

**Local Governing Body Meeting
St. Andrew's CE Primary Chardstock Academy and
Mrs Ethelston's CE Primary Academy**

Thursday 7th July 2016 6.30pm
St Andrew's Primary School

MINUTES

Initials	Name	Initials	Name
JC	Mrs Judy Chisholm (Chair)	MK	Ms Michaela Kite
CH	Mrs Corinne Hales (Chair Mrs E's)	GR	Mr Gerard Rourke
NV	Mr Neil Vincent	SE	Mrs Sarah Ellis
KM	Mrs Katherine Mansi	JS	Miss Jessica Saunders
		DK	Debs Kelloway
AH	Mrs Allison Howsam	JCu	Jo Cursley
FB	Mrs Fiona Bowie	NW	Nigel Whitaker
VD	Mrs Veronica Dower (Clerk)		Parent Governor
AR	Mrs Andrea Rice		

In attendance: - Alison Roper, (ARo) Debs Kelloway

Item No	Item	Action
1.1	Welcome & opening prayer JC opened the meeting and welcomed Alison Roper, the new Head of School appointed to St Andrew's who had been invited to attend. AR opened the meeting with a prayer.	
1.2	To receive any apologies for absence Apologies were received and accepted from MDA.	
1.3	Declarations of pecuniary interests None to declare	
1.4	Confidentiality and Attendance The confidentiality statement was on the attendance sheet signed by all attendees.	
1.5	To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances. JC suggested a re-organisation of the agenda, to focus on school improvement and Head of School reports.	
1.6	To confirm the minutes of the meeting held on 19/05/2016 and consider any business arising These were <u>agreed</u> and signed as a true record. Matters arising i) The parent governor vacancy has not yet been re-advertised at Mrs Ethelston's, to be done in Sept. ii) One page Ofsted summary – September action iii) Joint curriculum visit to take place in Sept iv) Parental questionnaires have gone out, staff questionnaires have gone out. v) Prevent training link to be resent by GR	CH/MK MK/AR JCu/AH/FB GR
1.7	To agree any items to be dealt with as confidential (Part 2) • Staffing – moved to the end.	
1.8	Minutes of the Directors meeting for information No points arising to be discussed. JC noted that the minutes were extremely useful and informative. The new directors' commitment to the MAT is evident.	
1.9	Finance Report Monitor 2015/16 budget AR introduced the new budget monitor and outlined the main points. It has been presented in a very different way to previously, but will be consistent through 2016/17. At the next meeting the schools will receive actuals. In summary, the	

**Local Governing Body Meeting
St. Andrew's CE Primary Chardstock Academy and
Mrs Ethelston's CE Primary Academy**

	<p>budget shows that at the end of this year there is a small deficit forecast for St Andrew's and a small surplus the following year.</p> <p>Governor challenge: JC queried, what input have the Heads had in the budgets?</p> <p>A lot of time has been spent with the Heads, looking at PPA cover, training budgets and supply budgets. Supply in particular needs to be monitored closely, as well as supply for training. In 2016/17 teachers have been given only 2 days of supply, so this is very tight. From September Heads and governors will see month by month spending.</p> <p>Governor challenge: What is the breakdown of staffing costs – in terms of teaching, TAs and supply?</p> <p>This will be requested for the new year. GR commented that the increase in staffing costs assumes that all the staff meet their performance targets, this has been built in. As much staff training as possible will be done in-house and this has an allocation in the MAT central budget. The support in the HUB has given more confidence and control of the budget, and the month by month breakdown.</p> <p>Governor challenge: Could there be a MAT supply cover? This is being thought about and schools should be using HLTA cover more. Staff savings are due to changes of staff, more NQTs and reduced costs associated. A balance of experienced and new staff is ideal.</p> <p>Governors queried the difference between the schools, in particular staff costs per pupil. This is due to pupil numbers and relative class sizes. Governors requested a comparison between all the schools going forwards, and more comparative figures.</p> <p>NW commented that the report was informative. Action: NW to request comparative figures for finance report.</p> <p>GR explained that Governor approval has been requested by the Friends of School to fund the new outdoor classroom for St Andrew's from funds they have raised and donated to the school. Governors accepted the quote, which was proposed by SE and seconded by FB.</p> <p>Governors approved the expenditure of £6569 and are pleased for the work to begin. JC thanked the Friends of School on behalf of the governors. AH confirmed that Health & Safety implications and regulations would be considered. Work will commence in the summer holiday.</p>	NW
1.10	<p>Safeguarding report:</p> <p>GR reported that after discussion at School council at St Andrew's Years 5 and 6 have written to DCC Highways regarding traffic around the school. One of the parents has noticed that there is no warning sign saying that there is a school on the lane.</p> <p>VD raised the changing role of the Safeguarding governor – a new terms of reference will be in place by September, and the recommendation to have a deputy safeguarding governor for succession planning.</p>	
1.11	<p>Premises Development and Maintenance</p> <p>Health & Safety</p> <p>A written report was received from LT and circulated before the meeting, all health and Safety issues raised as areas for improvement in the audits have been addressed. Governors noted the maintenance programme, all priority items have been completed. AH reported that LT will have a meeting in the autumn term with her as the H&S governor. Mrs Ethelston's do not currently have a H&S governor which requires action.</p> <p>Asset register – No items written off.</p>	
1.12	<p>Head of School Reports</p>	

