

KILLINGHALL C. OF E. PRIMARY SCHOOL

**MINUTES OF A MEETING OF THE
FULL GOVERNING BODY
HELD ON MONDAY 11th JULY 2016 AT 6 p.m.**

Core Functions of a Governing Body:

Ensuring clarity of vision, ethos and strategic direction

Holding the Headteacher to account for the educational performance of the school and its pupils,

Overseeing the financial performance of the school and making sure its money is well spent.

COMMITTEE MEMBERS: Helen Potter, Sarah Bassitt, Tina Outhwaite, Faye Thompson, Val Blackburn, Daniel Sutcliffe , Alison Pearce, Rebecca Morrell and Elouise Foster.

PRESENT: Helen Potter, Sarah Bassitt, Tina Outhwaite, Faye Thompson, Val Blackburn, Daniel Sutcliffe , Alison Pearce, Rebecca Morrell and Elouise Foster + Marion McCormick (Clerk).

Item	Details	Action
PROCEDURAL		
1.	Apologies for absence and to determine whether any absences should be consented to: All present.	
2.	To remind Governors to declare any pecuniary or non pecuniary interests: None declared.	
3.	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. The chair reminded the meeting of the need for confidentiality. One item to be minuted separately as confidential – under item 5/12.	
4.	To approve as correct record the minutes of the meeting held on the 16th May 2016: Minutes of the meeting held on 16 th May 2016 were approved and signed. To consider any matters arising from the minutes, and for which there is no separate agenda item: No matters arising.	
5.	Notification of urgent other business: <ul style="list-style-type: none">▪ One item to be discussed and minuted as confidential under item 12.	
6.	Report of subject leaders (including SEND and Inclusion): Monitoring Subject Governor impact reports: Next steps in monitoring – real impact evidence for future: SH – EYFS : (Report attached) SH informed the meeting the Baseline assessment was completed using Early Excellence – although this is not mandatory now. This was completed in the first 6 weeks of the autumn term and data analysis was available later that	

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term. This gave an indication of where the children were at the start of the year. New learning journal books are being used to record the children's independent learning through use of photographs and observation. This has proved to be a big success and children like to look back through the books to see their own achievement. This is very useful for planning purposes also. In the summer term school has been using "2Build a Profile" system with staff completing new evidence sheets.

SH has joined a network and attended two meetings in different settings. SH has gained lots of ideas and valuable information from this already. Whole school themes are followed but children's interests are also taken into account. Children are very enthusiastic and have been looking at the local area including the large building project next to school. Phonics are taught as a discrete subject.

Outdoor provision has continued to be developed with adult supervision at all times.

"Wow" moments this year have been evidenced and have encouraged both children and parents to note these and this has had enormous impact. Stay and Play sessions have also been successful. Children have enjoyed a "Giants' Picnic" with their parents attending and future themes are being discussed. Parents are encouraged to comment in the learning journals.

Governor Challenge: A Governor asked if this is general? The Headteacher said that it can be – parents are eager to receive information but more reluctant to add comments. The "Wow" comments are a way to encourage parents to add their own input.

Governor Observation: A Governor observed that parents need to realise the important of two-way communication and feedback.

Priorities for next year include a new baseline assessment, continue to develop the outdoor area, encourage more independent challenge based activities inside and continue to develop observations using 2simple software.

JB - wishes to record her thanks to Governors for their support during the last seven years.

JB – Literacy – (Report attached):

JB went through her report. She informed Governors that this year there were five adults running phonics groups and current Year 1 pupils gained 100%. (Last year was 81%). Of the three pupils who re-took the test two passed. New staff have been trained to a high standard and a very successful parents' meeting has been held.

New guided reading books have been purchased to challenge readers. It was noted that this is the first year of the new SAT's and more resources will be purchase as they are published.

Writing – marking and feedback has been a priority – staff have analysed books and discussions have been held at staff meetings. There is a new

marking policy in place together with a new long term plan. Global lessons have given excellent opportunities to extend writing in focussed and meaningful ways.

Handwriting has started in Year 1 and is showing improvement.

Spelling is still an issue across the whole school and words are being practiced every day.

Governor Challenge: A Governor asked if marking will be consistent when a member of staff returns to work and Governors were told that it would be.

JB – Sport – (Report attached)

Governors were told how previous issues have been tackled. There are more opportunities for Year 5 and 6 to take part in sport during the school day and various events were listed. JB said that working alongside the sports provider has given huge support re team teaching. Pupils have taken part in the Race for Life event as part of the Global Challenge to raise money.

Overall the profile of sport has been raised in school and the sports ambassadors have taken part in Collective Worship to promote sporting events.

SH – Science – (Report attached)

SH has been on a course for new to subject leadership and has attended network meetings. She has also attended a Science Conference and will make a folder of resources for use in school. Science will now be a focus for any OFSTED inspection.

Assessment has been discussed in staff meetings and “2Build a Profile” is to be used.

A new planning pro forma is to be used for KS1 and KS2 staff to use including a section for risk assessment. Development of the five types of enquiry to be used needs to be understood as a priority for next year. Also a new 2simple assessment format will be developed next year.

Governors wished to record their thanks to SH and JB.

EF – Maths – (Report attached)

All year groups have followed the new curriculum. EF is writing medium term plans re. assessment and tests have now taken place and it is envisaged that more resources will become available soon.

School has been using Big Sheet Maths for KS2 – reasoning on a weekly basis is all about discussion and vocabulary. This is being constantly reviewed.

