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EYNESBURY Church of England (C) SCHOOL

MEETING OF GOVERNING BODY

HELD ON MONDAY 24 September 2018 at 7pm

Present:

Stewart Martin (Chair)	SM
Helen Rouse (Head teacher)	HR
Kate Arrowsmith	KA
Michael Freeman	MF
Silvana Martin	SiM
Sharie Neale	SN
Eileen Raggatt	ER
Andrew Underwood	AU
Karl Wainwright	KW
Sue Ward	SW

In attendance:

Tracey Crawshaw (Clerk)	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. SN opened in prayer.

Housekeeping

Election of Chair (the clerk took the meeting)

SM was elected as chair for the term of 1 year. This was proposed by KW and seconded by SN.

Election of Vice Chair (Chair took the meeting)

AU was elected as vice chair for the term of 1 year. This was proposed by SM and seconded by KW.

The clerk circulated the document 'Succession breeds Success' for governor to consider succession planning within the governing body.

Apologies for Absence

With Governors agreement: Sue Lea (SL), Caroline Truman (CT) (maternity leave) and Mandy King (MK)

Without Governors agreement: None

No apologies given: None

Meeting Roles

Time Keeper – AU

Observer – KW & SN

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Minutes of the Last Meeting

Meeting held on the 4 July 2018

The minutes from the meeting held on 4 July 2018, were agreed and were signed by the chair with minor amendments.

Matters Arising

Page 2 - 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 2 – Craig Duncan will be providing training for governors on the 17 October 2018. The 2018 ASP data will not be available, he will use the schools existing data using Perspective Lite (County and National Picture).

LW and SiM will be meeting to look at data and will feedback the results to governors.

Correspondence

SM has received a letter from a parent regarding SEN concerns.

TC is reducing her time as a Camclerk and has resigned as clerk. Governors thanked her for her time at the school.

Committee Minutes

No committee meetings have been held since the last meeting.

School Newsletter

Governors should have received 2 newsletters this term. Newsletter number 3 will be sent out at the end of this week.

Any Other Business

- SEN update
- Admissions criteria for 2020-21.
- PTA quiz
- Curriculum responsibilities

MAIN AGENDA ITEMS

1. Register of Pecuniary Interests

MF and KW are married to members of staff.

New forms were completed for 2018-19 and the clerk will update the register for the school website.

2. Membership

SW has been appointed as the new foundation governor with a start dates of the 12 July 2018. It was noted that the school was advised of the appointment on the 13 September 2018 from the Dioceses and this was then forwarded to the clerk. SW will have DBS check undertaken as soon as possible.

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LW was appointed as an associate governors for the term of 1 year.

The current vacancies are:

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

Eynesbury Church of England © School **Standing Committees 2018-19 (Updated September 2018)**

FPP Committee

A Underwood
K Wainwright
Mr S Martin
H Rouse
M Freeman
C Taylor – advisor only
S Lea
K Arrowsmith

PCC Committee

E Raggatt
C Truman
S Neale
M King
S Ward
Mrs S Martin

Communications Committee

K Wainwright
H Rouse

Staff Dismissal Committee/Discipline

A Underwood
K Wainwright
S Neale

Appeals Committee

E Raggatt
Mr S Martin
Mrs S Martin

Salary Committee

S Neale
S Lea
A Underwood

Head's Performance Review

E Raggatt
A Underwood

K Arrowsmith

Individual Governor Responsibilities

M Freeman
Mr S Martin

E Raggatt
S Martin
K Wainwright

S Neale

Health and Safety
Child Protection/Safer Recruitment/Looked
After Children
Link Governor for Training
Special Educational Needs
School Improvement and Standards/Prevent
Lead
Pupil Premium Champion

Curriculum Responsibilities

Subject

Governor

SDP Priority and Target	Lead/link governor
1. Boys Writing	E Raggatt/M Freeman
2. Mathematics	K Arrowsmith/K Wainwright
3. Effective use of teaching assistants	S Neale/Mrs S Martin
4. Progress of Pupil Premium Children	S Neale/S Ward

3. **Standing Orders and Code of Conduct** (previously circulated)

The Standing Orders were agreed and signed by the chair.

The Code of Conduct was agreed by governors and each signed to say they will abide by the Code of Conduct.

