

THE GOVERNING BODY OF SLAITHWAITE CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Governing Body held at 6.00 pm at the School on Wednesday, 22 November 2017.

PRESENT

Dr C Beith (Chair), Mrs N Bailey, Mrs E Bradley, Mrs S Brown, Mrs D Kaye, Mrs A Parkinson, Mrs CL Simpson, Mrs BCA Swift, Mr T Szoradi, Mr S Tierney, Miss C Wadsworth, Mr C West.

In Attendance

Mrs M Baxter (Minute Clerk), Mrs P Cherrington (staff), Miss K Millward (staff), Mrs J Oversby (staff).

The meeting began with opening prayers.

1935. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs C Crebbin (consent) and Ms P Wood (consent).

There were no declarations of interest.

1936. NOTIFICATION OF ITEMS TO BE BROUGHT UNDER ANY OTHER BUSINESS

The following item was notified to be brought under Any Other Business:

- Letter received from Minister of State for School Standards.

1937. REPRESENTATION

The following matters of representation were noted:

Governor Designate

<u>Name</u>	<u>Category</u>	<u>With Effect From</u>
Mr Shaun Tierney	Designate	06.10.2017

1938. MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2017

RESOLVED: That the minutes of the meeting held on 27 September 2017 be approved and signed by the Chair as a correct record.

1939. MATTERS ARISING

(a) Data Committee (Minute 1924 refers)

Miss K Millward would be talking through the assessment for learning, the new system and how this would be presented to parents later in the agenda.

(b) Safeguarding (Minute 1925 (g) refers)

Mr T Szoradi had recently completed his Safeguarding training at Wellhouse School.

Two Governors still had training to organise. It was not an Ofsted requirement that all Governors be trained in Safeguarding but training must be recorded.

NOTE: There was an online Safeguarding training course available on the Safeguarding Board website. Governors wishing to do this course to contact School and a log-in would be set up.

Q. For how long does the training last?

A. 3 years

(c) Dates/Events this term (Minute 1925 (n) refers)

The School's nativity play would be held in Church on Thursday, 14 December at 6.00 pm.

Q. Mr S Tierney has just joined the Governing Board, should Governors consider to which committees he should be added?

RESOLVED: That Mr S Tierney to be added to Achievement and Progress Core group and shadow Mrs C Simpson as joint class link Governor for Cherry class.

1940. USE OF SOCIAL MEDIA AND CODE OF CONDUCT FOR STAFF GOVERNORS

The Acceptable use policy was circulated in the meeting. The Head Teacher explained that all School staff had a code of conduct regarding social media, which they were asked to sign. It would be good practice if Governors were to sign as well. Governors discussed whether the policy needed to be amended to be more specific to Governors.

RESOLVED: That the acceptable use policy to be accepted and signed by all Governors.

The agenda was taken out of order at this point to allow staff to present their items and leave.

1941. NEW ASSESSMENT SYSTEM

The 'Whole School Assessment System update – July 2017' was distributed. Miss K Millward spoke to the document covering the following points:

- How the school's choice of system came about.
- The importance of a points progress system.
- The working towards, working at and greater depth grading.
- The importance of evidence and how this is recorded by highlighting target statements stuck inside the front of each child's book.
- Those with mastery of year 6 curriculum would be moving to year 7 curriculum.
- This assessment system began in September and by December there would be data to track progress.

Q. Presumably there is evidence to back the highlighted target statement?

A. Yes, these are all evidenced and there must be evidence that it is secure.

Q. Is this just used for reading, writing and maths?

A. This is used for core subjects, so also includes science. The system has reduced teacher's workload as all information is to hand and not in separate folders. It is also simpler for substitute teachers to see where children are at.

Q. Is this just recorded manually?

A. Each term children are assessed and given a level and the progress points they have made. Mrs K Millard talked through some hypothetical examples. The system will allow filtering of different cohorts.

Q. Is it possible to add colour coding amber, red and green?

A. Yes that can be done as well. There is also a record of the narrative around the data so if a child doesn't make expected progress there is a record of why.

The data group needed to meet in January as a data drop has been requested for 8th December.

