

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of a meeting held of the Governing Body held on Tuesday 4th October 2016
at Misterton C of E First School (GB1)

In attendance: Richard Barratt (RB), Andy North (AN), Ellie Kading (EK), Adam Pilton (AP), Liz Clemow (EC), Anthony Mulligan (AM), Nicola Ball (NB).

Richard Coath (RC) Senior EYFS class teacher.

Diana Hunt Clerk (DH)

No.	Procedural Matters	Action
1	Apologies received from Jonathon Morris	
2	<u>Declaration of Interests</u> DH asked those present if they had any Declaration of Interests. None to declared.	
3	<u>Minutes of the last Meeting</u> The minutes of the last meeting were circulated prior to the meeting. They were agreed and signed by RB. Action points from GB8 Point 3 – to re-email EK and JM the Annual Declaration of Business Interests. Point 4 – Link Roles – RB to email the Governors Point 4 – No interest from staff for the role of Staff Governor. RB has spoken to County to see if there any Governors out there with specialist interest for eg. data. Point 7 – JM to give a copy of his Prevent Certificate to the Clerk. Point 7 - Premises Audit feedback – to be presented by LC at GB2 Point 7 – Medical and Accessibility Policy to be updated and agreed at GB2. NB has had to completely rewrite the Accessibility report and it will be ready for GB2. Point 8 – Copy of the calendar to be circulated to the GB with the dates of the spag tests, phonics etc. NB to present to GB. Point 12 – Governor visits – to present at GB2. Point 14 – We will need to elect a new Vice Chair and a Safeguarding Governor role when Adrian Scott steps down from the GB. RB explained the role and asked the GB to have a think whether it was something they would like to do.	Action Action Action Action Action Action Action
4	<u>Calendar of Works/Link Roles</u> The Calendar works along with the Link roles will be emailed out by RB.	Action
5	<u>Data Review</u> Prior to the meeting a report on data by NB for both Misterton and Ashlands were circulated. RC had been invited to the meeting to talk to the Governors about the Early Years and how they are assessed. RC hands out appendix 1. RC	

talked through the document.
The children are expected to get a score of 2 by the end of the year. Any achieving 1 means they haven't achieved a good level of development.
Children are benchmarked from Baseline and pre school/nursery providers. Any lower level children will have 'School Entry Plans'. There will be more contact with our pre school providers and we are attending CISP meetings re pre school children.

A Governor asked how you move key areas forward, each cohort is different.

NB: Baseline is a good provision.

Parent input – children's experiences outside of school. Pupil progress meetings will look into the early years more than before. Looking at percentages, highlighting weaknesses to focus on next term.

NB: Talks through the data reports starting with Ashlands. We are developing a good practice across the two schools. RC and Kay Dawson (Senior Teacher at Misterton) work together for PPA.

RB: Does it work having 5 year 1 children still in the Reception class at Ashlands?

NB: We are setting the appropriate level of curriculum, but those children still need learning through play. They are having a 1:5 teaching and support with a TA.

NB: I have recognised that there are other pockets in other year groups not just focusing on EY. I have been looking at the Fisher Family Trust as it is a really good tool for looking at data and tracking data.

Phonics – We will start to track the impact phonics has on our pupils attainment in Reading and Writing at the end of KS1.

RC has set out some plans for phonics. Regular screening and testing through playing games and understanding real and false words. Any sounds not being recognised by the children there will be additional interventions for those children but they will continue with learning the additional sounds too.

The GB asked NB to explain her data set out in the report in the KS2: Year 3 table.

NB talked through each year groups targets outlining the original targets set at the beginning of the year, clarifying the targets achieved and explaining the benchmarking of outcomes against the new Key Stage expectations.

NB explained that each teacher has data available on their pupil progress document. NB showed the GB an example. This helps target the pupil premium children. The pupil progress document is reviewed 3 times a year but we have pupil progress meetings 4 times a year; every two months. This gives you time to progress and embed.

The teacher and TA have a weekly 30 minute meeting to discuss pupil progression. The staff meeting will affiliate children's progression related to the topic of the staff meeting for e.g. guided reading.

The teachers don't wait for a PPM to discuss a worry of a child – conversations will happen with the head or SLT and of course we have book scrutinees too.

RB: Are the meetings between TA and teacher evidenced to prove discussing progression of those children?

NB: There isn't time to minute every meeting you have with your TA.

AM: Do we clearly know what we need to do to achieve targets?

NB: I believe if you read the data report, it explains what we are doing to achieve targets.

