

Courageous
Learners
Inspired
For
Future
Experiences



Cliffe VC Primary School

Minutes of Full Governing Body meeting held on Thursday 20th July 2017 at 6.00pm

Present

Mrs C Middleton	-	Co-opted Governor
Mr R Allan	-	Co-opted Governor
Mrs K McSherry	-	LA Governor
Mr R Abbott	-	Parent Governor
Mrs P Topping	-	Parent Governor
Mr M Jordan	-	Foundation Governor
Mrs K Cooper	-	Foundation Governor
Mrs S Hay	-	Headteacher

In Attendance

Mrs L Richardson	-	Clerk
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1. Welcome & Apologies

Mrs M Lumbley - Co-opted Governor is on holiday
Dr A Pickles - Parent Governor is on holiday
Mr A Price - Staff Governor is at school disco

Governors accept apologies

2. Confidentiality & Declaration of new Business interests

- Confidentiality reiterated
- No new declaration of business interests

3. Any other business to be agreed

- Behavioural issues

4. Minutes of meeting held on 17th May 2017 & matters arising

Agreed that the minutes of the Finance Committee meeting held on 17th May 2017 be signed by Chair as a correct record.

Matters Arising

- 3) Standing order was emailed to Governors. Item Closed
- 7) H & S visit to be arranged for Autumn Term
- 13) We need 2 Foundation/Trustee Governors. Item Closed

- 14) Skills Audit to be completed over summer holidays and reviewed at Autumn term meeting
- 16) Crib sheet made available for Governors. Headteacher to send e-copy.
- 19) Another feasibility study to take place in August. LA have seen school when children attending on previous occasion. Meeting with Mr Jordan may have triggered this additional study. Item Closed
- 20) Headteacher met with trustees, they are happy for pre-school to be on school site if under the responsibility of school rather than being a separate body, this would mean more work for school. Pre-school numbers are increasing and they have a new assistant manager so this is no longer an issue at the moment. Item Closed
- 21) Meeting re: pre-school took place. Item Closed
- 22) Governor strategic plan updated:
1. Improve communication at all levels
 - Governors are more visible at school events. Governors should wear their badges at all events
 - Data has been made available to parents re: pupil progress
 2. Raise standards and aspirations
 - Majority of children making expected progress and 50% making better than expected progress, therefore this is highlighted amber
 - Global learning can be seen around school
 3. Become outstanding
 - Currently a good school, we are now working towards becoming outstanding
 4. Ensure building fit for purpose
 - This item should be highlighted amber and not green
 5. Further develop the new curriculum & enrichment opportunities
 - Visits arranged linked to curriculum
 - ***Q – Do we have assessment standards for all subjects?***
A – Yes. We have moved from SIMs and OTrack to Scholarpack which will bring everything in line. Data to be added to Scholarpack over the summer holidays
 - Strategic Plan to be included on agenda for Autumn term meeting. Details to be added.
- 23) Need to add details to Year 3 then to be brought to FGB meeting
- 24) Safeguarding Audit checked and submitted to LA. Item Closed
- 25) Responsibility of children included on newsletter.
- Q – Who has responsibility?***
A – Parents until 8.45am
- 26) Mrs Middleton attended Governor SIN meeting. It is useful to attend and is informative. Dates emailed to governors for next year. Governors to inform school office if they would like to attend. Item Closed
- 27) Mr Jordan to be asked to make enquiries as to whether there are any funds we could apply for
- 28) Small group of Governors to attend a book scrutiny. Governors could attend last 15 minutes of staff meeting when these take place to monitor the process. Headteacher to inform Governors of dates in September. Item Closed
- 29) Link Governors to be discussed during Autumn FGB meeting
- 30) Interactive TV screens have now been purchased. Item Closed

31) Skills audit to be sent to Governors during Summer holidays, completed forms to be returned to Mr Abbott for collating. To be discussed at next FGB meeting

32) Mr Topping consulted re: plants we need. Item Closed

5. Confidential minutes of meeting held on 17th May 2017 & matters arising

- Mrs Fogg 6.6fte is an error and amended to read 0.6fte

Agreed that the confidential minutes of the meeting held on 17th May 2017 be signed by Chair as a correct record

Matters Arising

- ***Q – Did parent get help from high school re: EHCP?***
A – No. Headteacher has spoken to high school and child was more confident on transition day

6. Headteacher's report

- No questions

7. Data update

EYFS

- 80% of children achieved GLD, this is very good and a significant improvement on last year.

Q – How does this compare with other similar schools?

A – Raise information is not released until September

Year 1 Phonics

- We are pleased with these results, only 2 children did not pass the phonics test – 1 child missed by 3 points and has been given additional support, the other is a SEN child who will not be sitting the SATs next year

Year 2 Phonics

- 2 children sat the test again this year and 1 child passed the other child has SEN and is receiving additional support in class

Year 2 - End of KS1

- This is a strong cohort. Tests were completed but only Teacher Assessments are shared with parents.
- Results in line with national figures
Maths – 93% this is excellent, SPAG – 71.5% is good too, Reading test was not as strong as teacher assessments

Q – What can we do to rectify this?

A – We need to look at how we teach reading and that the children are understanding what they read

- ***See confidential minutes***

Year 3

- Writing looks particularly good and evidence can be seen in books

Year 4

- Reading – autumn term saw some children still working on Y2 curriculum
- There is a wide split in ability in this class

See confidential minutes

Year 5

- ***See confidential minutes***
- Work needs to be done next year for this class

Year 6 – End of KS2

- We had a visit from SATs inspector who agreed we did everything correctly. Unfortunately having this person in the room children were put off and although 4 had readers they did not ask for their readers help
- It is felt that it is disgusting having to tell a child that they have not met the standard, previously every child received a level so didn't feel as though they had failed as much as they do now.
- 1 Child did not sit the test but has been included in the data as working towards
- Some children did really well but the results were disappointing. We were expecting 82% of children to meet standard whereas only 62% met the standard
- Progress scores will be released in September
- ***Q – What are we expecting from the next cohort?***
A – This will be reported in September. Extra English & Maths class AMs should help these children.
We need a clear plan for September
- ***Q – Do we know why this happened?***
A – This was never a strong cohort and some children were very close to meeting the standard
- Exit interviews done with Y6 children and nothing specific was highlighted other than need a bigger classroom/more space
- Headteacher and Mr Price to review the results
- Governor asks that in future could the national figures be included on the table of results

8. Governor visits/training

- Governors attended gate duties. Dates for next year to be emailed to Governors in September
- Mrs Middleton attended SIN meetings
- Mrs Middleton attended Performance Related Pay training
- Skills audit should highlight any training needs

9. Policies

Lockdown Procedure 2017

- Slight alterations to where children should go
- ***Q – Do children practice lockdown procedure?***
A – No
- The LA document was discussed at Headteacher's cluster meeting
- It is currently not a national policy
- Policy agreed

Volunteers Information Review

- No change
- Policy agreed

10. Health & Safety issues – Main door update

- Extra button added to main door

11. Correspondence

- None

12. Any other business agreed at beginning of meeting

Behavioural issues

- Governor raises a concern about vandalism and flooding of one of the boys WC, graffiti on walls plus an incident in the girls WC and whether it is an escalating problem
All children were spoken to as the persons involved were unknown
- Another incident took place where a child took Dojo points prizes from a cupboard where the door had been left open, parent was horrified.
- ***Q – Is there a theme?***
A – No

This is the last GB meeting for Mrs McSherry and she is thanked for all her support and work over her many valued years as a Governor

Meeting ends 6.45pm