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

**MEETING OF GOVERNING BODY**

**HELD ON MONDAY 1 May 2018 at 7pm**

**Present:**

Stewart Martin (Chair)	SM
Helen Rouse (Head teacher)	HR
Michael Freeman	MF
Mandy King	MK
Sharie Neale	SN
Karl Wainwright (arrived 8.35)	KW

**In attendance:**

Tracey Crawshaw (Camclerk)	TC
Lauren West (Assistant Head teacher)	LW

The meeting opened at 7.05 pm  
The meeting was quorate

S Martin welcomed everyone to the meeting. HR opened in prayer.

**Housekeeping**

**Apologies for Absence**

With Governors agreement: Sue Lea (SL) (London trains delayed), Eileen Raggatt (ER) (recovering from operation), Caroline Truman (CT) (maternity leave) and Andrew Underwood (AU) (travelling for work)

Without Governors agreement: None

No apologies given: None

**Meeting Roles**

Time Keeper – MF.

Observer – none.

**Minutes of the Last Meeting**

**Meeting held on the 19 March 2018**

The minutes from the meeting held on 19 March 2018, were agreed and were signed by the chair.

**Matters Arising**

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Page 1 – The Local Authority (LA) Disadvantaged Pupils report has been circulated to governors.

Page 2 – MF will circulate the one page governor action plan monitoring the outcomes of the parent survey.

Page 3 - SM has not yet had the opportunity to speak with Kate George to see if any areas of the time she has spent as a governor could be improved.

Page 5 – Governor visit reports have been circulated, including MF and ER's Boys Writing visit on the 29 March 2018 (page 4).

Page 5 – Early Years briefings will be held on 27 June 2018 7-9pm at Trumpington Meadows. The briefing can be booked through the Learn Together website.

Page 6 – After speaking with an OFSTED inspector, the Head has been advised that a one page OFSTED summary is not required and the 6 pages of the SEF will be suitable.

### Correspondence

SM has received the renewal for the Camclerks Service.

There has been a number of SEND correspondences, and these have been summarised for governors by email.

### Committee Minutes

P&CC

The committee met on the 13 March 2018 (minutes have been circulated).

F&PP

The committee met on the 24 March 2018 (minutes have yet to be circulated).

There were now questions from the committee minutes.

### School Newsletter

Governors should have received the most recent newsletter. Governors commented on how informative the latest newsletter was. SN advised governors that the Eynesbury Parochial Church Council would like to advertise their events and services in the school newsletter. Governors agreed that this would be at a reduced rate.

### Any Other Business

- Governor Email addresses
- CCS
- Staff wellbeing/annual BBQ

## MAIN AGENDA ITEMS

### 1. Register of Pecuniary Interests

MF and KW are married to members of staff.

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### 2. Membership

The parent governor election has been successful with 2 parents were nominated. K Arrowsmith and S Martin. They will be contacted by the clerk welcoming them and regarding DBS checks.

SN informed the governing body that a new foundation governor has been approved by the PCC.

The current vacancies are:

- 1 x parent governors
- 1 x co-opted governors
- 1 x Foundation Governors ex-officio

MK's term of office as a Staff Governor is due to end on the 31 May 2018. Staff governor elections will be held and the results will be fed back at the next meeting.

KW's term of office ends on the 23<sup>rd</sup> September 2018 and ER's terms of office are due to end on 31 August 2018.

### 3. Head's report inc SDP (Top Line), RAP and TOP (previously circulated)

The Headteacher's report was circulated prior to the meeting and governors had taken time to consider the report. The following areas were discussed:

- The out of catchment cap on admissions (Years 1-6) is still in place.
- Reception 2018 – 6 in catchment children with no siblings did not get places. There are no out of catchment children (including those without siblings) in the intake. There are approximately 6 families with children in different schools. The school will offer supervised early drop off (8.30am) and late collection (3.45pm) as in previous years with the same situation. The cost of parents taking the older sibling out of the school will be more than providing the early and late drop offs staffing cost. Six of the children on the list are SEN (3 EHCP applications, 2 completed EHCPs and one application by the end of the year). *Governors enquired if any of the EHCP applications were from out of catchment. Yes, one of the applications is from an out of catchment child and was agreed (October 2017) before the cap on out of catchment places came into place and was processed through the START team. Governors discussed the admissions criteria 1). LAC and EHCP children will always be the first priority (statutory requirement), 2). In catchment siblings and 3). In catchment without siblings. There are categories below including out of catchment siblings, but no children were offered places from those categories this year. Does the school need to consider its admissions criteria to place siblings higher? And thinking about families? There a number of upset parents who have lodge appeals, the school has a good reputation in the area.*
- A newspaper article in the Hunts Post on special needs school places across St Neots has been circulated to governors.

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- Jonathan Lewis, Service Director – Education, will be visiting the school for 1.5 hours at 1.30pm the 16 July 2018.
- The Headteacher has figures of the distribution of SEN places across St Neots. The school has a significantly higher number of SEN pupils than most other schools locally and anticipated as very high next year. HR will send the information to Governors. HR
- Attendance has improved by 0.2% which is a positive picture in such a short time since the last time this was reported to Governors. The Education Welfare Officers continue to be involved with 3 families 2 of which are Pupil Premium children. The school is looking at how other local school have positively address PP attendance targets/ improvement.
- The Pupil Premium report will now have a financial value in each box.
- School meals – there were issues on a couple of days, when errors in manual processes were used. This received some very negative feedback on Facebook which lacked factual accuracy.
- CCS – The ESPO Catering Consultation date has yet to be set and the Head teacher is working hard to find a replacement provider. We will not be paying a consultant to complete the consultation process and the Headteacher needs the support of governors with procurement experience to move forward.
- Exclusions – One afternoon exclusion for persistently disruptive behaviour.
- Section 24 (Other school grants) is no longer used so governors agreed to remove it from the report.

