

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 15th October 2019 at
Ashlands C of E First School at 17:10 (GB1)

In attendance: Eleanor Kading (Chair – EK), Nicola Ball (NB) -left meeting at 19:05, Liz Popham (LP), Elizabeth Clemow (EC), Kay Dawson (KD), Niki Clarke (NC)

Clerk: Leanne Haldane (LH)

Guests: Mel Hooper (MH) – left meeting at 17:45, Alice Wines (AW) – left meeting at 17:45

No.	Procedural Matters	Action
1	<p><u>Apologies</u></p> <p>Abigail Cox – did not attend and did not send apologies</p> <p>LG – currently on maternity leave</p> <p>The meeting was confirmed at quorate.</p> <p>New Governor Niki Clarke was welcomed to the Board.</p> <p>Register of Business interests forms completed by GB – AC and LG to do</p>	ACTION
2	<p><u>Declaration of interests in any agenda item</u></p> <p>None declared</p> <p>Urgent matters – Promethean Board Lease added to Item 15</p>	
3	<p><u>Guest Speakers – Marking and Feedback Project – Mel Hooper and Alice Wines</u></p> <p>MH and AW attended the meeting to explain a new research project they are currently involved in for Marking & Feedback. Improvements to this area have been linked to staff wellbeing and ensuring that children make good progress. An objective of the project is to reduce teacher workload.</p> <p>MH handed out a copy of the ‘Research Protocol Template’, a copy is available on the GB file.</p> <p>MH explained that hours can be spent marking books and planning lessons and this can affect a staff member’s mood. AW and MH attended a research meeting that used this tool to stop this taking so long. They have adapted the tool to meet the needs of the Federation.</p> <p>They are now completing a single sample study to look at how workload reduction (using this tool) compares to children attainment. The current Year 4 (across both schools) data will be used in this study. The data</p>	

should remain as it is or accelerate under the study.

MH and AW completed a questionnaire as part of this study, the answers are given in a 5 point scale. Once the study is finished, they will complete this again to see if their scores have improved. An example of this questionnaire is available on the GB file. The data in the questionnaire will not be analysed until the end of the project.

Following the initial meeting, MH and AW then met and wrote a new marking policy for the school to make the workload more manageable for all teachers. A copy of this new policy was handed out.

NB advised that this bid/research project allows the schools the support to put this initiative into place. NB started the research with MH and could see how useful this could be, so then made decision to put AW on the team, to remove NB as doesn't mark anymore. Also to develop AW in her role in a leadership project.

Last year MH trialled the idea of using faces during marking to show if the children understand what they are learning. It is very simple and was not taken as negative if a wobbly face was used as this simply indicated the children needed more help with a concept. MH found the children last year responded to this. Coloured dots can be used instead of faces.

The GB asked if stamps would reduce marking time instead of faces/dots.

MH replied they had considered this but found 2 different colour pens just as easy and preferred this as stamps can run out or be lost.

MH advised she used parts of a marking policy from another school where it was working well and added the Federation values. The policy reflects the values well as children respect each other's work when they mark it, but also show trust to let someone else mark their work.

MH advised marking needs to have a clear purpose and feedback has to be meaningful and quickly able to be understood. MH advised that verbal feedback is given as much as possible.

MH advised that lesson objectives are very accurate and specific to the task. MH advised the wobbly face is never seen as a failing but is useful for the teacher to quickly see who may need to be targeted in afternoon interventions. Individual teachers will develop how they use these colours in their own classes.

MH advised that children are being encouraged to do self-assessment by using the faces or coloured dots to mark their own work. MH advised they are also encouraged to edit, in pencil before the work is marked and then in purple pen once it has been marked.

MH advised that in the Foundation class, the marking evolves as the year goes on and faces etc. become more appropriate. All work in the Foundation class still has clear objectives.

MH provided the GB with a large version of the marking system with the colours, faces and instructions of how to mark. MH advised this is up in all classrooms for the children to see so they can understand what to do. MH advised the values have been weaved into the policy at every stage.

NB added this is policy that is improved by having the values weaved and wefted into it.

MH showed the other symbols or words that can be used during marking. They are timesaving devices from the previous Marking Policy, but now are optional for teachers. The children are very confident with the meaning of the symbols and they do save time.

MH advised the next steps of the project: A record will be kept for marking and planning time for the whole of October to see what the impact of this new system will be. MH advised that books were available for the GB to look at and see the new system in place; these were handed out.

The GB asked what happens to the results of the questionnaire.

MH replied that they will be fed back into the larger project and compared nationally to see how teachers lives improve.

NB added they will look at what parts of the initiative work for the Federation and the impact these have on the teachers workload.

MH advised they are trialling toolkits and seeing good results already.

KD commented that she is seeing good results with the children using coloured stickers. KD added it also starts good dialogues with a child who feels wobbly but actually they do understand the concepts.

