

HERMITAGE PRIMARY SCHOOL

MINUTES OF THE AUTUMN TERM MEETING OF THE GOVERNING BODY HELD ON 18th NOVEMBER 2015

Present:

Mrs H. Ross (HR)
Mr. D. Janes (DJ) - Chair
Mrs. J. Columbine Corlett (JCC)
Mr. P. Cresswell (PC)
Mr T Griggs (TG)
Mrs C Kenny (CK)
Mrs C Osborne (CO)
Mrs. A. Chambers (AC)
Mr P. Jenkins (PJ)
Mr B Donlon (BD)
Karen Wilson (KW)
Helen Bailey (HB)

Clerk:

Mrs B Jennings (BJ)

MINUTES PART ONE NON-CONFIDENTIAL BUSINESS

1 APOLOGIES & ADDITIONAL AOB ITEMS

No apologies

2 CONFLICT OF INTEREST

None

3 MEMBERSHIP

The subject of Governor vacancies was discussed. PC has contacted SGOSS to enquire whether there would be anyone interested in serving on our Governing Body. Unfortunately, there are no interested parties at this time. It was suggested that there may be governors at other schools who might be interested in taking up an additional post at another school. DJ to contact other Chair of Governors to explore this option.

It was noted that a vacancy has arisen for a co-opted Governor due to the resignation/retirement of Mrs J Birch. It was also noted that three other Governor posts would come to an end late 2016 thus the possibility of potential gaps. PC to contact SGOSS to ascertain whether there may be any interested parties.

DJ indicated at the previous meeting that he would be stepping down as Chair of Governors at the end of the Autumn Term and offered full support to anyone who would like to consider assuming the role. Further discussion took place and expressions of interest were sought. None of the governors felt that they were able, at this moment in time, to give enough time to fulfil the role effectively. CO suggested that it could be worth considering a Co-Chair option. PC commented that this was not a viable option.

4 PART ONE MINUTES

The minutes of the previous meeting were approved subject to amendments.

5 GOVERNING BODY CHARTER

Following the discussions which took place at the last meeting, DJ presented the updated Governing Body Charter (see attached) which was agreed.

6 HEADTEACHER'S REPORT

HR presented the report (see attached) and Governors commented on the clarity and quality of the report.

**Matters arising
Radicalisation and Extremism**

BD referred to the PREVENT training which was mentioned in the Headteacher's report. HR explained that this was part of the Radicalisation and Extremism training and also part of our Safeguarding responsibility. DJ confirmed that there is an online training module available for Governors to access. PC commented that at a recent meeting he attended, it was suggested that this was the responsibility of the LA and that further guidelines should follow.

TG asked 'how do you pass on information when you suspect a child might be vulnerable'? HR responded that this is dealt with in line with the Safeguarding policy. Staff (including middays) have been updated on this in line with the most recent government guidelines and the Safeguarding Policy has been amended to reflect this subject.

Data

AC asked when dashboard data would be published. PC replied that the information is not yet available but he would publish it once it became available.

DJ asked whether Raise Online data was available. HR confirmed that it was and that it would be distributed to all governors.

DJ asked whether the LA has produced the outcomes from last year as this would enable benchmarking. HR to chase up with the data team.

HR confirmed that money has been made available (£3k per cluster) to address maths attainment. Results would be reviewed termly to demonstrate how the money has been spent and the impact on pupil progress.

7 UPDATES FROM COMMITTEES

Leadership and Management

Classroom Monitor – DJ confirmed that Classroom Monitor (a pupil tracking system) has now been purchased following extensive research by HR. The key consideration was that 'given the uncertainty and expectations from the Government, it is important to purchase software that is flexible'. The new system will produce an outcome appropriate for reporting to Governors. The software will be introduced during Autumn 2.

Partnerships – DJ confirmed that the current structure was currently under review. AC asked what this was likely to look like. DJ replied that Headteachers were currently working on this. This change is due to the discussions which have taken place around 'value for money'. All Headteachers are keen to work collaboratively – just not under the current circumstances.

Teaching and Learning

AC reported that Adam Sproston (SENDCo) had presented a detailed report to Governors on Pupil Premium funding. AS demonstrated how the funding was being utilised and the impact on pupil progress. AS invited Governors to attend school and take part in a Learning Walk with a Pupil Premium focus which would allow Governors to see the strategies in action and look at evidence in books. CK volunteered to work with AC on this project. AC and CK to arrange a time to visit.

