

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 23rd January 2018 at
Ashlands C of E First School at 5:10pm (GB3)

In attendance: Richard Barratt (RB), Liz Clemow (EC), Anthony Mulligan (AM), Nicola Ball (NB), Craig Sinclair (CS), Liz Popham (LP), Lucy Gosden (LG)

Guests: Will Pearse (WP), Mel Hooper (MH)

Leanne Haldane (LH) Clerk

No.	Procedural Matters	Action
1	<p><u>SDP Review</u></p> <p><u>Will Pearse gave an update of the School Development Plan with regards to Literacy:</u></p> <ul style="list-style-type: none"> • During the Autumn term there has been a workbook scrutiny and focus on marking. • A focus on HLTAs and TAs and their work. • Child interviews focusing on reading. • During the Spring term there will be same style interviews with a focus on writing. • SATS and SPAG have been looked into. • Looked at routines and procedures. • Drop-ins to classroom to focus on learning environments across both schools • A resource audit has been completed; looking at what is available and if it is dyslexia friendly. WP will meet with NB to focus on resources and SEN children. • CISP INSET training to be hosted at Greenfylde looking at language. • Information shared with staff re raising boy's achievements – Federation data to be explored for the year. • Reading workshop held last Friday for Year 3 children at Henhayes Community Centre. Emma Wyatt attended and reported that the children performed beautifully, asked questions and volunteered answers readily. • Review on pen pals and handwriting resources and how this is linked with phonics and spelling. Support received from LG for this. • Creating new resources and will look at the handwriting and spelling policy • Volunteer readers are having an impact on vulnerable and EAL children. • Looking forwards towards the Spring term: moderation of data, looking at children working at greater depth, PFMs, Drop-ins, organising last year NQT and apprentices visiting other class settings. • Looking at the current resource of twinkle (online resource that covers the curriculum) and how best it supports SPAG – currently it is being used for Year 2. • Child interviews linked to writing. 	

- Meeting with TAs postponed twice but will do this week; now have all target paperwork for the previous year.
- Thinking of creating a literacy page on our website to provide better for parents – will link with MH to maybe add something for maths. Would want to make more bridges to parents so they can access what we provide for the children for reading, writing and spelling.
- Do a gap strength analysis to see where weaknesses lie.
- Look at EAL, SEN, boy's achievement (a gap in our boys for some years), using FFT inspire to see if that brings out any gaps to look at.
- Sharing responsibility across both schools.
- Organising a reading week to boost and engage our parents with reading.
- Looking at how our interventions are having an effect on pupil development and if there is anything new we can trial.
- Review of class certainties – things that we expect classrooms to have to support children's learning e.g. displays are used, rotated and refreshed, sharp pencils etc.

Update on Data for Literacy (WP):

- Most children on track to meet targets at end of year.
- Some in greater depth at Misterton Reception class that need to look at in reading and writing
- Discussion will be had about how to best support the pre-school to give accurate data for children starting reception in September. This year the teacher didn't know the starting point for the children. This data is now settled but going forward correct data is required from the pre-school.
- Cohort in Year 2 at Ashlands (includes large number of vulnerable, EAL and SEN in this group) – WP will work with LG regarding this.
- Phonics Screening – WP met with Year 1 and Year 2 teachers from both schools to discuss and identify weaknesses in the current system. Very strong meeting and now assessment and interventions are being put in place earlier with a view to achieving better results.

Fisher Family Trust Data Report

Handouts for the reports.

NB gave out log-ons for all governors for the FFT data website. There is only one sign in for both schools. Once Governors have logged in then they need to let Tracey Lawrence know and she can add the second school.

Governor training to be held in February for this. Clerk has forwarded details to Governors.

Produces a very useful report to highlight areas for improvement or concern and where improvements can be targeted.

