



**ROGATE C.E. PRIMARY SCHOOL**

Meeting of the Full Governing Body

With Finance and Curriculum

Tuesday 7<sup>th</sup> February 2017

4.00pm

PRESENT	PRESENT	APOLOGIES
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood <i>Co-opted Governor</i>	Father Edward Doyle <i>Ex Officio</i>
Mrs Stephanie Garwood <i>Staff Governor</i>	Mr Matthew Wright <i>Vice Chair</i>	
Ms Amy O'Toole <i>Head Teacher</i>	Mr Max Harwood <i>Co-opted Governor</i>	
Mr Neil Ryder <i>Co-opted Governor</i>	Mrs Rita Roach <i>Foundation Governor</i>	
Mrs Hannah Pasfield <i>Parent Gov</i>	Mr Chris Hawker <i>Associate Governor</i>	
(NO APOLOGIES)		IN ATTENDANCE
Mrs Louise Stevenson <i>LA Governor</i>		Sarah McCarthy <i>LA Clerk</i>
Mrs Fiona Dix <i>Associate Governor</i>		
Mr Joe Bowman <i>Parent Governor</i>		

ITEM	MINUTES	ACTION
1	The meeting opened at 4.20pm with a prayer by the Chair. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Father Edward Doyle.	
2	There were no details of pecuniary interests declared.	
3	<p><b>MINUTES OF THE PREVIOUS MEETING AND ACTIONS</b></p> <p>09.01.17 <u>HT DBS check to be completed</u> <b>ONGOING</b></p> <p>09.01.17 <u>Sex and Relationship continue to be updated</u> <b>ONGOING</b></p> <p>09.01.17 <u>Anonymised pupil progress review meeting minutes to be added to GVO</u> <b>COMPLETE</b></p> <p>31.01.17 <u>HT to add Review Meeting Report to GVO</u> <b>COMPLETE</b></p> <p>31.01.17 <u>Governor Monitoring Visit form to be added to GVO</u> <b>COMPLETE</b></p> <p>31.01.17 <u>Coach crash contingency to be added to London visit emergency plan</u> <b>COMPLETE</b></p> <p>31.01.17 <u>List of SLA's to be added to the GVO</u> <b>COMPLETE</b></p> <p>The previous meeting minutes had not been finalised due to the time interval between the meetings. Clerk to finalise and send out as soon as possible.</p>	<b>ACTION CLERK</b>
4	<p><b>HT WRITTEN REPORT (Appendix 1)</b></p> <p>The HT handed out copies of the data that had been presented at the review meeting with the LA. The HT explained that she had endeavoured to fulfil Governors requests as to the presentation of the data. It was also explained that three pupils had been withdrawn from school that day to be home schooled, so the data was correct up until before they had been removed. The following points were noted</p> <ul style="list-style-type: none"> <li>• 2 pupils in Year R were on target to exceed expectations, and 7 were on target to meet expectations with one of these being disadvantaged.</li> <li>• 2 pupils in year 1 were on track to exceed age related expectations (ARE) at Reading and 5 to meet ARE. 2 were working toward expectation (WT)</li> <li>• 2 pupils in Year 1 were on target to exceed ARE in Maths</li> <li>• In Year 2 2 were on track to exceed ARE in Reading, Writing and Maths</li> <li>• In Year 3, 2 pupils were on track to exceed ARE in Reading and Maths but only 1 at</li> </ul>	