Q. Should Governors for each class know of any trends the data may throw up?

A. Yes. This can be looked at in the meeting.

1942. NUMERACY REPORT BY MATHS CO-ORDINATOR

Maths update to Governors – Wednesday, 22 November 2017 was circulated in the meeting. Mrs J Oversby spoke to the document covering the following points:

- There was a new calculation policy; a copy of which was available on the website.
- There was a policy in School for how children learned their instant facts.
- Intervention groups.
- Termly book scrutiny's.
- Challenge work always being available.
- New CGP text books published in August had been bought. These were excellent as they covered all requirements of the curriculum, including problem solving, practice at multistep problems and had plenty of challenge built in.
- The new assessment scheme was being used.
- In Year 2 the expected target was 80%, 84% was achieved and greater depth target was 32%, 24% achieved. 2 children marginally missed conversion.
- Year 6 results were well above average both locally and nationally.

Q. What is being done for those children who just missed Greater Depth?

A. The School has evidence that these children were working at GD but just missed out by a few silly mistakes. The papers have been looked through and the School is looking at instant recall and imbedding instant recall from Early Years.

Ofsted focussed on securing and mastering before moving on in maths.

Q. Is there any feeling from teachers that the instant recall is getting in the way of further work?

A. Speed comes with confidence; they are then less likely to make silly errors. It also helps them tackle abstract concepts better. It can be a hindrance for some when fluency means they know the answer but then can't explain how they got it. Children do need to know how they come by an answer and it does appear in some questions. Our children can explain how they reach an answer.

When setting the targets the School looked at the Fisher Family Trust data to compare theirs nationally.

Miss K Millward and Mrs J Oversby were thanked for their reports. They then left the meeting.

1943. PUPIL PREMIUM

The Pupil Premium expenditure had been circulated and been looked through by the Finance committee. There were 20 children eligible in 2016/17 and 6 previously looked after children. Money was being spent on Social and Emotional work, School visits and After School Clubs, (PP children did not pay for these) personalised learning groups and parental engagement for younger children.

Q. How do these numbers compare nationally?

A. Below average nationally but about the same as our local Schools who have similar catchment area.

The Head Teacher had made class visits to observe the PP children. Not all PP children needed additional work.

Q. What happens to the money for children who don't need additional work?

A. They don't pay for clubs or visits. There is a breakdown of the impact made on this cohort of children and it has to be published on the website.

Q. The School has to show how it is closing the gap for these children?

A. There are 6 PP children in year 6 and all 6 have achieved above national average, this was the same for last year. There is a record of every intervention every PP child had received.

1944. PROGRESS DATA AND INTERVENTION PLANS

A copy of 'Inspection Data Summary Report' published yesterday on the Governors dashboard was distributed.

Key items Governors should know were last year SATs results, KS1 results, KS2 Targets and Early Years.

Q. Can Early Years explain how children are assessed?

A. Early Years have a different curriculum and are judged as emerging, expected or exceeding. A baseline is done in September and there are already children with interventions. An assessment is made termly against age related expectations.

Q. When the Data group meet each month each term would it be possible to have a concise one page summary?

A. Yes.

ACTION: Data group to produce a summary of the results of the meeting for Full Governors.

For the past 2 years the School's disadvantaged pupils had outperformed national figures. Progress measured for reading and maths were well above average and writing was average.

If any Governor wished to look at data online they were advised to contact School and Miss K Millward would set-up a password. This document was what Ofsted had before a visit and included 'areas to investigate'.

ACTION: Governors to look through the Inspection Data Summary Report and contact the Chair or Head Teacher with any questions.

The Head Teacher had e-mailed Mike Whitfield asking for feedback. The reply was positive; asking why there was more progress in reading than maths, how was the school maintaining results, was the School pushing for outstanding and asked the School to keep examples of writing.

Q. Is the School changing to outstanding?

A. This is what the School is hoping.

Q. If the School achieves outstanding, would inspections be less frequent?

A. Yes.

1945. LITERACY PROGRESS AND INTERVENTIONS

Mrs N Bailey the Literacy Governor and the Head Teacher had picked 3 children from each class from year 1 to year 6 and looked at the books and the differences between grades. Mrs N Bailey read with some children. The plan was to revisit and read with the same children to see the difference. Feedback to staff included:

- The application of key spellings in work
- Marking to the children's writing targets
- Highlighting regularly and dating
- A more uniform approach across years

Mr S Tierney and Mr C Beith visited School to look at intervention plans. They looked at progress across books and fed back areas of development.