4. **Head's report inc School Development Plan (SDP) (Top Line), Raising Attainment Plan (RAP) and Termly Operational Plan (TOP) (previously circulated)**

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

- There is a drop in numbers in Year 3 children as children have left to join Priory Junior School, which is a result of the changes in the Longsands catchment area. The Head teacher feels strongly that Longsands should be made aware of the impact of their admissions policy criteria on the school. The applications are treated as applications to a new school (Junior School) rather than in year admissions. The impact on the school from the lost pupils is having a direct impact on the schools finances. The Head teacher will draft a letter to send to the Head teacher at Longsands. Governors enquired if parents are invited to exit interviews when their children move on from the school. The Head teacher speaks to parents and a number of parents cited the move to Priory Juniors to improve their chances of getting a place at Longsands.
- Nursery numbers remain strong with 30 children starting in January.
- Attendance is at 95.5% which is 0.9% below September 2017. The EWO is working with the school looking at Pupil Premium childrens attendance. Five pupils are bringing down the attendance for this group and the school.
- School meals have transferred to the new provider and after some teething problem is working well. Overall feedback is the presentation of food is much better with increased meal sizes. Governors enquired if the cost of school meals will increase? The nursery cost has been reduced as the portion sizes are smaller. Currently the price will be maintained until December 2018, there is the potential for KS2 meals to be increased by 10p. The more school meals taken will reduce the management fee. **Action: FPP committee to discuss school meal prices.** Currently the charge for a school meal is £2.30 for the whole school and £2.10 for the nursery. Governors further enquired how many pupils have a packed lunch. Fifty percent of pupils bring a packed lunch to school. Governors enquired regarding the promotion of school meals with parents. There are plans to invite parents in for school meals in the future once

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the new caterers are happy everything is running well. Governors asked if there will be an opportunity for samples of the new school meals to be on display at parents evening.

- **One application for an EHCP has been declined, the funding had been factored into the budget and discussions are being undertaken with the LA regarding the refusal of the funding. A Next Steps meeting has been organised. The EHCP template has been changed and sections have been reduced to 150 words. The declined application didn't have enough evidence which may be due to the reduction of the text to 150 words.**
- **Standards were discussed in point 5.**
- **The School Improvement Priorities (previously circulated) were discussed. The Senior Leadership Team, SM, Craig Duncan and the Head teacher met to discuss the SIP in line with the Ofsted report and SATs results and the next steps forward for the school. A summary sheet of the School Improvement Priorities was discussions including:**
 - **Each staff member has a Standards Performance Management target as part of their annual appraisal.**
 - **Boys Writing is an area for further development (the gap is closing)**
 - **Maths including what will make the difference in improving standards.**
 - **The effective use of Teaching Assistants (TA's)**
 - **Progress of Pupil Premium Children including positive outcomes being monitored and improved, and funding being used effectively. Attendance also needs to improve for some Pupil Premium Children.**
 - **Development of Middle Leaders is a valuable target and will drive the development of a reflective culture including evaluation and developing leadership skills of middle leaders, ultimately raising standards. Governors asked who are the middle leaders and is there succession planning for staff in place? The middle leaders will include subject leaders not the on SLT and many of the skills are transferable to other leadership roles in the school.**
 - **How as a team do we create an excellent school, include creating a culture of reflective practice. Peer to Peer observations and support have been taking place and have been effective. The SLT would like to explore excellence in other schools, so they can 'go and see' and 'come back and reflect'.**
 - **Governors enquired why greater depth is not specifically a target in the SIP. Teaching at greater depth is part of the overall teaching. For example the Maths target includes the enhancing of the quality of teaching which will include greater depth. The Boys Writing target will also include greater depth. The school is on a 4 year road map to 'excellent' and priorities will change during this time.**
 - **Governors asked why Spelling is not a target this year. The SLT are looking at spelling and what are the barriers. Time needs to be spent on analysis and tools available before targets are set.**
 - **The Key Priorities are (with link governors):**
 1. **Boys Writing (ER/MF)**
 2. **Mathematics (KA/KW)**
 3. **Effective use of teaching assistants (SiM/SN)**
 4. **Progress of Pupil Premium Children (SN/SW)**

The school is also working towards the Primary Science Quality Mark and SM will be

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the Link Governor.

5. **Standards (Lauren West) circulated at the meeting**

The report was shared with governors and the following areas discussed:

