

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Monday 23 January 2017 at 6.30pm, Infant School

Present: Julia Kidd (JK), Florence Rostron (Headteacher) (FR), Kath Howard (KH), Mary Needham (MN), Nicky Bate (NB), Samir Mahmutovic (SM), Tanya Campbell (TC), Andrew Marsh (AM) and Katie Dean (KD)

In Attendance: Alice Elliott (Clerk) (AE), Lucy Houseman (EYFS Team Leader) (LH),

Agenda Item		Actions
17.3.36	Apologies for absence and completion of attendance sheet Apologies were received from Paul Bellanti (PB) and David Berry (DB). KH chaired the meeting.	
17.3.37	Declarations of conflict of interest None.	
17.3.38	Matters to be raised under Any Other Business i) Governor attendance	
17.3.39	Minutes of previous meeting (5 December 2016) The minutes were confirmed as a correct record and signed by the Chair.	
17.3.40	Matters arising from previous minutes (if not an agenda item) 17.2.21 AE to liaise with Donna Rothwell regarding Outlook Calendar and sending meeting notifications via Gmail if applicable. 17.2.23 FR to circulate a copy of the Safeguarding Audit to all Governors. 17.2.24 Home School Agreement to go to parents next week. 17.2.26 KH and MN to join FR in School Council learning walks. 17.2.27 AE to resend PP report to AM and TC for information and feedback. 17.2.28 AE to send details of forthcoming Safeguarding training to TC. 17.2.29 JK to ask Governor Services for examples of subject-related governor visit forms. 17.2.35 FR listed the recommended designated people who could transport children in their cars: Emma Kirkby, FR, Donna Patterson, Debbie Smith and Maxine Chester. FR to draft a basic code of practice to give to the staff with the necessary insurance. Car seat checks are needed, car seats must be supplied by the parents. 3-point seat belts are required. All documents need to be checked and photocopied for insurance purposes. A risk assessment and check list completion is also required. Decision on proposal on changing timings of school day/PPA Governors agreed to postpone the decision regarding changing the school's times, as the new PPA provision is working well.	AE KH, MN AE AE JK FR

