

## BUCKFASTLEIGH PRIMARY SCHOOL Governing Body

Meeting – Part I Minutes							
Date/Time	Monday 24 <sup>th</sup> September 2018	Location		Buckfastleigh Primary School			
Attendees	Initials			Attendees	Initials		
John Goulden	JG	Co-opted		Sharron Humphries	SH		
Jan Hillman	JH	Headteacher		Malcolm Cowper	MC	Co-Chair	
Gill Gray	GG	Co-opted					
Ros Parkes	RP	Co-opted	Safeguarding lead				

Apologies	Initials	Reason (Category of Governor)
Beverley Garland	BG	Holiday

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Rachel Shaw	RS	Executive Principal/CEO

Minutes to
Attendees
School Website
Absent

	Agenda	Led by
1	Welcome and Apologies	MC
2	Declarations of Interests	MC
3	Operation of Governing Body in the Future	RS
4	Update on Performance to include; analysis of statutory results, target outcomes 2019, PP and vulnerable groups, attendance	JH
5	Curriculum & Standards to include; quality of teaching	JH
6	Safeguarding to include; welfare, safeguarding report, pupil behaviour and Admission issues	JH
7	Strategic Planning to include; School Evaluation Form (SEF), School Development Plan (SDP), Questionnaire and Monitoring	JH/MC
8	Minutes and Actions from the last meeting	MC

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Present/Apologies</b> MC welcomed all present. Apologies from BG were sanctioned.</p> <p>JH introduced Jessica (Jess) Alford the new Assistant Head Teacher. Jess then left</p>	

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	<p>the meeting.</p> <ul style="list-style-type: none"> <li>• A staff governor needs to be appointed to the governing board. MC is working on a document to elect a staff governor. JH added that she would like both a teacher and a member of support staff. Action JH/MC.</li> <li>• BG and MC will continue to Co-Chair.</li> <li>• SH would like to step away from the governing board for 6 months due to time constraints. SH could come back at a later point.</li> <li>• Vacancies for governors were discussed. Ilsington Primary School has recently held a successful new governor drive at their local flower show. JG mentioned that there will be a community apple pressing day on 8<sup>th</sup> October and flyers could be handed out at this event.</li> <li>• RP to be the safeguarding lead.</li> <li>• MC to be the Health &amp; Safety, Sports and Pupil lead.</li> <li>• BG was nominated to check all policies are up to date on the school website.</li> </ul>	<b>MC/JH to work on staff governor vacancies</b>
2	<p><b>Declaration of interests</b></p> <p>There were none.</p>	
	<p>JG asked if there was a list of abbreviations that could be circulated? The Clerk replied that they are in the back of the Governance Handbook. RS is in the process of updating this Handbook. Clerk to send GG/JG and RP the Governance Handbook.</p>	<b>Clerk to send GG/JG/RP Governance Handbook</b>
4	<p><b>Update on Performance</b></p> <p>JH advised that the standards are included in the Self Evaluation Form (SEF).</p> <p>Outcomes</p> <ul style="list-style-type: none"> <li>• KS1 writing, reading and writing was over 70%.</li> <li>• Good Level Development (GLD) was seen in Reception at 58%. Pupils are still being targeted for the national standard.</li> <li>• There has been a marked change in learning and learning behaviour due to staff changes.</li> <li>• Phonics progress is good.</li> <li>• Maths results were disappointing at 25% with a prediction of 60%. When SATS scripts were scrutinised it was apparent that pupils did not answer enough questions. A strategy has been put in place for next year to ensure pupils will experience mimicking of what it will be like under exam conditions. <i>SH asked was there a pattern of questions that they missed?</i> JH replied not particularly, but there is concern about their resilience in general. All data from mocks will go to SDCC for analysis. <i>MC asked how are we going to monitor to ensure Y6 are on track this year?</i> JH replied through detailed analysis. On Tuesday afternoon KS2 teachers are released to work with current Y6's in small groups which enables staff to work to their strengths.</li> <li>• Pupils reached 59% in reading and 66% in writing in line with predictions.</li> </ul> <p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p>	

