

THE BEECHES PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY

Wednesday 14th September 2016 at 6:15pm

MINUTES

Present: Bill Peasley (Chair), Tim Smith (Headteacher), Adrian Holdstock, Chris Buckler, Emma Chester, Hilary Faulkner, Charlotte Johnson, Mohammed Jamil, Helen Marsden

In Attendance: Suzanne Arnold (Clerk)

1 Welcome and Apologies for Absence

The Chair opened the meeting and welcomed those present. Apologies for absence were received and accepted from Sadia Kauser.

2 Pecuniary Interests

2.1 Governors submitted completed pecuniary interest declaration forms for the annual review of the Governing Body Register of Pecuniary Interests

2.2 There were no declarations of interest relevant to this meeting.

3 Vice Chair of the Governing Body

Chris Buckler was appointed as Vice Chair of the Governing Body for the academic year 2016-17.

4 Membership of the Governing Body

4.1 Parent Governor Vacancy

The Headteacher confirmed that a letter had been sent to parents requesting nominations for the parent governor vacancy.

4.2 Co-opted Governor Vacancies

The Governing Body had vacancies for three co-opted governors. An application had been received through Governor Services from a local person who was interested in serving as a governor; the Chair would make contact with the applicant to arrange a meeting.

Action: Chair to contact applicant for co-opted governor vacancy

4.3 Governors discussed the possibility of re-constituting the Governing Body to a smaller number of governors. It was agreed that attempts would first be made to fill the current vacancies. The Chair would contact the School Governors One Stop Shop (SGOSS). The Headteacher would contact Jack Hunt School to find out whether any member of their staff may be interested in serving as a governor at The Beeches.

Actions:

**Chair to contact School Governors One Stop Shop for assistance in filling co-opted governor vacancies
Headteacher to contact Jack Hunt School to advertise co-opted governor vacancies**

5 Minutes of the Previous Meeting

The minutes of the meeting held on 7th July 2016 were agreed as an accurate record and were signed as such by the Chair.

6 Matters Arising

6.1 Governor recruitment

The clerk would re-send governor recruitment literature to Adrian Holdstock, for advertising governor vacancies in the church community.

Action: Clerk to send governor recruitment literature to Adrian Holdstock for advertisement of governor vacancies.

6.2 DBS Checks

It was confirmed that Mohammed Jamil and Hilary Faulkner had completed their DBS checks and would bring in their certificates for validation by the School Business Manager.

Action: Hilary Faulkner and Mohammed Jamil to submit DBS certificates for validation

6.3 The Headteacher confirmed that the school events calendar had been updated on the school website.

6.4 Special Educational Needs and Disabilities (SEND)

The Chair reported that a letter had been sent to the Secretary of State, copied to the Regional Schools Commissioner, Ofsted and local MP Stewart Jackson, expressing the Governing Body's concerns regarding the quality and level of SEND provision to the school by the local authority (LA). Responses had been received and these were shared with governors.

The Headteacher reported that a Headteacher panel had been due to meet with the head of the SEND department at the LA; he would report the outcome to governors in due course.

6.5 School Development Plan

It was confirmed that copies of the STEM section of the School Development Plan (SDP) had been forwarded to governors.

6.6 Marketing the school

Hilary Faulkner had spoken to the marketing lead at Thomas Deacon Academy (TDA), who would be visiting The Beeches later in September to discuss possible marketing strategies.

6.7 Governor training

Charlotte Johnson would be attending a governor training session for the Headteacher's performance management in October, and would also be accessing online training for this.

In house governor training on Ofsted had been arranged for Tuesday 20th September, 6pm at the school.

6.8 Governor newsletter

The governor newsletter to parents had previously been drafted by governor Mark Houghton, who had now resigned from the governing body. Following discussion, it was agreed that the governor newsletter would in future be incorporated into the school newsletter as a separate section; the Chair would undertake the responsibility of drafting the text.

Action: Chair to draft governor section for school newsletter, on termly basis

7 Review Governing Body Standing Orders

The Governing Body Standing Orders had been previously circulated and were approved, subject to an amendment of the section on DBS checks, to reflect that all governors were required to undertake these checks.

8 Review Governing Body Code of Practice

The Governing Body Code of Practice had been previously circulated and was approved, subject to amendment of the reference to "Every Child Matters".

9 Governing Body Delegation

9.1 Scheme of Delegation

The Scheme of Delegation was approved subject to an amendment of the section relating to budgets; going forward it would be the responsibility of the Resources Committee to approve any revision of the initial budget. An additional line would be added to the Scheme of Delegation to reflect this.