<p>17.3.41</p>	<p>Vision for Nursery and Early Years – Lucy Houseman EYFS Team Leader</p> <p>Governors welcomed LH to the meeting to brief them on aspects of EY provision. Pupil intake is variable which presents a degree of uncertainty regarding financial viability. September's intake was full in the morning but only 10 places taken in the afternoon, however since January the Nursery is now full and there is a significant waiting list from February. The meeting discussed how the nursery could be promoted in order to encourage more families to apply in September:</p> <ul style="list-style-type: none"> • LH suggested holding Open Days to invite the community's new parents. However the overall appearance of the Nursery could be a barrier. FR commented that the nursery has been on the school's internal refurbishment programme for some time including inadequate flooring and large, uninviting toilets. FR has already met with the SBMs regarding the Nursery's storage issues. She has also looked into replacement building pods but these are proving cost prohibitive at £160,000 each. • Some parents choose to defer entry as they don't feel their children are ready, maybe their children were not yet potty-trained and a variety of other reasons not told to staff. • NB asked about how to promote the Nursery. Adverts and leafleting around the community were suggested. JK asked how was the Nursery presented on the school's website. There are two webpages available, which need to be made more prominent via a tab in the navigation. AM asked how these pages were optimised for search. The Nursery comes up third in Google's listings for Calcot Nurseries. TC suggested listing the Nursery in the Children's Information Services website. <p>Currently the nursery can cater for up to 60 places. The government's introduction of 30-hours funding for Nursery care for eligible working parents is an option the Nursery prefers not to take on, as this would reduce the number of places the nursery can offer. It would also mean that lunches and lunchtime supervision would need to be provided which would result in an increase in costs.. Families would have to find nursery provision elsewhere which would result in an increased amount of unknown children entering FS2. Parents have commented there is a significant difference between the children from our Nursery compared with those from other establishments. However, some parents are put off because they considered the day to be too structured. AM suggested the testimonials from parents should be placed on the website. FR suggested a parents' questionnaire to get feedback about the Nursery.</p> <p>LH also highlighted issues around outdoor provision, such as grass and a sandpit. Governors noted that FS2 now has Forest School activities, rotated within 3 classes. More sessions will be run later to access different children.</p> <p>The meeting discussed that the Nursery has been on the agenda for improvement for some time, however uncertainty surrounding whether the school would regain the Children's Centre building has hindered progress. JK recommended that governors now need to put this to one side and move on with improving physical aspects of the current building and if the school does regain the Children's Centre building this would be a bonus. It was agreed the Nursery should be a priority within the school development plan. Governors thanked LH for briefing the meeting.</p>	<p>FR</p> <p>FR</p>
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<p>17.3.42</p>	<p>Review Nursery Admissions Policy 2017-18 and if necessary agree process of consultation</p> <p>FR circulated the draft policy, it has been updated in line with WBC's Nursery Admissions policy, the biggest change was the maximum free entitlement available to all parents. The policy also includes purpose and aims. Governors felt that this wasn't necessary, they felt that these were more relevant for a Prospectus. Governors also agreed to delete the clause on sharing transition information if the nursery is oversubscribed. The policy needs to clarify that Nursery and FS2 are not the same.</p> <p>Details of how to register for the Nursery should be advertised on the website, including session hours, even though these may change next September.</p> <p>FR will bring the revised Nursery Admissions policy to the next FGB meeting.</p> <p><i>(LH left)</i></p>	<p>FR</p>
<p>17.3.43</p>	<p>Headteacher's Report on start of term (verbal)</p> <p>The children are working very hard and progress is good. FR circulated information on targets, she explained the progress profiles had been changed to prove the school is not coasting. It is linked to the new assessment system of 6 points per year. Targets adjust in line with pupil movement.</p> <p>January is the best term to share assessment data, as the children are settled and have achieved some significant progress.</p> <p>For Year 4 only 25% attained the expected level for writing. This progress may be interpreted as coasting, and more measures are needed to change this. FR analysed the PP, SEN and EAL children whose progress is slower. However, TC reported her child has made a huge progress in her SEN testing, achieving the equivalent of a year's attainment in 3 months. There had been over 200 interventions last term which have been tracked for effectiveness. One child achieved a 5 year jump in attainment in just 3 months!</p> <p>The Inclusion Manager continues to focus on specific children, and has taken advice regarding suitable intervention provision. FR regularly has pupil progress meetings with teachers, who state progress is very positive and noticeable. Targets have increased by 20% across the board making it easier to accelerate SEN children to meet their expected age related levels.</p> <p>There are also opportunities in place to recognise academically capable children.</p> <p>FR stated she has seen no evidence of coasting in terms of data since she started as Headteacher. This is thanks to the commitment of staff, which is recognised by the Governors who suggested that once milestones are hit they should be rewarded with a free lunch.</p> <p>In Year 4 one PPG child has a poor attendance of 80% and needs to be collected from home due to the mother's mental health problem. However, attendance is better for the rest of the school at 96.7% and 95% in the Infants, which the school needs to investigate further to understand why. Significantly less authorised absences were recorded in the Juniors, FR highlighted that the school office is very good at chasing attendance with incentives such as awarding colouring pencils. Certificates and badges are awarded for 100% attendance which has also improved punctuality in the Juniors.</p>	

17.3.44

Raising Achievement Plan

NB presented the targets for improvement, what has been achieved and what teachers are working on.

PP progress and intervention were analysed to show data where the school is at present.

Science learning walks with students produced feedback that stated the provision was outstanding.

Staffing: five applicants will be interviewed this week, focusing on quality for a minimum of three vacancies (and potentially more in the future).

Feedback on progress in Maths

NB presented about the Raising Attainment in Progress which focuses on teaching and learning for primary Maths, such as

- Maths that is below the national average
- Improve teaching and learning
- Improve SEN provision
- Closing up the gaps in gender cohorts

Boys perform better than girls in Maths, both in PPG and non-PPG children. The gaps are thus (note the discrepancy in Year 4):

- Year 2 13% of boys perform less well than girls
- Year 3 10% of boys perform less well than girls
- Year 4 29% of girls perform less well than boys
- Year 5 10% of boys perform less well than girls
- Year 6 6.5% of boys perform less well than girls

There is a challenging target of 80% of children gaining the age expected attainment, including children who are exceeding their attainment levels. However there needs to be a deeper focus on numerical skills through frequency of application.

