

Rangeworthy CEVC Primary School

Minutes of the Full Governing Body Meeting Held on Tuesday 11TH February 2020 in the School at 7.00pm

No	Item	Action
1	<p>In Attendance:</p> <p>James Powell (Head Teacher) JP Jeanette Mullen Co-opted Governor JM Liz Edmunds Co-opted Governor EE Jenny Eastment Co-opted Governor JE Emma Pattullo Co-opted Governor EP Susan Warnock Staff Governor Swa Sharon Wells Parent Governor Swe Dawn Hardwick Foundation Governor DH Marie Bath Local Authority Governor MB Thelma Maslen – Clerk</p> <p>The Chair welcomed all Governors to the meeting and new LA Governor Marie Bath to the meeting.</p>	
2	<p>Apologies</p> <p>An apology was received and accepted from David Russell, Foundation Governor.</p>	
3	<p>Declaration of Interests</p> <p>Parental (pecuniary) Interest were declared from JE & SWa who are members of staff.</p>	
4	<p>GDPR</p> <p>Nothing to record.</p>	
5	<p>Minutes of meeting held on 10.12.2019 <i>To confirm as an accurate record.</i> The above minutes were all approve and signed by the Chair JM. All Governors present agreed with this decision.</p> <p>Amendment: Should read: The Planning application which was place opposite the school has been withdrawn.</p>	Decision
6	<p>Matters arising from those minutes (not otherwise on the agenda)</p> <ul style="list-style-type: none"> • Single Central Record - JP has checked the single central record to verify the DBS for JM, DH and DR which are all in date - Complete • Parents Survey – JP has checked parent view and there are no responses recorded. JP will issue a parent view link within the school's newsletter. • DPIA – JP noted he has 2 actions still outstanding. • Safeguarding sheets are all signed except for one member of staff in breakfast club. • SWa has completed the maths report and issued to Governors. • Subject presentations have been organised for the next committee meetings. • JP has assigned monitoring of sections of the SDP to the relevant Committees. Complete. • JE has produced a Governor visit proforma and issued to Governors. • JE has issued a skills audit to all Governors. Complete 	

	<ul style="list-style-type: none"> JP confirmed the Appendixes have been added to the Attendance Policy. 	
7	<p>Mathematics Subject Report</p> <p>JM noted the report is very informative and thanked SWa for her time in producing the document. JP noted this report is not the expectation of all subject leaders as the report took a long time to complete.</p> <p>SWa noted the report details evidence on progress and targets. Governors to note the school is only a third into the year so some information is limited.</p> <p>JE asked: Has the multiplication check been discussed with Year 4 parents? Parents have been informed and the children can attempt a practice run before the real test. JP noted there is a 3-week window to complete the test online.</p> <p>EP asked: Is there any issues with internet connectivity? No current issues have been identified. JP noted the pass rate for the times tables is not given to all schools until all the tests are complete.</p> <p>JE asked: Why is the maths group only open to girls and not boys? SWa noted the group is for girls who lack confidence, but the group is open for boys to attend.</p> <p>JM asked: Are the teaching staff using the same marking system for children? JP noted our school are responding well with the marking feedback for the children.</p> <p>JM asked: How does the schemes of work with maths work? SWa noted the school is adopting the Mastery approach by getting the children to work at the same level. The Government approve the 'White Rose' maths scheme. Teachers have been adhering quite rigidly to this scheme and although it is proving that children are demonstrating a good understanding, a concern is that not all of the curriculum will be taught in the time available.</p> <p>A challenge for us is to ensure that 'no child is left behind' and that we have a 'keep up' rather than 'catch up' approach to learning. Some schools are adopting 'same day interventions' in order to support children. This is something that we have trialled and found difficult with our level of TA support in the afternoons and also in the way our school day is timetabled. Therefore, our focus has been on ensuring that children are well supported in lessons and misconceptions in understanding are dealt with swiftly.</p>	
8	<p>Headteacher's Report – Verbal</p> <p>Numbers on roll has increased from 60 to 64. Mainly due to a family joining from another local school.</p> <p>Class Numbers are:</p> <p>Reception - 7</p> <p>Year 1 - 15</p> <p>Year 2 - 9</p> <p>Year 3 – 15</p> <p>Year 4 – 4</p> <p>Year 5 – 7</p> <p>Year 6 - 7</p> <p>Applications for Reception intake for September 2020 is currently 7, 1st place, 3, 2nd place and 1, 3rd place.</p> <p>The LA portal shows the current numbers and actual numbers are advised in April 2020.</p>	

