

## Peterborough Keys Academies Trust (PKAT)

Minutes of Local Governing Body Meeting – Monday 16<sup>th</sup> July 2018 at 6.00pm

Present: Colin Hammond (CH), Kate Trethewy (KT), Jo Fillmore (JF), Seetal Swan (SS), Trecey Cheung (TC), Anne Clayton (AC), Manoj Subudhi (MS), Trevor Pearce (TP), Lisa Lloyd (LL) Terry Edwards, Catherine Langham – Business Leader (TE) – Clerk,

1. Apologies: There were no apologies
2. Minutes of the last meeting – 26<sup>th</sup> April 2018 were agreed
3. Matters Arising
  - Joanne Rotundo has resigned and Emma Stephens-Dunn will replace her in September as Company Secretary and Data Protection Officer
  - The interim budget (April to August) was approved and the budget for September 2018-19 was approved by governors using email. CH apologised for the changes of dates and bringing forward the deadline. CH reported that he would ask trustees for more notification so that time could be given to arrange a meeting for governors to approve the budget in future
  - TC reported that the Exclusion training on the 2<sup>nd</sup> May was cancelled but training was held on the 10<sup>th</sup> July. Tracey has completed the training
  - LL and TP went to training on Admissions, unfortunately the trainer did not arrive due to traffic congestion. The course is due to be re-arranged
4. Headteacher's Report – KTr presented the Head's report to governors
  - Pupil numbers are increasing steadily – currently 551
  - The ethnic groups are changing
  - The number of Lithuanian children is increasing, particularly in Year 2 and 3
  - One of the new HLTA appointments speaks fluent Lithuanian and Russian
  - Pupil Premium numbers and list of children has not been confirmed by the DFE yet, several families have taken up the free Breakfast Club offer
  - Governors looked at a table for Pupil Premium children and targets for 2018 – 19. The targets have been RAG rated within year groups and identified in Reading, Writing and Maths
  - Teaching Assistants are paid additional hours to do Pupil Premium hours. An advert will be placed for a temporary contract to do Pupil Premium hours
  - Raising Standards meetings have taken place in readiness for intervention groups to start in September

### Standards and Achievement - Outcomes of Statutory Assessments:

- Early Years GLD: 65% of the cohort have achieved the GLD, this is a 10% increase on last year's result and brings us within less than 10% of the National average.
- Y1 Phonics: 80% of children achieved the phonics standard, this is in line with last year's result and broadly in line with National average.

- End of KS1 Phonics: 93% of the children in Year 2 have now achieved the phonics standard. This is a 10% increase on last year's result and means that an additional 13% of the year group have reached the standard since Year 1
- Year 2: The proportion of children achieving the expected standard in Reading, Writing and Maths has decreased, however the proportion achieving Greater Depth has remained stable or increased. There has been no additional teaching capacity in Y2 this year whereas in previous years there has been

A governor asked – What will be in place for these children as they move through school and next year's Y2 data? KTr responded that Y3 teachers have thorough information on the cohorts strengths and weaknesses and what to target. Y2 next year will have additional teaching capacity in the first term and Y1 moving up have more positive data.

- Year 6: 63% of children achieved the expected standard in Reading, Writing and Maths combined, an increase of 8% on last year's result. Increases were also made in the proportion of children achieving the expected standard in reading and in all greater depth outcomes.

### Behaviour

- From September all teachers will use the *contracting / scaling* model with their classes (from the Steve Russell behaviour training). This has proved successful in several classes this year and staff are very positive. The Behaviour Working Party have worked with the Rights Respecting Steering Group to "dovetail" this work with the Class Charters. Children will create their charters (linked to articles 12, 14 & 29 of the UN Convention) in September and they will be displayed across school in each year group.
- Following on from the Behaviour Working Party the Thorpe Friends have delivered "A Mind to Be Kind" program from PiXL. Children across school have focussed on: Acts of Kindness, Living without Harming Others and Respect
- End of term Rewards, Sanctions, TAT and Homework data will be shared with all teachers in September.
- 18 children this year have received the Headteacher's Award.

### Teaching and Learning

- The introduction of Destination Reader has continued to be a key focus of CPD for teaching staff. The biggest impact can be seen in the reading progress of children in years 5 and 6
- Our Lead Practitioner has reviewed the new curriculum we put in place this year using feedback from each year group. There is now clearer progression for writing genres and texts used to facilitate Destination Reader
- The SLT have committed to reading a book titled '*When the Adults Change Everything Changes*' over the summer holidays. The purpose of this is for us to consider some of our practices and how they might be changed to develop even better relationships between teachers and the children in their class. The point of the book is to look at ourselves and our behaviours first and consider the impact this has on children's behaviour, self-esteem and ultimately their achievements in the widest sense.

## Monitoring and Evaluation

- There has been intensive support and quality assurance of Early Years since the Monitoring visit on 20.2.18. The final visit in relation to this support took place on 11.7.18 and was overwhelmingly positive. Major improvements to the provision, quality of teaching and the data outcomes have been made and there is a robust plan in place for provision for the new academic year.
- Local Authority Moderation of our Early Years data and KS1 data took place in May and June respectively. Both were extremely positive experiences and the moderators commented on how well prepared our teachers were and how well they knew the children.
- Raising Standards Meetings have been held to review of year data for all year groups including Nursery. Following these meetings, action plans have been created to show how any areas of concern will be addressed. Meetings are also taking place with the teachers who will be receiving the year groups in September so they are clear on the needs and actions that have been identified

## Partnerships with Parents, Carers and the Wider Community

- The PTA hosted a fantastic Summer Fair event in June which was extremely well-attended. They had organised a great range of stalls and activities which were thoroughly enjoyed by all. They raised over £700 at this event and are already planning for it to be even bigger and better next year
- Three days of sports events, notably clock sports and competitive races, took place at the end of June. One of the afternoons did not run as professionally as we would have like and as a result, we didn't get through all of the races that were planned. We issued an apology to parents the next day and have arranged to do a sports event on Wednesday 18<sup>th</sup> July consisting of races for those year groups affected

Governors questioned how Sports days will run in the future. KTr said it was proposed to have separate Reception and KS1 Sports Days. KTr reported that the track would be marked out differently next year so that the children could sit in the shade. It was acknowledged that it has been unusually hot this year.

