

GAYTON JUNIOR SCHOOL

Minutes of Full Governing Board Meeting
held on Monday 10th July 2017 from 6.30pm-8.45pm

Present: A Cokayne (Chair) J Chapman (Head) C Warren
R Gill D Costema J Hill
M Bailey S Mahal D Tomlinson
J Lamie R Burnett

Observers: L Axten- Clerk to Governors

Action

FG6/1 Apologies for Absence and Consent

AC welcomed all to the meeting. No apologies were given in advance of the meeting.

FG6/2 Declaration of Interest

There were none declared.

FG6/3 Appointment of Vice Chair

The agenda item was carried forward to 2017/18.

FG6/4 Minutes and matters arising from the last Meeting – 3rd May 2017

The Governors read through the minutes of the Full Governing Board meeting held on the 3rd of May 2017 and AC invited questions, and with requested changes that are held within the confidential minutes, were agreed as an accurate record of the meeting.

R Burnett joined the meeting.

The Governors read through the minutes of the Full Governing Board meeting held on the 13th of March 2017 and AC invited questions.

FG4/4- Committee membership to be addressed during this meeting.

FG4/5- JC confirmed she has yet to action Survey Monkey results.

FG4/6- JC confirmed that has actioned School Development Plan summary and agreed to send a link via Governorhub.

FG4/6- JC confirmed that Chris Tilley will not be required to present to Governors until the new dashboard is in place. JC to check presentation is on Governorhub.

FG4/6- AC confirmed that there must be a consistent response from the Local Authority before the school can subscribe to the procedure.

FG4/7- JL confirmed that there is capability within the University to lend support and guidance that could be used in an advisory capacity with relation to the Apprenticeship Levy. JC confirmed she has a plan regarding how the levy will be utilised.

JC

JC

FG6/5 Minutes and matters arising from the Committee Meetings

Standards Committee- 17th May 2017

CW advised of the need for an SEN link Governor.

CW informed that progress had been looked at across the school via the Otrack system, which shows progress as good. CW added that Pupil and Parent questionnaires didn't offer trends across the years, and that data could be drawn on more effectively moving forward. JC confirmed that the questions in the questionnaires were sourced from Ofsted questionnaires.

CW confirmed that the appraisal process had been looked at, which they were satisfied of.

CW advised that the Single Equality Scheme is a working document, which needs updating.

Personnel and Pupils- 22nd May.

SM invited questions regarding the minutes which had been circulated in advance of the meeting, of which none were raised.

Premises, Health & Safety and Finance- 12th June 2017

AC invited questions regarding the minutes which had been circulated in advance of the meeting, of which none were raised. AC checked through list of actions, and agreed actions as completed with the exception of school council meetings (PHF3/11).

FG6/6 2017/18 Committee membership, Link Governor Roles and Governor visits into school.

JL requested a copy of the meeting dates electronically. LA to action.

LA

The Governors discussed the membership of each committee, having had sight of the Terms of Reference for each one in advance. All existing committee members expressed a preference in remaining in place on committees and the following additions to each were decided:

- M Bailey to join Standards Committee
- J Lamie to join Personnel and Pupils Committee
- Z Iqbal to join Premises, Health & Safety and Finance committee.

Link Governors

The Governors discussed the requirements of the SEN role, which must be a Governor who is not a staff Governor, and is a single responsibility. AC asked for an idea of time commitment, and the Governors discussed the time commitment required agreed as termly meetings of one hour. R Gill offered to fulfil the role, and was assigned the role.

JH advised of the challenge for the Pupil Premium Link Governors would be more of a financial role, that may not require as many meetings, and offered flexible meeting times. JH confirmed that the school is a Pupil Premium 'champion school'. CW added that the Standards Committee did also support the role. J Lamie offered to fulfil the role and was assigned the role.

JH requested that the document and Governorhub be amended to reflect that she also holds a Safer Recruitment Link Governor role.

LA

FG6/7 Head Teacher's Report

JC went through the report via a powerpoint, advising Governors of the following:

- Appraisal reviews in progress, one TA has resigned after 16 years, a new one appointed. The secondment for the SLT member has ended and the NQT is progressing well. JC advised that one Learning Mentor has resigned, and that the school has appointed Jos Ashley to be the new learning mentor. JC added that the reprographics assistant has requested to reduce to 21 hours a week, and the school are seeking to recruit an apprentice to make up the shortfall.
- Pupils on roll- from September there will be 368 pupils on roll, with 31 in every Year 3 class.

Q- Governors asked how the school has ensure there is adequate space for all children?

JC informed that she had applied the same rationale when a gentleman from DCC came to visit the school regarding admissions. JH confirmed that space isn't an issue in lower school, in upper school there is now no carpet space. DC advised that the local authority had refused 16 appeals on the grounds of space, and let one child in.

