

**EYNESBURY Church of England (C) SCHOOL**

**MEETING OF GOVERNING BODY**

**HELD ON TUESDAY 8 February 2016**

**Present:**

Karl Wainwright (Chair)	KW
Helen Rouse (Head teacher)	HR
Barbara Churms	BC
Michael Freeman	MF
Kate George	KG
Mandy King	MK
Debbie Noonan (left at 9pm)	DN
Eileen Raggatt	ER
Judith Ruff	JR
Andrew Underwood	AU
Sonia Wilson	SW

**In attendance:**

Tracey Crawshaw (Camclerk)	TC
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The meeting opened at 7.00 pm  
The meeting was quorate

K Wainwright welcomed everyone to the meeting. D Noonan opened in prayer. K Wainwright reminded governors that any concerns or issues regarding school should be taken to Helen and for those regarding the Head teacher or school governance they should be taken to K Wainwright.

**Housekeeping**

**Apologies for Absence**

With Governors agreement:, Caroline Truman (maternity leave)

Without Governors agreement: None

No apologies given - Andrew Chapman, Stewart Martin.

**Minutes from last meeting**

The minutes from the meeting held on 1 December 2015 were signed and agreed with minor amendments. They were proposed by E Raggatt and seconded by A Underwood.

**Matters arising from last minutes 1 December 2015 and not included in the minutes**

Page 3 - Keeping in Touch visit. The Head teacher has not yet received the report and

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the visit took place in October.

Page 4 – Gaps in the priority lead governors for the School Development Plan and Pupil Premium Champion resulting from the resignation of J Ruff will be filled at the next meeting. This will enable the new governors to have attended induction training and have a better understanding of the importance of governor visits. J Ruff had undertaken visits for targets 1b and 2 for this term.

Priority and Target	Lead/link governor
1a	K Wainwright/B Churms
1b	Vacant
2	D Noonan/Vacant
3	A Chapman/K Wainwright
4	E Raggatt

### **Action: The clerk will circulate the visit reports.**

The job description for the Pupil Premium Champion has been drafted.

Page 6 - Safeguarding Audit. The school is undertaking the Local Authority self-audit and then the Local Authority School Advisor will be invited to undertake the Local Authority Safeguarding Audit. This will be covered under agenda item 5.

Page 7 - Prevent Duty. The clerk has forwarded training detail to the chair and he will undertake the training.

The Head teacher has not been able to move forward with the Collaboration Paper action.

Governors noted that the joint Carol Service went well and was a lovely occasion.

The teachers' pay award was agreed at the FPP meeting.

### **Correspondence**

E Raggatt is still not receiving the school newsletter and the Head teacher will look into this.

### **Committee Minutes**

The Finance, Premises and Personnel committee met on the 3 February (minutes not yet circulated) and the Policy and Curriculum committee met 27 January (minutes not yet circulated).

### **School Newsletter**

The newsletter is being received by Governors.

### **Any Other Business**

Governor pen sketches.

Governor briefings.

Governor conference.

## **MAIN AGENDA ITEMS**

### **1. Register of Pecuniary Interests**

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None recorded.

### 2. **Head's Report including SDP (Top Line), RAP and TOP**

The Head teacher presented a written report to the governors which was circulated in advance of the meeting with the agenda and will be filed with the minutes; the following items were discussed or noted:

