

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL**

**GOVERNING BODY MINUTES**

<b>FULL GOVERNING BODY</b>		<b>DATE:</b>	<b>30<sup>th</sup> November 2015</b>
<b>CHAired BY: Jo Smith (JS)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Tania Beard (TB) Shelia Watson (SMW) Jo Smith (JS) Meg Privett (MP) Sally Knowles (SK) Owen Golightly (OG) Mel Turl (MT) Sheena Wright (SW) Ian Norton (IN)			
<b>APOLOGIES:</b> Gary Gates (GG), Nick Partridge (NP)			
<b>Absent without apology:</b>			

**RAISEonline Briefing – delivered by TB prior to business agenda.**

This related to 2014-15 data. This is the first year that the RAISEonline data was in any way meaningful. Previously, the massive growth in pupil numbers has meant that the data from one year was not an accurate reflection of the pupils on roll a year later. Although growth has slowed, it is still not possible to tell trends or patterns from the 2014-15 data, and governors were reminded of the need to be very aware of the stories behind the data. The overall picture is of rapid improvement however, and this should be clear to OfSTED when they next visit.

**Key points:**

- St. Martin's has grown as follows: 2013 (one year after opening) – 72 statutory age pupils, 2014 – 225, 2015 – 337.
- St. Martin's is very boy-heavy, has high percentages of SEN and Free School meals pupils and has the highest inward mobility in the country.
- In the top end of the school, there are high percentages of SEN pupils and very able pupils, but very few in the 'middle'.
- 84% children passed last year's Year 1 Phonics Screening, in comparison to a national average of 77%. There was a cohort of boys who did not pass the screening but these children have specific SEN. There were no differences in achievement between FSM and non-FSM children.
- Children who have been attending the Nurture Groups have been greatly supported to be ready to learn.
- Writing attainment higher than reading due to time invested in Talking for Writing scheme. Writing Level 3 attainment is higher than the national average.

- Level 2B achievement is above national average. Level 3 slightly less than national average, but the school has increased its percentage of achieving Level 2A.
- Now levels are no longer used, children's progress will be shown through evidence from books via 'noticing and naming'.

#### Key Stage 2

- roughly in line with national averages across all subjects, after being significantly below for several years.
- Gaps have been closed in most areas now. Gaps are less closed for disadvantaged pupils due to more complex issues such as home moves, less support being available at home.

#### Pupil Premium pupils

- In Maths, ten PP children made more than expected progress at the end of KS2.
- Only 6 of the 32 children in Year 6 had been at St. Martin's for the whole of KS2. 50% of the 32 were Pupil Premium children. Some of these children did not do so well because St. Martin's had not had them for very long. One of the children who had been at St. Martin's for 3+ years achieved above national expectations.

#### Data Dashboard – see attached data sheet.

SW commented that boys are achieving well in writing. TB explained that this is as a result of the school's approach to planning and content. The school's writing curriculum is an active curriculum which supports boys' learning well. Children are often allowed to choose what they want to write about.

SW asked for more information about the school's approach to managing pupil absence. The school works closely with its Education Welfare Officer. St. Martin's has a clear absence management process in place and this works well. The GB noted that the absence figures for 2014-15 includes data for traveller children and also four children who were removed from school in June 2014, three of whom did not return until November 2014 (the other moved to secondary school).

SK asked how the legal process regarding absence worked. Parents can be fined or given a prison sentence. Some families must provide medical evidence for their child's absence. Absence figures include 'lates' .

SW asked if the data also includes absences in the nursery. Parents are rung to confirm why their child is not in nursery but no other action is taken since there is no statutory requirement for children to attend. SK asked if there is anything the school could do to address the issue of children who do not attend nursery regularly but who continue to hold a place, meaning that others must remain on the waiting list. SK noted that irregular attendance may affect a child's progress, which the school is accountable for. TB advised that this needed to be managed on an individual basis. Some families whose children do not attend regularly are vulnerable and need to be supported to be in nursery as much as possible. Progress data of nursery children will be discussed in relation to absence data as required.

OG asked how the GB will be involved in setting targets next year. TB advised that targets will be the progress against age-related expectations. 85% need to meet floor targets. 5% need to make progress, which will be measurement using Tracking Points. The expectation is that each child will make one tracking point progress each term. There is a need to ensure that all staff are using Pupil Tracker consistently.

Action: JB to liaise with TB to obtain passwords for the GB to access Fischer Family Trust data.

<b>Agenda Items</b>	
<b>1.</b>	<p><b><u>Opening Prayer &amp; Welcome</u></b></p> <p>1. Opening Prayer taken by SMW.</p>
<b>2.</b>	<p><b><u>Apologies and sanctions of absence.</u></b></p> <p>1. NP and GG had sent apologies, which were sanctioned by the GB.</p>
<b>3.</b>	<p><b><u>Declarations of Interest &amp; Correspondence</u></b></p> <p>1. No declarations of interest.</p>
<b>4.</b>	<p><b><u>Minutes and matters arising from last meeting (19.10.15)</u></b></p> <p>1. Agreed as accurate by the Full GB and signed by the Chair.</p> <p>2. Updates on actions:</p> <ul style="list-style-type: none"> <li>• Query to DCC re legal advice – <b>Action: OG still to send.</b></li> <li>• Strategic Planning Group – OG has identified the need to look at how work needs to be structured, in order to clarify the objectives, targets and performance necessary for each Committee. OG considers that the focus needs to be on the output of Committees.</li> <li>• Attending other school GB meetings – JS has made contact with three schools and is awaiting responses.</li> <li>• Incentives for increasing parental completion of Free School Meals at KS2. SW has made enquiries at other schools - their incentives are items such as book bags, free items of uniforms (similar to St. Martin's). JS asked if other schools are also having difficulties with parents providing this information – TB confirmed that they were. This has a significant financial impact upon the school, as it does not then receive all the Pupil premium funding it is entitled to. <b>Actions: TB to raise at a future Parent Rep group meeting, and OG to liaise with MT to discuss how best the school might engage with possible PP families.</b></li> <li>• All other actions completed.</li> </ul>
<b>5.</b>	<p><b><u>Headteacher Report and data summaries analysis</u></b></p> <p>1. This had been circulated to governors ahead of the meeting. The GB discussed that the Phase 1 intervention information within the report shows how staff are:</p> <ul style="list-style-type: none"> <li>• meeting children's needs</li> <li>• tailoring interventions to be effective</li> <li>• monitoring outcomes</li> </ul> <p>2. The SEN national average on the HT report reflects numbers under the old Code of Practice. The new SEN Code of Practice states that any child receiving any intervention must be added to the SEN register which means that the percentage looks higher than previously. JS asked how the Drumbeat intervention group supported children's learning. This is an intervention to support children to manage anger issues. It involves them working as a team and encourages them to feel good about themselves and make better friendships. Each child has an opportunity to lead the drumming. Pupil Premium money was used to purchase drums and train staff.</p> <p>3. JS asked whether the school was making good links with Cranbrook Education Campus. TB</p>

	<p>confirmed that positive links have been made, with on-going clear and open communication between the two schools. There is ongoing liaison regarding families who have moved between the two schools. A CEC teacher has spent time at St. Martin's to observe Maths and Literacy for Year 1 and 2 and joint football sessions have been held. There will be shared staff training on Early Years moderation and PREVENT strategies.</p> <p>4. It was agreed that OG will write to Alcoha on behalf of the GB to thank them for their support to the school.</p> <p>5. It was agreed that the GB would enter Part 2 to discuss the recent decision to exclude a pupil. The GB then returned to Part 1.</p> <p>6. PREVENT. TB's briefing paper on how the school will meet its responsibilities with regards to PREVENT had been circulated prior to the meeting, and all governors have been informed of actions the school is taking. This will be discussed further in the T&amp;L Committee meeting in January, when governors will agree which policies need to be amended to reflect this.</p>
<p><b>6.</b></p>	<p><b><u>Governing Body Assessment documents – confirm progress on actioning these.</u></b></p> <p><b>1. Action: OG and JS will write this and send to JB to submit to the Diocese.</b></p>
<p><b>7.</b></p>	<p><b><u>School Improvement Plan – governor confirmation of progress on monitoring actions.</u></b></p> <p>1. Governors confirmed the following actions:</p> <ul style="list-style-type: none"> <li>• SW – will progress this area once action plan has been completed (not yet written due to lead member of staff being on leave of absence).</li> <li>• JS – will liaise with NP to progress this area.</li> <li>• MP – currently liaising with lead member of staff and members of governor team to action this area.</li> <li>• SMW – has received action plan and has questions ready to send.</li> <li>• OG – will arrange a time to liaise with TB about this area.</li> </ul> <p>2. It was agreed that Governors' Visits Week would be 14<sup>th</sup>-18<sup>th</sup> March. A Learning Walk will be planned for 17<sup>th</sup> March. G</p>
<p><b>8.</b></p>	<p><b><u>Review Admission to the Nursery Policy</u></b></p> <p>1. This has been reviewed by the Admissions Committee, TB and the Nursery Administrator and has been amended to reflect current practice in school. The GB agreed to approve this policy again. <b>Action: JB to finalise and then ensure updated policy is on website and on internal wiki page.</b></p>
<p><b>9.</b></p>	<p><b><u>Questions to Committees</u></b></p> <p>1. Resources. The GB were advised that the quote for air-conditioning in the kitchen has been obtained.</p> <p>JS informed the GB that additional increases in National Insurance, plus the new Living Wage, will use up a significant proportion of the current carryforward.</p> <p>2. No other questions to Committees.</p>
<p><b>10.</b></p>	<p><b><u>Feedback from governor training courses/events attended</u></b></p>