<p>One of the 3 joiners have a younger sister who will be reception age next year. JP is positive this family will make an application to the school for a child place.</p> <p>Next year's class structure has been discussed in the Finance Committee and JP noted the school tends to be bottom heavy, a lot of children in the lower year groups. JP reviewed scenarios for class structures and the two possibilities which are being considered are:</p> <p>Option 1 Reception, Year 1 and Year 2 – would be One Class (29 children) Year 3 & 4 would be together (23 children) Year 5 & 6 would be together (11 children)</p> <p>Option 2 Reception and Year 1 together Year 2 & 3 would be together Year 4, 5 & 6 would be together (This is the current class structure)</p> <p>The disadvantage would be a large class in the lower end of the school or large class in the top end of the school.</p> <p>The difficulty with 3-year groups with the expectations of Year 6 SATs would be challenging. JP has made a provisional decision for Option 1, which has been discussed with all teaching staff, and this will be confirmed at the Finance Committee due to school funding. JP advised after reviewing the structure it was decided Option 1 was the better decision for the school.</p> <p>JP advised there is currently a positive carry forward in the budget. The Governors had an in-depth discussion with the staff structure and JP noted the proposal is to have 2 teachers in KS1 to give the children in Reception, Year 1 and Year 2 the best opportunity for learning.</p> <p>JM noted there are currently a lot of TAs working in the school, can the school sustain this as this does raise the expectation of the parents.</p> <p>EM noted can the school inform parents as soon as possible when the school structure is confirmed.</p> <ul style="list-style-type: none"> • Alison England has been recruited (18.75 hours) bringing 15+ years wealth of experience. • Jemma McClain has joined the school from an agency and employed to support two children with EHCP for 12 weeks (5 mornings). The parents are pleased with the provision which is being provided. • Jane Guest left at the end of Term 2. Sarah Musty will take on 9hrs as HLTA and a TA role is still covering PPA. • Domino Alliance meetings were held for Maths and English which have been very useful. • Within the Domino Heads attend other schools to review different subjects. JP advised he has attended three schools to review curriculum and reading. A Domino Head will review the school on the 24th March and the school focus is reading. The aim is to give schools ideas to improve teaching and learning and offer support. • The Domino Alliance has been rated as the best cluster group in the area. • 3 fire drills – Access from the fire door needs to be checked. • 3 EHCP in the school • The single central record is UpToDate when last reviewed on the 31st January 2020.

