

**Minutes of Full Governing Body meeting held on
 Wednesday 9th July 2014 at 7.15pm at the school**

Constitution, Membership and Attendance – (Bold=absent)

LA – 1	PARENTS - 4	CO-OPTED – 7	STAFF – 1 + Headteacher
Alan Blackbeard – AB	Matthew Engelke (Vice-Chair) - ME	Clare Taylor - CT	Jane Evans (Headteacher) - JE
	Mark Dickinson - MD	Yeing-Lang Chong – Y-LC	Loretta Lau – LL
	Alex Axiom - AA	Rhian James – RHJ (Chair)	
	Rebecca Gibbs – RG	Rebecca Johnson - RJ	
		Ally Salisbury - AS	
		Roy Vella – RV	

Apologies: Alan Blackbeard (AB)
Absent without apologies: None
Also attended: Rebecca Mole (RM) – Deputy Headteacher/SENCO
 Vicki Prince – Clerk
 Rebecca Boyce, Literacy Coordinator (For Item 2)

1.	Apologies: Apologies had been received from Alan Blackbeard	
2.	<p>Literacy Presentation</p> <p>Ms R. Boyce was welcomed to the meeting and gave a presentation outlining the changes to the Literacy Curriculum in line with the New Curriculum. She then showed the data on attainment levels in Literacy this year as compared with previous years, which showed that standards in Reading, Writing and Mathematics were all very similar to or above last year's levels while Reading at Level 3 had increased by 10%. It was noted that there was a slight gender gap, with girls outperforming boys in all areas except Science. Thus an aim for next year will be to narrow the gender gap in Reading and Writing. Other aims were as follows:</p> <ul style="list-style-type: none"> • To fully implement the new Literacy Curriculum • To ensure staff are fully confident in the new Spelling, Punctuation and Grammar (SPaG) tests • To ensure that there continues to be high quality phonics teaching <p><i>Mrs A. Axiom (AA) and Ms A. Salisbury(AS) joined the meeting at 7.26 pm</i></p> <p>Q: What strategies will you use to narrow the gender gap? A: We will use visual aids e.g. film clips to inspire children and we will also focus on non-fiction texts to develop their skills in writing non-fiction, which the evidence suggests tend to be less developed than their ability to write fiction. Q: So how does that focus on narrowing the gender gap? Film must inspire boys and girls equally. A: We will look at each cohort carefully to identify subjects that inspire them. The Headteacher added that this had been discussed in depth at a Senior Leadership Team (SLT) meeting. <i>Ms Y- L Chong (YLC) and Mr M. Dickinson (MD) joined the meeting at 7.30 pm.</i></p>	

3.	<p>Declaration of Interests There were no declarations of interest with respect to items on the agenda.</p>	
4.	<p>Minutes of the last Meeting and Matters Arising The Minutes of the meeting held on 21st May were agreed to be a true record and signed as such.</p> <p>Item 6 of March Minutes, A Governor asked whether there had been follow-up with regard to the rising price of gas and electricity bills. It was agreed that this be followed up at the next F&P Meeting.</p> <p>Autumn 1 F&P Agenda Item <i>Mr R. Vella (RV) arrived at 7.35 pm</i> Item 3, It was agreed to include Chair's bulletin in next week's newsletter Item 4, It was confirmed that soundings had been taken of parents' reactions to an Unofficial Fund.</p>	
5. 5a 5b	<p>Membership and Training</p> <p><u>Membership:</u> Mr M. Dickinson (MD) will be going on a year's sabbatical and has therefore resigned as Parent Governor. It was agreed that he be appointed an Associate Member for one year subject to review one year from now.</p> <p>Summer 2 2015 GB Agenda Item Mr M. Engelke (ME) confirmed that 2 parents have put themselves forward for consideration and an election will take place, with a view to a new Governor being in post before the end of term. MD was thanked for all his hard work as Governor.</p> <p><u>Training:</u> The Clerk had previously circulated a document outlining all the training done by Governors in the last few years and this document had identified several gaps. The Chair stressed the importance of Governors ensuring that all areas of training are covered across the Governing Body and requested that all Governors, at a minimum, do the National Training Programme for New Governors ('Getting to Grips with Governance'). The school paid £2.5K a year to buy into the training and Governors were currently not making sufficiently good use of it to get value for money. The Headteacher added that the training was very good quality. Governors were advised that the programme for next term would be issued by the end of next week and any questions in the meantime could be addressed to Clare Meadows. Q&A: Governors asked what training would be most useful and were told that Safeguarding, Equalities, Governors and School Finance, Data and RAISE Online were particularly recommended and it would also be useful for at least one Governor to attend the next Academy briefing. Governors were asked to share their experiences once they had attended a training via the form the Clerk had previously circulated, which could be accessed from the Key Documents page on the secure Governors' area of the School website.</p> <p>Governors asked that it be highlighted on the training log when training needed to be refreshed. Action: Clerk to amend table accordingly to reflect training that had not been done by any Governor within the last 3 years.</p>	Clerk
6. 6a	<p>Committee Reports</p> <p><u>Quality and Standards:</u> The minutes of the meeting having been circulated, ME reported that most of the meeting had been spent reviewing the preliminary results for 2014, which, overall, had looked good. There would be a full presentation of the validated data at the first meeting of the Autumn term. There had been a lengthy discussion on Early Year Foundation Stage (EYFS) assessment criteria, which had last year shrunk from 113 to 17 measures. He had put some questions to the LA Performance Analyst via the Headteacher and has since received clarification of how the metrics work. Last year DfE guidance had not been consistent which had led to some discrepancies across the borough in terms of how the measures were applied. However, the LA was confident that there will have been more consistency this year.</p>	

