

West Cliff Primary School

Governing Body Meeting

31st October 2016 @ 3.30pm

PRESENT:	Chair	Diana Jeuda Dot Russell (DR) Susan Clough Paul Gildroy Scott Grason (Guest) Peter Geer	Head	Christina Zanelli-Tyler Diana Robinson (DUR) Bob Dalrymple Ruth Cockerill
	Clerk			

	<p>Welcome The Chair welcomed the Governors to the meeting.</p>	
16/89	<p>Apologies for Absence Apologies were received and accepted from Mark Burnett.</p>	
16/90	<p>Declarations of Interest and Confidentiality There were no declarations of interest.</p>	
16/91	<p>Confidential Agenda Items There were no confidential items.</p>	
16/92	<p>Minutes of the Full Governing Body Meeting held on the 27th June 2016 The Governors discussed the minutes of the Full Governing Body of the 27th June 2016.</p> <p>DECISION: The minutes were accepted by the Governors as a true and accurate record of the meetings, proposed by SC and RC, and were signed by the Chair.</p>	
16/93	<p>Matters Arising</p> <p>16/72 Garden – Mr Grason explained that Harrisons spent a day with the digger and removed the top layer of weeds. It has now been turfed and drenched so it is at a point where they can start to work with the space. The School Council has been asked to suggest ideas for the garden.</p> <p>16/81 Fundraising – The BBQ and walk were very well received and were a big success raising over £2k, in addition a child raised money during the Regatta fun run and Paul Gildroy completed the Great North Run which takes the total to around £3k. The Governors wished to thank Mr Gildroy for his immense efforts in the fundraising and hoped that the BBQ could become an annual event. In addition there will be a Quiz on the 16th November at the Conservative Club.</p>	

16/94	Standing Orders and Code of Practice	
16/94.1	<p>The Governors discussed the Standing Orders and Code of Practice. The Chair noted that it was important that at each Autumn meeting the Governors should recommit to the Nolan Principles.</p> <p>DECISION: The Governors approved and adopted the Standing Orders and Code of Practice.</p>	
16/94.2	<p>The Governors agreed that it was vital that the Governing Body should periodically reassess the aims and values and should check with staff, parents and the children that they feel that the Governors are fulfilling their commitments to them. The Chair will draw up a questionnaire for these groups to complete and the results would be fed back to the Governing Body.</p>	DJ
16/95	<p>Governing Body Vacancies</p> <p>The Clerk confirmed that there are no terms of office that are due to expire in the coming school year.</p>	
16/96	<p>Committee Structure</p> <p>The Governors discussed the Committee Structure.</p> <p>The Governors agreed that, given the comparatively small number of Governors, it was important that they all had an understanding of all areas of Governor responsibility.</p>	
16/96.1	<p><u>Standards and Curriculum</u></p> <p>DECISION: Items that had previously fallen to the Standards and Curriculum Committee would be dealt with by the Full Governing Body.</p>	
16/96.2	<p><u>Finance</u></p> <p>DECISION: The Finance Committee would be disbanded and the Terms of Reference for the Finance Committee would devolve back to the Full Governing Body. Bob Dalrymple would be the nominated first point of contact for Finance matters and would report to the Full Governing Body.</p>	
16/96.3	<p><u>HR</u></p> <p>DECISION: The HR Committee would continue and the membership of the Committee would be all Governors other than Parent Governors and Staff Governors.</p>	
16/96.4	<p><u>Other</u></p> <p>DECISION: Other Committees would be drawn from Governors as required on the basis of availability and eligibility.</p>	
16/97	<p>Governor Visits</p> <p>SC visited the school for the leavers event at the end of term, she was</p>	

	<p>very impressed by the way in which the year group had worked together to make the event memorable.</p> <p>The Headteacher would like to thank Paul Gildroy for his work with Catch it, Cook it, Eat it which gave the opportunities a local opportunity that they would never otherwise have had.</p>	
16/98	<p>Multi-Academy Trust / Strategic Direction</p> <p>BD updated the Governors on the Shadow Trust Board meeting on the 6th October. The Board has identified a number of candidates for the positions of Member and the composition of the final Trust Board. There has also been work on deciding where decisions will be made in the new MAT, the general principle is being that the Local Governing Boards should retain much of their current role.</p> <p>One item that has highlighted the differences between a maintained school and a MAT is that ultimately it will be the MAT who will have the power to decide how the budget is shared between the schools. This demonstrates the importance of the Trust Board and the new responsibilities that they will be acquiring.</p> <p>BD explained that one of the steps was that they would like a Parent Trustee on the Trust Board – who would represent the parents across the MAT. The plan is that this position would be opened to existing Parent Governors and they are formally invited to apply for this position, if there is more than one person interested there will be some form of selection process. Expressions of interest should be received before the 25th November.</p>	Parent Governors
16/99	<p><u>Headteacher Update</u></p> <p>The Headteacher explained that there is a lot of detail and data available to the Governors via Sharepoint.</p>	
16/99.1	<p><u>EYFS</u></p> <p>The Headteacher explained that the number of pupils who reached a Good Level of Development fell this year to below the National Average. <i>The Governors asked</i> why the results had dipped, the Headteacher explained that there were a number of pupils with individual issues - they had looked at the data in detail and there was no consistent issue across the cohort.</p> <p><i>The Governors asked</i> about progress of the cohort, the Headteacher explained that the data showed the pupils entered the school at a low level and made very good progress – some 76% made good or outstanding progress in Reading.</p> <p><i>The Governors asked</i> what was being done to ensure that attainment improves this year, the Headteacher explained that the new nursery provision means that they can start to tackle the issues earlier and</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p> <p><i>Holding to account</i></p>