AM: Are we confident? NB: Yes.

AN: What are the targets?

NB: As CISP spelling is the focus as well as a Maths Mastery focus. CISP want a 5% increase in mastery in maths.

As a school we want 50% of our children in developing moving to secure and 50% of our children moving from secure to mastery.

We've looked at different interventions, as well as over learning. It has had positive impacts and looked at how pockets of interventions worked. Gradually you will notice the wording 'greater depth' replacing 'mastery'. This is something that has come from CISP.

RB: Core subject meetings? NB: Yes, there will be times and this will be reflected in the calendar. In small schools you have to be careful that your not pulling teachers out of school.

NB: We need to continue a good level of achievement all the way through the school to year 4. At Misterton historically it has dropped off as they go through the years but interventions and plans in place.

EK: With heads of departments both at Ashlands does it impact Misterton?

NB: We all meet on Mondays and Alice Wines (Class teacher at Misterton) does approach me and Mel Hooper (Maths leader) regarding any maths queries. Mel Hooper has done a drop in, into Alice Wines class. We are sharing PPA and good practice in EY and year 1,2, 3 & 4. We are covering all bases.

As well as working more closely as a federation we doing more federated events with the children. Recent visits to Coombe Farm, the Octagon theatre to see Clare Balding and after school clubs. We are the first federated team to enter the Yeovil Schools Cross Country meets.

RC: Massive cultural shift since NB started as Head. At PDM there are better working relationships between staff across the federation.

The increased expectations in KS1: RC handed out to the governors details on the new Government SPAG tests. Appendix 2.

SPAG tests are Reading, Writing and Maths tests.

RC: The tests are extraordinarily tricky. Children are expected to get 100 at age related. If they achieve below 100 they are lower than age related and over 100 means you are higher than age related. Despite the initial problems with the SPAG tests it is expected that they will

	<p>remain the same this year. The format has not yet been published yet. CISP have comparative data.</p> <p>AM: Should we follow National? Is it aspirational enough?</p> <p>NB: The middle schools and Wadham look towards National for benchmarking. We do need to keep on top of it and track the data up through.</p> <p>EC emailed NB questions relating to the data documents sent out. Copy of email to be sent to DH for filing.</p> <p>AM: Looking at the KS2 Year 3 results from the Misterton data it says that they were 67% below in writing.</p> <p>NB: Due to such low pupil numbers at Misterton, 3 children reflects as 67%.</p>	Action
6	<p><u>AOB</u></p> <p>No further business.</p>	
7	<p><u>Feedback from Meeting</u></p> <p>NB asked the GB if they felt they understand the data more. The GB agreed it was a lot clearer.</p>	
8	<p><u>Date, time and venue of next meeting</u></p> <p>Tuesday 1st November at Ashlands</p>	
9	<p><u>Next Meeting Focus</u></p> <p>The focus of the next meeting will be:-</p> <ul style="list-style-type: none"> Head Teacher Report (SDP finalised and presented with report) Pupil Premium Review Sport Funding Review Review of Pay Awards Month 6 Financial Reports/Unofficial Fund Report Staff Pay – Appraisals Update The Critical Incident Policy The Medical and Accessibility Policy 	
10	<p><u>Confidential Matters</u></p> <p>The confidential minutes were circulated to the GB. The Governors read and agreed the minutes. Signed by RB.</p> <p>Judith Barratt and Liz Strange will be back in November. We need to assess where we were and where we are now.</p>	
Meeting closed at 7.10pm		

ACTIONS ARISING FROM FULL GOVERNORS' MEETING HELD ON 4th October 2016

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB8 Point 3	Clerk to email JM and EK with their annual declaration forms for completion.	Clerk	GB2	
GB8 Point 4	Governor Link Roles to be emailed to the Governors	Chair	ASAP	
GB8 Point 7	JM to give copy of the Prevent Certificate to Clerk.	JM	ASAP	
GB8 Point 7	Premises Audit to be presented to the GB	LC	GB2	
GB8 Point 7	Medical and Accessibility Policies to be presented to GB and agreed.	NB	GB2	
GB8 Point 12	Governor Visits to present at GB2		GB2	
GB8 Point 14	New Vice Chair to be elected and Safeguarding Role to be allocated to a Governor once Adrian Scott resigns from post.	GB/Chair		
GB1 Point 4	Calendar of Works to be emailed to the GB.	Chair	ASAP	
GB1 Point 5	Copy of email from EC relating to Data to be forwarded to DH (Clerk).	NB	ASAP	