

THORPE PRIMARY SCHOOL

DRAFT

Minutes of Full Governors Business Meeting

Thursday 19th January 2017

At 7.00 pm

Present

Emma Anderson	EA
Tracey Cheung	TP
Anne Clayton	AJC
Jo White	JW
Jo Fillmore	JF
Colin Hammond	CH
Paula Jeremaes	PJ
Charles Knudsen	CK
Trevor Pearce	TP
Manoj Subudhi	MS
Seetal Swan	SS
Kate Trethewy	KTr
Karen Tucker	KT
Diane Wade	DW

Terry Edwards	TE
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Absent

Deputy Headteacher (Associate Member)	Mansha Mohammed
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Chair of Governors	
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Headteacher	
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Clerk to Governing Body	
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Item of Business	Points Discussed	Decisions/ Recommendations	Action Points/ Dates
1. Welcome to new governors	CH welcomed two new governors to the governing body: <ul style="list-style-type: none"> • Seetal Swan introduced herself to the governing body – Seetal is a Chartered Accountant and has experience with public sector finance • Charles Knudsen introduced himself to the governing body – Charles is a teacher governor and replaces Alan Condon 	The governing body welcomed 2 new governors	
2. Apologies	Apologies were received from:- <ul style="list-style-type: none"> • Lisa Lloyd 		
3. Minutes of the last meeting – Thursday 22nd September 2016	The minutes of the last meeting – Thursday 22 nd September 2016 were agreed	The minutes of the last meeting on Thursday 22nd September 2016 were agreed.	
4. Matters arising	There were no matters arising		
5. Declaration of Interest	There was no Declaration of Interest:		
6. Committee's Terms of Reference	The Terms of References for the committees were agreed: <ul style="list-style-type: none"> • Finance Personnel Committee • Premises Committee • School Effectiveness Committee The Terms of Reference for the Premises Committee were amended to reference the responsibility for Safeguarding to the Premises Committee.	The committee Terms of Reference were agreed for 2016-17	
7. Committee Feedback	CH reported that he assumed all governors had read the committee minutes and asked if there were any questions.		

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<p>8. Headteachers Report</p>	<p>The Headteacher’s report was circulated to all governors and KTr reported that:</p> <ul style="list-style-type: none"> • Contextual data currently 527 children in school including nursery • 59% of EAL children across school. A new MIS system has been installed and data collected on childrens first language. The information recorded is the information parents have declared • Currently there are 88 staff on contract, some of these may have a dual role • The number of Pupil Premium children in school at present = 80 (14%) • SEN – 18.8% - EA reported that there are 5 children with an EHC plan <p><u>EAL – PJ reported:</u></p> <ul style="list-style-type: none"> • The government assesses proficiency in English scales and they have been reassessed for the CENSUS from Nursery to Year 6 • 12 new Nepalese children have arrived in school since September 2016 • 36 different languages recorded on the CENSUS today <p><u>Pupil Premium – PJ reported:</u></p> <ul style="list-style-type: none"> • 81 children will trigger the Pupil Premium on CENSUS, 79 children will be eligible for the ‘Ever6’ pupil premium • Autumn Assessment data show that many pupil premium children, particularly in Years 1,3 and 4 are making greater progress compared to the year group percentages. Intervention and extra support has been reallocated accordingly • Year 2 are still running at a loss of 2 pupil premium TA hours a week due to staff sickness <p><u>SEN – EA reported:</u></p> <ul style="list-style-type: none"> • The SEN TA is currently supporting particularly high needs children in Reception with a ‘Red Card’ system • A new Year 4 child has entered the school with an EHC plan • After consultations with the Ed Phsyc Thorpe will be applying for EHCP assessments for 		

