

Governors Meeting Minutes 22.5.18

Apologies:

Steve C, Lucy B-V, Annika, Catherine, Rachel

Annika has also resigned as a full governor to be discussed later in the meeting.

Declaration of business interests – no change

Matthew introduced to the Governors as the new school Education Standards Officer, replacing Mary Cox.

Catherine has discussed with Angie whether or not she is giving her full attention to her role as Clerk to the Governors. She has suggested that she resigns from her post.

Louise Adams explained that the RSC report stated the need for the Governors to be more strategic and proactive in their roles.

Urgent business:

Annika has agreed to be an associate governor – we need to vote on this.

LGB has received & noted the latest Scheme of Delegation from Plymouth CAST. The LGB structure complies with the new Scheme of Delegation but there appears to be inconsistency between the finance responsibilities outlined in the Scheme & what the Chair has been told at CAST briefings, ie there is no longer any finance role for LGBs.

OFSTED Action Group Report: Steve C notes discussed:

See separate notes from Steve C

Turnover of staff rather than retention. Initial support of staff in roles, early quality assurance process needs to be more robust.

Head Teacher's Report:

Head Teacher's Report – CAST have designed a new proforma so that this is standardised across all schools. Louise asked Amelia to trial the new proforma for the next half term, before this is rolled out across all schools.

Attendance data discussed – more disappointing than initially hoped. We are tracking the families whose children have below 95% attendance before this drops below 90%.

Analysis to model analysis for the governors (Matthew to work on this with Amelia)

Safeguarding:

Two occasions this half-term where there have been FTE. Provision for the two children discussed.

New Reading Scheme: AR discussed - NW questioned how this is working. Discussed the implications of the new scheme as far as ICT resources are concerned.

MTA: Angie questioned whether there had been any luck with recruiting a new member of staff? Not as yet. Existing members of school staff have stepped up to work around fewer members of

meal time staff. Ideally, we want to recruit school TAs who know the children well to take on these positions.

Y6 data – Teacher Assessment questioned for writing. The predictions and the existing data do not make sense. Amelia to look at again and discuss with Kate D.

RSC Visit 10.05.18:

Matthew summarised the visit as written notes.

Governance needs to strengthen further – Louise explained that the Governors historically were not in a great position to challenge the Head.

Data explained. Progress Measure of 0 is expected. Historically, the children have not achieved their outcomes even in Y5. Current Y6 did not have as fragmented an experience as in the past through targeted teaching and improved learning outcomes.

Louise discussed page 4 of the RSC report.

Behaviour systems – children's perceptions need to be addressed across the school. What the children see is fair or not? Explain to the children what good behaviour looks like.

Pupil Questionnaire to address the perceived concerns of the children regarding behaviour. Pupil Voice is extremely important to OFSTED. Children need to feel confident in the environment they are in. Explain and challenge why the children have this perception? Is this coming from home? Move the children to thinking more positively about their school experiences...focus on this in more detail.

Positive quotes from the children to go in the Newsletter weekly to highlight good experiences of the children across the school.

Communication with parents: RSC was explicit that no part of this report can be shared. Minimal data could be seen as more negative, than none at all.

Pupil Progress and Attainment Data:

The latest data drop – number of children at expected and exceeding are increasing throughout the year.

Angie questioned the Y6 data – Amelia explained the data as it stood.

Questions about the Y4 situation – explained that the current Supply Teacher is being closely monitored with coaching and mentoring sessions. In addition to book scrutinies and support with planning. The Y4 teacher has also had the opportunity to observe a Maths lesson being taught by the Maths Leader in Y3. Support with assessment is also in place.

Y2 – discussed the reasons why as the smallest class in school, the GD outcomes are low. SG explained that SH was being supported in planning maths to encourage more GD outcomes. SH has designed interventions to try and improve the GD outcomes in Reading and Writing.

