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

**MEETING OF GOVERNING BODY**

**HELD ON MONDAY 25 September 2017 at 7pm**

**Present:**

|                            |    |
|----------------------------|----|
| Stewart Martin (Chair)     | SM |
| Helen Rouse (Head teacher) | HR |
| Barbara Churms             | BC |
| Mandy King                 | MK |
| Sharie Neale               | SN |
| Eileen Raggatt             | ER |
| Andrew Underwood           | AU |
| Sonia Wilson               | SW |

**In attendance:**

|                                    |    |
|------------------------------------|----|
| Tracey Crawshaw (Camclerk)         | TC |
| Caroline Truman (Associate Member) | CT |

The meeting opened at 7.10 pm  
The meeting was quorate

A Underwood welcomed everyone to the meeting. B Churms opened in prayer.

**Housekeeping**

**Apologies for Absence**

With Governors agreement: K Wainwright (KW), Kate George (KG) and Michael Freeman (MF).

S Lea has now taken a leave of absence for maternity leave.

Without Governors agreement: None

No apologies given: None

**Meeting Roles**

Time Keeper – S Wilson.  
Observer – M King.

**Minutes of the Last Meeting**

**Meeting held on the 5 July 2017**

The minutes from the meeting held on 5 July 2017 were signed and agreed with one minor amendment.

**Matters Arising**

Page 5 – Governors enquired regarding the remarking of two SATs papers. The marks on the papers were not increased. The 4% difference is significant for the data, it is the difference between achieving National. One child misread the question and there will be work on the vocabulary used for the children in Year 6 this year.

Page 6 – Monitoring schedule for the summer term is on the agenda.

S Martin joined the meeting.

**Election of Chair** (clerk took the chair)

One nomination was received for the vacancy of Chair from S Martin. S Martin was elected for the term of one year.

The chair took the chair

**Election of Vice Chair**

One nomination was received for the vacancy of Vice Chair from A Underwood. A Underwood was elected as Vice Chair for the term of one year.

**Correspondence**

Enquiries have been received for the Parent Governor vacancies and the vacancies will be advertised by the end of the week.

**Committee Minutes**

There have been no meetings since the last Full Governing Body meeting.

**School Newsletter**

Two newsletters have been received by Governors.

**Any Other Business**

- Authorisation of school trips.

**MAIN AGENDA ITEMS**

1. **Register of Pecuniary Interests**

None declared and register updated.

2. **Governor Safeguarding Update (Head teacher)**

Governors were informed that staff receive refresher training annually for safeguarding and child protection. Every second year staff received more detailed training which is based upon the Local Authorities Child Protection presentation.

As part of the governor induction, new governors will receive an introduction to Child

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Protection procedures within the school.

Governors were asked to read with Keeping Children Safe in Education September 2016 document circulated with the agenda.

A summary of the staff training on Safeguarding was provided to the Governors by HR.

All

### 3. **Governing Body Membership/Committee Membership and committee roles.**

Membership and composition of Governing Body was discussed. It was agreed that A Underwood would become a Co-opted Governor as his children have left the school.

B Churms' term of office is due to end on the 9 December 2017 and she has decided not to stand for a second term. A potential replacement Foundation Governor has been found.

The Governing Body has the following vacancies:

- 1 x Foundation Governor (ex-officio)
- 2 x Parent Governor member

The following committee membership was agreed:

#### **Eynesbury Church of England © School** **Standing Committees 2017-18**

##### **FPP Committee**

A Underwood  
K Wainwright  
S Martin  
H Rouse  
M Freeman  
C Taylor – Advisor only

##### **PCC Committee**

E Raggatt  
M King  
B Churms  
K George  
S Neale  
S Lea  
C Truman (Associate member)

