

THORPE PRIMARY SCHOOL

DRAFT

Minutes of Full Governors Business Meeting

Thursday 25th January 2018

At 7.00 pm

Present

Tracey Cheung	TP
Anne Clayton	AJC
Jo Fillmore	JF
Colin Hammond	CH
Paula Jeremaes	PJ
Charles Knudsen	CK
Trevor Pearce	TP
Kate Trethewy	KTr
Diane Wade	DW

Absent

Terry Edwards	TE	Clerk to Governing Body
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Item of Business	Points Discussed	Decisions/ Recommendations	Action Points/ Dates
1. Apologies	Apologies were received from:- <ul style="list-style-type: none"> • Lisa Lloyd • Manoj Subudhi • Seetal Swan • Emma Anderson • Laura Davies 		
2. Minutes of the last meeting – Thursday 22nd September 2016	The minutes of the last meeting – Thursday 21 st September 2017 were agreed	The minutes of the last meeting on Thursday 21st September 2017 were agreed.	
3. Matters arising	There were no matters arising		
4. Declaration of Interest	There was no Declaration of Interest:		
5. 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 that it was agreed not to nominate Vice-Chairs for all the Committees	The committee Terms of Reference were agreed for 2017-18	
6. 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>7. 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 547 children in school including nursery • 54% of EAL children across school. There have been 11 new arrivals since September. Three Lithuanian children had not previously experienced a school environment and could not speak any English when they joined Thorpe • The number of Pupil Premium children in school at present = 12%. Thorpe is still waiting for an external review • Several teachers have applied the <i>contracting / scaling</i> model with their classes (some with very positive outcomes) learnt from Steve Russell in the October behaviour training. • There is a Behaviour Working party this academic year which has met 3 times. So far they have created an action plan, sought the views of adults in school and introduced some “<i>My Mind</i>” resources to support children to understand their emotional and physical needs. They are planning to seek the views of parents and children in the near future. Part of their action plan includes a “Kindness Initiative” for staff and children. • During the Autumn Term there were two fixed term exclusions (one in Y3, one in Y1), we are working closely with both families. • Rewards, Sanctions, TAT and Homework data has been shared with all teachers. <p>Governors asked how the Behaviour Support Worker is getting on in the new role? PJ explained that the Behaviour Support Worker is looking for on-going support and training from an external provider. They have had a very positive impact on supporting both children and teachers with behaviour management</p> <ul style="list-style-type: none"> • SEN – 9.1% - EA reported that there are 9 children with an EHC plan, and a further 2 are in process • The overall percentage has gone down due to a tighter process using asses, Plan, Do review • Other groupings were available, Pupil Premium, Persistent Absentees and Vulnerable children 		

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Continued	<p><u>Attendance – KTr reported:</u></p> <ul style="list-style-type: none"> • Attendance for the Autumn term was low; Reception had particularly low attendance at 90.11% (many children were absent with chicken pox); • The lowest attending ethnicity groups are White European (94.7%) and Pakistani (95.24%); the majority of requests for leave of absence are from these groups; • No penalty notices have been issued; we hope to bring in a new policy facilitating penalty notices after 3 days of unauthorised absence; • Last term, persistent absentees generally made good progress across school, but attainment in most areas and in most year groups was below expected • Data was broken down into various groups showing ethnicity, Persistent Absentees, pupil Premium, SEND and vulnerable children <p><u>Safeguarding Children</u></p> <ul style="list-style-type: none"> • Last term there were: <ul style="list-style-type: none"> ○ 26 concern forms completed ○ 2 referrals to children’s social care (1 following escalation) ○ 1 multi agency strategy meeting • Training <ul style="list-style-type: none"> ○ Training has focused on emotional support for children, and includes ELSA training and mental health awareness ○ Child protection training for all new staff and volunteers ○ Safer Recruitment training for Terry, Emma, Paula and Jo (Safeguarding Governor) ○ Half termly LA CP update for all DPs ○ Boxall assessment tool to measure and track social and emotional development ○ New internet safety curriculum for all children ○ Weekly safeguarding reminders for all staff in Friday briefings ○ Parents have been invited to Internet Safety training with their children ○ Safeguarding is on the briefing every Friday morning as a reminder for staff 		

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Continued	<p><u>Vulnerable Children</u></p> <ul style="list-style-type: none"> • 28 children (61% are Pupil Premium, 43% are EAL and 18% are SEND) • Attendance well below the school average, at 91.73% • Some good progress being made from Year 4 upwards; low attainment in all year groups • Support provided through mentoring and social skills groups • Focus on mental health and emotional wellbeing (training on ELSA, attachment and mental health awareness) • New assessment and tracking tool for social and emotional behaviours • Support for parents through Webster Stratton, 1:1s and TAC meetings <p>Governors asked if the Webstar Stratton training will continue when the school becomes part of a MAT? KTr reported that the training parents receive opens the door to access outside agencies and so it would be continuing</p> <p><u>Child Protection Data – EA reported that:</u></p> <ul style="list-style-type: none"> • There are 0 children in the Child Protection category • There are 0 children in the Child in Need category • There is 1 child in the 'Looked After' category – Thorpe have held 1 PEP (personal education plan) review meeting last term, the child received pupil premium to support with targets all of which were met • There are 28 Early help/TAC/key vulnerable families – Thorpe continues to work with vulnerable families and those with previous Social Care involvement. <p><u>Standards and Achievement – KTr reported that:</u></p> <p>Key Strengths of data outcomes December 2017 Progress across Reception, Y2, Y4,5 and 6 for reading, writing and maths is at least satisfactory. Reading progress for years 5 and 6 is very good which reflects the secure implementation of Destination Reader in those classes. Attainment and progress in Maths across years 4 to 6 is secure with at least 78% on track to be at the expected standard by the end of the year.</p>		