What would be the impact of the data if the predictions were accurate? Louise explained that at the most the school in its current situation could only come out as RI. To achieve a good grade, the school needs secure sustained outcomes embedded – good teaching and learning and rigorous systems in place.

Discussed when the KS2 data would be published – July 7th 2018.

Safeguarding: Sue Gale is undertaking the L3 safeguarding training for her role as Admin on the front desk, but she will not be officially a DDSL.

Health and Safety:

Lisa undertook a walk around the school with a H and S specialist from Devon County Council. Evac chair recommended to be placed outside Y3, for easy escape from the building. By the top of the staircase immediately outside the classroom (second staircase)

Fire door outside the staff toilets should not be wedged open – remain closed to be effective.

Catherine went to a GDPR training day – any sensitive data displayed needed to have a lockable door. Matthew explained that Caroline at CAST has worked extensively with schools to ensure all CAST schools are compliant with the new GDPR guidelines. Deadline is Friday 25th May 2018 – everyone needs to be clear about what is required from this date.

Company employed by CAST has not moved the situation on quickly, so CAST are now picking up the GDPR processes. ‘Common Sense prevails.’

Governor visits:

Angie is due to meet with Tamsin and Camilla EYFS in the next few days.

Mr Hall asked if he could come in and speak to SG on Friday morning regarding Maths.

Louise suggested that a governor picked up the issue regarding behaviour – to come in and talk to the children about this. ‘Pupil Voice.’

Steve C is due to meet with SG to discuss PP children immediately after half-term.

Staffing update:

HLTA employed to cover PPA one afternoon per week.

One TA has recently resigned.

The two teacher absences are ongoing – Amelia is meeting with HR on Wednesday 23rd May 2018 to discuss further.

Changing roles and responsibilities – what can/can’t be done by governing bodies is being developed by CAST.

Louise explained how Budgets are set. Needs to be more rigour around holding people into account. Budgets are tighter than ever to meet requirements of FNTEI. Cannot legislate outside.

Once the budget is set, you are expected to comply with the budget.

Louise mentioned the need to unpick Catherine’s role to see why she was spending so much on Finance.

Lisa questioned if Jane would be returning. Louise has stated confidentially that Amelia will be staying until the school is out of Special Measures.

Governor Training:

Angie GDPR

New governor training

Pupil Numbers: 30 children expected to join Reception for September 2018. Holy Angels are sending 21 children into school.

Communication to parents: Based on the outcomes of the full governing body meeting, the priorities for the school are now.

Report on attendance etc. Highlight the positives.

Summarise improvements in teaching for parents

Pupil numbers

Impact of the new initiatives that have been put in place.

Reduction in the number of Health and Safety incidents.

Talking to the Pupils about their perceptions of behaviour.

Louise's observations for the Governors:

Louise to take a step back from this point on. Matthew will take over the role of moving forward strategically.

Need a Clerk for the Governors – 10 hours per meeting. Do Torbay have any suggestions? Contact other schools to see if there is anyone who would like extra work?

Agenda is based on the Head Teachers report format.

Governors questions are mostly information gathering. Head Teacher sends out report in advance, but reading this before the meeting will steer questioning. Give Amelia the questions before the meeting. Whatever Amelia tells the governors, the governors need to be aware this is not enough. This will result in a much more purposeful meeting. Avoid going down a route of too much superficial questioning/conversation. Continue to think about what is going to move the school forward. Be specific – the quality of documentation is not strong enough at the moment. Once this is in place, then go and visit other schools that have a strong governing body.

Emailing questions in advance make a big difference to the outcome of the discussions held at meetings. Monitoring and Management Cycle to be put in place. This will mean that discussions can be held purposefully at different points across the school year. Do not need to discuss everything in one go.

Any questions for Louise? No. Louise will be attending a governors meeting in three or four meetings time.

Next meeting is Tuesday 10th July 2018. This will also be the date of the Governors Cream Tea

CAST briefing in June in Exeter – Angie has asked for support.