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*GG asked if it was too much to expect a class to catch up that much? JH replied if it is to do with resilience then it is right to make it a focus for the whole school. JH added when we get to SATS, because they have small group coachings, we will use teachers to do the SATS report as well. RS added that pupils could have any question read to them orally. JH added that the level of stress pupils are under during SATS is immense and the school needs to find ways of enabling them to stay focused. RS will visit regularly to look around the school and at books.*

*GG asked what sort of result were they (Y6) having in Y5? JH replied they were poor attainment. It is about identifying gaps and seeing how much progress can be achieved. Accelerated Reader will help with comprehension which will improve writing and grammar. JG noted that how the questions in Maths were read would make a big difference to answers.*

*RS added that maths exams are always towards the end of the week. Trying to get the balance right of pupil stress levels is not easy. GG asked do the parents know what is expected of the children this term? JH replied that she would be having individual meetings with parents and Tim's gap analysis can be shared with them. RS suggested that it would be useful for Governors to see a SATS paper. GG asked if volunteers could help – do you need more volunteers? Do they need training? JH replied not at the moment. We have to be careful as maths may be taught differently now from how volunteers were taught. In terms of capacity at the moment we are well covered. JH thought that if in-school training was being held for support staff then volunteers could be invited but it has to fit in. Volunteers need to be prepared to work across the school.*

**The meeting moved to Part II minutes**

**The meeting returned to Part I minutes**

Target outcomes for 2019

*RS asked are we going to see some high attainers? How are we going to extend them? Is maths coming through strongly? MC replied that one of the issues was governors' (in)ability to see, read and understand the data. RS responded that she will be working with the Chairs on this issue. There could be something that the Academy could do across all schools. With a standardised form governors could see how schools compare against other schools. Data should be able to provide information about how in line with national pupils are and how far apart disadvantaged and advantaged pupils are. One more child in Phonics would have placed the school in line with national last year. Students should be national this year. The aim is to have 100% in phonics in Y2.*

*JH advised that KS1 (current Y2's) reading and writing will need some attention. Early book looks are recommended. Writing good habits have not been embedded yet.*

*JH explained that the targets for 2019 were written within the School Development Plan (SDP). The school is aiming for national average or above. There has been a shift in focus across primary schools from attainment to progress. The School Evaluation Form (SEF) has been written with progress in mind. The school now has progress charts, particularly around KS2 – so governors can check whether pupils are on track. Maths results were below the government floor target. By plotting progress the school can now aim higher. Appraisals with teachers will be held in the*