	prevent pupils falling behind in the first place.	
16/99.2	<p><u>Year 1 Phonics</u></p> <p>The results for the school were 64% against a National Average of 80%. The Headteacher noted that there were a number of pupils who came very close to passing which would have improved the figures substantially.</p> <p><i>The Governors asked</i> what changes were being made for this year, the Headteacher explained that they had identified that the pupils in lower groups were not getting enough access to the harder words, as a result there is now the setting into seven groups but in addition there is now also whole-class teaching.</p>	<p><i>Holding to account</i></p>
16/99.3	<p><u>Key Stage 1</u></p> <p>The Headteacher confirmed that results were around National Average for Writing and Maths but were below in Reading with 61% vs 70%. The Headteacher explained that this was the first year of the new assessment system and the actual SATS for Reading were in a slightly different format to the test papers – this had thrown off a number of pupils they would have expected to do well. For this coming year there is a better understanding of the test and so the pupils can be better prepared.</p>	
16/99.4	<p><u>Key Stage 2</u></p> <p>The Headteacher felt that the results for this year were disappointing and did not do the pupils justice.</p> <p><i>The Governors asked</i> about the cohort and the Headteacher explained of the 23 then 8 were SEND and 9 had joined the school during Key Stage 2. The Headteacher also explained that the new tests made it especially hard for SEN children to reach expectations and that the data did not show any consistent problems.</p> <p><i>The Governors asked</i> about progress and the Headteacher explained that this had been strong. The Writing section was externally moderated and the moderator felt that they were the best set of books that she had seen.</p> <p><i>The Governors asked</i> about predictions for the coming year, the Headteacher explained this next year is a stronger cohort and there is more clarity on the curriculum and the testing regime.</p>	<p><i>Holding to account</i></p> <p><i>Holding to account</i></p> <p><i>Holding to account</i></p>
16/99.5	<p><u>Overall</u></p> <p>The Headteacher noted that one challenge is that there are an increasing number of pupils who are transferring to the school and many of these have English as a second language.</p>	
16/99.6	<p><u>Pupil Premium</u></p> <p><i>The Governors asked</i> about the progress of Pupil Premium children, the</p>	<p><i>Holding to</i></p>

	<p>Headteacher explained that in general their progress was good as non-PP, however there is an issue in that a disproportionate number of PP children are also SEND and that impacts on their attainment when comparing the two groups.</p> <p><u>The Governors asked</u> about actions in place for PP children, the Headteacher that there is work with small groups and work with parents, there are also a range of interventions in place. The Headteacher confirmed that the use of Pupil Premium and analysis was detailed in the report that is available on the website.</p> <p><u>The Governors asked</u> about how the success of these interventions would be measured, the Headteacher explained that they are monitored by staff half-termly. The Headteacher noted that there has been an issue in life after levels with measuring the smaller steps of SEND progress but that the SENco has sourced some national tests that will allow this to be done.</p> <p>16/99.7 School Development Plan</p> <p>The Governors discussed the School Development Plan and noted that the priorities are:</p> <ul style="list-style-type: none"> • Improve Standards in Maths • Improve Standards in Literacy • Develop the use of FROG tracker • Develop provision in the Nursery • Develop broader curriculum • Develop parental engagement • Further use of Ipads • Improve provision of SEND • Develop and monitor Pupil Premium <p>The Headteacher explained that behind each one of these priorities is an action plan which sets out the detail of how it is to be achieved.</p> <p>The Governors agreed the priorities and felt that the SDP set a strong agenda for the school. The Governors noted that it was vital that they played their role in monitoring the actions and the results.</p> <p>DECISION: The Governors approved the School Development Plan.</p>	<p>account</p> <p> Holding to account</p> <p> Holding to account</p>
<p>16/100</p>	<p>Safeguarding</p> <p>The Headteacher confirmed that all staff have signed for a copy of the new Child Protection Policy and for ‘Keeping children safe in education’. The Headteacher explained that this new policy had more details on e-safety and advocated that the school should be willing to let the pupils take managed risks and make small mistakes that they can learn from. At the parents evening the plan was to have a talk about e-safety and also have a suggested e-safety strategy for parents to use at home.</p>	

16/101	<p>Policy Reviews The Governors discussed the Child Protection Policy and the Teacher Pay Policy.</p> <p>DECISION: The Governors approved and adopted the Child Protection Policy and the Teacher Pay Policy.</p> <p>The Governors will consider a Whistleblowing Policy at the next FGB meeting.</p>	Clerk
16/102	<p>Governor Training PG and DR had attended training on the use of Pupil Premium.</p>	
16/103	<p>Any other Urgent Business None</p>	
16/104	<p>Future Meeting Dates Next meeting 12th December 2016</p>	

Actions:

- Questionnaire for stakeholders on the effectiveness of the Governing Body (DJ)**
- Parent Governors to consider Parent Trustee position (Parent Governors)**
- Whistleblowing policy on agenda for next FGB (Clerk)**