

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY
10TH JULY 2018 AT 4.45PM**



MINUTES

**Present: K Smith, B Vickerage, J West, P White, N Lee, D Everett, A Boyle
In Attendance : A Blench, T Keenan**

FGB30.APOLOGIES FOR ABSENCE

30.1 To accept apologies for absence. Apologies were received and accepted from K Bromley. J Newbolt did not attend, no apologies given.

FGB31.DECLARATION OF PERSONAL AND BUSINESS INTEREST

31.1 Individual governors to declare any personal or business interests on any item On the agenda. None declared.

FGB32.ITEMS OF URGENT BUSINESS

32.1 Chair to determine any items of urgent business for consideration under FGB37 below. None were suggested.

FGB33.MATTER ARISING

33.1 Academy Update. K Smith gave governors an update on the current position. Following the 24th April 2018 governors meeting K Smith met with D Sylvester of JMAT. DfE have been contacted and a request to convert form has been completed and submitted. An acknowledgment of the submitted form has been received. J Oliver met with K Taylor and K Smith to complete a detailed application form which asked for director's qualifications, pupil data, numbers and finances of the school. The acknowledgement from the DfE asked why pupil numbers were falling. K Smith replied and explained that although the school has a PAN of 40 we think that a PAN of 30 is more realistic. The request to change the PAN to 30 had been refused by the LA. The reduction in pupil numbers is due to a number of factors including the opening of a new school in the centre of Rotherham, a slowdown in birth rate. F1 for this year will be big. The application will be going to the Regional School Commissioner's Head teacher's board today for approval. Because Meadow View is a PFI school it is thought that conversion date is more likely to be April 2019 as this follows a longer legal process. Governor question – what is the Head teacher board?

This is a group of Head teachers from schools in our RSC area drawn from good or outstanding schools. Pending this decision JMAT are already including our school in communications and invitations.

- 33.2 Head teacher's termly report to include PA, unauthorised and authorised absence – see 34.1 below..
- 33.3 Notes from D Everett course to be uploaded to the website – cfwd D Everett to send the notes to A Blench.
- 33.4 K Smith to investigate alternative resource from The Key. This used to cost school £800 p.a. which wasn't deemed to be value for money. As part of schools subscription to RoSiS we now have access to 'The School Bus'. A Blench mentioned that Blackburn Primary has created accounts for this for governors to use. It was agreed that governors would get their own accounts for the School Bus.
- 33.5 A Blench to circulate governor training brochure - completed
- 33.6 Governors twitter account – now set up
- 33.7 20 questions document uploaded to website - completed

Actions – School to create accounts for the school bus system for all governors.

FGB34.HEADTEACHERS TERMLY WRITTEN REPORT

- 34.1 Accountability for educational performance
 - a) Update on the progress and impact of School Improvement Plan
K Smith expanded on the information provided in her circulated report. School has 3 less pupils who speak other languages than English than last term. The numbers of pupils entitled to Free School Meals will decrease due to changes in eligibility rules for families receiving Universal Credit. This will in turn affect the amount of Pupil Premium allocation that school receives.
The number of pupils with EHCs is increasing. Governor question – what is EHCP? K Smith explained that this is for pupils with special educational needs. The plan contains actions and allocated resource to support them. There are also 2 more EHCP in the pipeline. Governor question – have we got the capacity to support these pupils? No we haven't and this is very challenging. Governor question – is there any scope to get more external help? Would we need to employ extra staff? If we accept new pupils with an EGCP we are expected to fund the first 13 hours of support from existing school budget (£6,000) and anything required above that level will be funded by the LA. School has cut a teacher and a TA post from next year to balance the budget. It's a success story that we are viewed positively in our support for SEND pupils. Governor question – what is school policy for accepting SEND pupils can we limit this to our catchment area only? No we can't do this. The LA consults a school first before naming the school in the child's EHCP. We can say NO, but often we are overruled. This then gives us challenges in finding TAs to support the pupils and also physical space. Governor question – if we become an academy would we have more say in these things? No not because we will become an academy, but we are going to become more proactive in our responses.
Attendance – the last report broke attendance down into different groups e.g. PP, SEND. This isn't the issue now as it is PA. Governor question – what does PA mean? This means pupils who are Persistently Absent from school. The threshold for this definition is now much higher at 90% or lower attendance. School has 20 pupils who are PA. This is in line with other schools in the locality. This is the biggest barrier to improving schools overall attendance %. The main issue with these pupils is medical appointments, CP issues, parental engagement, holidays during term time, hospital appointments. We have taken lots of steps to address this including – referral to Early

