

Ashton Hayes Primary School

Governors Meeting

Meeting of Sub Committee B Part One	Term: Spring 2016
Place: Ashton Hayes Primary School	Date: Thursday 28th January
Present: Mrs Sharon Varey (Chair) Mr Matt Hover (Head) Mrs Vanessa Cuthbert Mrs Margaret Papworth Mrs Ann Lowry Mrs Ruth Mason Mr David Wilson (representing Sub A)	Apologies: Mrs Pauline Tilley
	In Attendance: Ms Vivien Couche (Clerk)
	Observers: Miss Linda Corker (Deputy Head) Mrs Mary Jefferson (Sub A Committee)

Item	Minute	Action	Date
1.0	Apologies and Correspondence Apologies for absence from PT were noted and accepted. No correspondence.		
2.0	Conflicts of Interest None.		
3.0	Matters Arising from the Minutes of the Autumn Term <ul style="list-style-type: none"> • MH updated regarding item 5.5, that a letter had been distributed to Parents regarding Assessment without Levels. • Regarding biographies from Governors for the website, this is still awaited from MW. Clerk to send email to MW to request this. • On Item 5.6, MH reported that RM had provided useful feedback regarding readability of the website and thanked her for this. • All other Matters Arising will be covered during today's agenda. Minutes were approved. 	Clerk	Complete
4.0	Staffing 4.1 Staff Appraisal/CPD (linked to schools priorities) <ul style="list-style-type: none"> • MH provided an update regarding targets and objectives set., In summary: (1) all staff have a whole school target of ensuring they understand the standards in the curriculum areas for which they are responsible. The monitoring structure was detailed. (2) Regarding pupil progress, all members of staff focused largely on SPaG and meeting age-related expectations for the children in their group have a clear focus linking children to their appraisal targets. Non SPaG focused staff have a target linked specifically to that year group e.g. number of children expecting/exceeding at EYFS. (3) Specific focus in relation to an area of coordination e.g. the virtual learning platform or specific to assessment in that subject. • CPD: MH updated on the two whole school INSET days in Autumn Term, which covered Science and Progress in Computing. Science was noted as a key focus for Ofsted, along with EYFS. On Computing, MH noted the intention to broaden focus from the use of i-Pads to laptops and coding. He commented on a marked impact already, even at Year 1. • Other CPD activities were reported linking to the SDP, with outcomes from courses being cascaded at staff meetings. These included Guided Reading; SPaG for KS2; Talk for Write; First4Maths; Safeguarding Level 3; Early Excellence and Safeguarding for EYFS. MH is attending a course on appraisals for TAs, while TAs have attended courses on Social Skills and improving Teaching and Learning in Maths for TAs. • MH noted how SPaG is integral to the writing process within school, rather than being seen as a separate topic. Governors commented that book scrutinies across subject areas would evidence this effectively. SV commented that she had seen evidence of this in a 		