	<p>With respect to assessment measures for KS1 and KS2, the school was awaiting guidance from the DfE as to assessment measures and would stay with levels for the time being because they were assured something solid was coming via the Achievement for Children working group in charge of developing a new system. However, it was recognized that adapting to this would present a challenge for both the school and for parents. In addition to the above, the committee had approved the new Handwriting Policy.</p> <p>Q&A: A Governor asked for clarification as the 'slight issue' referred to with Year 4 children and were told that this simply meant they had missed their targets. It was agreed that the wording needed to be improved in this paragraph before the minutes were approved.</p> <p>Action: Clerk and ME to review and amend the minutes as necessary.</p>	Clerk/ ME
6b	<p><u>Finance & Premises:</u> The F&P minutes having been circulated previously, MD highlighted the decision taken, within the context of a budget discussion, not to accede to a uniform supplier's request to buy all his left-over stock at full price (including his margin) but to offer to buy it at cost as a good-faith gesture.</p> <p>There had also been a detailed discussion regarding the school playground works and it had been agreed to authorise the works to proceed on the basis that there was an available budget of £114K including £8K of expected in-year capital funds which, it was agreed, could be covered should they not be forthcoming. At this juncture, CT requested Governors' approval of the playground tender previously circulated to them. Following a rigorous process in which 3 tenders had been obtained, the SBM was recommending that ESP Play be awarded the contract on the basis of cost, quality and delivery capability as outlined in the tender document. Governors unanimously approved the proposal to award the contract for the playground works to ESP Play.</p> <p>MD highlighted that there had been a discussion about the best way of identifying all those pupils eligible for Pupil Premium and it had been agreed to send out a form to <i>all</i> parents requesting their National Insurance number so that the LA could run a check using the database they have for this purpose.</p> <p>Q&A: Some Governors expressed concern that this was sensitive data but were assured that a lot of schools are doing this and the information would be instantly shredded once the check has been run.</p> <p>A discussion took place as to the best way to ask for this information. It was agreed, in the first instance, to send a letter explaining what the number would be used for and the importance of everybody replying. Staff Governors were optimistic that such a letter would have an excellent response. Should the response be below 80%, Governors might then consider offering additional incentives such as those used in other schools. Action: School to send out letter requesting NI Number and Governors to review situation depending on the outcome.</p>	HT/ RM
6c	<p>See Confidential Minute</p> <p><u>Personnel, Children and Community:</u> The minutes of the PC&C meeting had been circulated with the Agenda. It was noted that the committee had talked about the Ofsted Parentview responses but since then the results of the school's questionnaire to parents had been received. The Headteacher read out the results, which were, in general, very pleasing, often with 90-100% of parents in agreement with statements made. The Governors were pleased to note that there had been a big increase in the number of parents happy with before and after school care and that there was good feedback on the new Fit for Sport team leader.</p>	

