

## Park Lane Primary School

### Minutes of the Full Governing Body Meeting Wednesday 21<sup>st</sup> March 2018 (Postponed from Wednesday 28<sup>th</sup> February 2018)

**Present:** T Bennett-Tighe (Chair), R Litten (Executive Head Teacher), S Collier (Vice Chair), P Cornell (Vice Chair), C Cornell, C Johnson (CMJ), S White

**Apologies:** L Porter, A Roberts, D Agger, S Munns (S Donnachie (Aspire Trustee)

**In attendance:** J Digby (CEO), R Bains (Deputy Headteacher), K Deplancke (Clerk), P Ingham (KS2 Phase Leader)

**Non attendees:** E Anthony, C Jordan

Item of business		Action
<b>1</b>	<b>Welcome And apologies for absence</b>	
1.1	TB-T welcomed everyone to meeting and accepted the apologies.	
<b>2</b>	<b>Declaration of interest</b>	
2.1	There were no declarations of interest.	
<b>3</b>	<b>KS2 Data</b>	
3.1	<p>TB-T welcomed PI to the meeting who had been invited to share KS2 data with the governors. A report detailing the PiXL assessments had been circulated ahead of the meeting but PI distributed a more up to date copy. He explained that the children have been completing PiXL papers and past SATS papers. PI explained that the PiXL papers are actually more difficult than the SATS papers. The school averages are shown against the national averages in the report.</p> <p><b>Q. Are we struggling at the top end in Reading?</b></p> <p>A. Reading is the one we are focusing on with extra reading sessions. Children are also taking part in rapid recall sessions lasting about 10 minutes.</p> <p><b>Q. Is that the standard for this time of year or for this year group?</b></p> <p>A. We are focusing on the arithmetic and other schools are now teaching the skills for the tests. We need to start lower in school. Nine children are working at greater depth in reading. Some books with 10 minute activities have been purchased for the groups working with CC and Mrs Ingham.</p> <p>The marks for spelling have decreased but grammar and punctuation have increased so the cumulative score has gone up. There was a drop in the marks in Spring 1 but it was a difficult paper.</p> <p>PI reported that teachers are now building skills and knowledge lower down the school and all figures are showing improvement.</p> <p><b>Q. Are you where you wanted to be at this time of year?</b></p> <p>A. Probably above. In 2016 39% of children had an age related combined</p>	

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	<p>score, in 2017 it was 50% and this year it is hoped we will achieve 65-72%. The arithmetic scores are good. The children are working on maths problems in the afternoons.</p> <p><b>Q. Do the children feel prepared?</b> A. Yes, some are confident.</p> <p><b>Q. Have the parents been supportive?</b> A. Generally yes they have. During SATS week we will provide breakfast for the children again.</p> <p><b>Q. Is the Tuesday meeting something you always do?</b> A. Usually with CC and VI and is a follow up to the recent testing, focussing on next steps etc. This time it will be RL and PI leading.</p> <p><b>Q. Are there any other areas in KS2 on which you are working?</b> A. Reading has been identified. Year 5 need to be aware but they have come a long way. Miss Marshall from New Road is looking at inference in reading with Sarah Gregory.</p> <p><b>Q. Are improvements being translated into and being seen in Year 7?</b> A. JD replied that not yet because last year's SATS were low.</p> <p><b>Q. Do you have money for EHCP in Year 6?</b> A. Not money but there are lots of extra needs. There are 15 children identified, 8 will have a reader and one child will be on his own. TB-T thanked PI and all the staff for their hard work. TB-T will invite Ben Chisholm (KS1 Phase Leader) to the next meeting.</p>	
<b>4</b>	<b>Minutes of the last meeting</b>	
4.1	<p>The minutes of the meeting of 10.1.18 were approved and signed. Proposed CJ Seconded CC The minutes were signed by PC as he had chaired the meeting.</p>	
<b>5</b>	<b>Matters Arising</b>	
5.1	<p>Item 4.1 Money has been allocated so the solar screens can now go ahead with the appropriate quote. All the windows were included in the quote. 5.1 This has been done (see below) Safer Recruitment Training – three people said they would be prepared to do this. RL will book the training and send the details to KD to circulate to interested parties.</p>	<b>RL/Clerk</b>
<b>6</b>	<b>Finance</b>	
6.1	<p>The management report had been circulated ahead of the meeting but RL also distributed a copy that he had annotated for ease of reference. Point 6 the forecast variance has been reduced and so we should be looking at a balance budget by the end of the year. Point 4 Two children have been awarded Education Health Care Plans (EHCP), the funding has now been approved and the staff are already employed. Point 1 Blue Tree Club is in profit but there will still be a staff wages bill over</p>	

