



## MINUTES OF THE MEETING OF THE FULL GOVERNING BODY OF HERMITAGE PRIMARY SCHOOL

DATE: Wednesday, 29 June 2016

TIME: 4:30pm



### Raise achievement in spelling

Outcomes for children and learners, quality of teaching, learning and assessment



### Build on achievement in maths through mastery

Outcomes for children and learners, quality of teaching, learning and assessment



### Raise awareness of global issues

Personal development, behaviour and welfare



### Ensure pupil progress for all groups

Outcomes for children and learners, quality of teaching, learning and assessment



### Increase impact of pupil voice

Personal development, behaviour and welfare

## MINUTES – PART ONE

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### 1. Apologies and AOB items

#### Present

Helen Bailey

Anne Chambers

Julie Colombine-Corlett

Darrell James

Peter Jenkins

Cathy Osborne

Caroline Kenny

Brian Donlon

Helen Parkinson Sykes

Helen Ross (Headteacher)

#### In Attendance

Carole Owen (Clerk)

Karen Wilson

Adam Sproston (DH)

**There were no absences from the meeting. The meeting met its quorum.**

### 2. Conflicts of Interest

There were no declarations of interest in any agenda item.

### 3. Membership

**To receive any changes to the membership of the Governing Body**

The meeting noted the departure of Anne Chambers (Co-opted) and Karen Wilson (Associate) at the end of this meeting. JCC thanked both members on behalf of the Governing Body for their significant contribution to both the school and to governance.



## **To give consideration to any current vacancies in accordance with the Constitution**

- 2 Parent Governor and 2 Co-opted Governor vacancies were noted.
- Parent Governor Vacancies will be advertised in the Autumn Term in order for new parents to have the opportunity to apply.
- 'Inspiring Governance' has been approached in order to source interested parties with the necessary skills to complement the rest of the Board.

To note any terms of office that are due to expire before the next meeting

### **Action**

**Check with Business Manager  
next meeting CO (Clerk)**

#### **4. Part One Minutes (Doc A)**

**The Part One minutes of the meeting held on 15 March 2016 were agreed as a true record and signed by the Chair.**

#### **5. School Development Priorities**

HR thanked the staff for their attendance and presentations to Governors.

### **2015/16 Priorities**

#### **Spelling**

**JC** gave an update since April. The No nonsense spelling scheme has been implemented and reviewed at a recent staff meeting. The feedback mirrored the views of SLT and parents. The first attempt and second attempt approach is to be continued however the number of weekly spelling particularly for SEN children is to be reduced.

**HR: This will be continued for monitoring purposes only**

#### **Maths Mastery**

**KD** gave feedback from a recent survey of staff and children which supports the view that confidence has grown significantly in this area. TAs have attended recent training through the Cluster which was well received.

A great emphasis has been placed on practical maths and resources have been purchased for this. The new calculation policy is being implemented.

**HR: this is to be built upon in the 2016/17 SDP in order to further develop teaching sequence and differentiation.**

**DJ: are there any other concrete measures of impact?**



KD: evidence in books now shows significant improvement from the scrutiny in the Autumn Term. Assessments will also be evidence when completed. 90% of pupils are at or above in Yr 6.

### **Global Issues**

**EAW and KEW** began by thanking TA. Ashley Kent, ex pupil, had provided feedback to children from the letters they had written to children in Africa. A letter of response to the whole school has been received from a girl

Another Global Issues day is to be held on 12 July providing the opportunity for children to discuss 'Where in the World?' The stimulus for discussion will all be British in order to reflect national diversity which contracts to the local community.

**HR: This is to continue as a priority next year in order to embed it fully into the life of the school. A Global Awareness Audit is to be undertaken in order for HR to work with GLP on this topic.**

### **Assessment**

HB provided an explanation of the difference of formative and summative assessment. Classroom Monitor for recording summative assessment. Staff confidence has grown this term in its use by determining formative progress against a large number of objectives. HB explained that the number of objectives is to be refined.

**HR: this will remain as a school priority with a shift of focus from summative to formative assessment.**

### **Pupil Voice**

**AV** reported on the work of the school Council and safeguarding Council. The smaller group of children has built confidence and ensured a more meaningful agenda and actions have been followed up. Minutes are circulated to each class. Head Boy and Girl have been very active and the Council have helped in the development of a Healthy Snack Policy. Two representatives took their recommendations to the Headteacher. This has now been introduced positively in all classrooms.

**CO reported that her son had identified the number of sugar in a product at home and said his awareness arose from the Healthy Snack Policy.**

### **Safeguarding**

The Council have focussed on the outdoor play area. They had made recommendations for new equipment to be installed over the summer holiday; they wish to develop a rota for playground monitoring and review the playground charter. Elections for new councillors have already commenced. Applications are being made and candidates will be interviewed.

**DJ: when do classes discuss agenda items?**



AV: when the teachers build in time for it. The minutes are provided in the register which then provide the basis for discussion and response which is brought to the next meeting.

**DJ suggested that the Head Boy and Girl are invited to meet with Governors in order to raise their status.**

AV they will be attending PTFA to discuss school fund expenditure.

