

THORPE PRIMARY SCHOOL

DRAFT

Minutes of Full Governors Business Meeting

Thursday 21st September 2017

At 7.00 pm

Present

Emma Anderson	EA
Tracey Cheung	TP
Anne Clayton	AJC
Laura Davies	LD
Jo Fillmore	JF
Pula Jeremaes	PJ
Charles Knudsen	CK
Lisa Lloyd	LL
Trevor Pearce	TP
Seetal Swan	SS
Kate Trethewy	KTr
Diane Wade	DW

Absent

Deputy Headteacher (Associate Member)

Assistant Head (Associate Member)

Headteacher

Terry Edwards	TE	Clerk to Governing Body
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Item of Business	Points Discussed	Decisions/ Recommendations	Action Points/Date s
1. Apologies	Apologies were received from:- <ul style="list-style-type: none"> • Manoj Subudhi • Colin Hammond 		
2. Election of Chairperson	TE reported that 1 nomination had been received from Colin Hammond for Chair of Governors. The governors agreed to elect Colin Hammond for Chair of Governors for the academic year 2017-18	Colin Hammond has been elected as Chair of Governors for 2017-18	
3. Election of Vice-Chairperson	CH reported that 1 nomination had been received from Anne Clayton for Vice-Chair of Governors. The governors agreed to elect Anne Clayton for Vice-Chair of Governors for the academic year 2017-18	Anne Clayton has been elected as Vice-Chair of Governors for 2017-18	
4. Report on Behaviour	PJ fed back to the committee on behalf of the Behaviour Support Worker, a newly appointed post in school: <ul style="list-style-type: none"> • The post involves working with individual children and Phonics work with Y1 and Y 4 • Group work involving Anger Management, Self Esteem, Self- Resilience • Barriers to learning for Pupil Premium children • Friendship work PJ attended a course with the Behaviour Support Worker on Emotional and Behavioural Development which involved identifying gaps in behaviour development resulting in behaviour problems. Two training sessions are to be held in school for all school staff to access with a follow up session three weeks later. PJ talked governors through a 'Behaviour Wall' identifying a timeline of when behaviours are learned. <p style="background-color: yellow;">Governors asked – Does this include Nursery – PJ confirmed that it does</p> <p style="background-color: yellow;">Governors asked if governors could be involved in the training and feedback sessions – PJ will ensure governors are sent out a timetable</p> PJ confirmed that training will be dove-tailed to sessions depending on need		

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5. Minutes of the last meeting Tuesday 11 th July 2017	The minutes of the meeting on Tuesday 11 th July 2017 were agreed	The minutes of the last meeting on Tuesday 11 th July 2017 were agreed	
6. Matters Arising	There were no matters arising		
7. Register of Pecuniary Interest	All governors present updated their pecuniary Interest declaration for 2017-18		
8. Declaration of Interest	There was no declaration of interest		
9. Headteachers Report	<p>The Headteachers report was circulated prior to the meeting and KTr reported that:</p> <ul style="list-style-type: none"> Contextual data currently 523 children in school including nursery , places across school will be full, a further 30 children are due in so numbers will be higher 54% of EAL children across school, Pakistani is the highest with 43% followed by 20% who are White British <u>Pupil Premium</u> reports will be shared at School Effectiveness Committee. The impact report is on the school website. The report for this year’s grant is on the school website and the Assistant Heads will focus on ‘Barriers of Learning’ for children. Both Assistant Heads have attended a course to look at ‘Effective use of Pupil Premium’. David Turner from School Improvement will meet with both Assistant Heads to look at Pupil Premium. Governors asked – Where are the current hot spots in school – Currently Y6 low attainers, Y2 high achievers, Greater Depth. <u>Behaviour - PJ</u> – Transition meetings took place in July between the Reception and Year 1 teams to support the 2 high needs children in school. Both children started the year on part-time timetables. One of these children has settled in well. Across school, teachers are linking the Thorpe Expectations to the Rights Respecting Articles. Behaviour training has been arranged for all staff 		