Help Team, LA attendance panels. Prosecutions are considered where appropriate. All 20 are being tracked daily. Of the 20, 6 are PP. Governor question – what is PP? Does our attendance officer visit their homes? PP = Pupil Premium. No we don't do home visits instead we invite families into school to discuss our concerns. Sometimes the Education Welfare Officer visits home accompanied by our attendance officer. The EWO follows up evidence of medical appointments. For the 20 pupils we won't authorise medical absence if this gets high until evidence is given. We have good links with the school nursing service as well.

Governor question – is it the number of days or the number of absences that triggers PA? Both are looked at. Governor question – is this 20 separate families? K Smith took an action to share with D Everett the numbers of families and other schools data.

There was a discussion around school running attendance panels and it was suggested that D Everett could attend the panel and/or chair the panel.

Governor question – is lateness for school an issue? We monitor this separately. If a pupil is 20 minutes late or more this is recorded as absence.

T Keenan Left the meeting at 5.22pm

CPD – school has been very careful to make the 1 hour CPD session count for everyone. There has been a very sharp focus for each one. The subject has been differentiated for different groups of staff.

Staff absence – there has been a big reduction compared with 2017. School is committed to mindfulness training and wellbeing programmes, plus following absence procedures well.

Governor question – what is the bound and numbered book? When we use Team teach methods we record in the book when we have used a handling method.

Governor question – are parents/carers informed when you have? Are there any issues from parents? We inform them and no there haven't been any issues.

Educational performance – the latest pupil progress and attainment data was issued at the meeting. EYFS – Governor Question – what is GLD? Good level of

development. School hasn't got the national averages figures for 2018 as yet so the comparison is with 2017 data. Because the cohort is smaller this year it is easier for the % to go down. Y2 Phonics – only those who didn't pass in Y1 take the test. KS1 haven't hit national this year, we did in 2017. The children we have had with us from foundation stage with complex SEND have dragged the overall % down. Governor question – what does EXP and GD mean? Expected level and greater depth.

Lack of fine motor skills can slow down overall rates of learning. We put lots of interventions in place but have seen no change at KS1. Governor question – are they

summer born? Are there more boys? The gender split is 50/50. K Smith took an action to investigate term of birth. Governor question – was dyslexia a factor? K Smith explained that it isn't possible to get a diagnosis of dyslexia in KS1 as the symptoms of dyslexia and early development can look the same. This doesn't really emerge until Year 4. Governor question – how is the combined % calculated? We

use a grid and for a pupil who gets expected in all areas, then they are combined.

Governor question – if we removed the results for PP and SEND pupils from KS1 what would it look like? It was explained that according to the nature of the SEN need it may be phonics or learning which is impacted. Governor question – why do we

report PP students results separately? Because school receives funding to spend on initiatives which will impact this groups of pupils. The money should be spent on an action plan to help close the gap in performance between them and non-PP students.

Governor question – how do we know what's happening with PP? There is a copy of the action plan on the school website. J West is our PP governor. PP money can be spent on individual students or all pupils as long as we can demonstrate the impact of

progress and attainment for PP students. J West does an annual visit into school to look at this and produces a report for governors. K Smith will bring an updated version of the PP Plan to the autumn meeting.

KS1 progress – writing is the area of concern.

KS2 – teacher assessments used. This cohort has lots of SEMH issues throughout their 6 years at school. Maths has dropped down. Reading didn't match teacher's assessments. Combined result national = 65%, school is 37%. We knew we had a weaker cohort and have given them lots of support along the way. Our KS2 result this year will trigger LA and Ofsted scrutiny. The SEND pupils have drawn down the overall results. There were 5 pupils for whom school wanted to withdraw from the tests. This requires parental agreement. Only 1 parent gave permission.

Reading has improved. Governor question – doesn't the national figure also include SEND pupils? Yes it does but as a school we have a higher proportion than other schools. 40% SEN in Year 6.