#### 4. Budget Approval

The FPP committee discussed the 2018-19 budget and it was approved for recommendation for ratification by the Full Governing Body. The budget will have an estimated planned overspend of £13,299 which will come from the 2017-18 £31,868 carry forward. The budget will require flexibility as there are several unknowns such as 4 members of staff returning from maternity leave, unknown number of children with EHCP's and associated costs including staffing. The FPP committee discussed using some of the carry forward to increase leadership time and avoid the time spent by the Headteacher on SEN. This will be discussed further at the next FPP meeting.

Governors approved the 2018-19 budget with a carry forward of £18,569. It was proposed by MF and seconded by SN.

#### 5. SIP

The SIP has been reviewed and Summer Term Priorities drafted and includes staff feedback on SIP priorities including impact. The SIP priorities were circulated to governors and the following discussed:

MF was impressed by the enthusiasm seen with boys' Writing during a recent monitoring visit.

Governors enquired regarding evidence of parental engagement. Books that are sent home can be monitored, to see when reading has taken place and if parents

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have signed them. Parents involved in Better Reading Partners have worked well, and supported their own children as well as other children. The new Home School communication books have expectations of targets for the end of the year. These targets will be highlighted in the next newsletter.

### **SEF**

The SEF judgements have been revised after advice from an OFSTED inspector, all areas are now Good, based on standards documents. There has been good progress made this year.

### **6. Standards (Lauren West) previously circulated.**

The following areas of the standards document were discussed:

Page 3 – governors requested class/pupil numbers on the report and this has now been included.

In summary Year 3 is looking strong in Maths, Year 2 on track across the board, Year 6 Reading and Writing on track, with Writing a strength. The Year 1 targets were aspirational and there are 11 summer born children, Year 4 has a weakness in Writing, there are 13 summer born children and there have been changes in staffing. Year 5 Writing is weaker than Maths which is a stronger (cohort has 11 summer born children and 9 SEN). Governors enquired regarding what is being put in place to support weaker areas within the data. In Years 1 and 4 staff have been put in place for intervention groups. Katie Crozier is working with Year 6 pupils on supporting staff to raising Maths outcomes even further - Wednesday mornings instead of Music.

KW joined the meeting.

Governors enquired if the data can be directly compared with last years' results. The level of tracking has changed and there is not such detailed information for last year.

Governors asked if the data could be presented as end of term targets in addition to the end of year targets. For example if 71% of pupils have made good progress by the end of the Spring term, red and this is 19% below the target level for Reading in Year 1. What was expected for the end of the Spring Term? The targets are achievable and realistic and vast majority of children are making good progress. Not all children will achieve their end of year targets by the Spring term, so you would expect to see some red areas where there are areas for development.

### **7. Leadership and Management Action Plan**

During the staff inset day at the beginning of term staff looked at the action plan and strengths and evidence. This will help to create an appendix to the SEF. SM will circulate the action plan to governors. The biggest action from the action plan was communication and this has already been actioned, however ongoing.

SM

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8. Governor monitoring/Governor visits/Governor visits plan

MF and ER will be undertaking <sup>CCS</sup> a boys' Writing monitoring visit on 29 March 2018.

SN has undertaken visits with Years 5 & 6 and spoke with 2 or 3 children from each year group, the Year 6 pupils were highly articulate about their learning. This is part of monitoring of Pupil Premium through the school. She will also undertake a Maths learning walk which is to be arranged.

MF will be attending a Health and Safety meeting with the Headteacher/caretaker.

KW is to arrange a standards visit.

9. Governor Training Plan

The clerk has sent information on courses available to the school from Peterborough Governor Services.

Craig Duncan (LA Adviser) has offered to run a session with governors on OFSTED preparation. **Action: HR will coordinate dates.**

HR

10. Local Partnerships

**St Neots Learning Partnership (KW)**

The Learning Partnership will be dissolved and the schools will become part of the Astrea MAT. Due diligence is taking place with a proposed transfer date of September 2018.

**St Neots Schools Forum (HR)**

The school has held Peer Mediator training for all Year 5 pupils over the last 2 days, pupils can then choose to apply to be a peer mediator.

Stage Works have presented a Water Safety presentation to children.

Writing projects in Years 1 and 3 have led to portfolios of moderated work for the end of year.

Child of courage event was very successful.

Art Exhibition around the town.

Jonathan Lewis will be attending a forum meeting.

11. Foundation Governor update: Church School Distinctiveness

No update available.

12. AOB

- CCS – The FPP were updated with the current situation regarding CCS, and the committee agreed to the Head teacher using the ESPO model for providing tenders for the schools meals.
- Governor email addresses. It was agreed that from the end of May all governors will use their school governor email addresses. Scarlett will

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- provide information on how to access the emails.
- Governors were reminded that under the new GDPR regulations they should not hold any sensitive information on their home computers and any information should be deleted.
- Staff/Governor summer event – SM will resend the email to staff regarding options for a summer social event. **Action: SM**
- Governors were reminded about the PTA race night on Friday 11 May 2018.

SM

**12. Meeting observations**

Governors requested that the Headteacher's report be given more time on the agenda, along with Standards.

**Date of next meeting: Wednesday 4 July 2018.**

The meeting closed at 9:30 pm

Signed  .....

Date 4/7/18 .....