

Aspire Learning Trust



Park Lane Primary School

Minutes of the Full Governing Body Meeting Wednesday 20th June 2018 At 6.30 p.m.

The meeting commenced at 6 p.m. with a training on GDPR delivered by J Digby and attended by T Bennett-Tighe, L Porter, S Munns, S Collier, A Roberts, P Cornell and C Cornell

Present: T Bennett-Tighe (Chair), R Litten (Executive Head), L Porter, S Collier (Joint Vice Chair), P Cornell (Joint Vice Chair), C Cornell, C Johnson, A Roberts, S White, D Agger, E Anthony, S Munns

Apologies: No apologies

Non-attendee: C Jorden

In attendance: J Digby (CEO), R Bains (Deputy Executive Head), R Simmons (Aspire Trustee), K Deplancke (Clerk), T Banks (EYFS Lead)

Item of business		Action
1	Welcome and Apologies for Absence	
1.1	TB-T welcomed everyone to the meeting and introductions were made. It was noted that there was one non-attendee. TB-T will now write and terminate CJ's governor role as she has not attended a meeting since November.	TB-T
2	Declaration of interest	
2.1	SM declared that she is the Aspire Company Secretary.	
3	Election of Chair and Vice Chair	
3.1	TB-T stated that she is willing to stand again in the role of Chair. In the absence of any other nominations she was duly elected.. Proposed SC Seconded LP SC and PC both declared that they would be willing to stand again as Joint Vice Chairs. As there were no other nominees SC and PC were duly elected. Proposed TB-T Seconded CJ	
4	Minutes of Last Meeting	
4.1	The minutes of the meeting of 2.5.18 were approved and signed.	
5	Matters Arising	
5.1	4.1 RL reported that the Safer Recruitment Training offer has expired. He will look at what is available from EPM. The new governor visit form had been circulated to all governors.	RL

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	<p>9.1 The Operations Manager from Aspire has completed a site visit and reported that the toilets in South Wing are not adequate and this will be the main focus for future refurbishment.</p> <p>10.1 RL stated that the Mid Project Impact Report from Jenni Bishop had been sent to the Clerk earlier that day for forwarding on to governors. Jennie has been working in both schools as a private practitioner. The funding for this work finishes in December/January.</p>	KD
6	EYFS Report	
6.1	<p>TB explained and answered questions regarding the report that was forwarded with the Agenda. Forty-six out of sixty children have achieved a Good Level of Development (GLD). The work was moderated with Park Lane and other schools. The staff are now concentrating on the VGAP children and the higher ability children are being challenged.</p> <p>Q. The females are higher than the males, is that normal?</p> <p>A. We have tried to boost the boys this year by picking topics that they will be interested in.</p> <p>Q. Is that usual nationally?</p> <p>A. Yes, but not normally as much as 20%.</p> <p>Q. Looking forward, what happens next?</p> <p>A. Year 1 topics need to be chosen carefully to narrow the gaps.</p> <p>Q. Is there anything that nursery could do to help?</p> <p>A. Nursery concentrate on the core skills such as being able to write their name, use scissors, get dressed etc.</p> <p>Q. From baseline to GLD lots of the children have made progress.</p> <p>A. The baseline was lower this year.</p> <p>Q. Is that just this year, just this cohort which is an equal split of boys and girls?</p> <p>A. This is the first time in a long while that we have had a 30/30 split. Next year's intake is boy heavy.</p> <p>A governor asked about the children who are just on the cusp of achieving GLD and TB stated that these children need monitoring to make sure they still achieve. Governors need to focus on this year group as they go through school to monitor progress.</p> <p>Q. When do the national figures for this year come out?</p> <p>A. October to November. Our results should still be above.</p> <p>It was pointed out that not all the children who attend the nursery do so on a full time basis which could mean a different baseline in Early Years.</p> <p>Q. Do you have many children who come to the school from other organisations?</p> <p>A. Yes, next year we have some children from Alphabet Nursery and one from Stamford.</p> <p>Q. How much do you liaise with other providers?</p> <p>A. Last Friday, we had all children and child minders into the Reading Café. Other child minders are coming in at a later date.</p>	

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	<p>Q. The number of children exceeding in writing nearly doubled between 2016 and 2017. How was that achieved? A. By what is known as 'flip flop' teaching. One group is with the teacher and one with the TA. The children know what is expected of them. We also use the Pie Corbett method (this was explained to governors).</p> <p>Q. Is the letter join scheme of handwriting helping or hindering progress? A. Some find it more difficult. If they have good fine motor skills it is very good.</p> <p>Q. How does it compare to other schools? A. They were impressed.</p> <p>Q. How do you involve the parents? A. They come to some sessions and we give them summaries of what the children have been doing.</p> <p>Q. How are the Reading Cafes going? A. Very well. More are attending every time.</p> <p>Q. What can you do in the next six months to make Reception outstanding? A. Continuing differentiating the work and maintain everything that we are doing at the moment.</p> <p>TB was thanked for her time in presenting this report.</p>	
7	Finance	
7.1	<p>RL informed the meeting that this Management Report is up to the end of May 2018 and does not include any figures for June. He drew attention to the following points on the annotated report.</p> <p>6. This related to two Educational Health Care Plans (EHCP) for two children currently in school. It is hoped there will be an in year surplus when the funds for these children are received.</p> <p>1. This is money from the Blue Tree out of hours club, staffing and set up costs have been accounted for. Any surplus will be re-invested in the club. RL stated that the old Kidzone site needs to be re-developed.</p> <p>2. Holiday Club – this should show an in-year profit of £900. We will possibly make £1500 on the summer holiday club.</p> <p>7. There are further maternity pay savings to go in this section.</p> <p>3. There is a small in-year surplus predicted. We are certainly hoping to balance the books this year which will be the third year in a row.</p> <p>4. This is a forecast, not the real figure.</p> <p>5. This is the in-year overspend of £5,108.</p> <p>JD explained some of the difficulties involved in planning the budget for the coming year. There has been a support staff pay increase which is being back dated to April, which is not being funded externally. Teachers' pay could go up by 2% which is unlikely to be funded by the government so that could represent a considerable amount of money. Pension and national insurance contributions have gone up. The amount being received per child has been reduced. The draft budget will go to the Trust on 2nd July. The pay deal for teachers will not be known until August or September.</p>	