Signed .....  
Chair of Governors

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	<p>Writing.</p> <ul style="list-style-type: none"> <li>Year 4 had 4 pupils on target to exceed ARE in Reading, and only 2 in Writing and Maths. It was noted that 4 pupils in year 4 were disadvantaged.</li> <li>Year 5 had no pupils on target to exceed expectations in Writing, with 2 at Reading and 1 at Maths.</li> <li>Year 6 had 2 pupils expected to exceed ARE in Reading and Maths, and 1 to exceed ARE in Writing.</li> </ul> <p>Governors noted that looking at the data it appeared that writing was consistently weaker across the school with less pupils expected to exceed ARE across the year groups.</p> <p><b>Q</b> What plan does the school have in place for tackling this?</p> <p><b>A</b> We have started rolling out phonics across the school up to year 3, and this is taught every day. This will have an impact on their writing ability. Year 4/5/6 also take home spellings every day. We have also addressed the reading culture in school by introducing accelerated reader and having ERIC (everyone reading in class) time every day. We have started to see an impact in the pupils writing but this will not be a quick fix and is going to take time to improve.</p> <p><b>Q</b> What is the target for the end of the year?</p> <p><b>A</b> The data here is the children’s targets for the end of the year.</p> <p><b>Q</b> Is there anything else that you can do to improve writing across the school?</p> <p><b>A</b> We are using Teaching Assistants every day for interventions across the whole school to improve pupil’s writing, as well as reading and maths. The HT will also be working with the year two pupils to provide support and interventions for the key stage tests. Year 6 has recently been tested using the key stage test papers from last year and performed very well, especially the pupils that are dyslexic.</p> <p>We have very clear strategies in maths that are cohesively in place across the whole school which can be seen in the data. Mrs Garwood has also been offered support from Camelsdale Primary School for maths.</p> <p>The HT then went on to explain that all pupils who were working towards expectations were all currently having interventions. Mr Hawker noted that writing is often one of the things that children tend not to practice once outside of school. The HT agreed and explained due to the curriculum expecting all pupils to be able to spell <b>all</b> words at ARE otherwise they do not meet the target, and the high levels of dyslexia across the school meant that there were real challenges for the pupils to achieve ARE.</p> <p>Governors thanked the HT for the data and had no further questions.</p>	
5/6	<p><b>PUPIL PREMIUM DATA and SEND DATA (Appendix 2 and 3)</b></p> <p>Mrs Garwood handed out copies of the pupil spend to date data and the impact review of expenditure. Governors had the following questions:</p> <p><b>Q</b> In terms of intervention materials, are there any that you have bought that you feel are not making a difference?</p> <p><b>A</b> The reading interventions materials and the maths resources are having a great impact. We have trained the teaching assistants in Precision Teaching which is also now being used, but we do not have any more time for the TA’s to carry out interventions as they are doing this almost constantly.</p>	

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	<p><b>Q</b> Are there any interventions not having the impact that you might have hoped?  <b>A</b> Not at the moment, and if they do not work we tend to stop them quite quickly and try something else.</p> <p><b>Q</b> Is the way that you are spending the money showing an impact and progress correlation?  <b>A</b> Yes, we have moved children off of interventions when they have had an impact and brought them up to the level they need to be at.</p> <p><b>Q</b> Do we know how many pupils are pupil premiums or SEND?  <b>A</b> Yes this is detailed on the data from the HT given earlier (appendix 1)</p> <p><b>Q</b> Is the funding spent on staffing for pupil premium children only?  <b>A</b> Yes, however some of the group work may involve children who are not pupil premium but we do not want to single pupils out based on pupil premium as it could stigmatise them.</p> <p>The Governors thanked Mrs Garwood and Mrs Pasfield for their work on the reports and requested that a similar report be prepared for the last meeting of the summer term.</p>	<b>ACTION SG/HP AGENDA</b>
7	<p><b>BUDGET</b>                  The SBM explained that the draft budget was still being worked on and would be available for the meeting on 28.02.17</p>	<b>ACTION SBM</b>
8	<p><b>PREMISES</b></p> <p>a) The health and safety report had been sent to the HT and was ready to upload to the GVO.</p> <p>b) Premises Development Plan was still being drawn up by the Area Building Surveyor and would be shared as soon as it was received. The quotes for the windows had been uploaded to the GVO and a discussion followed around the prices and detailing of the quotes. As Diamond Windows were the WSCC approved and their price was deemed reasonable in comparison it was agreed that this would be the company to use. The quote was only for one opening on each window and all present agreed that it would be more suitable for the windows to be as similar as possible to the original and have two opening windows. This would put the price up so Governors voted that the SBM would request a new quote, and would also negotiate a lower price if possible. Mr Ryder proposed this and Mr Wright seconded. All Governors voted in favour and the SBM agreed to begin this on Wednesday 08.02.17 with the assistance of Mr Harwood.</p>	<b>ACTION CLERK/ HT</b>  <b>ACTION SBM/ MH</b>
9	<p><b>POLICIES FOR REVIEW</b>                  Due to time constraints this would be dealt with at the next meeting. The policies had all been uploaded to the GVO where all Governors could read them.</p>	<b>AGENDA 28.02.17</b>
10	<p><b>GOVERNORS HANDBOOK AND UPDATED COMPETENCIES FRAMEWORK 2017 (Appendix 4)</b>                  The new Governance handbook 2017 had been uploaded to the GVO. All Governors received a copy of the updates to the handbook from the Chair. The following points were particularly highlighted by the Chair.</p> <ul style="list-style-type: none"> <li>• Governors need to ensure that there is a stronger emphasis on ensuring financial propriety.</li> <li>• All Governors must have an enhanced DBS check</li> <li>• The associations between people involved in governance or between them and senior employees has a new explanation</li> <li>• An individual on the governing body must take responsibility for safeguarding. This is Mrs</li> </ul>	