Maths is low. We have looked at some papers and on some there are some silly errors. Governor question – have our pupils done maths mastery? Yes, but the pressure and anxiety around tests is an issue for these pupils. We started to run out of rooms so put them in their normal settings to try to make this less stressful. They have had LSS intervention. Governor question – why are the teacher assessments so out from the actual results? This is due to the pressure of the test on the day. Governor question – do you show teacher assessments to Ofsted when they come into school? Yes we do. This is the year that we will convert to academy status and will lose this data on conversion.

We have asked ourselves the question, what could we have done differently and we can't think of anything. For Maths 6 of the pupils got 99/100. Governor question – have you seen the pupils develop outside of what the test say? Yes, we have lovely confident children. Also we had 13 new pupils in KS2 which doesn't help.

2 sheets with data headlines were handed out to governors at the meeting. It was decided that the data meeting for 17th July 2018 would not happen as this had been covered at tonight's meeting.

Actions – K Smith to share other schools attendance data and how many families make up the 20 PA total. K Smith to investigate term of birth for KS1 pupils. K Smith to bring updated PP Action Plan to Autumn GB meetings.

FGB35.GOVERNANCE REVIEW

- 35.1 Composition and current membership of the governing board – resignations, new governors and expiring governors. 3 governor's terms of office will expire in 2019 A reminder that the Parent Governor term of office is 2 years and not 4 years as with co-opted governors. Governors whose terms of office are expiring next year to let B Vickerage know if they wish to continue.
- 35.2 Review of committee structure and membership – to discuss proposed new structure for 2018 19 K Smith. It was proposed that for 2018 19 the governing body disbands committees. Instead it will hold monthly meetings which all governors will be expected to attend. There will also be termly strategic planning meetings which the current chairs of committees will attend along with K Smith, B Vickerage and A Blench. K Smith to share a proposed schedule of meeting dates later.
- 35.2 Preparations for Ofsted Inspection Visit – B Vickerage. B Vickerage share hints and tips on how to speak to Ofsted Inspectors. It is thought that an inspection visit is immanent. Governor question – if we are asked a question which we can't answer straight away are we allowed to say that we will answer the question after their visit?

Actions – governors with expiry dates of 2019 to let B Vickerage know if they wish to continue. K Smith to share a proposal regarding meeting dates for 2018 19.

FGB36 GOVERNOR REPORTS

- 36.1 To review the report of the chair of the governing board relating to any functions he had exercised on the governing body/s behalf. BI Vickerage reported that he has met with K Smith twice this term and had toured the school. There was a good atmosphere in school. The governor's awards were a particular highlight. There were lots of smiles, proud parents and grandparents. Also positive feedback from the Mayor.
- 36.2 To receive the report of the Training and Development Governor, including governing board development plan – attached. P White mentioned here report which had already been shared with governors. A Blench mentioned that he had enrolled on the Clerk Development Programme this term and thanked governors for completing the 360 degree feedback questionnaire.
- 36.3 To receive reports on any courses attended by individual governors – 4 governors had attended an IDSA course. They thought that the course had been presented too quickly and they couldn't see the display board. The presenter also spoke very fast. The IDSA reports will be available in October and K Smith will do a session on these with governors then. The LAC and SEND courses were very good and D Everett will share her notes from both.
- 36.4 To receive reports from governors with specific responsibilities: - Safeguarding & SEN (D Everett), Leadership (B Vickerage), Teaching & Learning (J West, J Newbolt), Behaviour & Safety (D Everett), Data & outcomes (T White)

FGB37. GOVERNING BODY MINUTES

- 37.1 Approval of the minutes - attached
 - a) Full Governing Body – 13th March and 24th April 2018 – these were approved and signed by the chair
 - b) Strategic Planning – 17th April 2018 – these were adopted
 - c) SIP/Curriculum – 6th March 2018 - these were adopted
 - d) Finance, Premises & Staffing – 20th March 2018, 15th May 2018 - these were adopted

FGB37 ANY OTHER URGENT BUSINESS

- 37.1 PFI – the fire stopping in school had been identified by Engie as being substandard. The works will happen after the school day from 4.30pm onwards and will be completed by the summer.
- 37.2 J West and P White will meet next week to discuss the data in more detail.

FGB38. CONFIDENTIALITY

- 38.1 To determine any confidential items. None identified

FGB39. DATES OF FUTURE MEETINGS

- 39.1 To review the dates of meetings for the academic year – Tuesday 11th September 2018 Strategic Planning Committee.