	<p>The only areas that stood out as being ones possibly to address were:</p> <ul style="list-style-type: none"> • Home learning (75% of parents believed there was an appropriate amount of home learning) • Opportunities for PE (which highlighted the need to improve communication about the opportunities available as it was clear from the comments made that some of the negative responses had resulted from misconceptions. For example, parents needed to be made aware that competitive sport can only be practised in Years 5 and 6. Thus next year will be the first year that the school will have been in a position to offer this and plans were in place for this to happen.) • Celebrate all cultures (and this will be addressed in next year's School Development Plan). • Variety of clubs (but parents needed to be made aware that there were certain clubs the school cannot provide). <p>Q&A: Governors commended the school for wanting to achieve 100% satisfaction but were of the opinion that the results were excellent and there was nothing in the quantitative data to cause concern. However, they asked how the qualitative data would be analysed as this might yield some useful insights. The Headteacher explained that, once parents' comments have been typed, they will be sent to Brian Glover who will scrutinise it for any common threads. She confirmed that the quantitative results will be published and the common threads discussed by the Senior Leadership Team (SLT) prior to publishing to parents. In view of the fact that some parents were thought to have concerns about how well staff knew their children, Governors debated the merits of conducting the parent questionnaire after pupils' reports had been sent out. However, it was agreed that the optimum timing might be the end of the Spring term by which time parents would have formed an opinion as to how well teachers knew their children and the school would have a term to address any issues that emerged.</p> <p>The Chair reported that the Committee had also looked at teachers' work-life balance and had approved the following policies:</p> <ul style="list-style-type: none"> • Home School Agreement • Missing Child • Safer Recruitment and Selection • Appraisal <p>The Committee had also discussed the Staff Exit Interviews, <u>which had taken place and had</u> concluded that there were no issues to address.</p>	
7.	<p>Review <u>Progress Towards</u> SDP 2013-14</p> <p>The Headteacher outlined where the SLT considered the school was in relation to the SDP and what the next steps were. Good progress has been made towards achieving all objectives. However, as a number of objectives are three year objectives, work will continue in the coming academic year:</p> <ul style="list-style-type: none"> • Objective 1 (to plan a rich, dynamic curriculum in line with New Curriculum) - training has been put in place for staff in Mathematics and Science to ensure that teaching and learning continues to be outstanding following the introduction of the New Curriculum. The next steps will be to continue to develop this and plan a Year 6 curriculum which will ensure challenge for higher level learners. • Objective 2 (to move the school to beyond Outstanding) had been met and the school had again been judged Outstanding by Ofsted. The next steps were to 	