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Continued	<p>2 children in the summer term</p> <ul style="list-style-type: none"> • 1 statement review has been completed this term and paperwork from the LA following a transition meeting in the Autumn Term is still outstanding • During Raising Attainment meetings, the needs of individual children have been discussed, and strategies established as appropriate <p><u>Behaviour – PJ reported</u></p> <ul style="list-style-type: none"> • Across the school, behaviour is good. Minutes lost for low-level disruption have reduced in KS2 and children who only lose 5 minutes now spend time in a separate room to those who have lost more • 9 members of staff have attended Team Teach training, learning how to support children with challenging behaviour. More staff are to be trained • The Behaviour Policy has been reviewed in the Autumn Term • In the Autumn Term, 1 child was secluded for 1 day. So far this term a 2 day seclusion and a 1 day seclusion have been issued • 2 members of staff have been on the LA Behaviour Panel to try and get some additional support and guidance with a small number of children who are demonstrating challenging behaviour <p><u>Prejudice Related incidents – PJ reported:</u></p> <ul style="list-style-type: none"> • In the Autumn Term there were 6 Protected Characteristic incidents across school, all race related • All incidents involved Y5 children and teachers are working with children concerned <p><u>Attendance – KTr reported:</u></p> <ul style="list-style-type: none"> • Current attendance is 96.05% across school, not including Nursery. The total attendance , not including religious observance is 96.7% • Following a meeting with the LA Attendance Officer, policies and procedures will need to be updated • A new MIS system has been installed which should help to analyse attendance within specific groups of children easily and keep notes on interventions put in place and log meetings etc. 		

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Continued	<p><u>Safeguarding – EA reported:</u></p> <ul style="list-style-type: none"> • In the Autumn Term there were <ul style="list-style-type: none"> ○ 26 concern forms completed ○ 6 referrals to children’s social care ○ 2 complex strategy meetings ○ 1 referral to the LADO, 1 advice call <p>This academic year, there have been 30 professionals meetings, including 5 case conferences, 7 core group meetings and 9 child in need meetings</p> <p>Training this year has included:</p> <ul style="list-style-type: none"> • Child protection training for all new staff and volunteers • Early Help Assessment support for Designated Protection Staff • Webstar Stratton parenting programme training • Half termly LA updates for Designated Protection staff • Positive Handling through Team Teach for 11 members of staff <p>First Aid needs have been assessed in school and there are plans for more staff to complete the emergency first aid training</p> <p>EA has met with the Safeguarding Governor - Jo Fillmore to review procedures in school. JF reported that:</p> <ul style="list-style-type: none"> • There were no gaps in the Single Central Record and that is was thorough and concise. • JF feels confident that she knows where records are kept, how they are stored and there were no recommendations following her visit <p>EA reported that a Safeguarding working party is currently focussing on:</p> <ul style="list-style-type: none"> • Children’s views on keeping safe • Staff child protection knowledge • Mapping a safeguarding curriculum • Internet safety and resources to support vulnerable children 		

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Continued	<p><u>Child Protection Data – EA reported that:</u></p> <ul style="list-style-type: none"> • There are 4 children in the Child Protection category – 2 children (1 family) have become subject to CP plans last term • There are 4 children in the Child in Need category – Thorpe continues to work with Children’s Social Care to support 3 families (4 children). We are pleased that 3 children were de-escalated from Social Care involvement last term • There is 1 child in the ‘Looked After’ category – Thorpe have held 1 PEP (personal education plan) review meeting this term, targets were met • There are 16 Early help/TAC/key vulnerable families – Thorpe continues to work with vulnerable families and those with previous Social Care involvement. 2 families are accessing support through TAC (team around the child meetings) <p>EA reported that some needy key families in school take a lot of time to support</p> <p><u>Standards and Achievement – KTr reported that:</u></p> <ul style="list-style-type: none"> • There is no target yet for children at greater depth • Data was presented for KS1, KS2 and Phonics • It is difficult to predict progress • The current year’s cohort is not as strong as last years <p><u>School Structures and Staffing Update – KTr reported that:</u></p> <ul style="list-style-type: none"> • In the Autumn 2 two trainee teachers from Bishop Grot Uni joined Thorpe in the Reception year group. The trainees are due back in March and will go into different year groups • During this term we have a trainee teacher from York St John University, who is working in Year 2 <p><u>Teaching and Learning - KTr</u></p> <ul style="list-style-type: none"> • Teaching and Learning took place in the Autumn term, they are no longer graded but carrying out the observations in pairs allowed us to moderate our views on what makes for great teaching and learning 		