- Parents were invited to an Open Evening on 12<sup>th</sup> July so that they have the opportunity to look through their children's work, discuss the school reports and meet the new teacher should they wish to
- A choir concert was held on Thursday 12<sup>th</sup> July. This was moved from the original date which was the day before due to England being in the World Cup Semi-final as more than half of the children said they would not be likely to attend if it carried on as planned

## SEN

- Governors looked at the SEN numbers across school
- The current SENDCO will be taking maternity leave during the Autumn Term and a qualified member of staff will be covering the maternity leave
- KTr reported that from September weekly visits will be made by the speech therapist to support with the high number of children with speech and language problems
- The Educational Psychologist has been into school this term to complete a full assessment on a high needs child
- One request for an EHC Plan for a high needs child has been successful; this brings our total to 10. Two further requests have been made;
- Progress and attainment of children with SEND has been discussed at Raising Standards meetings, and action plans for the Autumn term have been written

## Attendance

- Governors were presented with the attendance grids showing percentage of attendance in each year group

- Attendance this year is very low; a very high % of children were absent during the autumn term in Reception due to chicken pox, and this has continued to bring the reception data down. We have also had 2 children in Year 1 on a part-time timetable, and this has impacted on the data
- Due to the academy conversion, attendance data had to be reset on Scholarpack and we are therefore unable to complete a thorough analysis on attendance or the Summer term or on annual data
- Penalty notices for 8 families have been issued this term, following the introduction of a new policy; we are now able to penalty notice after 3 days unauthorised leave of absence

#### Child Protection Data

- 3 children are on Child Protection
- 1 Child in Need
- 1 Looked After Child 1 PEP (Personal Education Plan) review last term; receiving Pupil Premium to support with targets, all of which were met/exceeded

#### Safeguarding

- During the summer term there has been:
  - 20 concern forms completed
  - 2 referrals to children's social care
  - 2 multi agency strategy meetings
  - A referral to the LADO – Local Authority Designated Office for 3 children
  - 2 child protection conferences

#### Training in the summer term:

- 2 members of staff attended the PSCB Annual Conference
- 2 members of staff attended the statutory CP refresher training
- 2 members of staff attended Outcome Star training, a family assessment tool
- Child Protection training took place for all new volunteers
- 2 members of staff attended the LA update for all DPs; share with all staff through a briefing paper
- Member of staff attended half termly peer network meetings for parenting support
- There are weekly safeguarding reminders for all staff in Friday briefings

#### Vulnerable Children

- There are 41 children in school classed as 'Vulnerable children' in terms of needing additional monitoring or support for issues such as neglect, attachment difficulties, being young carers or previous social care involvement
- 26 parents have been supported with the Webster Stratton parenting programme, 9 of these over the summer term

The school are looking at a software programme called My Concern to compile information on safeguarding concerns

#### Protected Characteristics

- In the Autumn Term there were 5 Protected Characteristic Incidents – 4 relating to race and one relating to homophobia. In the Spring Term there were 3 incidents and so far in the Summer Term there have been 3 incidents – all relating to race.
- Restorative discussions/sanctions have been used to address these issues. Year 2 and Year 6 have looked at diversity and equality (Y6 in their topic work also) in PSHE lessons during the spring term, so it is good to see a reduction of incidents in these year groups.

5. SATS – SATs data has been covered in the standards above. Governors had some questions:
  - Governors asked about the teaching structure moving forward. KTr reported that in Year 2 there has been 3 teachers for Maths and Literacy but as the school grows it is not possible

to have 4 teachers. Governors asked how this will impact on the children. KTr reported that it was important to ensure the upskilling of teachers

- KT reported that a Phase Leader has been appointed to teach in Year 6. The Lead Practitioner will support in lessons by coaching and mentoring all teachers. 2 Teach First participants have been appointed working alongside experienced teachers. KTr is aware of the vulnerable areas in school next year

6. Areas of Responsibility – CH reported that it was necessary to identify governors with specific areas of responsibility in school:

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|---------------------------------------|---|-------------------------|
| • Finance                             | - | Anne Clayton            |
| • Premises                            | - | Trevor Pearce           |
| • SEN                                 | - | Anne Clayton            |
| • Early Years                         | - | Anne Clayton            |
| • Staff Well Being                    | - | Tracey Cheung           |
| • Maths                               | - | Manoj Subudhi           |
| • Safeguarding                        | - | Jo Fillmore/Seetal Swan |
| • Standards/Assessment/<br>Curriculum | - | Lisa Lloyd              |
| • British Values                      | - | Trevor Pearce           |
| • Admissions                          | - | Lisa Lloyd              |
| • Data Protection                     | - | Seetal Swan             |
| • Sports Premium                      | - | Jo Fillmore             |

7. Meeting Dates 2018 – 2019

CH discussed meeting dates for the next academic year. CH asked if future meetings could start earlier in the day. Governors agreed that meetings could start at 5.00 pm and CH was asked to avoid the 2<sup>nd</sup> Thursday in each month. There was a discussion around conference calling.

Meeting closed at 7.15pm

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