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<p>Continued</p>	<p><u>Protected Characteristics - PJ</u></p> <ul style="list-style-type: none"> Over the last academic year there were 18 incidents in total all relating to race This is an increase compared to the previous year of 12 Most of the incidents are in last year's Year 5, the Year 6 team are aware of how many incidents occurred last year Assembly timetables are linked to diversity and tolerance <p><u>SEN - EA</u></p> <ul style="list-style-type: none"> SEN numbers have dropped significantly to 10% This is due to a new criteria designed to identify SEN needs more accurately and precisely in order to meet their needs. There is strong emphasis on quality first teaching for SEN children Governors looked at a breakdown of SEN children across the school and by various categories School are currently in the process of applying for 3 EHCP's Half termly SEND training for TAs has been organised by Support for Learning A new sensory room is being developed in school <p><u>Child Protection data – EA</u></p> <ul style="list-style-type: none"> There are currently no children on the Child Protection register There are no children under CiN (Child in Need) Early help/TAC/key vulnerable families – 14 – We continue to work with key families and those with previous Social Care involvement <p>EA reported that there are still children in school, staff are worried about.</p> <p>Governors asked how many vulnerable children are Pupil Premium children? EA said she would report the information at the next meeting</p> <p>Governors asked if data was available to show how far children are falling behind and if their attendance is low?</p> <p><u>Safeguarding – EA</u></p> <ul style="list-style-type: none"> Vulnerable children (CSC involvement; TAC; EHA (non SEND); LAC <ul style="list-style-type: none"> 60% boys; 40% girls 47% EAL Largest proportion by ethnicity group; White British 40%; Pakistani 36% 	<p>Pupil Premium and vulnerable children data to be reported at the next meeting</p>	

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Continued	<ul style="list-style-type: none"> • Reading – Vulnerable children make above average progress in Reading • SPAG – Vulnerable children make below average progress in Spelling, Punctuation and Grammar • Maths – Vulnerable children make below average progress in Maths <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Attendance is currently at 96% • The Leave of Absence Policy for children and attendance is due to change and will be updated when Thorpe have converted to academy <p>Governors asked if data was available to show how far children are falling behind if their attendance is low?</p> <p><u>Standards and Achievement - KTr - Summary</u></p> <ul style="list-style-type: none"> • Key Strengths of data outcomes July 2017 <ul style="list-style-type: none"> ○ The proportion of children achieving a Good Level of Development (GLD) increased by 12% on 2016 outcomes ○ The proportion of children in Y1 who met the phonics standard increased by 10% on 2016 outcomes ○ There was an increase in the proportion of children achieving greater depth in reading and writing at the end of KS2 • Data Concerns <ul style="list-style-type: none"> ○ The performance of pupil premium children across most year groups. All year groups have identified what actions they will take to improve attainment and progress for the children who are not achieving well enough ○ The proportion of children achieving the expected standard in reading at the end of KS2 was well-below the National average. Introduced ‘Destination reader’ across the school, in particular to years 2 to 6. This model explicit teaching of reading comprehension skills and gives the children sentence stems to build their verbal and written responses ○ Reading to have a higher profile across school, classes are now named after well-known authors to ensure children have a knowledge of both modern and classic books. <p>Governors asked if Nursery are collecting data and is there moderation with other schools and the LA adviser? KTr advised that attainment on entry assessments are currently being gathered and the LA Adviser will moderate/QA it</p>		