KW presented the SDP priorities in relation to Teaching and Learning (see attached report). This information was based on teacher assessment

since the Raise Online data was not available. Once this data has been analysed, the report will be updated and recirculated.

Finance and Premises

JCC reported that the finance committee have approved an updated 2015/16 budget. The end of year carry forward from 2014/15 will be confirmed by the Auditors when they present the results of the recent audit and the final accounts to the finance committee.

The following policies were approved:-

- Manual of Internal Financial Procedures
- Gifts and Hospitality
- Pay Policy

8 2015/16 SCHOOL DEVELOPMENT PRIORITIES

HR distributed a copy of a report detailing the development priorities as follows:-

Raising Achievement in Spelling

Progress to date:

- Initial data collection as a starting point
- Dates planned for research and visiting other schools
- Features identified for new system

Challenges and Hurdles

- Time
- Raising expectations
- Rules and exceptions, not lists

Building on achievement in maths through mastery

Actions to date:

- Initial teacher survey
- Maths subject leader (KD) attended full day training
- Staff meeting on mastery (16th November)
- Y2 Cluster meetings
- Visit from Shanghai teacher with a maths focus (12th November)

Challenges and Hurdles:

- Staff subject knowledge and confidence
- Shift in thinking in terms of lesson delivery
- Managing the change
- Recognising what is mastery – monitoring

Raising Awareness of Global Issues

KEW and EW meeting (10/11/15)

- Written pupil voice survey (initial baseline)
- Linked aims to Ofsted criteria
- Registered with Global Classrooms
- Research into impact

Meeting with Shanghai Primary School teacher (12th November)

Initial pupil voice survey planned (26th November)

Challenges and Hurdles:

- Time to organise and arrange global awareness days
- Funding
- Ensuring impact

Ensure Pupil Progress for all groups

ASSESSMENT SOFTWARE:

- Classroom monitor ordered
- Date set for training and data input
- Additional services purchased – link to PUMA and PIRA
- Pupil Progress meetings held for Autumn 1

TERMLY ASSESSMENTS:

- Different options evaluated
- PUMA (Progress in Understanding Maths Assessments) ordered
- PIRA (Progress in Reading Assessments) ordered
- PUMA summer for the year below carried out as a baseline (except Y3 – tests out of stock)
- SWST (spelling assessment)
- Writing assessment
- Dates planned for end of Autumn summative assessments (7th December)
- Assessment data to go onto Classroom Monitor

Challenges and Hurdles:

- Ensuring staff are fully trained and on-board
- Managing change process
- Changing culture – Levels to formative assessments
- Seeing progress

Increase Impact of Pupil Voice

Actions to date:

- New School Council established

- Additional sub-committee – Safeguarding and Pupil Welfare
- Safety audit of premises
- Potential hazards identified and actioned
- Topics and themes to discuss linked to British Values
- Follow-up discussions, led by school councillors
- Children In Need event organised and run by school council

Challenges and Hurdles:

- Time for class discussions
- Demonstrating impact on speaking and listening skills
- Demonstrating impact on pupil's understanding of British Values and safety and Pupil Welfare

Governors thanked HR for the quality and presentation of the report

9 FINANCE AUDIT

Moore Stephens have not yet presented the outcome of the recent audit to the Finance and Premises Committee. Results will be reported at the next meeting.

10 UPDATE ON PLANNED BUILDING WORKS

On behalf of the New Building Working Party, DJ reported that a final approval for the building works is expected very shortly and the new Lease with Happy Days is due to be signed, allowing works to commence.

11 SAFEGUARDING

DJ reiterated that he would distribute the link to the online training.

12 ANY OTHER BUSINESS

The Key

DJ asked BJ to check the status of this subscription. DJ reported that this was a most valuable resource and encouraged governors to use it as a point of reference.

Communication

Discussion took place regarding how governors might improve communication with parents. CO and HR gave a demonstration of Mailchimp, an online newsletter with tracking capabilities. The governors were in agreement on the format and usefulness of this communications strategy and all agreed to contribute to the content. A discussion took place as to the frequency of the newsletter and it was agreed on a minimum of termly with extra newsletters when required for special events. BJ/CO to circulate initial draft content to all governors for additional input.

13 DATE OF NEXT MEETING
15 March 2016

DRAFT

Chair

Date