- JC informed of the numbers participating in after school clubs, including 62 SEN children.
- Attendance is currently at 96.46%, which has gone down slightly from 96.61 in March and informed that the national benchmark is 95.6%

Q- Governors enquired about September inset days.

JC confirmed there will be two inset days.

- JC referred to the School Development Plan and advised of SATs results. JC advised that external moderators had visited and were impressed with school systems. JC confirmed that results for writing were well above national average, and that reading is at national average, which has been led by Rupinder.
- JC informed that results for GAPS were at 85%, with national at 72%, adding that gaps in knowledge have been addressed in staff meetings. JC stated that work still need to be done on greater depth in maths and reading.
- JC informed that the school is expected to win the bronze award in relation to sports provision and healthy eating.
- JC stated that, in line with workload document, planning has been addressed and medium-term plans are available on server.

- JC informed that Pupil Premium packs have been issued to all eligible children.
- JC stated that he SSIO had visited to look at the effectiveness of middle leaders, who are a capable and enthusiastic team, the visit had a focus on impact of learning and teaching.
- JC listed on what she's been doing in staff meetings.
- JC informed that the Football team had won the cup and league.
- JC stated that there will be a Safeguarding area added to the school newsletter.
- JC gave numbers of children being worked with prior to beginning at school in September.

JH circulated three years of SATS data, and explained colour coding and how 'greater depth' is defined. JH confirmed that the data reflects that the school has had better results with many children requiring more support than the previous cohort. JH confirmed that the scaled scores are up, and explained the process.

The Governors discussed average scale scores and presentation of the data. JH confirmed progress outcomes will be made available via the data dashboard.

JH talked through the cohort of the children with regard to EAL and SEN children, and how reading is being addressed, adding that the children are working hard but it may take longer for the school to see the impact of that.

JH advised the in-school gap for progress is better in reading, same in maths and slightly less in writing for Pupil Premium children.

FG6/8 SENCo Report

DC addressed the Governors and circulated her SENCO Report, which confirmed there are 62 children on register of need, which makes up 16.8% of the whole school. DC added that there are 5 children with Educational Health Care Plan (EHCP) and 4 who have one pending. DC advised there are 57 children receiving Special Educational Needs Support (SENS) and gave a detailed breakdown.

Q- Governors asked if the EHCP children from one particular group?

DC confirmed that they're not from any one group, their needs are more severe.

DC informed that SEN results are below last year's and are assessed via progress points and achievements. DC added that one child was disallowed, and two children are classed as pre-key stage which means they don't complete the year 6 curriculum. DC confirmed that staff are moving towards progress points, which on average a child will make 2 points per term and talked through the results. DC confirmed SEN children have excellent attendance at 99.8% and that one child receives one to one support from a TA.

DC gave a brief overview of the SENCO Report to Governors and advised that, following a questionnaire to parents which had been extremely positive for the school, but much less so for SEN support through the local authority, DC had followed up with phone calls to ensure that parents knew who DC was, and of support available in school.

DC confirmed that funding of £60,000 has been sourced for SEN children, adding that there has been staff training in Safeguarding, SEN and ASD, vulnerable children in school.

DC advised that there will be 55 children on the Register of Need in September, which is 14.9% of school. DC added that there will be 9 children on an EHCP, which is 4.1% higher than national average of 2.8%.

Q Governors asked if there is sufficient support available in school?

DC confirmed that plans are in place for the strategic placements in classing and DC will continue to source more financial support. DC confirmed that three children will have severe needs and that there are five TAs in lower school, one of which is utilised on a one to one basis. DC advised of new staff members joining the team, including one TA who speaks several languages which will help with EAL children.

DC advised that the school is applying for the Autism Charter, which is free, and the Inclusion Award which is £1000.

AC invited further questions on the two reports, of which there were none.

FG6/9 Governor visits for Monitoring and Evaluation

RB confirmed she had visited year 3 to speak about jobs, and advised that the children were polite and interested in career guidance.
AC encouraged all Governors to perform visits throughout the year.

FG6/10 School Development Plan

The Governors agreed the agenda item was covered earlier in the meeting.

FG6/11 Self-Evaluation (SEF)

JC requested that the agenda item be moved to the next meeting, when she has had time to analyse the data and responses to pupil and parent questionnaires.

FG6/12 Meeting Dates 2017/18

The dates were circulated.

FG6/13 Correspondence

No items were raised.

FG6/14 Determination of confidential items

FG6/4

FG6/15

FG6/16

FG6/15 Suggested items for a future agenda

Referenced in confidential minutes.

FG6/16 Any Other Business

Referenced in confidential minutes.

FG6/17 Date of Next Meeting

Wednesday 13th September 2017 at 6.30pm

Items for Action

FG6/4	JC to circulate results from Survey Monkey Questionnaires.	JC
	JC to email out links from Governorhub to SSIO presentation.	JC
	LA to share dates of meetings electronically.	LA
	LA to update Governorhub and Governor paperwork to reflect new committee membership and Link Governor roles.	LA