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Continued	<p>Data Concerns</p> <ul style="list-style-type: none"> • Attainment in writing across the school. <ul style="list-style-type: none"> • <i>Moderation of writing took place across years 1 to 6 with years 2 and 6 engaging in moderation across the PKAT primary schools. Termly moderation of writing will take place prior to data submission to support validation of the data.</i> • <i>We are looking into how we can develop the teaching of writing in Reception and Year 1 which may lead to a deviation from the Read, Write Inc. scheme which although well established, isn't having a strong enough impact on children's overall writing.</i> • <i>We are looking to increase opportunities for children to self and peer assess their learning through a revamp of marking ladders. We believe that this will give children the tools and incentive to upskill their writing.</i> <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • The introduction of Destination Reader has been a primary focus of CPD for teaching staff across the Autumn term. The progress in reading across several years groups indicates that it is having a positive impact for our children. <p><u>Monitoring and Evaluation</u></p> <ul style="list-style-type: none"> • Monitoring took many forms across the Autumn term, including observations, book looks, environment walks, support and evaluation from Local Authority School Improvement Advisors and learning walks. • Moderation of children's attainment on entry data with a sample of children in both Reception and Nursery took place in November. Our judgements were deemed to be accurate by the Local Authority Early Years Advisor. • Raising Standards Meetings were held at the end of the Autumn term for Years 1 to 6 and at the beginning of the spring term for Reception. Following these meetings, teachers create an action plan to show how they will address any areas of concern. 		

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Continued	<p><u>Partnerships with parents and the Wider Community</u></p> <ul style="list-style-type: none"> • A survey to try and ascertain the market for after-school childcare was sent out to parents in November 2017. • 33 said they would not use the club, 8 responded that they would use the club once a week equating to 11 children and 10 responses said they would use the club twice a week, equating to 15 children. 11 responses would use the club every day equating to 16 children • There were 75 responses in total • The indication is that an after-school childcare facility could be viable and the need for this is increasing. • We held a Christmas Carol event in December where families were invited back to school at 4:30 for a hot chocolate, mince pie and some collective singing out in the courtyard under festive lights. There was a pleasing number of families who attended and some came along for both sessions. There was a lovely atmosphere and feedback from parents was positive so we will look to repeat it for Christmas 2018. • The Christmas Nativity performances were wonderful and had high numbers of parents attending. 		
8. School Development Plan/Ofsted Action Plan	<p>KTr presented governors with a School Development/Action Plan detailing objectives and actions Post Ofsted:</p> <ul style="list-style-type: none"> • The plan identified 4 priority areas with detailed breakdown of the milestones, resources needed who was leading on the action and the outcomes, success criteria – monitoring and evaluation • Impact notes picked up the action, the impact and evaluation and the next steps <p>KTr asked if there were any question from governors. Governors were invited to email any questions in to KTr</p>		

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<p>10. Policies for Ratification</p>	<p>CH asked governors to ratify the policies listed below. CH reported that most of the policies had minor changes to them – updated with name changes except for the Attendance policy:</p> <ul style="list-style-type: none"> • Safeguarding Policy • Privacy notices – have been updated to reference the new Data protection Rules in May 2018 • Attendance policy – the Attendance Policy has been updated to reflect the Local Authority decision to bring back penalty notices following legal advice. The LA process any requests for 2 days of absence. Jack Hunt’s policy is 3 days of unauthorised leave of absence • Children in Care • Use of Images • Whistleblowing Policy • Allegations against staff • Accessibility Plan 2018 • Equality an Diversity • SEN Policy • School Information report 2017-18 	<p>Governors agreed to ratify all the policies</p>	
<p>9. Academy Update</p>	<p>CH updated governors on the Academy conversion:</p> <ul style="list-style-type: none"> • The date has been changed to 1st April – CH apologised for the change of date • The PFI agreement has additional complications with the solicitors <p>Governors asked where does the hold up leave Thorpe? CH reported that the MAT is still close to conversion and therefore we do not anticipate anything preventing us from being part of it</p> <p>KTr reported that due to the hold up there is an increased chance of a monitoring inspection and as such KTr has asked for a 1 day monitoring review to take place. The CEO designate and the primary lead designate will join KTr for the 1 day review with David turner and his team.</p> <p>CH reminded link governors to contact their subject leaders to come into to school for governors visit. CH to contact Malcom Massey to organise the 2nd part of the governors monitoring visit – 8th March</p>	<p>TE to email out link governor email contacts. Governors to make contact and arrange a visit</p>	

Meeting closed at 8.30 pm