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	<p>the summer holidays as the annual salary is divided into 12 months. All set up costs have now been covered so next year should generate a good surplus.</p> <p><b>Q. Are the staff happy to continue?</b></p> <p>A. Yes we have a good team there.</p> <p><b>Q. In future would you like to put something on in the holidays?</b></p> <p>A. Yes, one week at Easter, we need to liaise with the sports camps, and hopefully four weeks during the summer.</p> <p><b>Q. Is the club full?</b></p> <p>A. Some days more than others. Fridays tend to be quieter.</p> <p>Point 5 The spend on premises is over budget because lots of things have needed fixing. It is anticipated that premises costs will be decrease.</p> <p>Point 2 – Booster classes had not been budgeted for but were put in place and are reaping benefits, mainly in Year 6.</p> <p>The governors agreed that the annotated notes were useful.</p>	
<b>7</b>	<b>Head's Report</b>	
7.1	<p>This report had been circulated to the governors ahead of the meeting so RL asked if there were any questions.</p> <p>Outcomes</p> <p>Vulnerable group action plans are now in place in both schools.</p> <p><b>Q. How has that gone down with the staff?</b></p> <p>A. It was launched last night. Both schools thought that they had a good meeting.</p> <p>A discussion took place about the importance of children reading at home and how to encourage this.</p> <p>In Year Progress</p> <p>This should be close to 100%. It is a bit different for Year 1 because the curriculum is so different from Early years so there is a period of adjustment. Spring 2 should show an improvement, RL feels that some of the teachers may have been over cautious in their assessments.</p> <p><b>Q. Is that because they are lacking in confidence regarding the assessments?</b></p> <p>A. No, just being over cautious but RL is looking for accurate assessments. Some staff may be over thinking things.</p> <p>Progress Overtime</p> <p>Year 6 – a good proportion are exceeding their progress from KS1. If that can be maintained and improved upon for SATS we should be looking at average band progress.</p> <p>Year 3 – there is a high number of children making expected progress but we now need the writing to be fixed.</p> <p>RB said that a lot of new pupils have come into school but their data has been tracked.</p> <p>Attendance</p> <p>The SEN pupils are doing well.</p>	

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	<p>Improvement Plan</p> <p>This had been circulated ahead of the meeting. RL explained that a lot of money will be coming into school as he is going with an evidence based improvement plan focusing on communication and language.</p> <p><b>Q. Is it coming in for both schools?</b></p> <p>A. Yes it is. There is also £16,000 for training teachers in early reading, spelling and writing.</p> <p>(At 7.44 p.m. JD left the meeting)</p> <p>Early Years</p> <p>It is expected that 78% of the children will achieve a Good Level of Development (GLD)</p> <p>The ASP has replaced the Raiseonline and will be circulated to governors.</p>	
<b>8</b>	<b>Safeguarding and Child Protection</b>	
8.1	<p>All staff have undergone child protection training. A meeting should have taken place with Jo Phillips, the Safeguarding Trustee, but this has had to be re-arranged.</p> <p>The number of looked after children in school is quite high and there are a couple of families where matters have escalated recently. RL will email the safeguarding template to governors. A number of letters have gone out regarding apps and safeguarding etc.</p>	RL
<b>9</b>	<b>New Road Ofsted Inspection</b>	
9.1	<p>The governors asked if anything could be learnt from the recent Ofsted inspection of New Road. RL suggested that governor representation when Ann Fisher visits the school and gives her feedback would be advantageous. She may ask the governors questions regarding the improvement plan and other aspects of the school. These are the type of questions that Ofsted would ask. It was suggested that the governors responsible for Leadership and Management from both schools could take on this task. Any challenge to the senior leadership team at governor meetings needs to be documented in the minutes.</p>	RL
<b>10</b>	<b>Governor Specific Items</b>	
10.1	<p>The question of how governors follow up on action points from their visit reports was raised. This issue has also been raised at the New Road LGB. KD suggested that the visit actions could be listed at the end of the minutes and then brought forward onto the Agenda for the next meeting. This was agreed.</p> <p>A finance visit is due to take place on Tuesday at 9.00 am. Both S Munns and E Anthony have a financial background so it was proposed that they be approached to see if they would be willing to take on this visit.</p>	KD
10.2/3	<p>KD reminded the meeting of the training which has been arranged for Wednesday 18<sup>th</sup> April at Sir Harry Smith at 6.30 p.m. She will send out a reminder email to governors of both schools. PC said he would attend.</p>	KD

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**E**

# Aspire Learning Trust



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Item of business		Action
	11.1 SATS timetable to be emailed to governors.	
<b>13.</b>	<b>Date of next meeting</b>	
13.1	Wednesday 2 <sup>nd</sup> May 2018	

The meeting ended at 8.31 p.m.

Signed: .....  
**Chair of Full Governing Body**

Date: .....