



**Minutes of Willingham County Primary School
Full Governing Body Meeting
Held on Tuesday 8th July 2014 at 6.45pm**



Present

Jonathan Lewis Chair
Alyson Hammersley
Gemma Ayers
Caroline Hyde
Cath Lee
Hazra Awal
Emma Fuller
Fiona D'Arcy
Bev Lawrence
Marc Ben-Nathan
Laura Latham
Steve Harding
Simon Hovell
Vyv Francis Headteacher

In attendance

Eric Smith Locum Clerk

1. Welcome/apologies/Declarations of interest of items on this agenda

The Chair welcomed all to the meeting. Apologies were received and accepted from Jo Aldhouse, Louise Johnston and Nick Thompson. Governors were reminded of the need to declare any interests in the items for discussion — there were none. The meeting was quorate.

**2. Approval of the minutes from the Full Governing Body (FGB)
Meeting held on 17th June 2014.**

2.1 Accuracy

The minutes were approved by Governors as a true and accurate record of the meeting and were signed as such by the Chair.

2.2 Matters arising

Page 4 – Item 7 – Parent Forum Meeting. To a question on the class structure the Head confirmed that issues arising had been dealt with; the 'change-over day' was the day of this meeting. The Uniform Policy will be placed on the website in due course, ready for September. The policy on the possession of water bottles by pupils has yet to be agreed. Outcomes from the Parent Forum Meetings are on the website. Attendance Policy is to be ratified.

**Action: Uniform Policy to be placed on the website, ready for September.
Head to Action.**

Action: Policy on possession of water bottles by pupils to be agreed. Head to action

Action: Attendance Policy to be ratified. Head to produce policy for ratification.

Page 5 – Item 8.3 – Pupil Inclusion. Alyson Hammersley will circulate the proposed Safeguarding Policy to all members for ratification at the next meeting of the full Governing Body.

Action: Alyson Hammersley will circulate the proposed Safeguarding Policy to all members

Page 6 – Item 9.2 – Governor Training. The Clerk had received an email from Governor Training offering w/c 14th July for the 'In House' training session – Preparing for Ofsted. Governors agreed that this date was not suitable and preferred that training should take place either 16th or 30th September 2014 at 7pm, date depending on the availability of the Trainer. Clerk to book.

Action: Clerk to book the Training Course

Page 6 – Item 9.3 – Governor Visits. The Governor Visits Proforma Report was adopted with thanks to Caroline Hyde for producing the Proforma and Caroline agreed to be the Governor Lead on Monitoring Visits.

2.3 Action list

An action list is attached to these minutes for reference.

3. Headteachers report

The Headteacher circulated her Report to Governors, the Standards Report for July and an initial analysis of the end of KS2 SATs results at the meeting.

The Head took Governors through the end of KS2 SATs results, which had been released during the day. She noted that this was a cohort with a high level of need and the school had expected a correspondingly poor result. However, the Head was disappointed that we fell below the 'Floor Level' of 65%. Five less able boys did not sit the SATs as they were working below L3; approximately 11% of the cohort, with 1 child equivalent to 2%. To a question the Head responded that the cohort contained 29 boys and 18 girls, with boys tending to be at the lower end of the ability spectrum. It was also noted that the higher ability pupils had performed well. To a question the Head noted that being below the 'Floor Level' could provoke an Ofsted Inspection. There was more work to be done on the data produced. To a question the Head confirmed that the levels recorded at the end of KS1 for this cohort were questionable and went on to explain that the current KS1 pupil data were moderated and the levels recorded by the school had been confirmed by external moderation (work from 13 pupils).

The Head took Governors through the Standards Report, expanded on the data shown and answered questions accordingly. The Report does not contain Phonics Data which will be circulated in due course. It was noted that boys accounted for 54.4% of the school roll; the National Average is 51%. The Head pointed out that Attendance was now at an all-time high and that 31 certificates for 100% attendance had been issued as against 16 last year. For the Foundation Stage the Head explained that the Average Total Points for the cohort at 34.4 was above National (32 points). Achievement for Yr1 pupils was above National; 68% of pupils taking the Phonics Test had met the standard; there was no significant difference between boys and girls. 60% of children on Free School Meals had met the standard. To a question on why pupils had not met the standard, Laura Latham explained that low attendance, special needs, children starting education in Yr1, etc., had contributed.

Data from Yr2 are generally average compared to National. There were 4 children with high needs in Yr2 that joined the school in January; girls tend to be older in Yr2, with several boys with summer births. The Headteacher noted that accelerated progress will be needed for current Yr5 pupils in Yr6 next year to meet attainment targets.

Action: Head to circulate the Phonics Results to all Governors. Full view on results to come in new academic year.

To a question the Head confirmed that the school was being very pro-active on attendance, working hard with parents, etc. Governors commented on the significant improvement made in the quality of teaching and were impressed by the number of CPD courses attended by members of staff. The Head reported that a new boiler would soon be installed.

4. Reports and updates from sub-committees

Pupil Inclusion

Fiona D'Arcy gave a verbal report to Governors. Following the reform of the arrangements for pupils with Special Needs Fiona confirmed that all Special Needs children in the school will be reviewed, including Foundation Stage so that a child can be followed throughout the school. Data have shown that the school is not yet 'closing the gap' for special needs children.

TA's have been 'redeployed' for about 6 weeks so that they are in place for September. Fiona noted that interventions usually last for about 8/12 weeks and the interventions currently ongoing will continue into September. Data have to be fully analysed for vulnerable groups but it appears that the schools is not yet 'closing the gap'. Fiona noted that the SEN Code of Practice had been published, some 264 pages. It was agreed that Gemma Ayers will produce a Summary of the Code for what Governors need to know.

Action: Gemma Ayers to produce a summary of the SEN Code of Practice for what Governors need to know.

Nadine Horn is the lead for Pupil Premium in the school. The school is reporting the highest level of attendance achieved for the school; Fiona noting that this was a considerable achievement. There is a high level of parental satisfaction with the Breakfast and the After School Club. Fiona recommended that Parents be encouraged to comment on the Ofsted ParentView for the school.

5. Agreement of Meeting Schedule for 2014/15

Bev Lawrence had published the proposed schedule of meetings for 2014/15. Adopted unanimously by Governors with thanks to Bev.

6. Governor Body business

6.1 New governor recruitment

The Chair reported that there had been 4 applications for the Parent Governor vacancy and a poll would take place. To a question the Chair confirmed that there was a Governor Induction Pack.

6.2 Governor training

Nothing to report

6.3 Governor visits

Bev Lawrence and Cath Lee had carried out a learning walk, report still to be written, to be available for the next meeting of the Governing Body.

7. Any other business

None

8. Review of outcomes from meeting/Key messages/close of meeting

- Good Results from the end of Key Stage Tests
- Ofsted Readiness – training in September
- SEN Progress

There being no further business the meeting closed at 7.55pm

These minutes were approved and accepted as an accurate record of the meeting.

Signed:

Date:

(Chair of Governors)