A lot has been achieved since September. There have been two pupil progress meetings in which every teacher talks about every child regarding their achieved attainment. As a result booster sessions have started in Year 5.

There has been more training in Maths this year, focusing on

- Questions
- Marking
- Calculation competency
- Using apparatus

Methods have been changed in line with what outstanding schools are doing.

KH reported that at the recent Maths evening, parents were engrossed. 150 parents attended to learn alongside the children. The feedback was very interesting with improving parental engagement. **SM said he approved of the consistency in teaching Maths.** Videos of teachers and children demonstrating Maths should be placed on the website.

NB said children may learn a process, but they also need to understand why. She looked at Maths pacing with a clear progression, asking teachers to observe lesson modules, including the '5 way Maths challenge' which shows mastery at all levels, and children can self-select and show convincing workings out. The school has

	<p>invested heavily in number sense training which has been very successful. This may be extended to train every TA in the school.</p> <p>The impact so far is that the children seem to enjoy Maths more and have higher aspirations. This makes the staff more confident in their teaching, and the books look significantly better.</p> <ul style="list-style-type: none"> • Year 1 has gained 1.9 points progress (8 months in 3 months) • Year 2 has gained 2.6 points • Year 3 has gained 2.6 points • Year 4 has gained 2 points (12 months progress in 3 months) • Year 5 has gained 2.6 points • Year 6 has gained 2.6 points <p>AM asked if the school expected to see the same level of progress moving forward. NB hoped this would continue as before. FR said the progress rate should become more consistent. She had reviewed the Shanghai method which is a very different approach to teaching. It has real drive and every moment of the lesson is planned, meaning every child is held at the same level.</p> <p>SM suggested a pupil questionnaire to find out why there is such a gap between boys and girls. FR stated currently she is working with the School Council on learning behaviours plus some learning walks to spot them. This Maths questionnaire could target gender reaction and could ask children whether they have changed their opinion of Maths over the year. SM offered to send FR some examples of questions.</p> <p>TC said it was worth doing a parent questionnaire as well afterwards. FR said she had considered single sex classes or groups to stimulate a competitive slant between the groups to gain results.</p> <p>JK asked for gender breakdown in the RAP document.</p>	<p>SM</p> <p>NB</p>
<p>17.3.45</p>	<p>School Development Plan</p> <p>Review targets for pupil progress and achievement</p> <p>The targets have already been covered earlier in the meeting. Governors will look at the Literacy RAP another time.</p> <p>OfSTED Preparation</p> <p>The school is currently in the process of preparing documentation for the Regional Schools Commissioner in response to being identified as a coasting school.</p>	
<p>17.3.46</p>	<p>Governors plan to support SDP</p> <p>Governors reviewed the updated document identifying progress to date.</p> <p>Governors decided who would attend the next parent evenings: MN, TC & JK for 22 February and AM, KD and KH for 23 February.</p> <p>KH has been looking at reading progress across both schools and progress on teaching and learning and establishing a life skills programme. Forest School is now being taught in Reception as well as in the Nursery.</p> <p>Developing the Nursery is an ongoing issue, dependent upon identifying funding within the school's budget.</p> <p>FR put out a request for more reading volunteers who are prepared to come on a consistent basis, particularly for Year 1 where up to 40 children need to be heard</p>	<p>NM, TC, JK, AM, KD, KH</p>