	<p>continue to actively monitor any new developments and disseminate to staff.</p> <ul style="list-style-type: none"> Objective 3 (to raise standards in Maths and Science for more able children and to continue to raise standards of Writing across all levels) has been partially met, the Maths and Science objective being only the first of a 3 year objective. The Headteacher outlined the initiatives undertaken this year and those planned for next. In many areas attainment had risen and Richmond's Principal for Schools, who had carried out a survey amongst children on their attitudes to Maths, had reported that Orleans pupils felt challenged but supported. Objective 4 (to aim for 100% Outstanding teachers by Summer 2014) had been partially met with 12 teachers having been judged Outstanding and 1 Good <u>at the end of the summer term</u>. Next steps will include being clear about how Teaching and Learning works with the New Curriculum and staff are visiting other schools to see what they do and share experiences. Objective 5 (to continue to develop community cohesion) has been partially met with many multi-cultural events and initiatives and links having <u>been</u> built with schools both locally and internationally (in France and Kenya.) Objective 6 (to ensure consistent and robust behaviour management systems are in place) - the Home School Agreement and Behaviour Policy have <u>been</u> re-written and the Anti-Bullying Policy <u>is</u> due to be reviewed in the Autumn Term. Parental concerns have been dealt with quickly and children who struggle at playtime are monitored carefully and successful initiatives put in place to help them. Emotional Resilience workshops, which ran successfully this year will be run again next year. <p>Q: What does it mean that it's the final year of the objective for Writing? A: <u>Many objectives run over three years and are then complete. Writing however is a longer term objective so it is being renewed and will run for a further 3 years.</u></p> <p>Q&A: Following Maths and Science week, Governors opined that there were opportunities to create closer and more explicit links between Maths and Science. Ms R. Johnson (RJ), as Science Coordinator, said that within the New Curriculum there will be more of a focus on cross-curricular links between Maths and Science and the Headteacher said the school will be reviewing cross-curricular links across the board next year, particularly in EYFS, to ensure the curriculum is refreshed. It was noted that other challenges next year will be to prepare parents for the Sex Education classes in Year 6 and the introduction of a SPaG test in KS1.</p> <p>Q&A: A Governor asked whether staff would be trained to prepare for this and were told they would.</p>	
8.	<p>Review SDP 2014-15</p> <p>The Headteacher reported that key initiatives for next year will include maintaining the standards of attainment in Literacy and Maths, to go for the Science Mark and to continue to drill down into children's knowledge to identify where the gaps were. Other key areas will be:</p> <ul style="list-style-type: none"> Equality and diversity, starting with an INSET day in September to improve staff awareness of issues. Assessment – following the abolition of <u>national curriculum</u> levels, the school has to ensure that clear and consistent methods of assessment are in place and that staff are fully prepared for the change. Inclusion Safeguarding Continue to ensure that standards of teaching and learning are outstanding despite the changes in curriculum. Sport – ensure the school is fulfilling and exceeding its statutory obligations, develop competitive element in Year 5 and plan forward for Year 6. <p>Governors commended the SLT for the hard work that had obviously gone into this.</p>	

9.	New Curriculum Curriculum maps have been rewritten for each year group and Medium Term Plans put in place. There has been a Mathematics INSET day to develop teachers' understanding of Mathematics in preparation for the New Curriculum and TAs have also had training, on which Ms L. Lau (LL) gave positive feedback. There has been networking with other schools with the new Year 5 team visiting other primary schools to observe teaching in Year 5 and resources have been bought. All staff members have been fully apprised of the changes and will be monitored by RM.	
10 10a 10b 10c	Governor Visits <u>Child Protection:</u> CT, Child Protection Governor, had met with the Headteacher that morning and had circulated her report. She reported that they had reviewed all actions from the previous meeting to ensure the necessary action had been taken and had reviewed the new Safeguarding guidance in detail to ensure the school was complying. The Headteacher had also showed CT her new E-Safety flow chart, which set out potential situations that could arise and how to handle them. <u>Mathematics:</u> RV, Mathematics Link Governor, had conducted a visit during Mathematics and Science week and had been impressed by the variety of teaching styles used and the seamless way with which children adapted to the different approaches. He also praised a lesson on budgeting which gave children a solid example of how Mathematics might be applied to everyday life. The visit had, however, highlighted to him the need for the school to access un-utilised equipment via parents or their employers as children had been obliged to share one PC between two. <u>Community Cohesion:</u> AA (Community Governor) had conducted a visit in June in relation to SDP Objective 5, her report of which had been circulated previously. She reported that she been told about the school's links with 3 other schools and the frequency with which members of the local community were invited into school, whether through clubs, events or assemblies presented by local people or organisations. Children also went out into the community and there was an open relationship with parents. In general, she had been impressed and could identify no gaps. Q&A: Governors discussed children taking public transport more and it was noted that the Headteacher had ordered eye-catching hats to more easily distinguish the school's pupils when on trips.	
11.	Date of Next Meeting The next meeting will be held on Wednesday 15 th October at 7.15 pm.	

The meeting ended at 9.45 pm.

Signature: _____

Date: _____

Item No.	Actions Arising	Responsible person
5	Amend training log to show when training needs renewing	Clerk
6a	Amend Q&S Minutes as stipulated	Clerk
6b	Send out letter to parents requesting NI Number	Headteacher/RM

Agenda Items Arising:

Item No.	Agenda Item	By Whom	When
4	Follow up on high gas and electricity bills	F&P	F&P Autumn 1 2014
5a	Review Associate Membership of MD	Governors	GB Summer 2 2015