EF is looking at Intervention and Years 5 and 6 will be prioritised in the autumn and spring term. Year 3 pupils have had pre-teaching lessons in

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	<p>order to build confidence. Early Years intervention has taken place and some pupils are working in other classes re. ability/needs.</p> <p>Target Tracker is still used to record data and also 2simple. Gaps in learning are identified and resources have been purchase to support this. Evidence is taken from pupils’ books and analysis is being done re. moving forward.</p> <p>A priority is to analyse the SAT’s papers in order to identify any issues and look at assessment materials.</p> <p>EF – SEN – (Report attached)</p> <p>Governors were told that five pupils are on the register and progress made is constantly reviewed. Four are on the register for learning needs and one for social need. Pupil Premium is received for pupils on FSM (or have been eligible for FSM during the last 6 years – Ever 6). - also for service families, and Looked After Children. Funding impact is detailed on the website and Governors were told that it is used for TA support, purchase of resources, nurturing and after school club support. Data will be analysed in the next two weeks and will be monitored closely to ensure that good progress is made by these pupils. There has been some external support this year from Rossett School re. one child.</p> <p>Home/School phonics intervention is in place and HARTS “Closing the Gap” scheme – pupils have continued the work from last year. Toe by Toe reading and spelling resources are used.</p> <p>Governors wished to record their thanks to EF.</p> <p>Governors’ Impact Reports have been received.</p> <p>Governor Query: A Governor asked about safeguarding? The meeting was told that safeguarding now includes the well being of pupils and the Headteacher clarified that this means are they feeling safe and secure? Are the children happy and do staff show care and concern. Evidence needs to recorded and issues dealt with.</p>	
<p>7.</p>	<p>Governors Action Plan – notes of progress:</p> <p>The Chair informed the meeting that she felt the Governing Body is now in a strong and stable situation and now needs to look at being more specific. Governors were asked to send their thoughts to the chair for her to work on the Action Plan during August 2016 please.</p> <p>The Chair said that she felt this school could move forward to being “outstanding” and consideration as to how to reflect this in the Action Plan will be completed. Roles and responsibilities will be looked at. It was agreed that as long as high targets are set, it is acceptable to be working towards these. The Governing Body must hold the school leadership to account for the educational performance of the school and its pupils.</p> <p>Governors then discussed the way forward for educating pupils to include</p>	<p>Governors to send comments/thoughts to the Chair please.</p>

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	<p>readiness for life skills. Self evaluation is vital and Governors have to ensure that challenge is in place and must be robust to bring all targets together.</p> <p>Update re. Governing Body: Governors were told that FT and TO are leaving the Governing Body. Thanks were recorded to them both for their hardwork. There are now three vacancies – 1 x Foundation and 2 x Co-opted. The Chair will update Governors in the autumn term.</p> <p>It was agreed to consider a monitoring system for the Governing Body and the Chair and Headteacher would consider this over the summer break.</p>	
<p>8.</p>	<p>Report of the Headteacher:</p> <p>The Headteacher informed Governors that she is using a new format for her report now – adapted from “The Key”. Governors need to know about attendance, Looked After Children and data, and make self-evaluation judgements.</p> <p>SAT’s results were discussed and it was agreed that each cohort is different. It was agreed that Governors need to understand the current position and being able to identify evidence in place. All the papers would be studied and case studies completed for each pupil in Year 6 during the summer break</p> <p>It was noted that feedback re. SAT’s results had upset the children and Governors strongly agreed that education should be in place to support children, encourage confidence and make them well-rounded individuals.</p> <p>Governor Observation: A Governor observed that her children had been very upset and worried prior to the tests due to media coverage. Concern was voiced about this and Governors were concerned that children felt pressure in this way.</p> <p>The Headteacher said that we are a school that believes in children knowing what is going on in the outside world and therefore encourages media knowledge. However, it was agreed that prior to the SAT’s tests some bad information had been broadcast/published.</p> <p>Governor Observation: A Governor said that she felt sad that the children had been stressed in this way and felt it was not the way that education should be going.</p> <p>Governor Observation: A Governor observed that the Year 6 pupils this year have had a turbulent time and this is part of the picture – this had been dealt with by the headteacher in a timely fashion.</p> <p>It was agreed that Governors and school leaders would need to tackle this head on as part of the responsibilities and core functions of the Governing Body. Governors need to gather evidence and challenge school leadership.</p> <p>It was noted that there will be an updated Action Plan for next year.</p>	

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	<p>Governors felt that there could be a national backlash from the fact that the Government have not given clear indications about assessment and there have been mixed messages about the SAT's tests. The fact that 48% of pupils in this county did not achieve expected levels gave a very demoralising message.</p> <p>Governor Challenge: A Governor asked if becoming an academy would change this situation? The Headteacher felt that it would not.</p> <p>Overall Governors felt that it is vitally important for Killinghall School to maintain its ethos of providing a well round education for all pupils. AGREED.</p> <p>Governors wished to record their thanks to the Headteacher and a presentation was made.</p>	
9.	<p>Governance Annual Statement: The Chair informed the meeting that this has been updated and will be published according to statutory requirements.</p>	
10.	<p>Governor self-evaluation: This is completed every year and is taken from "The Key". There are 45 questions for Governors to complete and return to the Chair please.</p>	Governors to complete and sent to Chair please.
11.	<p>Update on end of year Report/Newsletter to parents: It was noted that this will come out later this week. There is a big focus on Global learning throughout school and it was agreed that Global School and Healthy School are both embedded now. It was agreed that this ethos is what Killinghall School is about.</p>	
12.	<p>To deal with any matters agreed for consideration under item 5 above: Please see confidential minute on separate sheet.</p>	

There being no other business the meeting closed at 7.45 p.m

Dates for 2016 – 2017 meetings:

Monday 26th September 2016

Monday 17th October 2016

Monday 28th November 2016

Monday 16th January 2017

Monday 6th March 2017

Thursday 27th April 2017

Monday 22nd May 2017

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Monday 3rd July 2017

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