**AC: what have they asked for?**

AV: they would like more space without loss of the playing field. This is difficult given the layout of the school site. She explained the climbing frame which has been chosen by the Council and future items which the children would like to be purchased in the future.

**HR: processes set up by AV and KH have been excellent and will continue next year however this will not be continued as a discrete Priority.**

**2016/17**

**HR recommended the following priorities with the health warning that adjustments might be required following receipt of Pupil Outcomes from SATs.**

- **Maths: Teaching sequence**
- **Assessment: formative linked to Maths T sequences**
- **Global Awareness: as above**
- **Reading: To ensure best and consistent practice throughout the school**
- **Well-being: Pupil, Staff and parent focus. HPS is to be a trial primary school and therefore will access this online system at a reduced rate.**

**CO offered a session for staff from an external provider.**

**DJ: are there any specific triggers or concerns which have meant this should be a priority?**

HR: a small number of parents have reported that their child has had suicidal thoughts and others that their child has shown signs of eating disorder. The purpose of this as a priority is to build resilience in children.

**AS: 50% of primary children nationally, report that they have lost sleep due to worrying about something.**

**CO: supported the need to equip children as early as possible to things which they perceive as signs of failure.**

- **Subject leadership: linked to teaching sequences and assessment**

**Resolved**



To accept the review of the SDP 2015/16 and agree the Priorities for 2016/17

## 6. Headteacher's Report (Doc B)

HR requested questions from Governors based on the information in her report.

**BD: asked for clarification of the anomaly in Yr 6 maths test.**

HR: the new system suggested that 30% of children had gone backwards. Without historic data, it is difficult to compare and ascertain the reasons for this until test data is received next week. This will be closely scrutinised and monitored next year.

## 7. Updates from Committees (Docs C)

Committee minutes and key points from meetings to include approval of school budget

### Teaching & Learning

CK provided a written summary from the T&L meeting held on 27 April 2016 and noted the key areas of scrutiny:

### Leadership & Management

DJ gave a verbal summary from the Health & Safety walk and monitoring of the School Development Plan. There was a detailed discussion regarding the Pupil Premium Policy.

### Action:

**Pupil Premium Policy to be approved at next FGB**

**Autumn Term HR**

### Finance & Resources

JCC discussed the appointment of a Responsible Officer to undertake an internal audit. **This was agreed.**

### Budget: 2016/17

JCC reported Reserves £152k and that approximately £70k from the contingency has been allocated with other monies to be used on the new build.

JCC emphasised the need to spend some of these monies.

**DJ: we need to ensure that we have some reserves to contribute towards a future capital bid.**

**CO: stated that it was important to ensure that the bid demonstrates best value per square foot.**

### Resolved

**To approve the 2016/17 Budget.**



## **8. Policy Adoption: British Values (Doc D)**

JCC clarified to Governors that the process for approval requires comments should be sent in advance of the meeting. No amendments were suggested.

### **Resolved**

**To adopt the British Values Policy which will be reviewed Summer 2017.**

## **9. Self-Evaluation (Doc E)**

HR based on monitoring throughout year using book scrutiny, pupil voice, data and staff input. A Learning walk with Steve Williams (SIP) was undertaken in order for him to quality assure HR's judgements. He confirmed her judgements and commended the robust evidence base.

**BD asked for clarification of grades 1 and 2**

### **Action**

**Notice of visit to be circulated**

**ASAP HR**

## **10. Update on Building Works\Lease discussions**

DJ reported from a site inspection that works are on track and within budget. HR: painting has been undertaken and the interior looks light, bright and fresh.

### **Resolved**

**To note the Site update**

## **11. Future Committee structure**

JCC explained the rationale for a review of the committee structure and sought views from Governors.

She suggested that half termly FGB meetings for all governors should be held. Governors will each have responsibility for a particular area such as:

- Safeguarding
- Pupil Premium
- SEN
- Individual SDP Priorities



In addition there would be a termly meeting for discussion of data and finance to fit around the assessment and finance cycles.

**DJ: stated the need to review Terms of Reference to ensure all areas of statutory responsibility were covered by the Committees. He emphasised the need for Governors to attend in order for deep discussions to take place.**

JCC agreed and suggested that times of meetings be agreed and circulated as soon as possible.

### **Action**

**Plan schedule of Governor meetings**

**ASAP JCC/HR/CO (Clerk)**

### **Resolved**

**To agree the Committee restructure of the GB and meeting cycle.**

## **12. Any Other Business**

**BD: is the school undertaking a safeguarding alongside Cheshire East?**

HR: Yes and we need to ensure that the school is compliant with the new 'Working to Keep Our Children Safe' guidance from September.

**AC: noted that the profile of safeguarding had been high all year.**

HR: The new drop off procedures are providing a calmer and more positive start to the day although some parents have grumbled.

**CO noted that some parents drop off children without supervision. The key message to parents is that HR is doing this to ensure children's safety. Governors should use any opportunity to promote this.**

## **13. NEXT MEETING: TBC**