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	<p>next few weeks and will focus on setting targets. From that governors will have a set of data. 8 children in the current Y6 are expected to achieve higher than national. Interventions will be planned around progressing these pupils. This would be a perfect group for governors to monitor. They need to make better than expected progress. RS added that teachers have to do a data drop half termly. Every term from Y3 upwards there will be a formal test. <i>MC asked is this process written anywhere?</i> RS replied it is in the Assessment Policy on the website.</p>	
	<p><u>Attendance</u></p> <p>Current attendance is 96.7% excluding Reception and under 5's. Last year this was 95%.</p> <p><u>School Development Plan</u></p> <p>MC commented that he found this quite difficult to read. JH responded that it is a living document. JG pointed out that on p29. It states that 20% of pupils feel it is not worthwhile to read. JH agreed to have a look at this. Teacher Monster is being used for reading. <i>GG commented that there is talk about girls not coming to school. Do the girls need someone to talk to them?</i> JH replied that the school has an experienced TA working on attendance with admin. Admin now reports to the teacher. If the teacher doesn't see improvement then the TA will become involved. Parents are involved at this stage as well.</p> <p>RS commented that the SDP should include 3 or 4 key issues that will make fundamental change in the school and to the outcomes. It is not necessary to write everything in the plan. MC commented that it would be useful to have some feedback for the parents as to what the difference is now from last year.</p> <p>Homework was discussed. JH advised that if pupils don't have parental support at home they will still be able to do their homework through online and project based learning. <i>GG asked were you talking about having people coming in to talk about jobs?</i> JH replied we will be holding an aspiration fair. There are jobs in school that they can apply for. They can also be supported in school for online homework. MC agreed that it was important to have something that is flexible. RS commented that the school needs something that works well at home, well for the children and well for the teacher.</p> <p>Marking. JH advised that staff are now receiving pilot feedback training in marking. They will now mark for impact. They are looking at books and writing down targets for the next day in a single book. This reduces marking for teachers. It will be trialled for a term. Children will be receiving feedback at the time of teaching or through extra coaching. Teachers will spend more time thinking about progress and less time writing in books. Each school within the Academy is doing a slightly different trial. Planning for the children needs to be done on a day by day basis.</p> <p><i>MC asked if he could raise a question about evaluation. Is it a general rule that governors are doing all the evaluation in the SDP?</i> RS replied that there are also the Hubs to use for this. MC suggested that this should be included in SDP. Not all governors were strong at maths. JH replied it's not about governors being strong in a subject area and was more about whether governors were having an impact on progress. The next Hub meeting is on Tuesday 9<sup>th</sup> October. JH has asked for feedback from the Hub on certain areas linked to the development plan. It will be similar to an extended learning walk. Governors are not a part of this at the moment</p>	



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	<p><u>Questionnaires</u></p> <p>BG has feedback from the staff questionnaire; Analysis has not yet been done. BG would like to meet with JH about this as it relates to last term's staff. JH responded that it would be useful to have the information as it could be built into the development plan.</p> <p>MC has worked on the parent questionnaire. It would be useful to get a letter out to parents. MC to come in and talk to JH.</p> <p>Strategic planning to be deferred to the next meeting.</p> <p>Minutes and actions from last meeting</p> <p>MC to go through minutes and highlight what outstanding actions and let governors know (please see below).</p> <p>JH advised that there will be a safeguarding audit at the end of November. RP to come into school any Tuesday morning to discuss with JH.</p>	<p><b>MC to talk to JH about parent questionnaire.</b></p> <p><b>Strategic Planning to be Agenda Item for November meeting.</b></p> <p><b>MC to advise outstanding actions from the previous minutes.</b></p> <p><b>RP to come into school and meet with JH re the safeguarding audit.</b></p>
	<p><b>Minutes of last meeting</b></p> <p>The minutes of the last meeting were agreed to be a true and accurate record.</p> <p><u>Actions Achieved</u></p> <ul style="list-style-type: none"> <li>• A meeting has been arranged for 3<sup>rd</sup> December between MC and Dominic to discuss expenditure of the Sports Grant.</li> <li>• MC has updated the Governance Action Plan.</li> <li>• End of year meeting with JH/MC and BG was held on 17<sup>th</sup> July.</li> <li>• Sian Walton has stood down from Safeguarding and has handed over to RP who will review next term.</li> <li>• Achievement for All action plan remains outstanding at September LGB meeting but is in the process of being updated.</li> <li>• A meeting between MC/JH is to be arranged in October to compose easily understood data read for the governor meeting in late November.</li> <li>• Updated Action Plan was ready for the September meeting.</li> <li>• JH to check if parents can donate through parent pay remains outstanding.</li> <li>• JH and Rosie to review learning passports in October.</li> <li>• Staff responsibilities were prepared for the September LGB.</li> <li>• School magazine piece was given to JH in July. As BG does not see the magazine she cannot confirm if it went in.</li> </ul>	

The meeting closed at: 20:20

**Detail of next clerked meeting**

Date/Time	Thursday 10 <sup>th</sup> January 2019 at 18:00	Location	Buckfastleigh Primary School
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