Mel Hooper gave an update of the School Development Plan with regards to Maths (Handout given out with all information). In addition, it was noted:

All staff working with White rose maths – this is now a commercial centre

<p>but all resources are still available for free.</p> <p>Mathsframe being used by Year 2 as well as by KS2.</p> <p>Question asking whether the maths observations are graded the same way as Ofsted. Unable to answer as Ofsted do not grade their observations, however NB is able to send the GB board a proforma to see what is looked at during the observations.</p> <p>Question regarding feedback from observations and whether it is an open dialogue with the teacher. MH advised that teachers can explain something that might not have been seen during the lesson but consistency will be shown during book scrutiny as well. Teachers receive 3 observations each year. Following observations this year; if there is an area for improvement, then the teacher meets with a member of the SLT to develop a plan to improve. This is proving very successful over both schools.</p> <p>Question asking about resources that are available to the children. MH advised that this is be scrutinised under observations as well and making sure that resources are not just being used by KS1 or SEN but that everything is available to all children. MH advised she did learning walks and interviews as part of the CISP bid.</p> <p>Question asking what the children said in their interviews: Literacy- children were very honest and said they wanted more places to read when they wanted to. A specific area in the playground to provide chill-out at lunchtime or a softer area in the class room. WP advised that reading week is going to try and make it more informal and enjoyable. WP created a winter wonderland in the library and the children responded very positively to this. Future short term projects like this can give a spark to the children and encourage them to be thinking about reading all the time.</p> <p>Maths – Cubes have been used to visualise numbers for adding and taking away in Year 3 and has been very successful. Maths week – not held last year but the year before so may look to do this in summer term. Maths lead classroom visit – Fantastic opportunity to look at different environments and share ideas. Ashlands received good feedback from other schools.</p> <p>Actions have come out of the data for Mel as listed on the sheet.</p> <p>All the teachers now have the mindset that they are accurate in their data. Ethics are good as now teachers are happy to explain what they have done to intervene if the child is still not moving forward, however is still achieving their potential. Progress at Maiden Beech has been accurate.</p> <p>MH and WP were thanked for their reports and left the meeting at 5:50pm.</p> <p><u>SDP 3 review from NB: A report attached for reference</u></p> <p>Overall the school is moving forwards and people are engaging with the main themes.</p>	<p>ACTION</p>
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Values – Parents and children have engaged with the values and children have been reflecting on stories they've researched at home. Running about 3 weeks behind on this piece of work. The Survey Monkey has now been set up for parents to choose their 6 values; parents will be invited to choose and the link/information will also be available on the website. The Children will have their vote in school. By end of Spring 1 values should be in place. Next steps are to embed the values in the school, the worship and the curriculum.

Collective worship for this term – Roots and Fruits website purchased – teachers can use the information on here and give them confidence and understanding of the structure they need to use.

This term collective worship led by the Clergy is focused on self-worth and bullying and racism; the clergy team will lead in worship with this. When the values are agreed, they will link into this work; NB will work with LG about this.

NB has been researching outstanding schools – NB has contacted an o/s school and will hopefully arrange a walk round to see how interactive areas of worship are.

SIAMS are now doing a visit half way through the SIAMS cycle year to check if school is on correct track. This new initiative will save the school money in paying for support halfway through the year. David Williams has visited to review the inspection and has been complementary about the values work.

PSHE

- LG is the lead for this area
- Focus of the work is on relationships
- 2018/19 new agenda will become statutory – already made really good work on this.
- PSHE is now being brought into everyday teaching to help children's mental well being. LG will produce a file for the Governors to review what the focus of each PSHE is.
- LG has embedded PSHE into each year group and is now working with Misterton to do the same.
- LG has attended training and therapy (in link in holistic approaches to deliver material)
- PSHE now includes information on female mutilation for Year 4 which historically hasn't been compulsory. Governors will need to be aware of this in readiness for questions from parents. The information is low key and a child would not be over informed. Information will be added to the website and sent out to parents once the new policy is in place and agreed

The School council lead has gone this term. Other teachers will take turns for this.