	<ul style="list-style-type: none"> Attendance on the 10th February 2020 was 96.56%. National is 95%. Below 95% you would monitor a child, below 90% the parent would be invited to a meeting the Head Teacher. Holiday absent is still a problem for the school. The broken weeks have improved. On the 16th March the Finance officer will attend the school to set the budget for 2019/20. JP noted the predictions against milestones for targets have been set. Reception results for GLD is showing 4 out of 7, 57%, which is below the national average. This is due to one new child joining the school. Phonics KS1 and KS2 predictions are good. The Siams celebrations are still to be decided. <p>Governors had no other comments.</p>	
9	<p>Performance Management Processes Update</p> <p>JP will meet with the teachers by 31st October to discuss objectives for the following year. JP noted two objections is sufficient as any more is not achievable with the time constraints of teacher workload.</p> <p>Template being: Looking at workload, curriculum, and whole school objective and pedagogy for their personal development. JP will hold mid-point review with staff to discuss the targets. The cycle then starts again to review what was done the previous year.</p> <p>JP noted all the staff are working over and above their objectives.</p> <p>HT Performance Panel Processes</p> <p>EP noted JP's objectives are set at the beginning at the academic year. The Challenge support partner and the two panel members will sit on this panel. All Governors approved the above processes.</p>	Decision
10	<p>School Development Plan (SDP) (Draft)</p> <p>JP distributed the SDP to all staff and Governors.</p> <p>The document has been rag rated and the SDP is focused on the Curriculum development. The SDP is an ongoing document. JP advised the EYFS is documented in the plan.</p> <p>SEF – New Version</p> <p>JP noted due to work constraints this will not be reviewed at the present time.</p>	
11	<p>Siams - Report</p> <p>MB noted on DH report it stated the Ethos Committee met and advised the Siams Report went from Outstanding to Good. The Committee discussed the report and the areas to develop.</p> <p>3 areas for improvement were:</p> <ul style="list-style-type: none"> Culture capital Diversity in the school Developing partnerships with other schools. <p>JP noted the Ethos of the school came through in the report.</p> <p>DH would like to thank all staff for their work.</p> <p>JM asked: How will the school celebrate the Siams report? JP noted DH and members of the Church will produce a cake and DH will organise active worship. The Deputy Director of the Diocese will attend this event.</p>	
12	<p>Staffing Update 2019/20</p> <p>The school have employed 2 SMSA making taking the numbers to 6 lunchtime staff.</p>	
13	<p>Governor Monitoring & Evaluation Plan</p> <p>All governors need to be using the new proforma template for school visits and Collective worship. Reminder: All Governors need to attend a school visit minimum two times during an academic year.</p>	

14	Governor Training Visits <ul style="list-style-type: none"> • EP has booked on to the Computing in the Primary Curriculum training for later in the year. • JE attended an Education and welfare briefing course. • The TOR for the Domino Alliance was approved, adopted and signed by the Chair JM.26.2.2019. All Governors approved of this decision. <p>New Governor Training: JM reminded MB to look into the governor training from South Gloucester.</p>	Decision
15	Sports Funding & Pupil Premium Update <p>JP has reviewed the sports funding. Most of the funding is applied to support the Forest Commission and the Breakfast Club.</p> <p>JP noted the school had its half yearly review for the budget. The projections to April 2020 are we have a carry forward of £5303.</p> <p>Forest Skills and Afterschool Club continues to receive the Sports Funding. SWa has booked MOJO active for £1500 for next year which was very good use of the funding and the utilisation of breakfast club and Forest School. The swimming lessons have been booked for KS2 in Terms 3 and 4, some of the costs for swimming will also come from the Sports Funding.</p> <p>Pupil Premium</p> <p>PP can be reviewed annual and the Government have issues new guidelines on the strategy for Pupil Premium and updates do not have to be done annually.</p> <ul style="list-style-type: none"> • 9 children on the Pupil Premium register and 9 on SEND register. • 2 EAL children • 5 GRT children 	
16	Safeguarding Safeguarding report <ul style="list-style-type: none"> • The Safe-guarding committee met and discussed E-Safety. The school is working on this aspect to improve children's awareness. • 2-Year advance inter agency training. • JP noted there will be whole school safeguarding training on the first inset day of the year in September. 	
17	Policy None to review.	
18	Any other Business <p>The Planning Application which was place for the back of the school has been withdrawn. The school as forwarded a letter stating some requirements in relation to some planning application act.</p>	
19	Reflection <ul style="list-style-type: none"> • Siam's Celebration and the achievements of the school. 	
20	Date of next meeting: The amended meeting date will be Tuesday 31 st March at 6.30pm	

Meeting closed at 8.30pm

Signed:

Dated: