

GREAT CHART PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting
22nd November 2017 at 16.00

Present: Mr S Fitch (Chair) **Mrs W Pang** (Headteacher)

Clerk: Lucia Page

In Attendance:

Mrs Dottin-John, Mr B Ervine, Mrs S Gathern, Mrs P High, Mr M Hughes, Mr S Ive, Mr T Parish, Mrs K Watson, Dr J Wong **Action By**

1) Apologies

Mrs Gathern arrived at 4.15pm
Mr Hughes and Mrs Watson left meeting at 6pm during item 8.
Mr Ervine absent at item 3 and returned during item 8.
Apologies accepted.

2) Declaration of Business Interest

Governors had no business interests to declare against the agenda items. The Annual Business Interest form was updated.

3) Pupil Progress Data

Governors received a powerpoint presentation on Pupil Progress.

EYFS- Governors to refer to the LA summary document

Overall EYFS results are lower than last year. The results are cohort specific. Governors noted that there is high number of AEN within this year group.

Action Points for EYFS

- To continue with baseline entry into EYFS. As a school we are doing BASE baseline from University of Durham (CEM). Baseline proved that this year we were below Local Authority. This is why our final results have dipped slightly.
- We continued to use the computer program where we could track children more through the profile. This program flagged up areas of weakness in a child and areas that may need going over, and if there are any gaps.
- More moderation exercises for exceeding. This year we moderated with Victoria Road, Furley Park, John Wesley, Hamstreet and Godinton. Need to focus more on exceeding - To moderate exceeding with other schools.
- To monitor EAL as we have high % of EAL this year
- To continue to monitor boys against girls and Summer born.
- To attend CATs meetings to share ideas, resources, expertise and moderation.

Action Points for Year 1

- To continue to provide interventions for the children on the AEN Register.
- To provide interventions for disadvantaged pupils who have been highlighted.
- "Come and Play" club set up for children in year 1 who did not get the expected level in PSED. The club will help with Making Relationships, Self Confidence and Awareness, Managing feelings and behaviour. It will also help with their Communication and Listening and Physical Development.
- To provide interventions and monitor PP and Summer born pupils.
- To continue to work with outside agencies to support the high level of children needing extra support.

KS1- Governors to refer to the LA summary document/ ASP and IDSR

All results for expected standard are higher than national average.

Reading 85%

Writing 83%

Maths 92%

Combined 80%

Action Points:

- Writing will be a whole school focus. In KS1 there will be additional parent sessions with Phonics, Handwriting and Spelling, Punctuation and Grammar. Training will be delivered to staff throughout the year and moderation exercises within school and with other schools to ensure progress. There will be specific focus on the skills for Greater Depth.
- Monitor and reduce the gender gap at KS1 in Reading and Writing which has increased with this specific cohort. Staff will review their topics and plans to ensure they are catering for all pupils. They will use pupil voice to find ways to inspire the boys. Appropriate interventions to be used to provide support where necessary.
- Ensure opportunities for achieving Greater Depth in reading with high quality literature and the development of comprehension through skilled questioning. Use of KS2 model of Guided Reading for the HAP pupils in Year 2.

Phonics

98% of Year 1 students passed phonic test in 2017.

Q: What is the school's transition process from Year 2 to Year 3?

A: There are pupil progress meetings held during the year. The summer term meeting is attended by teachers from year 2 and year 3 so the teachers can discuss all pupils. Transition sessions are also held for the children.

KS2- Governors to refer to the LA summary document/ ASP and IDSR

The KS2 results were fantastic, achieving more than National average in all subjects. Especially Maths needs to be minuted, as for the first time, 100% result was achieved for expected standard.

Reading 98%

Writing 93%

GPS 89%

Maths 100%

Combined 92%

Action Points:

- As High Attainment Students (HAPs) made less progress in Reading than other ability groups, these pupils need to be closely monitored to ensure that they make the same rates of progress as other groups.
- There was a 12.7% difference between the percentage of boys attaining the 'Expected Standard' in EGPS. There will be a specific focus on spelling in Year 6 and a review of the KS2 spelling curriculum to help raise the attainment of boys in this area of the EGPS curriculum.
- There needs to be a continued drive to ensure that HAP children are challenged to achieve their best in writing. Pupils must attain 'Writing in Greater Depth' in order to be eligible for 'Achieving the Higher Standard' in the Core Subjects

Governors wanted to formally thank all staff for their amazing results and hard work over the years.

SEN

SEN Support pupils have scored higher than National SEN in Reading, GPS and Maths.

Of the three SEN Support pupils, no-one gained the expected standard in Writing and therefore this impacts on our combined R/W/M result.

SEN Support pupils have scored higher in Reading and Maths than 'All' pupils at Great Chart.

More detailed results are included in HT report.

4) Review of Governing body structure and procedure

The Terms of Reference were discussed and Governors were clear about these. There were several updates as the strategy team has been disbanded. All the responsibilities have been re-delegated to relevant committees or full governing body.

