reading 55% are above expected and 83% at 4c+, this was because two different sets of data were compiled by MB and Nicky Gifford. NG figures separate expected level at 3a from above expected at 4c, whilst MB's used 3a and 4c together as current attainment, as Penny Boardman said it was a useful indicator. To avoid confusion in future data reports the expected levels could be listed as two levels The data needs to demonstrate how many children are secure in their attainment in the new assessment framework. Progress is now asked to be sufficient which is not yet defined nor how can it be tracked. The new curriculum will concentrate on making sure the children are really secure in their age group and then enabling those that are secure to go into more depth rather than working at the next 'level'. There is so much content for the curriculum in each year group it is a lot to cover to become secure. MB wants to send a leaflet to the whole school community explaining the new curriculum. FW asked why the points and levels were included. This was because it was last year's data and will show where we are to take the children forward. In summary EY and KS1 is good, KS2 is expected progress. Ofsted will put less emphasis on previous achievement in the future. Governors commented that observations say good progress but this is not supported by the data. MB and JT have analysed this and commented that where reading skills are not showing enough progress they believe this is down to a lack of comprehension. From the maths perspective it is the conceptual understanding that is missing. MB is asking Friends if some of the money raised can be used to buy more manipulative materials to support conceptual understanding. In the new curriculum expectations in maths are much higher. KF asked if staff were confident in the subject to take children through conceptual maths. MB thought probably not yet so there will be some staff training in staff meetings to help support subject knowledge and thus improve delivery from the procedural to the conceptual. KF asked how are we tracking without levels. MB responded schools are finding their own systems and they are waiting for information from DfE. We are working with St Anne's to use the SIMS system and with Uphill using the LA system to assess which will work better in Worlebury. Looking at the individual child by class before showing the overall</p>	

	<p>progress. KF asked if each member of staff have the information on each child from way back so they can see the starting point. MB will do extra work that KF asked for by percentage of the cohort</p> <p>AJ asked for information to show things graphically so we can see if the children are still making steady progress or increasing. MB asked if governors wanted graphs on the current data and it was agreed that it would not be necessary for historical data. MB recommended governors look at Raise (which is due to be published tomorrow). AJ thinks it would be helpful. KF would like to see a sample for a child (anonymised) year on year graphically and offered to help with a trial. MP asked what we were doing about persistent absentees but MB needs to clarify what the figure means. There are 0.04 unexplained absence, 58 sessions marked late so far since September. MB will clarify</p> <p>KF asked about the More Able (MA) group, and MB explained changes because the group is now defined as having 'mastery' in the year group content so there is a big drop in numbers. MA in the past was anyone who exceeded on entry to a level. New system will be working towards mastery, MB thinks this will be more straightforward as at end of a year some children will be assessed as 'secure', some being 'towards' and some 'mastery'. There will be a narrative for each child's progress in future. KF asked if there will still be three main points in the year for collecting data. In November the assessment will be based on what will be taught so far to identify who is secure in what has been taught. FW suggested discussing a data working group at the next FGB.</p> <p>AD asked about the Learning Exchange report from Penny Boardman (PB); what will working alongside look like. MB explained it would be a combination of subject leadership release time, team teaching, less monitoring and more peer sharing. She pointed out a mistake in PB report on page 1, not 6 children eligible for pupil premium, there are no children eligible for pupil premium in last year's cohort for EYFS.</p> <p>AD asked what is low stake testing in PB report; it is any optional SATS or other tests done for school self-monitoring.</p> <p>Trends show that attainment is good and progress is as expected but we need to monitor this, we are in danger of becoming a coasting school. We must focus on the children's books.</p>	Agenda item
8	<p>Governor Reports & Monitoring</p> <ul style="list-style-type: none"> • 'Future Schools' questionnaire and training ~ this is scheduled for the first session on 19/11, 6pm at the school. Although not all governors can attend, the questionnaire that follows will increase participation. • Complaints Policy: this will be carried forward to the next agenda. However FW pointed out that this was a follow up action from last year. FW has asked the DfE for clarification about the subject of the complainant's right of appeal at both the DfE and the Diocese but hasn't heard anything yet. The DfE has a toolkit which we can adopt. We will look at this next time and hopefully this can be one of the areas of responsibility for a new governor. • Admissions Policy 2017~2018 ~ governors agreed the changes recommended for the policy. • Update on governor recruitment and appointment of new governors Governors discussed the nomination forms for new parent governors. The two who have submitted nominations demonstrate 	Next agenda

	areas of expertise that will be useful additions to the FGB. Governors agreed to appoint. GE will follow up on the Foundation nominations with both the school and the PCC.	
9	<p>Strategy and visioning</p> <p>FW went to the LA meeting for Heads and Chairs recently, which focused on visioning for schools. It was suggested we need a vision document with 3 or 4 objectives. It can be written to combine ideas from staff and governors before taking them to a parent forum and other stakeholders and then bringing it together in a 3 year plan. FW suggested using the next two INSET days for this. There is a joint session at Worlebury with St Anne's and Uphill with guest speaker Dame Alison Peacock to look at learning without limits and this can be the start of unpicking what this means for us so we can create our vision. Governors would be invited to attend. It was suggested that it might be better for this to be covered in one day as governors may find it easier attend. MB will look at this to see what is feasible.</p>	MB
10	<p>Any other business:</p> <p>MP raised the issue about parents using e-cigarettes in the school grounds. MB will remind parents that this is a no smoking site and this includes e-cigarettes. MB would like to be an e-safety champion for other schools and asked if governors would support her undertaking the e-safety mark assessment? FW asked about how much time this would take? MB thinks it would be no more than 1 day per term which is funded so the school would have backfill. MB confirmed she thought it was manageable. MP asked if it impacts on the teaching although MB is not in class yet she will be as soon as it is reasonable, MB will ensure it doesn't impact on her classroom time. Governors agreed.</p> <p>KF asked if lunchtime at school had changed, MB confirmed they were trialling extending lunchtimes to finish at 1pm. This equated to 50 minutes a week reduced from the timetable but is still within curriculum guidance. KF pointed out this was at odds with the reasoning given initially for reducing children led worship on Thursdays taking too much teaching time. HG said that originally the SMSAs found that shorter lunchtimes cut accidents. It was agreed that MB would feedback the results of the trial to governors; MB and FW will clarify the process to communicate such changes to governors to help them support the reasons with parents when asked directly. It is likely that the regular Friday meetings between FW and MB will form the basis for this.</p>	FW/MB
11	<p>What impact will this meeting have on our pupils?</p> <p>Data questions were pertinent. monitoring better Better communications will be help diffuse issues before they escalate. E-safety policy at next agenda</p> <p>Meeting closed at 8:50pm</p>	Next agenda

Appendix One

Ethos Committee Action Points from the meeting Thursday 8 October 2015

Action points:

- MB has listened to the feedback and intends to keep Thursday's Family worship with less being led by the children. Parents will

continue to be invited to attend Fridays' guest worship as an additional session. Name of Friday session was discussed.

- MB would lead any worship where possible that was not led by the children or a guest, JT said she was happy to take worship when Michelle is absent. MB is keen to always be a part of worship where possible.
- Staff will be encouraged to stay for worship. Governors said it must not be a 'three line whip' to attend for those that are working to deadlines but where possible it was felt staff should remain.
- Children's voice to be approached to discuss their feelings on how they would like awards such as striving for excellence/purple cards to happen. JT said perhaps there was the ability to do something at the Monday worship that is acknowledged during family worship on Thursday.
- MB planning a parent forum/coffee morning to start a conversation with parents on all aspects of school life.
- All the above to be discussed at FGB on 15th October.