- Reception 2018 Good Level of Development was 80% with National 71.5%
- Year 1 Phonics Screening data 2018 was 90% with National 82.5%
- Key Stage 1 results 2018 were inline or above national 2017. Greater depth were line with National 2017 for Maths and Reading and slightly below in both Writing and the combined score. Governors enquired why the data was being compared to 2017. This is because the 2018 data is not yet available for Cambridgeshire. The Local Authority targets for 2019 are being set now and governors can ask Craig Duncan about them at the training on the 17th October 2018.
- Key Stage 1 (KS1) results sorted by gender showed that Boys and Girls are in line for Maths, Boys are slightly better at Reading and Boys slightly lower in Writing which follows national trends. At greater depth Girls were significantly higher in all areas and Boys at greater depth is a focus for this year.
- KS1 Pupil Premium results for working and age related expectations was 100% for all areas (cohort of 3 pupils).
- Key Stage 2 (KS2) data can be compared to National data for 2018 which is still provisional (will be confirmed at the end of September). All areas were above National with Reading +11% above and Grammar, Punctuation and Spelling +12% against National.
- The gender gap expected standards in KS2 for combined Reading, Writing and Maths for the girls (53%) was significantly below the boys (85%), the girls were significantly below National for the combined score and boys significantly above National. The same picture was seen with Maths Boys (92%) and girls (67%), the National scores for boys was 75% and girls 76%, Grammar, Punctuation and Spelling and Writing were above National. Girls Maths will be a focus for this year.
- KS2 Greater Depth gender analysis shows girls maths is significantly below National (7% versus 22% National) and boys slightly below (23% achieved versus 25% National). Writing was below National for both boys and girls and combined was also below.
- Targets for KS2 set by the LA advisor were shared.

Governors thanked LW for the clarity of the data and the development of information from the governor's request and discussion at the last meeting.

6. **Keeping Children Safe in Education September 2018** (previously circulated)

Governing Body roles are on pages 16-29. Governors need to read and understand their responsibilities. Governors will be asked to sign to say they have read and understood the document at the next meeting as the information will be recorded on the Single Central Record. Staff have been asked to read pages 1-13 and sign to say they have read and understood the information.

7. **Safeguarding and Child Protection Policy/Governor Child Protection training** (previously circulated)

The policy is a model policy from the Local Authority and has been updated with the schools information. The policy drives the schools practice on safeguarding and Child Protection and will be displayed on the staffroom notice board. Governors enquired if the policy includes the most recent updates from the Keeping Children Safe in

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September 2018. The governors agreed the policy and the Head teacher will bring any updates to the policy to the next meeting.

8. Governor monitoring/Governor visits

Governors have been appointed to the monitoring roles and a schedule will be produced. **Action: HR/SM to coordinate visits**

HR/SM

9. Local Partnerships

St Neots Learning Partnership (KW)

The Learning Partnership is no longer overseeing Longsands and Ernulf Academies. Both schools are now part of the Astrea Multi Academy Trust. This update can be removed from the agenda.

St Neots Schools Forum (HR)

Jonathan Lewis will be attending the forum to bring an update on his vision and updates on what will be happening next. Schools are now being charged £2 per pupils to be part of the forum and as a result have lost a few schools. The Head teacher is still chair of the forum and the bulk of the work is undertaken outside of school hours.

10. Foundation Governor Update (SN)

An advertisement for a new rector is in place. The rectory is being moved from Chestnut grove to Parklands. SN is still happy to take collective worship at the school. Dates have already been put in the dairy for Eucharist and Harvest Festival. Actios are visiting the school twice a half term.

11. AOB

- SEN update

The school continues to feel the pressure linked to SEN needs within the school. Hazel Belchamber and Jo Middleditch are visiting the school on the 2nd November 2018 to discuss the matter. KW will attend. Governors reminded the Head teacher that Leadership time^{not} should be sacrificed for SEN as agreed at a previous meeting. SEN needs are still taking up SLT time, the school continues to chase funding for a child who arrived in the school in September 2017.

- Admissions criteria for 2020-21.

Concerns were raised regarding siblings of current pupils not getting into the school who are out of catchment. One of the consequences is the pupils in older years are being moved from the school when siblings are offered places in different schools. The school would like to help children in families stay together. Governors were asked to consider the admissions criteria. The school is a Voluntary Controlled School it may not have any say over the admissions criteria. **Action: Head teacher will investigate admissions changes for 2020/21.** The soft start has eased pressures on parents who have children in different schools. Before and after school parents with siblings in other schools have been offered an area for them to stay with a TA. The provision now only caters for 3 children and the Head teacher would like to propose that those children are accommodated in Toasties and Squirrels. This would not impact the clubs as it is only Thursday mornings and 2 after school sessions a week. For the after school sessions the parents will have to collect the children by 3.45pm and if they are late they will have to pay the Squirrels rates.

- PTA quiz

The quiz is on the 12 October 2018. £15 for a table of 6 people. It would be good to see a governor team.

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Governors enquired why the gym equipment had not been installed over the summer. The size of the equipment agreed was not suitable and it will be brought back to the FPP committee.

12. Meeting observations

- Time keeping was good.
- Teaching staff have agreed priorities which were shared with the governing body.
- Nominated officers and governor link roles
- The restructured standards report was well received and easier for governors to understand.

Date of next meeting: Tuesday 4 December 2018.

The meeting closed at 9:20 pm

Signed 

Date 4/12/18