

Taw Valley Federation



Minutes of the meeting of the Full Governing Body, held on Monday 19th October 2015 at 7.00pm at High Bickington Primary School.

Present: Colin Parsons, Heather Dunn, Adrian Wells (vice chair), Rob Norton, Amy Suchaski, Helen Carn, Sue Wells, Sally Anoyrkatis (chair), Mike Clark, Briony Parsons (associate), Verity Lunn (clerk).

Rob Foster arrived 19.09.



MINUTES

1. Opening Prayer & Welcome. (MC/SA)

MC gave the opening prayer. SA welcomed all to the meeting.

2. To receive, and if appropriate, approve apologies for absence.

Apologies received from JA and approved as agreed at September meeting.
Apologies received from Peter Lake and approved by governors.

3. To declare any business interests arising from the agenda and remind governors of meeting confidentiality.

No interests declared.

4. To approve minutes of previous meetings (20.09.2015)

Minutes were agreed and signed as an accurate record of the meeting.

5. Matters arising from the minutes.

- Governor vacancy

It was reported that there was still a vacancy for a parent governor as there had been no nominations received. Governors currently exploring possible options.

6. Update following Andrew Riley visit/Action Plans (RN)

RN stated that he had had a number of excellent questions on the action plans, to which he would distribute written feedback.

A brief report on Andrew Riley's visit (school advisor) to Witheridge was given – he visited a few weeks ago, looking at data and completing a learning walk. RN reported that he felt it was good that what Andrew Riley had said matched what RN had previously said. He had agreed on the urgent need to move the school to achieving floor targets at the end of KS2, and will be working in a supportive role to help to achieve this. This will include a visit as a 'mock Ofstead'. Further to the visit the action plans had been written, and subject 'audits' were also going to take place. A full written report was still to come in. The Taw Valley Federation had been invited to take part in a pupil premium SPAG project (with a teacher from each school).

(At this point in the meeting Rob Foster arrived – 19.09)

The progress of the Witheridge NQT was reported.

RN responded to a previously submitted governor question ([what is the federation doing for Leaders of Learning to improve how they support?](#)) – CPD training.

SA: [Going to support TA or HLTA when doing whole class cover?](#)

RN: Session will happen on planning teaching sequence for when covering PPA time.

HLTA training taken care of in house.

HC: [Is this heading towards HLTAs leading TAs?](#)

RN: Idea of lead learners/leaders of learning is to blur those lines. Lead learners – when covering as teacher, leaders of learning the TA role. Trying to get to point where all adults are equitable in eyes of children – no longer attitude of ‘it doesn’t matter, you’re not a teacher’.

RF: [Is it working?](#)

RN: Attitudes so far showing better.

HD: Leaders of learning going to be able to focus what teachers doing.

CP: [Andrew Riley talking of coasting school – what is the difference between coasting and failing?](#)

SA: If seen as coasting then there is an automatic procedure of what happening (eg put into academy)

RN: Coasting school is one not meeting criteria for three years in row (eg floor targets). Although know got it right lower down school, still a problem with upper KS2, but have to be careful as cannot hot house the Y6 children.

HC: [Will we have time to turn this around?](#)

RN: It can’t suddenly change. The new teacher is providing greater opportunities and the children responding.

CP: [Expressed concern that Witheridge is becoming a level below coasting, although governors now know we’re getting Y5/6 sorted.](#)

RN: Although grading ourselves as requiring improvement, this governing body has only had one term to change things, and so far is showing progress.

HC: [Does NQT have all the support needed?](#)

RN: Yes, they know what the children need to improve, and is working on it. Having to draw a line under negative prior experience. Children are changing attitude.

CP: Have moved on from bigger problem had at Witheridge, has become more manageable problem.

SA: Following on from AR visit, it was felt that there needed to be the formation of monitoring committee to monitor action plan to ensure is working – MC and SW had joined RN and SA as they had previous experience of this in other schools. Meetings of this committee would be reported back to future FGB meetings. The governors agreed to this plan.

HC stated the need to monitor the state of children – not becoming over stressed, as still need them wanting to go to school.

RF: [Are they going to attain level expected when move to secondary school, or will they be behind?](#)

RN: They are expected to reach this level in the future years as the action plans will be effective, but it will be difficult to ensure that the current year six/year five pupils achieve this.

SA: Data will be given along the way, governors would not have to wait until July.

RN: Looking at progress as go along, so if child not where need to be need to do something about it.