The GB asked how the teachers have responded to the new policy.

MH replied that they can see the advantages of it, although an Ashlands book scrutiny showed that there are classes that need to embed it further so it is effective.

The GB asked if teachers were not using the old marking policy.

MH replied they were using it, but interpreting it for their class.

MH added they will be doing another book scrutiny soon and hope to see a different result.

NB added book scrutiny's will be faster as it's clearer to see what the children are doing. NB advised that any problems will be easier to flag/resolve this year.

Thanks were passed to MH and AW for attending the meeting and sharing their project. Both left the meeting at 17:45.

4	<p><u>Instrument of Governance Review</u></p> <p>The Instrument of Governance was reviewed by the GB, no changes made and the document signed by the Chair.</p>	
5	<p><u>Minutes of last meeting</u></p> <p>Minutes of GB7 meeting held on 17th September 2019 approved and signed. The GB confirmed the minutes were an accurate reflection of the meeting.</p> <p>Confidential minutes of GB7 meeting held on 17th September 2019 were distributed and agreed and signed.</p> <p>Action Points from GB7:</p> <p>GB5 – Item 9, Action 1 – KD will email GB5 – Item 9, Action 2 – KD will email GB6 – Item 4, Action 1 - Completed GB6 – Item 4, Action 2 - Completed GB7- Item 3, Action 1 – LP waiting confirmation from U3A of who best contact person for WP is GB7 – Item 5, Action 1 - Completed GB7 – Item 5, Action 2 - Completed GB7 – Item 5, Action 3 – EC agreed to becoming Vice Chair on a provisional basis dependent on workload and if able to commit. Probationally elected and EC to advise the GB if unable to manage the workload. GB7 – Item 6, Action 1 – Policies for GB1 and GB2 have been reviewed, Clerk & Chair to review for the rest of the year. GB7 – Item 6, Action 2 – Diocese training calendar emailed to GB, however LA training calendar failed. Clerk to send again GB7 – Item 7, Action 1 – moved to GB2 GB7 – Item 9, Action 1 – Ofsted Framework Training Course – David Theobald has offered to attend the school and complete training with Governors. Option to tie this in with a GB date – Clerk to add to Calendar of Works. GB7 – Item 9, Action 2 – Completed GB7 – Item 9, Action 3 – Clerk to do</p>	<p>ACTION ACTION ACTION ACTION ACTION ACTION ACTION ACTION ACTION</p>
6	<p><u>FDP Priorities for 2019/20 to be agreed</u></p> <p>FDP Priorities 1, 2 and 3 from 2018-19 have been reviewed and the results issued to the GB. A copy of these are held on the GB file – any questions sent to NB.</p> <p><u>New FDP for 2019-20.</u></p> <p>The FDPs for 2019-20 have been developed by NB and the SLT and have been discussed with all staff as linked to their professional development meetings.</p> <p>NB had presented the FDP for 2019 – 20, copies are held on the GB file.</p>	

Priority 1 – To raise the achievement of all pupils as an outcome of high quality teaching, assessment and effective intervention

NB advised this is the third year of changing the culture across the Federation and it has been a journey for children and teachers. NB advised that data is accurate now and the culture is that nothing is hidden. NB added that all data is on SIMS now, including reception children and it is easier to track a child's journey now.

NB advised that county data will be available this Thursday, which WP will review in detail, but the current trend across the county is that the level of children at Good has gone down.

NB advised the expectation this year is that children will reach their Gold certificate in Year 1, 2 and 3 to obtain Good. Year 4 children will be expected to reach Bronze certificate.

NB advised that engaging the large boy cohort for Year 1 with their phonics and timestables will be part of CPD of the teacher. The GB asked if there was plenty of support available for this, NB replied yes.

There is one child in reception class at Misterton, the other children are supporting them and they are settling well.

WP will continue to look for a system to track spellings, grammar etc. so that Year 1 and Year 2 can be tracked for an end of year overview and Year 3 and Year 4 will have online assessments that is collated into data.

MH will continue to develop staff in maths.

The SLT will start to take the lead with PP premium to allow NB to hand this over.

KD will be sharing her SEND knowledge with the rest of the SLT.

Priority 2 – In line with the new Ofsted expectations – To continue to improve the learning culture in the school, evolving assessment, progression and engagement across the core subjects and broader foundation curriculum.

NB will add the word 'skills' before 'transferable' on this report and reissue to the GB.

NB advised they have already seen results under this priority from the marking project MH and AW are involved in. All classes are allocated 1 hour TA time, 3 times a week to target children who have put a red dot or a wobbly face. These children can then be worked with on the same day to help them understand before they move onto the next lesson. This time can also be used to expand GD pupil knowledge. It is working well as under this system the class can move forward as a cohort.