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<p>Continued</p>	<p>Governors asked if they can be a part of the moderation with other schools and have asked for feedback from the Early Years Phase Leader</p> <p>Governors asked why was 'Destination reader' chosen KTr reported that Destination Reader was used in Hackney, a similar authority to Peterborough and it has made a huge difference across the borough. Tests are done periodically to see the impact.</p> <p>Governors asked if teachers had received training. KTr said 2 teachers had training from Hackney Learning Trust and then delivered training. Plans can be adapted. Staff meetings and CPD sessions are planned. Staff led time is needed to embed the programme. There has been an impact on marking and workload especially in Year 6</p> <p>A reading room has been set up everyday from 12.15 – 1.05. Children need to stay and read for 15 minutes for it to be recorded in their Reading Record Book</p> <p><u>Partnerships with parents</u></p> <ul style="list-style-type: none"> • The parenting course 'Webster Stratton' concluded in the Summer Term. Another round of this course will take place once all the necessary Early Help Assessments have been completed. • Parents of children in Reception were invited to join their child and have a school dinner over their first few days in school. This was very positive and has helped the children to settle into the lunchtimes routines. • Parents, children and staff have been encouraged to vote on the proposed logo designs for the MAT. We hope to be able to share the outcome of the vote soon. • We hope to trial an online resource to aid communication between parents and teachers in response to parental feedback about the usefulness on the Tapestry resource that is only available in Early Years. Should the trial prove successful we will look to roll it out across other year groups. <p>CK attended a conference called 'See Saw' looking at recording an on line journal for parents to view and comment on. Access would be for other year groups in school. A letter will be send out to parents to trial.</p>	<p>Early years Phase Leader to give feedback to Governors following Moderation</p>	

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<p>10. Safeguarding Audit</p>	<p>Safeguarding Audit – EA EA presented the Safeguarding Audit to governors and a few outstanding actions were highlighted:</p> <ul style="list-style-type: none"> • There were some outstanding actions – roles to be explicit within the teams job descriptions and the designated safeguarding lead to meet on a termly basis with the Governor for Safeguarding. • The Educational Visits Policy to be reviewed and shared with Governors <p>All other actions on the report were complete.</p>	<p>AJc signed the audit report to be sent to Gaynor Mansell from the LA</p>	
<p>11. Academy</p>	<p>KTr updated the governing body on the academy process:</p> <ul style="list-style-type: none"> • Conversion date is due to be 1st December but maybe 1st January 2018, PCC are confident it will be Dec 2017 • The TUPE meeting for all staff was last Tuesday, and staff were reassured not to expect any changes • All staff have received a Statement of Employment to be agreed • The PKAT logo has been voted on • Headteachers’ in the MAT are excited about the plans for the future 		
<p>12. Policies</p>	<p>Governors received copies of three policies to be approved and AC asked if there were any questions or queries:</p> <ul style="list-style-type: none"> • Complaints Policy • Behaviour Policy • Pay Policy <p>The policies were agreed with governors Governors asked how the ‘Turn Around Time’, (TAT) is working out in school. KTr replied that staff think it is a positive initiative. PJ will share data when it is available</p>	<p>The Complaints, Behaviour and Pay Policy were agreed</p>	
<p>13. OFSTED</p>	<p>KTr presented governors with a colour coded action report. KTr reported that:</p> <ul style="list-style-type: none"> • Thorpe had not had a further inspection • A new on-line resource has been purchased to bring together the SDP, SEF, and Performance progress 		

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Continued	<ul style="list-style-type: none"> The report was colour coded to show Green – Actions completed, Orange – Actions in progress and White meaning not yet started KTr asked if there were any questions.		
AOB	<ul style="list-style-type: none"> Governors had received copies of the committee structure, the structure had been revised identifying link governor responsibilities. Governors were asked to come in and monitor key areas across the school and meet the leaders of their areas. Governors were asked to complete a report following their visit to school. <p>Governors asked if they could be given the point of contact to meet with their link leader in school. KTr said that email addresses for Link leaders will be sent to governors</p> <p>KTr reported that the Gateway 3 Academy meeting was postponed.</p>	<p>Email addresses for Link Leaders to be sent to Governors to make contact</p>	

Meeting closed at 8.40 pm