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1

Dated: 5/5/16

<p>recent book scrutiny.</p> <ul style="list-style-type: none"> Regarding EYFS, AL questioned whether there were opportunities to use written French in the classroom environment. VCU agreed there was potential to display key words e.g. by adding them to labels for door/window etc. LC highlighted the need to balance this with the guidance from the Fire Service that no more than 15% of the walls should be covered, for safety reasons. 		
<p>4.2 Governor Training</p> <ul style="list-style-type: none"> MJ's Induction has been organised. She has also attended a What is Expected of Governors course with RM, which they reported as very useful. MP noted the need to continually question the impact of any course of action planned or taken at school. RM/MJ will provide a more detailed update on this course at the next FGB meeting and send any notes to DS, who will store them. AL and MP will be attending the Chairs of Governors Conference. SV will be attending Securing Systematic Monitoring and Securing Governor Involvement courses in March. MP and MH will be attending Pupil Based Planning training in February with Edssential. 	RM, MJ	22/3/16
<p>4.3. MDAs</p> <ul style="list-style-type: none"> MH reported that unfortunately EW can no longer continue as an MDA due to other employment. As a result, MDA numbers need to be increased to ensure the correct ratio is maintained. Governors discussed advertising the post, which in the past has been hard to recruit to. MP will ensure it is advertised in News from the Pews; Around Ashton and the Village Facebook page. MH reported that Lis Oates (TA) is proving a very effective supervisor of MDAs She has strengths in coordinating communications and people management. 	MP	Asap
<p>4.4 Classroom Organisation/Staffing 2016/17 including Parents' Meeting</p> <ul style="list-style-type: none"> MH introduced this item, noting his plan to send out a letter to all parents early next week inviting them to attend a Parents Meeting to outline the future classroom organisation on Tuesday 23rd February from 7pm. Governor presence is requested, MH will lead the meeting. MP reminded Governors that following the communications difficulties last year regarding this matter, Governor awareness has been raised of the need to manage expectations clearly for existing and prospective parents. MH confirmed that when new parents are shown around the school, the fact that there are 5 rather than 7 classrooms is clearly pointed out to them. <ul style="list-style-type: none"> 1) Governors discussed the need to break down the perceived barriers between Key Stages, as many local schools combine year groups, and tackle perceptions that a teacher would only teach a single year group. MH noted how giving the classrooms names had personified them for many children and parents, in a way that the previous numbering system had not. The need for clear terminology to describe the children's learning journeys was highlighted by MP, AL and SV. 2) Different options re groupings were considered, including basing the allocation just on a child's age within the year, no other factors. Governors discussed the implications of this approach. They challenged MH as to whether this would genuinely be in the best interests of the children. They discussed other factors including a child's educational level and their social and emotional development. 3) Child by child basis, taking account of the following factors, which are not hierarchical: <ul style="list-style-type: none"> - Social learning group; - Emotional development; - Readiness to learn; - Stage of learning; 		

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<ul style="list-style-type: none"> - Gender and age; and - Any additional needs. <p>Governors fully supported this option.</p> <ul style="list-style-type: none"> • Governors discussed the likely questions to arise at the Parents Meeting, including the option of building another classroom. MH agreed to include this, with a reference to costs, early on in the presentation to be given at the meeting. MH highlighted that current pupil numbers are at 127 and will be at 136, but this is still below the school's capacity number of 152. • Governors also discussed whether to offer parents an option about how they would like to hear about which class their child would be in for 2016-17 e.g. email, letter or meeting. • MH confirmed that whole Year Groups would come together at key points. Governors recognised the importance of keeping the cohort together e.g. for Residential Visits, Topic etc and were in full support. LC pointed out the resulting impacts on space, interventions and leadership time this year, including the significant logistical challenges. Governors were aware of the logistical challenges but were in agreement that this was to some extent inevitable to meet the needs of the children. • Different class configurations were discussed based on anticipated number, the likely composition was thought to be: <ul style="list-style-type: none"> - Reception - Year 1/2 - Year 2/3 - Year 3/4 - Year 5/6 • VCu mooted the possibility of having a Year 1 Class and just having Years 2/3, 3/4 and 5/6 combined. Governors agreed this is a possibility, but until final pupil numbers are known for September, it would be better to present to Parents the option of a mixed Year 1/2 class, in case this scenario arises. • Governors discussed the use of Pupil Voice as a means to gather feedback on the planned class structure. MP stressed the importance of emphasising that the decision on which class to place a child in is being made by educational professionals, following many hours of thought and consideration. While Governors provide strategic input, operational decisions have to be made by the Head. • The planned structure of the presentation to Parents was discussed and proposed to be: <ul style="list-style-type: none"> - School capacity/the magic number; - PAN and what that means; - Bar chart of the number of children in school showing the boy/girl split; - Explaining mixed Year Group classes; - Holistic approach to making a decision, the factors behind it; - Budget limitations and impact on plans for capital/revenue spend; school facilities etc • Governors agreed it would be a good idea to start a list of Frequently Asked Questions (FAQs) likely to arise at the meeting and how these would be answered. • MH agreed to circulate to Governors the letter to Parents inviting them to the meeting for feedback before the letter is issued. • MH will circulate the SEF before next week's Sub B meeting for reading beforehand. 			
<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • Thursday 4th February 4.30-6.30pm for the second part of the Sub B Spring Term Agenda, continuing from Item 5. • VCu submitted apologies for the next meeting. 		MH MH	1/2/16 3/2/16

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Thursday 4th February meeting.