	<p>The GB asked if this impacted on other curriculum areas, i.e if children were missing out on other areas to complete this intervention.</p> <p>NB replied that writing is now used across the curriculum so it could be writing in science for example. NB advised teachers are mindful it is not always the same children at the same time, and are mindful if PE or Art is happening so children are included. NB advised the children have enjoyed going out to do the extra work.</p> <p>The GB commented their concern is that the ‘fun’ bits of the curriculum are sometimes seen to be in the afternoon and the children could be worried about missing out on them.</p> <p>NB replied this is not the case now really as teaching is changing and the morning is also viewed as exciting, with exciting writing projects and WOW items.</p> <p><u>Priority 3 –To increase the capacity of the school to move from ‘Good’ to ‘Outstanding’ by enhancing the staff and children’s well-being both within and beyond the school (SEMH). To enhance the experience of all through effectively embedding and celebrating the Federations values and vision. To further enhance capacity through effective professional development, distributive leadership and development of staff and governors.</u></p> <p>NB advised this priority ensures that everyone is trained in what they are taking on and that everyone has a clear progression.</p> <p>NB advised that the SLT did start to split this priority to look at the areas that Ofsted will be looking out, however this is a large task so will be continued throughout the year. NB advised the content of this priority will not be changed by this.</p> <p>The GB asked if this is the priority that is amalgamated with SIAMS.</p> <p>NB replied yes.</p> <p>NB and the SLT were thanked for their hard work, the FDP 2019-20 were agreed by the GB.</p>	
7	<p><u>Data Overview</u></p> <p>Data Overview Final Documents for 2018-19 previously circulated to the GB. A copy is held on the GB file.</p> <p>Data Overview Year Start 2019-20 document previously circulated to the GB and a copy held on file. NB presented the document to the GB.</p>	
8	<p><u>Pupil Premium & PE Sports Premium Review</u></p>	

PE and Sports

PE and Sport Premium review of impact of sports funding 2018-19 for Ashlands and Misterton – documents previously circulated to GB and copy held on file.

PE and Sports premium allocation funding 2019-20 for Ashlands and Misterton – documents previously circulated to GB and copy held on file.

NB advised that WP completed the paperwork for the Bronze award. This was successful and the school will look to complete Silver next.

NB advised that the MDSA coordinators at both schools had been very successful. NB advised that this year they will look at making competitive play available at lunchtime e.g. football club etc. so children do not have to travel to other schools to participate.

NB advised the CISP PE meetings are really well attended and very effective.

NB advised that funding will be used this year to get pupils to sporting events, if possible.

NB advised that Real PE is very popular with the kids and explained it is more about core strength, mental wellbeing and developing kids bodies to keep them well at all times.

NB advised Pro-coaching will continue as long as funding is available.

NB advised Class based Movement boxes will be purchased this year as this was not done last year; these are incredibly effective for children.

NB advised a larger piece of playground climbing equipment will be brought in in November – this is to engage children who do not engage in sport.

NB advised the Funding allocation document shows sustainability of what is in place.

NB advised they will be working with Rob Treacher, CRP Co-ordinator (Previously County Lead for Sports) to enable strategic ability to be better.

NB advised that money has been added for opportunity such as a movement based day or mobile climbing wall like last year.

The GB asked who is managing PE and sports this year.

NB will be managing this until Sara Bailey is ready, but progress is going well so this should be passed over quickly.

Thanks were passed to NB for these reports.

	<p><u>Pupil premium strategy</u></p> <p>NB has checked with how other schools are reporting data for PP and non-PP and most are progress based (not based on ARE). So this will be how it is done this year and should give a better reflection of the progress being made by PP pupils.</p> <p>Thanks were passed to NB for these reports, any questions to be sent to NB.</p> <p><u>NB left meeting at 19:05</u></p>	
9	<p><u>CISP Development Update</u></p> <p>The GB have been attending meetings with different MATs to see what they can offer and if the CISP would consider joining one of them.</p> <p>The Quantock MAT meeting is on tomorrow at Wadham School at 17:00 if any of the GB can attend.</p> <p>The GB asked if this was affecting staff morale. The response was not at this stage as nothing further was known and staff were confident that the GB were looking into all options.</p>	
10	<p><u>Policies to be Agreed:</u></p> <p><u>SEND Policy</u> – KD has done some further updates on this policy. The policy was approved by the GB. The updates will be emailed to the Clerk to pass for signature of Chair and HT.</p> <p><u>Compliments, Concerns & Complaints Policy</u> – The GB has questions for NB before this policy can be signed.</p> <p><u>Use of Positive Handling Policy</u> –</p> <p>The GB questioned the term ‘teach teach’. KD confirmed this is recognised term and is standard within the teaching world. It is how you guide a child and use calming words to help the situation.</p> <p>The GB questioned whether there would be 2 members of staff in a classroom if a positive handling review had to be put in place. KD replied that not always and in some cases it is better to evacuate the class rather than remove the child, and in this instance a sensible child would be sent to the office to ask for assistance from another member of staff.</p> <p>The GB questioned how the positive handling review actually works in practice.</p> <p>KD replied that you shouldn’t pick up a child and 2 member of the staff team should always be present to protect the child but also the teacher. KD</p>	ACTION