9.2 Committee Structure and Membership

It was agreed that the governing body's committee structure membership would remain the same as for 2015-16, but that Bill Peasley and Tim Smith would be shown as members of both the Resources

committee and the Curriculum committee. All governors would continue to be invited to meetings of both committees. The Chair emphasised that the school's financial decisions should be informed by school development priorities, in turn informed by pupil performance standards; the work of each committee was therefore linked.

- 9.3 Membership of the Salaries Committee was confirmed as Mohammed Jamil, Bill Peasley and Adrian Holdstock. The committee would meet directly after the meeting of the Resources Committee on 13th October.
- 9.4 A date would be set for a meeting of the Ofsted working group as soon as possible (Bill Peasley, Tim Smith, Charlotte Johnson, Emma Chester). The group would be reviewing the draft Self Evaluation Form, prior to circulation of the document for the next meeting of the full governing body.
- 9.5 Charlotte Johnson was appointed as governor with responsibility for SEND.
- 9.6 Charlotte Johnson was appointed as governor with responsibility for the pupil premium.
- 9.7 The Headteacher advised that the main priority for the School Development Plan for 2016-17 would be reading. A Wellbeing for Learning strand of the plan would incorporate a priority for the Artsmark and for food for life.

It was agreed that governor links for the SDP would be confirmed once the plan had been finalised and submitted to governors.

- 9.8 Panels for discipline, appeals and complaints would be appointed as and when necessary.

10 Headteacher's Report

- 10.1 The Headteacher presented a verbal report as follows.
- 10.2 Numbers on roll were high, with 85 children in this year's Reception cohort. Waiting lists were in operation for certain of the year groups. Additional children had joined the school since the start of term.
- 10.3 The new policy for behavior was showing an impact. Five "houses" had been introduced and children would be attending their first house meeting shortly. The houses would focus on the school's values of Excellence, Resilience, Curiosity, Caring, Collaboration and Reflection. Challenges and competitions would be arranged for children to compete on behalf of their houses, and children would receive counters for their house. In response to governor questions the Headteacher advised that random selection had taken place to assign children to houses, and that staff members would also be assigned to houses.
- 10.4 A breakdown was circulated of the school's Key Stage 2 pupil performance outcomes for 2016, issued by the Department for Education. Governors discussed the data as follows.
- It was noted that outcomes for Peterborough had been the lowest in the country, based on raw data.
 - The Year 6 cohort had been a low achieving cohort, based on their Year 2 data.
 - Twenty seven percent of the cohort had achieved the expected standard in all of reading, writing and maths. No children had achieved the higher than expected score for this "combined" indicator.
 - Outcomes for reading had been unexpectedly low nationally
 - Progress had been calculated by setting a standardised score of zero for the expected progress between Key Stage 1 and Key Stage 2. The national floor standards for progress had been set at negative 5 for reading, negative 6 for maths and negative 7 for writing. At The Beeches, progress indicators for maths and for writing were positive (2.6 and 4.4). The progress score for reading was negative 2. Progress was therefore well above floor in all areas.
 - The average scaled score, with 100 deemed a pass, was 95 in reading and 102 in maths and in grammar, punctuation and spelling.
 - Charts were included from the Fischer Family Trust (FFT), who had converted data from previous years into scaled scores, for comparison year on year. This showed that the school's combined attainment outcome had increased slightly on 2015, but had still been well below the national standard.
 - Further discussion of the data would take place at the meeting of the Curriculum Committee later in September. The Headteacher would find out whether online access to the data could be provided

for governors.

Action: Headteacher to provide online access information to governors for performance data

- Governors asked whether any question level analysis had been carried out on the reading paper and were advised that this had recently been completed, and would inform next steps.
- Governors asked for an analysis by groups of learners to be provided to the Curriculum Committee.

Action: Headteacher to arrange for learner group analysis to be provided to Curriculum Committee, for 2016 data