- Attendees as per 28th January meeting, except Mrs Vanessa Cuthbert, who sent apologies.

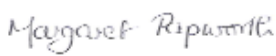
5.0	<p>Curriculum</p> <p>5.1. Curriculum Organisation</p> <ul style="list-style-type: none">MH reported that the new Curriculum is now fully embedded, with a rolling programme covering World/UK exploration each alternate year. The current topic of Space has held great fascination in the Reception class. There is also lots of work on British Values, with a Floor Book in place in Reception and Year 1.SV queried how school has managed the splitting of work for Year 3 across the two classrooms. MH described the effective use of the Hall; his own and Mrs Howe's teaching to the Year 3s as a whole class. Guided Reading is undertaken as a single Year group, with more able and gifted/talented children from Peregrine going to Mr May's class for extension activities. Initial difficulties have been overcome and the Teachers are relishing the experience. SV commented on success in part being attributable to the fact that the staff know the children so well and the small size of the school. MP noted that social contact is good within the Year groups, who come together as a cohort for Guided Reading, Topic, PE, Computing and Maths, Science and French. All commented on the importance of ongoing dialogue and maintaining awareness of provision. SV asked that MP pass on the whole Governing Body's thanks to staff for all their hard work.MH noted the significant time commitment for himself in teaching a whole year group as well as the SENCO role, with the excellent support of LC and Ceri Bacchus.AL queried the level of French provision and whether this met required standards. MH confirmed that requirements are being met as French is not just taught as a standalone lesson but also integrated into other lessons. <p>5.2 Curriculum Priorities/SSDP</p> <p>MH reported on a number of different activities in support of the SSDP, including:</p> <ul style="list-style-type: none">A recent visit from Moira Atkins, an Associate School Improvement Advisor, which had resulted in very positive feedback for the school.All staff have now had training on Asset, the tool used to track pupil achievement against expectations. Governors have also seen this.Focus on SPaG, which recent book scrutinies had evidenced well.INSETs held since the last meeting including a Science themed event that resulted in several useful contacts including with an Oceanographer.A recent Learning Walk, with a focus on Behaviour. He believed this was outstanding, a view echoed by RM who had also noted this from her own visits. Children are engaged and on-task. School Council have also recently reviewed behaviour and found it to be on track.Joint moderation with other members of the EIP with the support of the Literacy Company, to ensure consistency with regard to evaluating age-related expectations.Two further Teachers going to France in the next few weeks as part of the ERASMUS + programme.Focus on developing Writing progression from Reception to Year 6, using Talk for Writing in EY stages and Alan Peat sentences in KS2.The school website is now up to date and incorporates all statutory and advisory content.Ofsted briefings attended and upcoming including the 12 February INSET day with Catherine Parkinson.An Online Safety evening to be held for parents in conjunction with other EIP schools.World Faith Days and Thought for the Fortnight via Assemblies as part of the focus on British Values. Existing links with the church in Ashton underpin Christianity teaching. MP		
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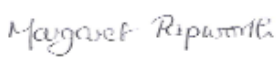
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	<p><i>queried whether children see other faith examples e.g. through visits to a mosque.</i> MH confirmed this is on his radar and Governors discussed options available.</p> <p>5.3 SEF</p> <ul style="list-style-type: none"> SV highlighted some edits to the document that MH confirmed he will address. AL queried the meaning of Ever 6 and Ever 4. MH clarified terminology and funding amounts. SV challenged MH regarding Section 5 of the document where Teaching was described as 'not yet good'. MH clarified that while it is Good overall, there are some pockets of development needed. AL suggested instigating a 'Display tidy up team', which MH confirmed is in place, with LC's support. Governors discussed security at school including locking up procedures and the shared responsibility for keeping premises secure. <p>5.4 Assessment</p> <ul style="list-style-type: none"> MH provided an assessment overview, using data from Autumn term. He noted new floor targets as 85% at age-related expectations. Governors discussed the implications of this including for SEN children for whom the same target applies. Governors recognised the importance of this group being able to demonstrate progress. Governors discussed the success of focused interventions in Year 3s and 4s in Maths and in free writing, using Alan Peat sentences. RM commented on having seen children share knowledge of this with each other. Huge successes in all subjects were noted in Year 6. Governors asked MH to add some numbers to the table of data presented to highlight the number of children and number of SEN children. SV commented on the document's clarity and its helpfulness. Learning at greater depth: MH reported on input from Clive Davies on how to build Mastery in a subject. He described the focus on deepening and broadening information e.g. by sharing it with others, rather than moving on to next year group material. Governors and MH commented that this input gave them confidence that school is on right track. <p>5.5 Extra Curricular enrichment</p> <ul style="list-style-type: none"> MH reported on a number of Clubs running offering a broad range of experiences and operating successfully. He thanked RM and Sarah Roberts for support at Cookery Club. 		
6.0	<p>Children and Community</p> <p>6.1 PTFA</p> <ul style="list-style-type: none"> Governors noted that approximately £2000 had been raised during Autumn term. The plan is to spend funds on the Pond area, with advice from an Eco specialist being sought. PTFA Chair Beverly Taylor plans to come and speak at a future Staff meeting. <p>6.2 SEN</p> <p>6.2.1 Review SEN provision for pupils.</p> <ul style="list-style-type: none"> MH reported on funding applications made for two children, submitted before Christmas but which were recently rejected with the feedback of insufficient evidence from outside agencies. Governors discussed and considered possible approaches to address the situation, noting the amount of time and effort already invested in the application. Governors expressed concern the application had not been reviewed by the Panel and agreed to write to the SEN team. MP to progress. MH commented positively on SEN provision in Year 1, where the children are on track with their plans. He described the progress of SEN children in other year groups relative to age related expectations. Governors noted the amount of work involved in managing SEN provision and agreed that MH and LC sharing the SENCO role was working well. <p>6.2.2 SEN and reading</p> <ul style="list-style-type: none"> SV flagged that the school dashboard has a warning indicator in the area of reading for SEN children without a statement. Governors discussed and noted that this relates to just one child. RM described a case study she had undertaken on this child, noting the 	MP	Complete