**Local Governing Body Meeting
St. Andrew's CE Primary Chardstock Academy and
Mrs Ethelston's CE Primary Academy**

St Andrew's

The report was circulated ahead of the meeting. GR outlined the key findings and end of year test results. Attendance is currently 96%.

EYFS: – 76% achieved GLD. Four children did not achieve GLD.

Phonics: – 88% score. 2 children did not meet the expected standard, one child is on track to meet the standard next year. 100% of the Year 2 retakes passed.

Governors appreciated the hard work of the Y2 teacher who supported Year 1.

KS1: – Reading - 78%, Writing - 73%, Maths - 77%, GAP - 73%. GR commented that ARE levels seem to be high when compared to expected national standards Above ARE levels for reading and GAPS are similar to previous years. Areas for Development will be determined when the national picture emerges, but are likely to be around achieving above ARE, in Writing and GAP

KS2 – The SATs scores were, Reading 82%, Maths 73%, Writing 55%. GR commented that writing has been the highest score nationally, but the lowest at the school, this score was reported following LA direction from moderation. Reading, Writing and Maths combined is 40%. National scores were: Reading - 66%. Writing - 74%. Maths - 70%, GAPS - 72%. W, R and M combined was 53% at ARE. The moderation training and messages were not standard across the country, and across county boundaries. Marshwood were moderated in Year 6 and this enabled the other schools to review results in Dorset. AR commented that it was the difference between 4As and 5Cs under the old levels.

A report has been written to parents at all schools to explain the data.

KM queried, how did the children find the SATs papers? A lot more stamina was needed, and pace needs to be sustained. The difficulty of questions at an early stage in the paper also didn't build confidence. SEN attainment was Reading 73%, Writing 36%, Maths 45%. PP – Reading 71%, Writing 58%, Maths 71%.

AH – is there any allowance given for SEN children in Y6 in writing? No, only if they have severe physical problems with writing.

JC noted the report on 'Quality of Teaching', which was in response to governor queries on this raised after the self- evaluation meeting, and the action taken and support put in place to address weaker teaching.

Governor challenge: What level would the high achievers have reached? One child, so 9% could have achieved level 6. However this is just a best guess. This would have been the same % as last year.

Mrs Ethelston's

EYFS – results were well above the national average, with 84% achieving GLD. The Y1 phonics result was up to 100%. Governors thanked both the Y2 teacher at St Andrew's and the Year 1 teacher at Mrs Ethelston's for their inspirational teaching.

KS1 – Reading 63%, Writing 55%, Maths 62%. ARE+ GAPS 46% ARE+.

DK commented that the reading tests were a lot harder, all children were expected to use a reading booklet and question booklet, this was just for Level 3 children in the past. In the Maths paper, children were expected to do all objectives with no physical resources.

KM queried: Are they a less able group compared to the previous year?

Yes, and there's a big spread. Last year for example, only 71% of them passed the phonics test. Intervention in Year 3 will need to be very focussed for these children.

KS2

Results were well above the national average. Reading 83%, Writing 73%, Maths 83%. GAPS 83%. Attainment was very similar to last year. AR commented that Ofsted would be interested in progress. Next year the rules will be far clearer.

Governor challenge: JC are the SEN children getting the support they need?