RF: [What is the criteria for mastery?](#)

RN: Child has to demonstrate all criteria independently in three places to achieve that.

RF: [Marking – done by teacher and someone else cross referencing?](#)

RN: Yes, there will be monitoring across two schools – every three years county moderate a school – learning community decided to do each year.

AW: [Need to consider governors being good - would governing body be considered 'good'?](#)

SA: very important part to ensure that they are driving forward in the way they should be at a fast enough rate. Need to ensure they are completing online training to understand the data they are viewing. Governors to do GEL online training on data and safeguarding, also any relevant training to their portfolio or other area of interest. SW had already done training, and reported to governors on ease/flexibility of the GEL modules. Governors agreed to do this.

ACTION: VL to send out link to training.

Governors agreed the 'to good' action plan.

ACTION: RN to do written feedback on questions.

7. Financial Report (BP)

BP invited questions on the previously circulated financial report.

SA stated hers were observations rather than questions – the extra money found was a short term rather than long term source.

BP agreed and explained this was due to readjustment of staff, also pupil premium grant. The school is currently at a state where it is being given some training rather than paying.

Had list of increased budget lines wanted for approval.

SA: need to use surplus for benefit for children in school now rather than sitting on it.

CP questioned whether the surplus was enough for the classes to be split.

BP stated there was not the financial capacity to do this in the long term.

RF asked if it would be possible in the short term to use it to improve the learning of y5/6 at Witheridge?

RN agreed that it would be good to do that, but needed to ensure what would do would make a difference. He stated that he believed the action plans will get where need to go.

SA: in principle, agreed as governing body that the money should be used to help the children in the school at the moment.

The proposed increases to budget lines were approved.

Plans to move forward redevelopment on outdoor performance space at Witheridge were reported. Also creating fire escape for foundation stage unit – £5,100 quote. As NPS is a recommended company through Devon County Council quotes against it are not required as deemed given value for money. Agreed health and safety/finance governors to do e-mail meeting and agree on this.

8. Finance Portfolio (AW)

AW talked about his meeting with BP.

His question was how can they evidence value for money, as governors can see where the money is going, but need evidence that this is good use of it.

RN said that was hard to show, as can't show what children would have done without any particular spending.

[AW: what specific documents can point to?](#)

RN: With pupil premium hard with small cohorts to get meaningful percentages - refer back to data at last meeting.

SA: But knowing individual children can then consider whether they had been given extra things to the rest to try and give them the best chance they could at attaining.

RN: Two week IEP for any children that have concerns about.

AW: Need to join dots, he's done finance bit, but needs to cross reference.

RN: What he has done has been to raise questions, which other portfolios need to be answering.

It was confirmed that the pupil premium/PE grant/governor information was now on the school websites.

SA thanked AW for his work.

9. Receive report from governor visit (Jane Adams')/SA

Jane Adams' report was acknowledged.

SA stated that she felt her own was more strong than normal. Governors agreed it was a useful report.

SA said governors doing visits to do reports (to go to RN first to ensure not operational). SW queried whether these should use the standard templates. SA said that it makes easier to compare, but not necessarily good for a learning walk. SW showed some templates included in her GEL module, which also had a template for a learning walk.

Governor training: SW had completed GEL online training 'monitoring performance data and targets', 'safeguarding – the governors' role', 'monitoring and evaluation – the governing body's role' and FFT 'governor dashboard key stage 1 essentials' VL had attended Babcock courses 'the clerk as advisor' and 'the clerk as facilitator'.

10. Approve policies:

ICT – carried forward.

Pay Policy – approved by governors

Parental Complaints – approved by governors

Behaviour – approved by governors.

11. Matters brought forward by the chair.

None

Meeting Ended 8.29pm.

Dates of future meetings (and associated portfolio)

16th November 2015 (W) - Achievement and standards; SEND and Pupil Premium

14th December 2015 (HB) - Wellbeing and Christian Care

18th January 2016 (W) - Learning and curriculum

22nd February 2016 (HB) - Achievement and Standards/Mini report covering everything, including SEND and Pupil Premium

21st March 2016 (W) - Finance

18th April 2016 (HB) - Learning and Curriculum

16th May 2016 (W) - Wellbeing and Christian Care

20th June 2016 (HB) - Finance Leadership/management part of SIP. { Use of outside space/environment within school. }

18th July 2016 (W) - Achievement and Standards, SEND, Pupil Premium and overall.