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	<p>Q. Is there any response from the government? A. JD explained that he had sent some paperwork out to the governors detailing the plans to try and get 1500 Head Teachers to Downing Street in September as a protest. A brief discussion took place regarding finance in general. Q. Does this mean there is going to be a cut in standards e.g. cleaning etc.? A. That is the balance. Deciding what can be cut that does not have an impact on the quality of teaching and learning.</p>	
8	Head's Report	
8.1	<p>This report had been circulated ahead of the meeting so RL highlighted the following points. Writing is lower in Year 6 but these are the May figures. The progress figures are higher. At the end of Year 2 for this cohort it was 73% in writing and 83% in maths. There has been significant sustained effort by the teachers in Year 4 and 5 and this has shown significant improvement. Attainment Year 3 reading there are only 66% at the expected level. Slow progress means they are 5-6 weeks behind. Years 4 and 5 are the children that Ofsted picked up as not achieving. Personal Development, Behaviour and Welfare Attendance is heading in the right direction. 96.5% is expected at the end of the year. Q. Is there a lot of circular movement between schools? A. Yes. We are now trying to have professional conversations with other schools before the move takes place. School Improvement Plan For ease of reference the improvements have been highlighted in red. RL stressed that work will continue in the classrooms as normal until Friday 20th July. The children's progress books will move with them. Priority 2 RL explained about the VGAP children. A staff meeting has taken place about the VGAP children and how they can be helped. Priority 3 Ben Chisholm here and Becky Marshall at New Road are now rolling out ideas across both schools. Moderation of the children's work has improved and this has also taken place with other schools. Both schools are doing well in this area. Priority 4 It is felt that there is a need to build in some training for dealing with behaviour arising out of girls' friendships. Conflict in this area is becoming increasingly difficult to deal with. A brief discussion took place regarding bullying, behaviour in general, Facebook etc. RL is now producing a regular newsletter which is focusing on the positives within the school.</p>	

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9	Safeguarding and Child Protection	
9.1	<p>RB explained that another 'Deep Dive' is taking place on 22nd June. This will include a questionnaire for each child.</p> <p>Both schools have had a presentation on e-safety from the Breck Foundation.</p> <p>There have been no MASH referrals for Park Lane. There is to be a new way of recording safeguarding issues online in September.</p> <p>Beatrice, the family worker, comes into school regularly.</p> <p>RB is attending a Looked After Children (LAC) training on Monday.</p>	
10	Trust Report	
10.1	JD distributed a report explaining the role of the Trust in supporting the primary schools. He and RL meet weekly. There were no questions regarding the report.	
11	Governor Specific Items	
11.1	<p>It was agreed that as the actions from governor visits are now listed on the revised visit form that there is no need to list on the Agenda and the Minutes.</p> <p>Some governor profiles are still required for the governor page on the website.</p> <p>The clerk will re-issue the governors' planning log and governor responsibilities document after the New Road meeting next week.</p>	KD
12	Sawtry Report	
12.1	JD explained that this document had been circulated to governors as it was felt that lessons could be learnt from the experiences at Sawtry Village College. In the light of this the Trust Whistleblowing policy is being reviewed.	
13	Any Other Business	
13.1.	<p>Safeguarding Audit</p> <p>This form is going to be dealt with at the Safeguarding meetings attended by governors from both schools. LP will contact CW at New Road about this.</p>	LP
13.2	Two of the meeting dates for next year fall too early in the term for Senior Leaders to produce the relevant paperwork. SM will go back to the Trust to re-arrange these dates.	SM
14	Agreed actions for Governors	
14.1	<p>1.1 TB-T will write to CJ terminating her role as a governor following non-attendance at meetings for a period of six months.</p> <p>5.1 RL to contact EPM regarding Safer Recruitment Training</p> <p>5.1 KD to circulate report from Jenni Bishop</p> <p>11.1 KD to re-issue governor log and governor responsibilities documents.</p> <p>13.1 LP to contact CW at New Road regarding the Safeguarding Audit.</p> <p>13.2 SM will report back to Trust to re-arrange meeting dates.</p>	<p>TB-T</p> <p>RL</p> <p>KD</p> <p>KD</p> <p>LP</p> <p>SM</p>
15.	Date of next meeting	
15.1	Wednesday 19 th September 2018	

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The meeting ended at 8.45 p.m.

Signed:
Chair of Full Governing Body

Date: