

Midsomer Norton Primary School
Full Governing Body Meeting
Thursday 9th November 2017 at 6.00pm

Present

Alun Williams
Alun Randell
Gareth Griffith
Kerry Postlewhite
Jane Jones
Beth Selway
Hayley Bullock
Rebecca Dobson
Eleanor Cook
Sarah Biss
Simon Mills

1. Chairs Opening Remarks / Apologies for Absence

AW introduced himself and welcomed the Governors to the meeting. AW thanked the Governors for attending this extra ordinary meeting and asked them to introduce themselves. AW explained that MK had decided he was not able to continue as Chair due to his other commitments including Charing the LGB at Welton. AW outlined that he would be Chair for the time being, and hoped that going forward someone else would feel able and confident to take the role over.

Apologies were received and accepted from DS, PE, AS, ASind and SR.

2. Declaration of Interests and Register of Pecuniary Interests - Update

(a) Declaration of Interests

Nothing to add.

(b) Register of Pecuniary Interests

HB reiterated that she is involved in the sports provision for the school.

3. Matters Arising and Agreement of Minutes from 5th October 2017

- 3.1 Budget 2017/18 – AR confirmed that the budget had been accepted by the Trust and that he is expecting an overspend of around £7k. AR added that he had received a delayed invoice from BANES for £11k.
- 3.2 Staffing – AR stated that a new teacher Danielle Matthews had started and this had been a smooth process.
- 3.3 Minutes - The Minutes of 5th October 2017 were agreed to be a true and accurate record of the last meeting and were signed off by AW (Prop: AW Sec: AR).

4. Head's Report and Questions Arising

- 4.1 Year 2 - AW asked if anyone had any questions on the report or would like Further detail on any particular area. GG asked for context regarding Year 2. AR responded that Year 2 had a new member of staff who was relatively inexperienced and also a more experienced staff member. AR reported that there had been better outcomes in Years 2,4 and 6 than in Years 1,3 and 5, and he felt that possibly there had been more emphasis on Year 2 at the expense of Year 1.
- 4.2 Year 6 – AW commented that Year 6 looked like a vulnerable group. AR responded that some of this is historic as Years 5 / 6 had experienced a disrupted education with multiple changes in teacher. AR stated that 18 months ago, the SMSA support for children in reading had been cut due to budgetary pressures which had significantly impacted on this year group. AR added that this support had now been reinstated. AW queried whether AR believed this group would make better progress over the year. AR confirmed that he was certain this was the case. SB added that the indications from the SEN children, looking at the

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fine tracking, was that there had been quite significant progress this term.

- 4.3 Tracking – SM queried what measures are being used to track progress and whether these are consistent across the Trust. AW responded that all schools will be using the Spoto system next year. SM queried the numbers of SEN and Pupil Premium children within the school. SB outlined that there are 39 SEN children on the register, 70 Pupil Premium and 19 who fall into both groups.
- 4.4 Supporting Teachers – AW queried what provision is in place to support those teachers identified as requiring improvement. AR reported that all of those teachers have support in place and are working with mentors, planning and observing lessons together. BD asked whether teachers had the opportunity to link to other schools and observe good practice. AR stated that KC, the Head Teacher from Longvernal Primary School was providing support for the school.
- 4.5 Fire Drill – AR reported that there had been an impromptu fire drill during the open day and the evacuation had been swift and efficient. AR stated that the drill had highlighted the need to review the fire procedures (draft form currently with the teaching staff), and the need for two-way radios, which have been ordered. AW queried whether the Governors could feel satisfied that the school fire procedures were robust and effective. AR confirmed this was the case.

5. School Improvement Plan – review progress

- 5.1 AR reported that support is in place for addressing the issue of attainment in Maths. AR stated that phonics in Year 1 is looking much more positive. AW queried whether the percentage who do not reach the grade in phonics are able to read and access the primary curriculum. SB responded that for those children there are interventions in place. AR stated that reading has been identified as an area for development as last year maths and writing had been prioritised.

6. SEN Current Progress

- 6.1 SB gave a presentation to the Governors detailing attainment and progress in the areas of writing, maths and reading (copies of slides attached).
- 6.2 Questions / Comments Arising - GG reported that schools now need to compare Pupil Premium pupils against all others. SB stated that she will add an extra column to the slides to show this. HB queried how often we track this data. SB outlined that there are three assessment points a year but that fine tracking is continuous. AR commented that the attainment and progress in writing is evidence of how 'Talk for Writing' has helped those children who struggle in writing. EC agreed that this impact has been very obvious. AW queried whether the school use a spelling scheme. SB stated that they use Nessy in the classroom and to send work home.
- 6.3 Interventions – SB outlined the stark difference that the reading interventions had made in 2015/16 compared to after they stopped. SM queried the cost implication of this. AR responded that this was £6k a year. AW queried how the Trust could support Year 6. SB stated that there is an experienced TA giving interventions in Year 6 but that for budgetary reasons this may not be sustainable which is an issue we need to consider. EC reported that she has real concerns about the TA support and the impact it would have if it was withdrawn. EC added that this will be even more of an issue after Christmas as there will be SATs issues to deal with as well. AW queried the cost of this support from after Christmas to whenever AR feels it is needed. AR to check and confirm this to AW. AW commented that in conclusion, progress for P.P children is pretty much in line with the rest of the school, and that the gap in attainment is not huge. AR stated that the focus needs to be on the quality of teaching and this is supported by the revised Teaching and Learning Policy.

ACTION: AR

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7. Pupil Premium Spend

- 7.1 AW stated that he wanted the LGB to be happy with how this money is being spent. Vote taken on this (Prop; AW, Sec; AR). Motion carried (HB abstained).

8. Governor Roles and Responsibilities

- 8.1 AW outlined that this document is currently blank and we will need to find areas that the Governors are happy to take responsibility for or share their expertise in. KP queried whether there were any role descriptions for the roles. AW responded that the Trust do have a policy on the area of Governor visits. LC to source and circulate to the LGB. AW added that Governors could share areas of responsibility if they wanted. LC to merge into the document the Governors names against areas of responsibility that had been previously been agreed. This document to then be reviewed / amended by the LGB.

ACTION: LC

9. ASP Update

- 9.1 Presentation by AR - ASP is a new system introduced by the Government to show how schools are performing in comparison to national and local averages. Details outlined in slides (attached).

10. Teaching and Learning Update

- 10.1 Covered during earlier discussions.

11. Safeguarding

- 11.1 AW reported that he had commissioned Sarah Mellor to carry out a Safeguarding review for all schools within the Trust and to produce reports on this. AR stated that the issues raised included that the site gates were not on a video intercom, there are no measure in place to control the buzzing in of visitors or to restrict their access to the building once they are inside, and that there are two external lettings which overlap with after school clubs. AR stated that we need to review the contract we have with the external lettings as the after-school club is the priority for the school. AW offered the possibility of allowing the lettings to use other Trust premises as an alternative. AR reported that there was a lot of work ongoing on the personnel files which needed reviewing to meet Trust best practice guidelines. AR commented that as well as areas of weakness SM had highlighted strengths in terms of the training being carried out and the culture within the school of raising concerns if needed. AW reported that he had viewed and signed off the Single Central Record.

12. Communications

- 12.1 AW stated that Health & Safety should be added as a standing agenda item for future meetings.
- 12.2 BD queried whether the Calculation and Reading Policies were now on the school website. AR responded that the Calculation Policy was and he would check on the Reading Policy. AW added that many school policies will now be superseded by Trust policies as we move towards standardisation, although local policies will stay in place for some more locally specific areas such as a Packed Lunch Policy. AW stated that the Trust policies are not all perfect and if the Governors had the opportunity to look through them he would welcome any feedback.

ACTION: LC

ACTION: AR

13. Any Other Business

- 13.1 JJ reported that she will be attending the new Governor training course and stated that she struggles with the educational jargon as this is not her professional background.

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14. **Date of Next Meeting: Thursday 7th December 2017**

The meeting closed at 7.10pm

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Committee Chair / Date