- Year 5 has been capped at 28 children. Governors enquired if there have been new children in the class? Four or 5 children have joined the class since Year 4 and there has been a lot of movement in the class.
- Attendance is improving from last year and is down slightly from last term and there does not seem to be a reason for this. The school does not have an official Education Welfare Officer (EWO). Attendance is reviewed every four weeks and the school uses a 3 letter system (based on the County system) which is clear to parents regarding attendance and the impact on learning. There is discretion regarding the use of the letter system such as hospital appointments and long term illness.
- Pupil Premium in Early Years has increased and is a result of information being sought through home visits. Governors enquired if there is Pupil Premium funding for Early Years. The Pupil Premium funding for Early Years is termly and the funding is lower than Years R-6.
- Year 5 staffing was discussed and governors regarding the impact of the staff changes on the class. The class now has 1 teacher for 4 days a week and this is a positive for the class. There is now pressure on Mrs King as her leadership time has been reduced to 0.5 days a week. This time last year the school had 9.5 hours of leadership time and now has 5.5 days.
- Staff absence is low.
- Electrical works due to be taking place over half term and as discussed at the FPP committee will not take place unless a clear plan of work is made available by the contractors.
- Quotes for the replacement of the water pipe replacement will be requested at the end of February.
- The fencing around the pond will be ready for science week. The pond has been tidied up and it is a valuable space.
- The quality of meals has improved and there has not been a significant increase in the meal uptake.
- Free School Meals (FSM) at 26 January 2016 was 11. This is a drop in numbers and could be due to Universal Free School Meals (UFSM) and parents not realising they are eligible for Pupil Premium. Reminders will be placed in the school newsletter.
- Children who were previously part of School Action plus (SA+) or School Action (SA) are now SEN support and

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may not reach the criteria for support. The support can be internal or external. Governors enquired if there are criteria from the Local Authority for SA and SA+ children who do not fall into SEN support. The school continues to support children who were historically supported by SA or SA+.

- Three fixed term exclusions have taken place since September and support is being provided to the child.
- The number of Child Protection issues are less than for the previous term. The Head teacher has undertaken Designated Child Protection Lead refresher training. Staff training regarding Child Protection is being updated and Music and volunteers are also being issued with training and advice. The aim is for this to be completed by the end of the half term.
- Governors are aware of how the school deals with bullying incidents within the school and discussed parental perception of bullying.
- The Head teacher is currently undertaking the NSPCC Safer Recruitment online training to update her training in regard to recruitment.

### Safeguarding (Item 5 on agenda)

The Head teacher is undertaking the Local Authority Safeguarding tool kit audit and the following items were discussed in relation to the audit:

- As part of the audit it was identified that the school did not have a Lone Working Policy and that the First Aid Policy should be updated to be the First Aid Procedure. The Head teacher is creating an evidence file of the Schools Safeguarding information.
- Keeping Children Safe in Education March 2015 and July 2015 documents are expected to be read and followed by all members of staff and they will be expected to sign to they have received the documents. Receipt of the documents will be recorded on the single central record.
- Child Protection refresher training is undertaken every three years and is up to date for all staff, volunteers.
- The single central record is updated with induction training for staff and is noted on individual staff member files. This process is better for teaching staff than for the support staff and this will be corrected.
- The transfer process for Child Protection records for children moving schools was discussed. If the school is local than the Head teacher takes the file to the Head teacher or designated person of the school (such as secondary schools and local moves). For out of area schools the files are sent by recorded mail to the designated Child Protection Lead.
- The termly revision of the single central record has been undertaken by C Taylor in the school office and the Head

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teacher. It was noted that it is recommended that the single central record is checked once a term by governors. K Wainwright does review the single central record but not once a term and this will be reviewed. **Action: K Wainwright and Head teacher to agree single central record review timetable by governors.** The school is considering having a third member of staff to take responsibility for aspects of the single central record to support C Taylor and the Head teacher.

KW/HR

- Disqualification by association has been added to the single central record. As part of the discussion the Head teacher will check the questions asked as part of the DBS process regarding disqualification by association. **Action: Head teacher.**
  - Unchecked contractors will always be fully supervised and unchecked contractors will only be used for exceptional circumstances.
  - The Head teacher has now undertaken the Prevent training.
- Head teachers report continued (from item 15)
- Curriculum – understanding ‘age expected expectations’ has remained a priority.

HR

Data was discussed under this section of the Head teachers report (item 4 on agenda).