Time was going to be planned for staff to meet their new children in the autumn and summer more formally. This was currently being done but only on an informal basis.

1946. REPORTS FROM COMMITTEES

(a) Finance Committee

Currently in period 7 with 55% of the budget. Everything was where it should be with no expected works. There had been an increase to the Sports premium and the School was carrying a healthy contingency. Minutes would be circulated shortly.

Q. What is happening with the bungalow?

A. There are no bills or standing charges. There is currently no agenda for the building.

There was a discussion around charging external groups for use of the premises and the Committee were currently looking into the insurance.

(b) Pay Committee

The Pay Committee had met and the 3 pay increments were approved.

1947. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Head Teacher spoke to her report which was circulated prior to the meeting.

(a) Holidays

There had been continuing requests for holidays and one child had taken 12 days. This had gone to Kirklees.

Q. It is the LA that issues the fine not the School?

A. Yes but the Head Teacher's name will be on the fine and it goes to both parents.

Q. Is this a child with attendance and progress issues?

A. Yes

(b) Pupil Premium

The P.E. pupil premium expenditure was now on the website.

(c) SEN

There were 12 children on SEN support and 2 with EHCP. Two requests for EHC assessment had been turned and these were being appealed. There were 4 children on child protection plans and 1 with a team around the family plan.

Q. Is there a limited number of times these can be submitted?

A. Yes, 3 times.

(d) Behaviour

There had been one racist incident of name calling on 7 November. This had been dealt with, with full support of family. There had been no incidents of bullying.

(e) Community Hubs

There was a meeting of the Colne Valley Community Hub on Wednesday, 6 December at 9.30 am at Marsden Mechanics.

(f) Ofsted

The School felt it should go to outstanding. Head Teacher monitored teaching and learning in School and felt strongly that it was outstanding. Once there was an Ofsted inspection, it would be followed by a statutory inspection by the diocese. The last inspection by the diocese was done in July 2014. The School would be given a week notice of the inspection by the diocese.

(g) Pay Reviews

All teaching staff have had a pay review. A confidential anonymous example of appraisals had been sent to Governors.

(h) Policies

The lockdown policy was conducted in October.

Q. Has there been any complaints?

A. No.

The Geography and History policy had been approved.

(i) Dates for Governors to note

Christingle - Sunday, 3 December at 11.15 am at church.

Christmas fayre - Friday, 9 December at 2.30 - 4.00pm at school.

Nativity - Thursday, 14 December at 6.00 pm at church.

1948. SAFEGUARDING

This item had been covered earlier in the meeting.

1949. SCHOOL DEVELOPMENT PLAN

This item has been covered earlier in the meeting

1950. GOVERNOR TRAINING AND GOVERNOR VISITS

The Chair requested that Governors, whenever they make a visit to School, to e-mail him with the following:

- Date of their visit
- Who they are visiting
- Purpose of their visit

The Chair would then collate these in one place.

Governors were asked if there are any areas that needed visiting.

RESOLVED: (i) That Mrs C Simpson, the Behaviour Governor, would arrange to visit School to view the Behaviour records.

(ii) That Mrs A Parkinson would receive a log in for Tapestry and would arrange a visit to Early Years.

1951. ANY OTHER BUSINESS(a) Letter received from Minister of State for School Standards

A Letter had been received from the Minister of State for School Standards congratulating the School for its achievement in the phonics screening check putting the School at the top 6% of the country. The Head Teacher read out the letter.

Q. There have been lots of comments on the state of the path across the dam, is there anything that can be done, are there any dog waste bins put up?

A. Yes there are bins; this has been an issue previously.

ACTION: Head Teacher to e-mail Rob Walker the local MP

1952. DATE OF NEXT MEETING

RESOLVED: That the next meetings of the Governing Body be held at the School on:

Wednesday, 17 January 2018 at 5.00 pm - Data meeting
Tuesday, 13 February 6.00 pm - Full Governing Body

1953. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

Meeting closes 8.00 pm