It was agreed that Mrs S Gathern will take on responsibility for English.

Mrs Page, Clerk to Governors will take minutes for all governing body meetings, including committees.

The Code of Conduct has been updated and signed by all governors.

The updated Terms of Reference are filed with these minutes.

Proposal: The Governors to agree Governing Body Structure based on Two teams and to approve the Terms of Reference for Governing Body, committees and arrangements for minutes.

Proposer: Mr Ive, Seconded: Mrs Dottin-John

The proposal with the above changes was unanimously agreed by the Full Governing Body. Governing body also discussed a need of another meeting during autumn term to cover results presentation.

5) Governing Body Issues

The Chair formally welcomed Mr Ervine and Mrs Gathern to their first meeting.

Co-opted governor vacancy was discussed. The governing body received 2 applications from members of public. These were discussed in detail.

Governors voted by the show of hands and Mr Shevlin was voted in unanimously to become the new co-opted governor.

6) Minutes of previous meeting in March 2017

No matters arising.

The Minutes of the meeting were confirmed and signed as a true representation of the meeting.

7) Headteacher's Report

Governors had received a copy of the Headteacher's report, a copy of which was sent out with the agenda and is filed with these minutes.

The following question was raised:

Q: Which HNF school group did we fit into?

A: We have not been told which group we fit in to but compared to similar other schools we have low numbers of HNF and we were praised during the HNF review for being very inclusive so I believe we fall into the first category: "Very Inclusive school with good SEN provision that makes little demand on HNF."

Q: What impact do you foresee the new Emotional Health and Wellbeing Support provision having on the pupils at GC?

A: We have two referrals made by parents via their GP, one who is currently accessing support and the other is still waiting for support to be put in place.

School FLO has referred pupils one of whom is receiving some support from the school health team and others we are still waiting to hear about (has been almost a month since referral).

Apparently a report is completed at the end but we are not sure who has access to this – it may only be the referrer.

The down side is some of our higher priority children are not able to access this service as they have a diagnosis of ASD which they are not accepting.

As a school it is hard to know how successful this will be currently as it is early days and we have no evidence of impact as yet.

Q: What support is being offered to the parents / carers for those children with attendance issues in Yr 2 + 5?

A: The school has a very robust systems in place. Mrs Davies is our attendance officer and is in contact immediately with families causing concern. Meetings are held and if no improvement is seen we involve the School Liaison Officer, although this service is stretched. We are also taking part in Project 95.

Q: What is being done to overcome the behavioural issues in Yr 5&6?

A: New behaviour policy and procedures embedded into the whole school. Already seen some positive results.

Q: Why are we seeing diagnosis in Yr6, should this not be happening earlier?

A: This is really out of our control. Referrals can be made months in advance but there is currently huge waiting lists for any form of diagnosis. However pupils who we are concerned for a supported very well in school. A diagnosis doesn't change anything- it doesn't bring extra support, so we have to ensure staff expertise can support pupils effectively. Some

pupils cause concerns as they become older, not always evident in younger pupils.

Q: Is the significant drop in attendance for both FSM and Statemented linked and is there any context behind it?

A: The statemented pupil in the figures was on a part time timetable and so this impacts the attendance figures. He is now at a special school to ensure his needs are met. FSM pupils are generally ones from very vulnerable families. Historically their attendance is lower, but we still have high expectations for these children and so Mrs Davies and the FLO will be working with these children.

Q: (EYFS - GLD 2017) With a high proportion of EAL pupils in 2017 intake, how are we supporting their language needs and how are you ensuring this doesn't have an impact on the remainder of the students?

A: EYFS staff are targeting these children. No specific intervention, just lots of speaking and listening activities which is normal practice in EYFS. EAL pupils generally pick up the language very quickly. They are not seen as SEN pupils. A language rich environment only impacts positively on all pupils. We have such a spread of language needs not just EAL.

8) School Development Plan

Chair would like to review the process of how the SDP is compiled. Working party will meet after Easter. The members of the working party would be: Chair, Vice Chair and Chairs of Personnel, L&D and Resources committees. Any other governors that would also like to take part are welcome to join the working party and let the chair know.

Date for this was agreed – Tuesday 24th April – during the day. Chair will book a meeting room.

Chair

Governors also discussed the governing body action within the SDP.

Governor Mark – it was decided that governors will not go ahead and apply as the budgets are tight and this costs £1000. The governors will look at the process though.

Training – governors were reminded to attend regular training.

Parent Involvement – Governors to attend the new parents' session if they are available.

Governors will be added to the staff board in the reception area.

Clerk to let governors know of any upcoming school events. Governors were advised that list of events is always included in the school newsletter too.

9) SIP Visit Report

Ruth Swale is the new School Improvement Partner. Great Chart will get 2 visits per year. She visited in September and feedback was very positive. The report included comments such as:

Calm learning environments, good displays and good behaviour were observed. Governors are proactive and visit school regularly.

Action Point: to streamline the school development plan.

She is due to return in April.