AR responded that SPT has been a difficult tool to show progress in the last year. GR demonstrated a new assessment tool being considered by the MAT called 'Assessment Tools'. This will have further discussion by the SLT.

JC suggested that governors with school improvement portfolio meet and look at this and progress in general with the Head of School in the autumn term. AR

**Local Governing Body Meeting
St. Andrew's CE Primary Chardstock Academy and
Mrs Ethelston's CE Primary Academy**

	commented that target setting also needs more focus. This could be very individual, with objectives relating to where they are and what they are working on. It would also give the ability to have pupil conferencing.	
1.13	<p>School Development Plan 2015/16 GR outlined the new School Development Plan. It opens with the 'Aims of the school' and is then divided in to Leadership & Management, Outcomes and Progress, Teaching & Learning. The data summary needs to be completed in Sept, School Review Process, the format ties in with the SEF. JC commented that the governors and Chairs need an input prior to the final version. Head of School appraisal should be in the summer term, teachers in September. The link is in the governors' development plan. Action: Heads and chairs to meet before the next meeting for input to the SDP, Sept.</p>	Heads/Chairs
1.14	<p>Governor Visits - review of programme and reports linked to SDP MDA visited KS2 to look at writing across both literacy and other subjects. AH needs to book one in for October. JC asked if governors and staff found that the visits and reports were useful. JS noted that staff need good warning of the visit. Some staff, particularly NQTs could be nervous of visits. JC asked if a governor could attend a staff meeting to discuss the governor role and the purpose of governor visits. GR commented that teachers should always see the report as well as the Head of School before it is distributed. Action: Governor input to a staff meeting in September re governor visits. (JC).</p>	
1.15	SEF – discussion deferred to the next meeting	
1.16	<p>Portfolio Holder Reports JC thanked FB for her portfolio report on Curriculum and Community and Parent Links. In the most recent report on the EYFS, JC commented that staffing arrangements have now been solved and noted the improvements made to the learning environment, particularly outside. CPD opportunities have been good and transition arrangements were effective.</p>	
1.17	<p>Governors development plan 2015/16 & Governors annual self – evaluation JC reported that the working party met and reviewed the last plan. Governors were happy with the plan and comments. They commented that the review using the NGA 20 questions worked well and should be repeated next year. Action: The final draft needs to be completed for the next meeting.</p>	SE/CH/JC
1.18	<p>Governor Training and Development <u>Reports on impact & feedback</u> – governors reported that the MAT governor training was excellent, it was also useful to have interaction with other governors and directors. <u>GEL training</u> – FB has completed GEL online training on governor visits and reported that it was an easy process. VD has completed the NCTL Clerks Development Programme.</p>	
1.19	<p>Policy Review and Approval</p> <ul style="list-style-type: none"> • Governor Visits Policy - approved • Attendance Policy - approved • Equality Objectives/Plan – not prepared • EYFS Policy – still in draft form – for Sept • Uniform Policy - approved • Management of educational visits policy - approved 	
1.20	<p>Chair's and Clerk's business Parent questionnaires have been returned and full feedback will be next term. Governors agreed that for next academic year the annual parent survey should</p>	

**Local Governing Body Meeting
St. Andrew's CE Primary Chardstock Academy and
Mrs Ethelston's CE Primary Academy**

	move to the spring term, AR proposed that this should be across the MAT. Focus group for each school to look at this – FB and SE and AH. Mrs E – KM and CH. Feedback will be to heads initially and AR. AR closed the meeting with a prayer	AR FB/SE/AH KM/CH
	Date and time of the next meeting 8th Sept 2016 6.00 pm (Housekeeping meeting)	

Actions

1.6 i	Recruitment process for parent governors at Mrs E's and St Andrew's	CH/MK (Sept)
1.6 ii	One page Ofsted summary for governors	MK/ARO (Sept)
1.6 iv	Governor visit tba – joint curriculum	JCu/FB
1.6 v	Prevent training link to be re sent	GR (July)
1.9	NW to request comparative figures for finance report	NW (Sept)
1.13	Heads and Chairs to meet to review SDP. For governor input	Heads & Chairs
1.17	Governors development plan to be completed	JC/SE/CH (Sept)
1.20	Parent survey results focus groups to meet and feedback	FB/SE/AH, KM/CH
1.20	AR to recommend parent surveys move to the Spring term across the MAT	AR (Sept)

Signed by Chair

Date