ACTION

	<p>There has been lots of democratic opportunities across both schools. Trialling child led assembly (at a cost of £100) but children are very enthusiastic, so this will be explored across the 2 schools.</p> <p>Learning environment – very vibrant across the whole school and teachers are taking every opportunity for the children to learn.</p> <p>Forest school for Year 3 – MH will work with NQT in the spring term to develop his teaching in this area.</p> <p>Question regarding funding and if there is budget to buy items needed. NB replied that Lisa need to pass on things she is doing to Diana or Tracy to give her more time to focus on grant applications into specific areas such as science or geography or into things that could make teaching more effective such more trips or repeat trips to embed learning.</p>	
2	<p>Apologies received and accepted from Kay Dawson & Ellie Kading</p> <p>Welcome to Lucy Gosden, new co-opted staff Governor</p> <p>Dave Farrow was unable to attend this meeting but offered 24th January 2018 instead (the board was not able to meet on this date)</p>	
3	<p>Declaration of interests – None declared.</p>	
4	<p>Minutes of last meeting – 15th November 2017 were circulated prior to the meeting.</p> <p>Minutes were agreed and signed.</p> <p>It was noted that under Point 12 the minutes of the staff pay meeting have not yet been received. EK to provide the additional minutes (of the staff pay meeting held on 15/11/17 prior to GB2) to the Clerk for the Governor file.</p> <p>Action Points</p> <p>GB1 – Point 9 – Not done yet. AM to send out new protocol visits form to GB before GB4.</p> <p>GB1 – Point 12 - School website review: Diana has followed ELIM document and both schools are compliant for their websites. The websites are being developed going forwards. This action point is now closed.</p> <p>GB1 – Point 13 - AM meet with WP for Governor visit: AM offered 2nd Feb but WP is unavailable. AM to look for another date.</p> <p>GB2 – Point 10 – not completed. Added to matters arising again</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
5	<p>Annual Declaration of Business Interests</p> <p>For those who still haven't completed – KD (& Edubase 2 Website consent form)</p>	<p>ACTION</p>

	<p>access to this and feedback to the board.</p> <p>Pay Policy – The pay policy is back on the agenda as there are several areas on the policy that need agreeing/amending. Clerk has sent the board the details for all to review. This will need to be agreed at GB4. Any queries need to go back to LC and NB before GB4.</p>	ACTION
11	<p><u>Governor visit Report – AM Misterton 09/11/17</u></p> <p>Copy of the Report attached. It was a good range of questions covering a good variety of issues. AM was happy with the answers and responses from Lisa.</p> <p>It was noted that an answer was left out by the 'how can we balance savings against current budget' questions. AM advised this was left out as LC didn't answer this in depth that day but is satisfied that it has been covered adequately in meetings outside of this.</p> <p>AM will complete a Health & Safety visit at Ashlands school on 26th January 2018</p>	ACTION
12	<p><u>Housing Development Update</u></p> <p>The attached handout shows the latest proposal from the developers to build housing at the back of Ashlands School. The developers want to work with the school to obtain the best result for everyone and would like the Governing body consent before moving forwards.</p> <p>Ownership of land would be gained by Ashlands under this proposal and the millennium garden and forest school area would remain. There would not be a footpath through the school in this proposal. There would be a new car park with proper parking bays for parents at the back of the school, which should impact on child safety.</p> <p>The impact is on the MUGA which would still exist but would be moved. It was suggested to ask whether the new MUGA would be in place before the old one is removed.</p> <p>Some discussion around the negative impact of a community playground next to the school and that maybe this area would be more useful as part of the school.</p> <p>Impact is on muggers. Previous proposals have not been completely taken off (to include going through millennium garden) but want to now work with everyone for best result.</p> <p>It was agreed that it's a much better scenario than before and reflects a positive move forward. The security of the school would increase as the school would officially own the land that is already being used. The GB agrees with the proposal as long as the MUGA is replaced like for like.</p>	