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Continued	<ul style="list-style-type: none"> • The marking and feedback to children in books has improved and the consistency of this is increasing across the school • Teachers are working on sharing the good practice that is seen, being creative in how we do this, the use of peer assessment and developing flexible lessons structure. <p><u>Partnership with parents, Carers and the Wider Community - KTr</u></p> <ul style="list-style-type: none"> • A Breakfast meeting for parents to gather views about school. Some of the positive feedback were about the use of 'Tapestry' in early years, the staff, the catering and the extra curricular activities. In terms of what could be even better, a few parents wanted to be able to contact teachers via email and better parking facilities • Reception delivered a Phonics meeting to parents • A new group room has been created for HLTAs to work with families, and training has been accessed to support families that additional support. • Internet Safety workshop, (Right Click) has been facilitated for parents in November • WE now have 13 Reading Buddies across school to read with targeted children • The choir have sung to Netherton Friendship and at the hospital towards the end of the Autumn Term • We have had visits from a Paralympic Gold Medal winner and a Firefighter to inspire our children during assembly and are expecting a visit from a parent in the Royal Navy 		
9. School Development Plan	<p>KTr presented governors with the School Development Plan for 2016-17:</p> <ul style="list-style-type: none"> • The first pages contained contextual information about the school and an overview of the budget • The progress made since the previous OFSTED • Pages 3,4 and 5 contain current data about the school and targets • Development key data is in the front of the diary that all staff and governors have their own copy • The key priorities for development, who is responsible, who will be monitoring and the budget costs are found in the rest of the plan 	<p>CH asked governors to read the SDP and bring back to the next meeting any comments</p>	

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<p>10. SEF Summary</p>	<p>KTr presented a summary of the SEF to governors:</p> <ul style="list-style-type: none"> • There are many other pages which KTr will share with CH but took governors through a summary document • The SEF is the document showing our we judge our school • The first page identifies the development from the previous OFSTED in 2013, the points raised and what the school has done • The 2nd page contains the context of the school, showing how Thorpe is different from other schools • The third page is a summary of OFSTED Self Evaluation areas showing strengths, development and how we grade ourselves 		
<p>11. Rights Respecting School</p>	<p><u>Rights Respecting School – Governors Charter - JF</u></p> <ul style="list-style-type: none"> • Jo Fillmore reported that Rights Respecting school has been an agenda item on all governors committees • All classes have class charters – children choose the articles they feel are key to work on in their classes • The 42 articles are in the school diary • JF reported that she attends all the Rights Respecting School steering group meetings • JF suggested that Governors should have their own charter to support the ethos of the school <p>CH suggested that governors split into groups to look at the Articles and choose 2 from each group governors feel are key. CH collected the identified charters.</p>	<p>Governors Charter to be brought to the next Full Governors meeting in April 2017.</p>	
<p>12. Academy Update</p>	<p>CH thanked governors for signing up to attend the Jack Hunt meeting on Monday 23rd January. CH reported that:</p> <ul style="list-style-type: none"> • CH and KTr have visited all other schools interested in forming a MAT, all are different • No decision has been made yet • There will be a meeting at Jack Hunt School which all staff are invited to • A further meeting will be held at Thorpe to answer any questions • It is the governing bodies duty to reassure all staff 		

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AOB	<p><u>Parent Feedback and Views – Governor Stand - CH</u> CH reminded governors that governors have had a stand at the late parents evening and a rota will go up for the February Parents Evening to ask parents for their views and feedback</p> <p><u>Skills Audit - CH</u> CH reported that it was an OFSTED requirement for governing bodies to complete a skills audit. CH circulated an audit from 'The Key' and asked governors to spend a few minutes completing the audit</p> <p><u>Safeguarding documents – EA</u> All governors had a copy of updated Safeguarding documents, and updated Safeguarding Policy and Part 1 of the 'Keeping Children Safe in Education' document. Governors were asked to replace the three documents in their green files with the updated documents.</p> <p>KTr reported that CCTV and a new Fob system to record all staff and visitors on site was currently being installed following the success of a match funded grant from the LA security grant.</p>		

Meeting closed at 9.10 pm