##### **Communications Committee**

K Wainwright  
H Rouse

##### **Staff Dismissal Committee/Discipline**

A Underwood  
K Wainwright  
B Churms  
Vacancy

##### **Appeals Committee**

E Raggatt  
S Martin  
K George

##### **Salary Committee**

B Churms  
S Lea  
S Neale  
A Underwood  
S Wilson

**Head teachers Performance**

**Review**

E Raggatt  
A Underwood  
B Churms  
Vacancy

**Individual Governor Responsibilities**

|              |  |
|--------------|--|
| B Churms     | Health and Safety  |
| S Wilson     | Child Protection/Safer Recruitment/Looked After Children |
| E Raggatt    | Link Governor for Training                               |
| S Martin     | Special Educational Needs                                |
| K Wainwright | School Improvement and Standards/Prevent Lead            |
| S Neale      | Pupil Premium Champion                                   |

**Curriculum Responsibilities**

| <b>SDP Priority</b>                | <b>Governor</b> |
|------------------------------------|-----------------|
| 1 (Writing)                        | B Churms        |
| 2 (Reading)                        | E Raggatt       |
| 3 (Pupil Premium)                  | S Neale         |
| 4 (Emotional Integrity/Resilience) | S Martin        |
| 5 (Maths)                          | S Neale         |
| 6 Greater Depth                    | S Wilson        |

Governors are welcome to attend parents welcome meetings where Reading and Writing will be the main topics.

4. **Standing Orders and Code of Conduct.**

The Standing Orders were updated and approved in line with Guidance Note 1 from Governor Services to include removal of elected governors.

The Standing Orders were updated and approved in line with Guidance Note 6 from Governor Services to include removal of Elected Governors and the Seven Principles of Public Life. Governors present signed to acknowledge receipt of the Code of Conduct.

5. **Standards and Targets – Attainment and Progress KS1 & 2**

**Early Years (data previously circulated)**

The cohort were above the National and Cambridgeshire for Good Level of Development.

The progress of children who were at the school nursery and those who came to the other nursery provisions was provided as requested by governors.

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### Key Stage 1 (KS1) (data previously circulated)

The results were broadly in line with National, with an increase in children achieving Greater Depth in all areas. The cohort does have a high number of pupils with special educational needs (SEN). Two children with Education Health Care Plans (EHCP) have now left the school to attend different schools.

Governors enquired how the combined greater depth Reading, Writing and Maths outcomes were achieved. The child has to achieve greater depth in Reading, Writing and Maths and the percentage is the number of children who have achieved all three. The school will be focussing on targeting children with the potential to achieve greater depth earlier than in previous years.

### Key Stage 2 (KS2)

The outcomes for KS2 were below 2016 outcomes in Reading and Writing and consistent with Spelling Punctuation and Grammar. The results are challenging and it was a difficult cohort. The results for attainment fall below national, but should be reviewed alongside the prior attainment and progress outcomes to see the impact on Teaching and Learning. There will be an emphasis on reviewing the data and the outcomes to support the 2018 cohort. Targets have been set higher this year and early indications are that the cohort will reach the targets. The targets have been shared with Year 6 and draft targets have been shared with Year 5. The Head teacher is confident that the correct tools and assessments have been used to set realistic and appropriate targets.

The draft Keeping in Touch (KIT) visit report will be shared with governors when it is available, this will include more detailed analysis and targets.

Governors enquired if the Head teacher is concerned about the differences Teacher Assessment in KS2 and the tests results? The main difference is in Reading and the assessment methods assess different aspects of reading. To reduce the gap there will be a focus on standardised assessment information and teacher assessment. Potential areas of weakness in Year 5 are being identified and there does appear to be a weakness with children responding well orally to questions and then finding it difficult to put their thoughts on paper. To help with this children's responses during guided reading is being written in the guided reading books. In the future teacher assessment as a reportable percentage for KS2 will be abandoned by the government.

The actions for 2017-18 for EYFS, KS1 and KS2 were discussed by governors.

Staff responded well to the first training day of the year and there is a real sense of purpose in the school.

## **6. Head's Report inc SDP (Top Line), RAP and TOP. (previously circulated)**

Governors read the report in advance of the meeting and the following areas were highlighted or discussed.

- There are 201 children on roll with an additional 42 at the nursery.