13	<p><u>Date Update</u></p> <p>Data Overview Autumn 2017/18 attached.</p> <p>NB advised that Year 2 and Year 4 are quite difficult years and the targets are harder to reach, although targeted intervention is in place, including 2 TAs in Year 2. Year 4 is seeing a positive impact from SDP and is improving.</p> <p>GB fed back that progression is looking positive as the year goes on.</p> <p>NB advised that at Misterton there is a lot of work going on behind the scenes to make these results happen and to maintain them.</p> <p>NB advised that the Ashlands NQT is using the other teachers for support, guidance and mentoring.</p> <p>NB advised that Misterton and Ashlands are really working together to bring each other on and develop the work that is being done.</p> <p>NB was asked if she could add % to show the on-track figures instead of numbers (for consistency throughout the report) and NB advised that she would be able to do this.</p> <p>Question asking should it be highlighted if children are both EAL and Pupil Premium. NB advised that this report should be read alongside the pupil premium report. It doesn't always have an impact, but where it does this is highlighted.</p> <p>Pupil Premium reports for Ashlands and Misterton attached and reviewed.</p> <p>NB advised she was proud of the teachers work this Autumn term and this is certainly reflected in the data. There was a good foundation from last year and WP has made a big improvement in literacy.</p>	ACTION
14	<p><u>Feedback from Meeting</u></p> <p>Clerk to cross-reference supporting documents to their item number on the agenda when they are sent out; to avoid confusion</p> <p>Policies to be reviewed prior to the meeting.</p>	
15	<p><u>Date and time of next meeting –</u></p> <p>W/C 26/2/18 – actual date will be agreed when the first of the CISP update meetings is known.</p>	
16	<p><u>Next meeting Focus</u></p> <p>Finance Focus B – Draft Budget/Month 9 Report/SFV report will include exact figures of pupils on school roll and details of new funding formula</p>	

	<p>Month 9 reports – and Chart of Accounts SIP/SEP reports (if available) Somerset Financial Values (must be completed by end of March) Health & Safety Policy Pay Policy</p>	
17	<p>Confidential minutes to be approved – GB2 Point 9 and GB2 Point 19</p> <p>Both confidential minutes approved and signed.</p> <p>It was noted that on GB2 – Point 19 – that it was RB, EK and CS in attendance and not AM. This was amended before being signed.</p>	
	Meeting closed at 7:25pm	

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 23rd January 2018

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB1 – Point 9	Protocol Visits New Form – AM to confirm if this has been circulated to the GB	AM	Before GB4	
GB1 – Point 13	Governor visit – EK and AM to arrange to meet with WP	EK & AM	Before GB4	
GB2 – Point 10	Pay Committee to discuss and approve apprentice being recruited to fill upcoming TA vacancy	Pay Committee	Before GB4	
GB2 – Point 12	EK to provide minutes of staff pay meeting held before GB2 meeting – for Governor file.	EK	2 weeks	
1	NB to send proforma of Ofsted observation to GB board	NB	GB4	
1	LG to produce a file for Governor's reference regarding curriculum for PSHE	LG	GB4	
6	Skills audits – EK and KD to forward to Clerk before GB4 for collation	EK and KD	Before GB4	
9	Parent questionnaires: NB to produce a report for parents with feedback	NB	2 weeks	
9	Parent questionnaires: GB to give NB any ideas for questions for the survey monkey for parents; or any thoughts on questions that need to be added or edited	GB	Ongoing	
10	Health & Safety Policy: AM to look into burgundy pact regulations about 6 monthly risk assessments and advise when the policy can be signed	AM	Before GB4	
10	Pay Policy: All GB to review the email sent with amendments to this policy. Any queries/comments back to LC and NB with a view to signing this policy at GB4	All GB	Before GB4	
11	AM to complete Health & Safety visit at Ashlands school in Jan 18 – feedback at next GB meeting	AM	GB4	
13	Data Overview: NB to add % to show on track figures (currently showing as numbers)	NB	When time	