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	<p>Roach.</p> <ul style="list-style-type: none"> <li>There is updated content on schools causing concern and on coasting schools at section 7.4</li> </ul> <p>The Chair stressed the importance of Governors familiarising themselves with the handbook and the competency framework and all were asked to read through both documents. Clerk to ensure they are uploaded to the GVO.</p>	<p><b>ACTION CLERK ACTION ALL GOVS</b></p>
11	<p><b>SPORTS PREMIUM STATEMENT</b></p> <p>The HT explained that this had been completed some time ago and was on the school website. Governors discussed the statement and it was agreed that it was time for the milestones that had been reported on to be reviewed and ensured that they were being met, before the next document needed to be produced for the next year. The HT agreed to do this and circulate to Governors.</p>	<p><b>ACTION HT</b></p>
12	<p><b>AOB</b></p> <p>The HT raised concerns that there appeared to be some discontent among the parents and it was felt by the senior leadership that to minimise these issues it may be a good idea to hold a Q and A session with the HT. It was proposed that after the Roman and Viking afternoon event on Thursday 16<sup>th</sup> February may be a good time to hold it as there would be parents in the school already. This would also give a week's notice. Governors agreed that this may be a good idea and Mr Ryder and Mr Wright agreed to attend. HT to send out a letter to parents.</p> <p>It was also noted that there is not yet a governor with responsibility for EYFS. The Chair asked for volunteers to come forward for the next meeting.</p>	<p><b>ACTION ALL GOVS</b></p>
	<p>The Chair thanked everyone for attending and the meeting closed at 6.00pm DATE OF NEXT MEETING: Tuesday 28<sup>th</sup> February 2017, 4pm.</p>	

Signed .....  
Chair of Governors

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**TABLE OF ACTIONS**

<b>ITEM/MEETING DATE</b>	<b>ACTION</b>	<b>BY WHOM</b>	<b>DUE DATE</b>
7b 5.12.16	HT DBS check to be completed	HT /SBM	28.02.17
7 09.01.17	Sex and Relationship Policy continue to be updated	SG/RHR/ED/HP	28.02.17
3 07.02.17	Minutes from the meeting of 31.01.17 to be circulated	Clerk	ASAP
6 07.02.17	Pupil Premium and SEND spend report for summer term	SG/HP	Summer Term
7 07.02.17	Draft Budget to be finished	SBM/HT	28.02.17
8 07.02.17	Upload Health and Safety report to GVO	Clerk	ASAP
8 07.02.17	Chase Diamond Windows for revised quote	SBM/MH	ASAP
9 07.02.17	Policies for review to be on next agenda	Clerk	28.02.17
11 07.02.17	HT To review milestones on sport premium spend and ensure they are being met	HT	28.02.17
12 07.02.17	A governor to volunteer for responsibility for EYFS	ALL GOVS	ASAP

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