	<p>1. Being OfSTED Ready – GG not present at meeting to provide feedback.</p> <p>2. Governors Update – MP's notes have been circulated to the GB.</p> <p>3. Faith &amp; Beliefs Conference – MP's notes have been circulated to the GB.</p> <p>4. OfSTED preparation training for the GB is planned to be held on 11<sup>th</sup> February, to be delivered by Tracy Hannon. <b>Action: Governors to confirm their availability, JB to finalise arrangements with Tracy.</b></p> <p>5. JS, SW and GG advised that they felt that the quality of the Governor Leadership training was very poor and did not provide good value for money. It was agreed that all three places would be cancelled. <b>Action: JB and JS to cancel training places.</b></p>
11.	<p><b><u>Elect Chair and Vice-Chair</u></b></p> <p>1. In line with the GB's agreed process for electing Chairs and Vice-Chairs, the GB elected OG as Chair and JS as Vice-Chair until the end of the last meeting of the summer term 2015.</p>
12.	<p><b><u>Discussion: 'How has this meeting benefited our children and contributed to the Christian distinctiveness of the school?'</u></b></p> <ul style="list-style-type: none"> <li>• Training has informed governors understanding of current key issues regarding governance and faith and belief in schools.</li> <li>• The recent difficult decision to make an exclusion has been to the benefit of the whole school.</li> <li>• RAISEonline briefing and information in Headteacher Report is keeping governors informed of pupils' progress and achievement.</li> <li>• Governors are now aware of the school's responsibilities regarding PREVENT and what arrangements the school has put in place to meet these.</li> <li>• The strengthened partnership links with Cranbrook Education Campus are of real benefit to the school.</li> </ul>

<b><u>ACTIONS FROM THIS MEETING</u></b>		
<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
<b>1. Liaise with TB to obtain passwords for the GB to access Fischer Family Trust data.</b>	<b>JB</b>	<b>12.2.16</b>
<b>2. Send query regarding legal advice/support to DCC</b>	<b>OG</b>	<b>22.12.15</b>
<b>3. Discuss how to encourage families to register for Free School Meals at Parent Rep Group.</b>	<b>TB</b>	<b>1.2.16</b>
<b>4. Liaise with MT to discuss how best the school might engage with possible Pupil Premium families</b>	<b>OG</b>	<b>1.2.16</b>
<b>5. Write to Alcoha on behalf of the GB to thank them for their support to the school.</b>	<b>OG</b>	<b>22.12.15</b>
<b>6. Complete Diocesan governance assessment.</b>	<b>OG and JS</b>	<b>1.2.16</b>
<b>7. Finalise and then ensure updated Admissions to the Nursery policy is on website and on internal wiki page.</b>	<b>JB</b>	<b>22.12.15</b>
<b>8. Confirm availability for OfSTED briefing 11.2.16</b>	<b>All</b>	<b>22.12.15</b>

	<b>governors</b>	
<b>9. Confirm arrangements for OfSTED briefing with trainer.</b>	<b>JB</b>	<b>20.1.16</b>
<b>10. Cancel Governor Leadership training places.</b>	<b>JB and JS</b>	<b>22.12.15</b>

**Questions raised by Governors.**

- **SW** asked for more information about the school's approach to managing pupil absence.
- **SK** asked how the legal process regarding absence worked.
- **SW** asked if the data also includes absences in the nursery.
- **SK** asked if there is anything the school could do to address the issue of children who do not attend nursery regularly but who continue to hold a place, meaning that others must remain on the waiting list.
- **OG** asked how the GB will be involved in setting targets next year.
- **JS** asked if other schools are also having difficulties with parents providing information regarding entitlement to Free School Meals.
- **JS** asked how the Drumbeat intervention group supported children's learning.
- **JS** asked whether the school was making good links with Cranbrook Education Campus.

**SUMMARY OF DECISIONS**

- The GB approved the Admissions to the Nursery policy again.
- The GB elected OG as Chair and JS as Vice-Chair until the end of the Summer Term 2015.

**Next meeting: Monday, 1<sup>st</sup> February 2016, 5.30-7.30pm**

**Please note: this meeting will be preceded by a Safeguarding training session at 4.30-5.20pm from Caren Flicker, Family Advocate – to be held in the staff room.**

**Signed as accurate by the Chair: .....**

**Name of Chair: .....**

**Date: .....**