- Early Excellence – all children who joined the Reception class were assessed under the Early Excellence system (national and school data circulated) and Cambridgeshire Reception Year Initial Data Return Autumn term 2015 (circulated). The outcome of the Early Excellence are very positive compared to national outcomes and also St Neots schools. This is potentially an able cohort and they have settled well. This may be due to a large number of children coming from the nursery (23) and settling quickly. If children are happy they will demonstrate ability more easily. Governors enquired if the data had been compared between children who had come from the nursery and those who had not. That data has not been looked at.
- Cambridgeshire Reception Year Initial Data Return Autumn term 2015 – the strengths in the class are health and self-care, shape, space and measure and technology. Weaker areas (not weaknesses as the results are still good) are moving and handling, managing feelings and writing. Governors enquired how physical activity is measured as part of the return. The questions are yes no answers such as can they use a low level slide.
- Report on Progress and achievement in academic year 2015/2016 was circulated to governors. The value added scores for KS1 to KS2 were Reading 101.3, Writing 100.2 and Reading 101.7 with the average 100. Governors enquired how do the teachers know what age related expectations are? The teachers have statements for

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expectations and the writing objectives for writing in Year 5 were circulated to governors. The children will be assessed as Below, Emerging, Developing, Secure and Mastery. Governors enquired if the expectations are dove tailed in to the curriculum. The vocabulary is tied into the expectations and each child has to produce 3 pieces of work to be judged at secure.

- Achievements in academic year 15/16 was circulated to governors. It was noted that at this stage it is difficult to determine progress towards meeting age expectation targets by the end of year in any age group. The school does not have comparative year on year data in this form. The end of spring term data will give a better indication of progress and this will enable the school to begin to track progress in the year and at the end of each year. The St Neots schools forum have been looking at what each other are doing. One school is working on a portfolio of what age expected looks like. This may be considered in the future. The school is currently focussing on building teachers confidence in working with raised expectations for each year group.
- The whole school is currently involved in a Big Write Assessment leading to moderation of age related expectations.
- All assessment data is entered onto SIMS.
- It was noted that progress is part of the pupil progress discussions along with achievement.

Head teachers report continued (from item 17)

HR

- The Strategic Plan for the school will be circulated to governors. **Action: Head teacher.**

### 3. Code of Conduct

- Carried forward to next meeting. **Action: Clerk and Chair.**

TC/KW

### 4. Standards including Early Excellence and Local Authority Data submission

Discussed under the Head teachers report.

### 5. Safeguarding

Discussed under the Head teachers report.

### 6. Local Partnerships

K Wainwright updated governors on of St Neots Learning Partnership (SNLP). The nursery attached to Ernulf has been rated as outstanding. Mr R Carroll is acting had Head teacher at Ernulf until a Head teacher can be found for September.

The Head teacher updated governors on the work of the St Neots Schools forum, including projects in Maths, Story Telling Festival (in English and French), the Baseline Assessment group continues

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to meet, peer mediators training, Children’s University, Children of Courage is to continue and Stagemworks will be taking an anti-bullying work into schools.

7. **Governor Visits**

Discussed in item 4.

8. New Education and Adoption Bill - headlines

The clerk advised governors of the New Education and Adoption bill which is a bill to make provision about schools in England that are causing concern, including provision about their conversion into Academies and about intervention powers; and to make provision about joint arrangements for carrying out local authority adoption functions in England.

9. **Foundation Governor Update: Church Distinctiveness**

The Foundation governors will be meeting on Thursday after the school Eucharist. D Noonan will look to recruit a new Foundation Governor. **Action: D Noonan.** DN

10. **AOB**

Governor pen sketches and photographs – governors are to provide the school office with a photograph and pen sketch for the school website. Thank you to those governors who have provided their photographs.

D Noonan left the meeting.

Governor briefings. The next briefings will be held on 10 May 2016 and Cambridge Professional Development Centre and 17 May at Woodgreen.

Governor conference. This is to be held on Saturday 5 March 9.15am Swavesey Village College.

**Date of next meeting: Wednesday 23<sup>rd</sup> March 2016**

The meeting closed at 9.05 pm

**Signed .....**

**Date .....**