Also she is due to do an EYFS monitoring visit in January, the school has requested this and is paying for this.

10) Governing Body Reports

Learning & Development Team: Copies of the Minutes were sent out and are filed with these minutes.

The main items discussed at the committee meeting were:

Priorities for Maths, English, Science and Year 6 responsibilities. Also update from STA and feedback from visits that took place in term 1.

Following Policies were reviewed:

- Antibullying Policy
- Behaviour Policy

Resources Committee: Copies of minutes were sent out and are filed with these minutes.

The main items discussed at the committee meeting were:

Budget Monitoring – 6 month position

The budget monitoring was presented to the committee for the period April 2017 to September 2017.

Governors noted the overspend in E01 due to teachers' unexpected pay increases at 2% (instead of 1%). Governors questioned if this affected all the teachers and were advised that it was for Main Scale teachers only.

There was a question raised about E22 about the unexpected invoice from last financial year that was not received until May of this year. It was missed and year end adjustment was not done, therefore there is likely to be overspend in printing costs.
The rollover is looking slightly lower than originally budgeted, but still expected at around £70,000.

Review of Benchmarking

Benchmarking data from Kelsi for 2016 – 2017 showing a comparison against other Kent primary schools of similar size was reviewed.

Governors noted that the school's overall income is lower than income of similar sized schools.

E30 Direct revenue financing was much higher; governors were advised that this is due to large capital projects.

They also discussed following cost centres:

E03 – it was noted that school's support staff is much lower.

E04 – Premises staff are slightly higher due to having 2 members of staff on Premises team and other schools tend to have one. This is offset in E12 as our spending there is a lot lower as the school doesn't need to call for contractors for repairs.

E07 – Cost of other staff – these include midday supervisors and breakfast club – this is slightly lower, some school might have an after school club.

I08 – Income from facilities and services is lower. Some school maybe have an in house after school club and they take the income from it. Where our after school club is run by outside organisation.

Governors noted that most of the school's expenditure is considerably lower, this is not surprising if the overall income is lower.

Governors commented that overall the benchmarking was good and there were no major variances.

The committee reviewed the following policies:

Finance Policy

Governor Allowances Policy

6 month budget monitoring feedback

Governors noted the feedback from KCC Finance on budget monitoring and noted the school's responses.

LED lighting project and quotes

Following the M&S Energy Grant application, the school was successful securing the funding for £11,999. Therefore the LED project can start. The following quotes were presented to the governors:

c-elect £21,551.58

SEG £27,785.00

Laser £35,214

Governors looked at the quotes in detail and after a further discussion on pros and cons, they decided to go for and approve c-elect. The vote was unanimous.

The company is to be contacted asap so the works can start.

Personnel & Pay Committee

The committee met in October for Headteacher's appraisal. The committee agreed the new objectives for the following year, staff pay increases were approved and further targets for staff were also discussed.

11) Policies

Appraisal Policy

Bullying and Harassment

Capability Policy

Complaints

Conduct and Behaviour

Discipline & Conduct

Managing Absence and Ill Health

Pay Policy

Redundancy Policy

Safeguarding Policy

Safer Recruitment

Special Leave

Governors discussed and raised questions to the above policies. They were happy with all the changes and proposed to agree these.

Proposer: Mr S Ive, Seconded: Mr S Fitch

The reviewed policies was unanimously agreed by the full governing body.

12) CATs Collaborative Plan and Federation Agreement

Governors had the opportunity to read through these document. These are filed with the minutes. The CATs federation requires a contribution of £1 per pupil towards the CATs collaborative fund. This was unanimously agreed by the governing body.

13) Chair's Action/Correspondence

Chair dealt with an admission appeal and one formal complaint.

14) Governor Visits

Mr Ive reported that all governor visits took place as planned. 14 visits were completed in total.

It was suggested that visit report needs amending. Vice Chair to make the change and email to the clerk for distribution.

Vice Chair

15) Training & Development Update

Mr Parish reminded governors to fill in the training report after they attended training sessions. This is available in the training folder on Google drive.

Governors were reminded to use the e-learning provider, as the school has signed up to this till March 2018:

<http://www.moderngovernor.com/>

As governors aren't using it, we will cancel it for the next financial year.

16) AOB

None

17) Confidentiality

The governors considered that all parts of the proceedings could be released for communication.

18) Dates of Future Meetings

Learning & Development Team

Friday 2nd February at 8.30am

Friday 11th May at 8.30am

Resources Team

Friday 23rd February at 8.30am

Friday 18th May at 8.30am

Full Governing Body Meeting

Wednesday 21st March at 4pm

Wednesday 20th June at 4pm

ASP training for Governors – **Wednesday 6th December 2017 at 6pm**

Alternative date at Downsview – 6pm on 28th February 2018

September 2018 Intake Open Evening

Thursday 7th December 2017 at 3.30-5.30pm

Wednesday 10th January 2018 at 3.30-5.30pm

Christmas Show to visitors

Friday 1st December 2017 at 2pm

Signed Chair of Governors Dated