	<p>advised before a child entered the school there would be meetings in place to agree what to do.</p> <p>The GB asked them if the policy was not specific enough. KD replied that sometimes it wouldn't need to be as the child would have a review in place.</p> <p><u>Child Protection & Safeguarding Procedures</u> – The GB also had a couple of amendments to query about this policy before signing.</p> <p>EK will email questions on all policies to NB before they are signed</p> <p>KD to email the RE policy to Clerk to issue to GB to be signed off at GB2</p>	<p>ACTION</p> <p>ACTION</p>
11	<p><u>Governor visits – visits from end of last term</u></p> <p>Governor visit from EK re: Health & Safety visit to Ashlands on 18/07/19 previously circulated to GB. Copy held on file.</p> <p>Clerk to chase feedback on visits from LP and EC at the end of last term.</p>	<p>ACTION</p>
12	<p><u>Safeguarding</u></p> <p>Nothing further raised at this meeting</p>	
13	<p><u>Health & Safety</u></p> <p>Health & Safety issued raised over the size of the bins at Misterton and problems this could cause. KD to email Clerk details. Outcome is that smaller bins are being purchased to reduce risk.</p>	<p>ACTION</p>
14	<p><u>Church Distinctiveness</u></p> <p>EK will meet with the Diocese at the end of November to be officially made a Foundation Governor.</p>	
15	<p><u>Urgent matters arising after agenda sent, to be added at the start of the meeting</u></p> <p>An order has been placed by LC for 4 Promethean White Boards. LC obtained 3 quotes as per procedure and managed to obtain 4 for the price of 3. Thanks were passed to LC.</p> <p>The lease figure is £2,247. The budgeted figure is £1,980 so an additional £267 for the extra board. The GB approved this spend.</p>	
16	<p><u>Discussion of effectiveness of this meeting</u></p> <p>No time to discuss this agenda item</p>	

17	<p><u>Agree date for next meeting</u></p> <p>The next meeting was scheduled to be held between 25-29 November, however this week is no longer suitable.</p> <p>EK will speak to LC and NB to agree a suitable date and forward to all of the GB.</p>	ACTION
18	<p><u>Next meeting focus</u></p> <p>Finance Focus A -LC to attend meeting and report: Month 6 Report, Unofficial Fund Report, Benchmarking Accessibility Plan Review Review of Staff Pay Declaration of Interest, Code of Conduct EVA – Governors to delegate responsibility Curriculum Slot & Guest Speaker – TBC Governor Visits Policies – Whistleblowing, Federation Security Policy & Procedures, RE Policy, Teacher’s Pay, Teacher Appraisal</p>	
Meeting closed at 19:20		

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 15th October 2019

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB1 – Item 1, Action 1	AC and LG to complete Business of Interest forms. Clerk to co-ordinate	Clerk	By GB2	
GB5 – Item 9, Action 1 & 2	KD to email PSHE Policy and example of lesson plan to Clerk for distribution to Governors	KD	By GB2	
GB7 – Item 3, Action 1	LP to pass details of contact at U3A to WP	LP	By GB2	
GB7 – Item 6, Action 1	Clerk to review policies due for renewal for the rest of the year	Clerk	By Dec 2019	
GB7 – Item 6, Action 2	Clerk to resend training calendar from County to Governors	Clerk	ASAP	
GB7 – Item 7, Action 1	Clerk to agenda review of link roles at GB2. Chair to review before meeting	Clerk and Chair	By GB2	
GB7 – Item 9, Action 1	Clerk to add Ofsted training with David Theobald to Calendar of Works	Clerk	ASAP	
GB7 – Item 9, Action 3	Clerk to find sample Ofsted inspection questions on the Ofsted website and forward to GB	Clerk	By GB2	
GB1 – Item 10, Action 1	SEND Policy – KD to send updated policy to Clerk to arrange for Chair and HT to sign	KD & Clerk	ASAP	
GB1 – Item 10, Action 2	EK to email questions to NB re: policies for sign off – Complaints, positive handling and child protection	EK	ASAP	
GB1 – Item 11, Action 1	Clerk to chase NB for feedback on Governor visits at the end of last term	Clerk	By GB2	
GB1 – Item 13, Action 1	KD to email Clerk details of Health & Safety concern re: bins at Misterton	KD	ASAP	
GB1 - Item 17, Action 1	EK and NB to discuss suitable date for GB2 and advise the rest of the GB	EK and NB	ASAP	