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	<p>provision map, interventions underway etc. This will go on the SEN file. Governors noted that the gap has been closed in a number of areas, not just reading. There was significant evidence of excellent practice. RM commented that her focus this term will be on SEN provision in practice, she has already observed Inference in Year 5/6 and 3/4. Governors thanked RM for her contribution.</p> <p>6.3 Community Events: Queen's Birthday</p> <ul style="list-style-type: none"> • Governors discussed a possible celebration event, along the lines of a street party or tea party. They noted the closeness of the date to Hey Day and Picnic in the Park and committed to look again at this nearer to the date. 		
7.0	<p>Policy Review</p> <ul style="list-style-type: none"> • MH reminded Governors that Dropbox is no longer in use and that all relevant documents are now stored in School Docs, accessed via School Office. He flagged the use of syntax to show when files need updating. Governors agreed on a date to hold a policy working group meeting: Thursday 10th March 9-11am. Clerk to email the date to all Governors. 	Clerk	Asap
8.0	<p>Headteacher's Updates</p> <p>No further updates.</p>		
9.0	<p>Future Meeting Dates</p> <p>Next Sub B meeting Thursday 5th May 2016.</p>		
10.0	<p>AOB</p> <ul style="list-style-type: none"> • Regarding the Parents' Meeting on 23rd February on Class Organisation, MH confirmed to Governors his plan to share his presentation with Governors and invite their feedback before the meeting. MP suggested sharing at the start of the meeting the % budget cut and increase in the number of children, by way of background. This would contextualise the discussion on budget pressures and demands on facilities. SV asked Governors to send through to MH any suggestions for him to include in the presentation before the meeting. • SV closed the meeting and thanked attendees for their useful contributions, noting how much content had been covered across the two meetings. 		

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