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- There has been significant changes within the children at the school with 2 pupils now attending Samuel Pepys Special school with EHC plans, other families have moved either away from or within St Neots. Five children have joined the schools in Years 3-6. Thirty children joined Reception which is less than the 33 originally expected.
- Attendance is 96.4%. The school is hoping to have an Education Welfare Officer for more than 1 term as has been the case recently. Reasons for persistent absenteeism for 2016 were highlighted and if fines were given. **Governors enquired regarding a child with persistent exclusions who is being educated at home by the START team. The START team should be providing the child with 25 hours of education per week. The Head teacher believes that this is not the case. The child is still registered at the school and their attendance/absence is recorded within the school figures. The school is only able to record attendance when this has been confirmed in writing by the tutor provider. The school has a moral responsibility to ensure the child is being educated and the issue has been raised with the head of the START team by letter. The Head teacher will feedback any updates at the next Full Governing Body meeting.**
- The number of children receiving Free School Meals has increased by 7. The numbers are low but are increasing, Early Years information is being collected at this time.
- Two EHC plans have been submitted for children in Year 2 and Year 4. The number of EHC plans is putting pressure on the school budget and many of the children with EHC plans are from out of catchment. **Governors enquired why parents were choosing Eynesbury for their children with SEN. Parents have a choice of where they would like their children to attend and Eynesbury is a very inclusive school and often recommended by specialists working with the families. The Chair will write to the Local Authority regarding the pressure on the school regarding SEN.**
- The criteria for SEN needs to be reviewed to ensure that the register is in line with national criteria, such as a review of medium and high needs. The present criteria for School Support is when the school needs to support external s
- Two exclusions have taken place this term, both the same child.
- Staffing changes and updates were outlined.
- The Local Authority will be undertaken a Safeguarding Audit on the 2 November 2017 and the outcomes will be fed back to governors.
- Dairy date booklets will be issued to governors.

### SEF

- Key Priorities for the school were outlined as part of the SEF (previously circulated) and discussed with governors. Governors were appointed to key monitoring areas.
- The OFSTED handbook is due to be reviewed in October half term and the School Improvement Plans and SEF will be updated accordingly. The SEF is a lengthy document and is being worked on currently, and will be circulated to governors as soon as it is updated.

## 7. Governor monitoring/Governor visits

S Martin attended the leavers' service at the end of the Summer term. The report is to

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follow. It was noted by the Head teacher that 17 of the 26 student who left last year have been into school to say hello and let the staff know how they are getting on, which is very encouraging for staff.

SM

S Martin is developing a visits planner calendar and it will be presented at the next meeting. Governors will be expected to undertake a minimum of two visits, which will be coordinated termly and tie in with the Termly Operational Plans.

### 8. Local Partnerships

The Head teacher advised governors that the St Neots Schools Forum now includes all the schools in St Neots. Staff have been accessing joint training sessions and the Head teacher is currently still the co-chair. One of the current projects is a Year 1 and 3 writing project, including a portfolio of writing to compare and moderate against.

### 9. Foundation Governor Update: Church School Distinctiveness

The Foundation governors met at the end of term before D Noonan left. The action plan is still ongoing. The Church Link group will be supporting the Foundation Governors until a new Vicar is appointed.

### 10. AOB

Governors approved the following school residential trips:

- Year 5 Brancaster trip 27-29 September 2017 (26 children)
- Year 4 Stibbington trip 4-6 October 2017
- Year 6 Kingswood trip 10-13 June 2017

Governors approved the same format and 2018-19 and dates will be confirmed at the last meeting of the summer term. All school trips are recorded on Evolve with all the information required such as pupils, staff and risk assessments. All of the sites used are approved by the Local Authority.

Governors enquired regarding the staffing of the trips. Generally the trip is led by one of the Senior Leadership Team with one teacher and Learning Support Assistant as required. Parent helpers and Governors are also able to attend if required. Giving time for school trips is becoming increasingly challenging to staff and the impact of this is being looked at.

S Wilson and E Raggatt will be attending the termly briefing and will circulate a summary of the information provided.

SW/ER

A Underwood gave his apologies for the next Full Governing Body meeting.

### 11. After Action Review

- Discusses were more focussed than at previous meetings, with challenging questions from governors.
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**Date of next meeting: Tuesday 5 December 2017.**

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The meeting closed at 9:30 pm

**Signed** .....

**Date** .....