- Governors asked whether comparisons with other schools would be available. The Headteacher advised that the school was working with Fulbridge School, as they had achieved well in the reading paper.
- Other actions included inclusion of The Beeches in trials for reading assessments which would include annual tests for each year group, providing standardised scores. The school was also exploring pedagogical changes.
- Governors discussed that a great deal of work had taken place last year to improve outcomes, yet this was not reflected in the results.
- Governors noted that the results for reading had negatively affected the combined score, and that data for reading therefore needed to be a priority for discussion by the Curriculum Committee and by the Ofsted/SEF working group.
- Governors noted that reading had been identified as a weak area last year, and that this year's outcome could not therefore be seen as a one off "blip". The Headteacher advised that there had certainly been improvements in reading, but that it would take more than a single year for the new programmes to embed, and to be reflected in test outcomes.
- It was noted that the school had performed above the national standard in phonics and in the Early Years Foundation Stage; action plans were therefore already impacting lower down the school.
- The Headteacher emphasised the importance of continuing to focus on other areas (writing and maths) as well as reading.
- Governors asked whether targets had been set for 2017 and were advised that targets would be generated by the Target Tracker system, and then validated by reference to FFT data, as FFT data was informed by a wider range of factors.
- It was noted that a significant discrepancy had been apparent between the school's predictions, based on Target Tracker, and the actual outcomes. Governors asked whether this raised questions concerning the quality of teacher assessments. The Headteacher advised that the problem related to a lack of robustness in the curriculum expectations, and exemplification of standards for staff. Governors asked whether the school would continue to utilise Target Tracker in view of the anomalies and were advised that this would be kept under review.
- Governors concluded that a robust plan for reading needed to be implemented, based on question level analysis of this year's data, and also on national trends. A priority for maths would also be implemented, to build on successes in this area. It was felt that data and plans should be shared with all governors, as well as with the Curriculum Committee and Ofsted group, so that governors could have sufficient confidence to answer questions about the issues, and the action the school was taking to address them. The Chair would contact Gary Perkins, who would be delivering the Ofsted training session for governors, to ask whether he could focus on the 2016 data in the session.

10.5 The Headteacher reported that there had been delays in implementation of the new cloud based IT system; however it was hoped that the new system would be operational for staff and children by half term. Logins would be available for governors, for cloud-based storage of governing body documentation.

11 Committee Reports

11.1 Resources Committee

The minutes of the meeting of the Resources Committee held on 14th July 2016 had been previously circulated, with copies of a revised budget. The governing body approved the revised budget. Future budget revisions would be approved by the Resources Committee, in accordance with the revised Scheme of Delegation (see item 9.1)

- 11.2 Ofsted Working Group
See item 9.4 above

12 Marketing the School
See item 6.6 above.

Governors noted that the school had featured in the local press twice during the summer holidays.

13 Safeguarding

13.1 Safeguarding Policy

The Safeguarding Policy had been previously circulated, revised to reflect new safeguarding guidance. The governing body approved the Safeguarding Policy.

13.2 Whistleblowing Policy

The Whistleblowing Policy had been previously circulated for review, and was approved by the governing body.

13.3 Annual Child Protection Report

The Annual Child Protection Report/Audit had been previously circulated and was accepted by the governing body.

13.4 Annual Report for Children in Care

The Annual Report for Children in Care had been previously circulated and was accepted by the governing body.

14 Annual Review of Equality Statement and Objectives

A proposed equality objective for 2016 was circulated, "To close the gender gap and improve attainment and progress for boys in reading"; actions to support the objective were listed. Success criteria in terms of the percentage would be confirmed following further analysis of the 2016 data. It was confirmed that the objective and actions were reflected in the SDP.

The governing body approved the equality objective and thanked the Deputy Headteacher for her work on this.

15 School Council

The Deputy Headteacher advised that the school was hoping to involve the School Council in the European Local Democracy Week in October.

A visit by the School Council to the Town Hall was to be arranged.

16 Governor Monitoring Visits

Governors provided feedback from recent governor monitoring visits as follows. Reports had been previously circulated.

- Visit to review Asset Management Plan (Adrian Holdstock)
- Visit to review Wellbeing strand of the SDP (Adrian Holdstock)
- School Council visit (Chris Buckler)
- Reading Café visit (Chris Buckler)
- School performance (Chris Buckler)

17 Governor Training

See item 6.7 above.

18 Governor Newsletter

See item 6.8 above.

19 Academies

Governors agreed to explore options for academy conversion. The clerk would make some enquiries with the Regional Schools Commissioner's office, to arrange for a representative to visit for an information and discussion session.

Action: Clerk to arrange for a DfE representative to meet with governors to discuss academy options.

20 Any Other Business

- 20.1 Adrian Holdstock advised of a £80million youth fund for targeted communities across the country, including Peterborough, and suggested that the governing body explore opportunities for accessing this for the school
- 20.2 Adrian Holdstock advised that the Scout Association was looking for facilities to set up groups locally; the Headteacher confirmed that school accommodation could be made available.
- 20.3 A governor meal to thank governors who had left the governing body in the summer was arranged for Thursday 6th October, at 6pm.
- 20.4 A meeting of the Curriculum Committee for presentation by staff of the School Development Plan would be arranged for later in the autumn term.

Action: Chris Buckler to arrange date for School Development Plan meeting, in consultation with Hilary Faulkner and Charlotte Johnson

21 Date of the Next Meeting

Confirmed as Tuesday 29th November 2016 at 6:15pm

The Chair closed the meeting at 8:15pm