	<p>every day. Currently the school has offers from some local businesses and a few retired people. A letter has already been sent to parents, and governors suggested contacting retirement homes and a leaflet drop in the community and doctors' surgeries.</p> <p>Lack of recruitment of Governors is an issue, neither SGOSS or Inspirethefuture have identified any potential candidates. JK will contact local businesses again.</p> <p>Feedback on recent training attended (Raise Online 6 December 2016)</p> <p>KH and JK attended the Raise Online training by Tessa Ford. It was very dry and fast paced, the meeting was constantly disrupted by latecomers and they hadn't been informed that they had to bring the full version rather than the summary. Overall, not particularly useful.</p> <p>Training Opportunities Spring and Summer 2017</p> <p>AM and TC should do the Safeguarding training on 2 May, 6.30-8.30pm at Pincents Manor, and a session should be done at the next Governors' Day to focus on making Governors more strategic.</p>	<p>JK</p> <p>AM, TC</p>
<p>17.3.47</p>	<p>Safeguarding</p> <p>Annual Safeguarding Report</p> <p>FR confirmed that the final reports had been circulated to AM as Safeguarding Governor. AM had met with Emma Kirkby about Safeguarding and had checked the Single Central Record and worked with Emma to see that the papers were in place. The child protection list has now reduced from previous. Staff completed Domestic Abuse training last term, it was agreed that Governors should be invited to attend next time.</p>	
<p>17.3.48</p>	<p>Committee Reports</p> <p>Finance, Health, Safety and Sites (16 January 2017)</p> <p>The Lockdown Procedure was discussed. The H&S Audit has received an outstanding result, thanks were expressed to TC.</p> <p>Financial projections anticipate a carry forward of £136,000, which is healthy. However, with staff salaries increasing on average by £94,000 p.a., next year the budget is expected to break even, but the following year a deficit of £120,000 to £170,000 is expected, Annual increases in staffing costs are difficult to absorb every year.</p> <p>There are surplus funds in the School Fund which will cover new Infant playground equipment. Quotations have been received for the toilet refurbishment in FS (£23,000) and the playground equipment of £29,500, which will be part funded by the Out of Hours Club and PTA fundraising. Governors discussed the two projects, and queried whether the toilet refurbishment was a priority over the work required to the nursery. JK and AM had carried out an inspection before the meeting and had felt that whilst ideally the toilets should be refurbished they are not in poor condition. Governors did not give their approval for the toilet refurbishment.</p> <p>Pay (15 December 2016)</p> <p>JK confirmed that the committee had met and recommendations made have been processed.</p>	

17.3.49	<p>Policy Approval and Ratification</p> <p>Pay Policy 2017-18</p> <p>The recommended and improved descriptives and levels were agreed and had been implemented. Governors approved this policy.</p> <p>Equality Information and Objectives Statement 2016-17</p> <p>FR confirmed that objectives have been reviewed and updated, this was therefore approved.</p> <p>Freedom of Information Publications Scheme</p> <p>There have been no changes, so governors approved this policy.</p> <p>Complaints and Persistent Complaints</p> <p>There have been no changes, so governors approved this policy.</p>	
17.3.50	<p>Any Other Business</p> <p>i) Governor Attendance.</p> <p>Governors discussed DB's lack of attendance at meetings this year and low attendance since he was appointed as a governor. Governors acknowledged that DB has experienced significant personal issues, however bearing in mind that there is no obligation for governing bodies to accept apologies, it was agreed that for future meetings apologies would not be accepted.</p> <p><i>The meeting closed at 8.35pm.</i></p>	

	ACTIONS REQUIRED	By Whom
	<p>AE to liaise with DR re use of Outlook</p> <p>FR to send Safeguarding Audit to Governors.</p> <p>KH and MN to join FR in School Council learning walks.</p> <p>AE to resend PP report to AM and TC for feedback.</p> <p>AE to send details of Safeguarding training to TC.</p> <p>JK to ask Governor Services for examples of governor visit forms.</p> <p>FR to draft a basic code of practice for transporting children in staff cars to give to those with the necessary insurance.</p>	<p>AE</p> <p>FR</p> <p>KH, MN, FR</p> <p>AE</p> <p>AE</p> <p>JK</p> <p>FR</p>
17.3.41	<p>Testimonials from Nursery parents should be placed on the website.</p> <p>Nursery's two webpages to be made more prominent via a tab in the navigation.</p>	<p>FR</p> <p>FR</p>
17.3.42	<p>FR to bring the revised Nursery Admissions policy to the next FGB meeting.</p>	<p>FR</p>
17.3.44	<p>SM to liaise with FR on questions for children Maths questionnaire.</p> <p>The numbers of boys and girls to be paced in the RAP document.</p>	<p>SM</p> <p>NB</p>
17.3.46	<p>Governors to attend next parent evenings – 22 and 23 February.</p> <p>JK to contact local businesses again regarding recruiting more governors.</p> <p>AM and TC to do Safeguarding training on 2 May, at Pincents Manor.</p>	<p>NM, TC, JK, AM, KD, KH</p> <p>TC, AM</p>