

Taw Valley Federation



A meeting of the Full Governing body was held on Monday 22nd February 2016 at 7.00pm at High Bickington Primary School.

Present: Sally Anoyrkatis (chair), Rob Norton (head), Sue Wells, Adrian Wells, Amy Suchacki, Heather Dunn, Helen Carn, Jane Adams, Mike Clark, Sarah Fast, Verity Lunn (clerk).



MINUTES

Meeting started 7.03pm.

1. Opening Prayer & Welcome.

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

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

Apologies received and approved from Peter Lake, Colin Parsons and Rob Foster.

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

No interests declared.

4. To confirm new governor appointment.

Governors confirmed Sarah Fast as parent governor. SF will join JA as portfolio holder for Quality of Provision and Curriculum, Rob Foster joining AW on the finance portfolio.

Governors agreed it would be sensible to have deputies for specific roles in case of longer terms of absence of governors. HD to be deputy safeguarding governor, with AS as deputy governor for children in care.

ACTION: VL to send relevant extracts from policies to new deputies.

5. To approve minutes of previous meeting.

Minutes agreed and signed.

6. Matters arising from the minutes – governors to sign sheet to agree they have read Keeping Children Safe in Education document if not already done so.

SF signed sheet – all others present had already signed.

No other matters arising.

7. Agree Terms of Reference for Portfolio Holders

SA explained that draft terms of reference documents that had been circulated were based on example documents provided by Babcock. The titles of portfolios given for these examples were different than the portfolios in the governing body of TVF, so there was not a perfect match of ready to use documents. It was expected that the responsibilities would be altered to more accurately reflect those in the TVF.

Governors discussed the documents.

HD – noted that the terms for her particular portfolio (Pupil Premium) had more on it than just pupil premium items – had also safeguarding. SA said that safeguarding governor's own portfolio (achievement and standards) didn't have safeguarding elements in it.

Parent/community (assigned to Wellbeing and Christian Care portfolio) – it was noted that items would need to be added to these terms of reference that were particular to church schools, such as the collective worship policy, monitoring of collective worship, ethos and SIAMS reports.

SA suggested removing safeguarding from the premises terms of reference.

RN felt more needed to be added to the Achievements and Standards terms of reference as it did not have much on it.

SW stated there was a need for and extra terms of reference for the monitoring committee. SA agreed, and stated that the aims that the committee had agreed when they had formed could easily be turned into the terms of reference format.

MC and SW – agreed to discuss what they felt needed adding/changing on the Parent/Community Links terms of reference to make it a better match to their portfolio responsibilities.

Premises portfolio – safeguarding element needed taking out.

Pupil Premium and SEND – the portfolio holders of these portfolios agreed to discuss what needed changing to theirs by e-mail exchange.

JA and SF – agreed to meet to discuss what changes they felt were needed on the curriculum portfolio.

AW – suggested that the policies have 'review policies and monitor their implementation' for all portfolios.

HC queried attendance in her terms of reference (pupil premium) – SA confirmed relevant to SEND areas.

ACTION: To be looked at as agreed for next meeting (21st March)

8. Headteacher's report, data and portfolio report: Achievement and Standards/Mini report covering everything, including SEND and Pupil Premium.

Governors had all received the report.

HC – asked how difference in Y6 data in Witheridge previous compared to now – RN stated a child had left so had recalculated with new numbers.

JA – asked for size of cohort, as found percentages misleading.

SF – is the data presented in this way not quite worrying?

AW – and have we made the progress expected for this stage? Are you happy with those numbers?

RN – There are potentially slight differences in the way assessment is collated – over the eight classes in the federation, there was at least four different ways of presenting assessment from teaching staff. At the end of the autumn term, the data is necessarily slightly flawed, especially in writing as need a quantity of evidence which is only obtained over time. Looking at what

children have learnt so far and how they have used this – if only taught a certain number of things, do they judge how many at age related based on number of things they've learnt, or in whole curriculum? RN had been on course with other heads – many other schools were having the same issue at this point due to this problem.

Benchmark figure needed to achieve over everything was 65%.

SA – Should we not also be worrying about the 'coasting' figure of 85%, which in Y6 at Witheridge had not been achieved in any area?

SW – is it only Y6 they look at to give a coasting judgement?

RN – Yes, only Y6. Don't know exactly yet what would happen if become judged as coasting, but we do have evidence there to show that improvements/progress are being made.

MC – and these figures are all teacher assessed?

RN - yes, have done one standardised test across different year groups, but will have to use the same one again later in the year when judging progress. Need to make sure that the evidence is all in place.

SA – how are you ensuring the teachers' assessments are being moderated? You also talked about moderation across the two schools?

RN – already started in early years with a benchmarking meeting, ensuring that what assessed as mastery in one school same in the other. This will also happen across the five schools in the learning partnership. Exact dates for these meetings were being agreed.

SW – talking a lot about Witheridge, but aren't there also some areas in HB that also need improvement? Examples would be Y6 maths, and also Y3 boys.

HD – stated she felt she can talk about Y6 particularly as class teacher. A large part of the assessment covers fractions, which is not covered in the curriculum until the second term. They have now covered this topic in lessons and this percentage would have improved because of this.

JA – after several years, will they be able to have developed termly milestones that would give data more in line with what end of year results would look like?

HD – as looking at whole picture when making assessments, they need to have learnt the whole curriculum to be able to tick all the boxes, so can't really tell who is at mastery until the end of the year. Hopefully as years go on will be better able to predict where a child will get to from achievements at end of each term.

RN – with year threes, there is often a 'drop off' of results from Y2 to Y3, which is being exacerbated by the increased difficulty of the new curriculum. There are only five boys in the Y3 cohort in High Bickington, currently two out of those five are on track for mastery in maths, but measures are in place to support the other three.

SA – With class three results in Witheridge, current teacher has not been there very long, how have these assessments been produced?

RN – the supply teacher who was doing most of the supply before Christmas did the assessments.

RN explained how elicitation tasks had to be done in order to challenge children so they will learn.

JA – asked that teachers were not just looking at progress in books, but also recording comments made by children to see their understanding?

RN – Yes, need to see their understanding behind work they are doing – eg are they doing number bonds or counting on their fingers?

SA – pupil premium grant numbers are also worrying – what action plans in place for pupil premium children?

RN – there are very small cohorts which need to be treated carefully, looking at the difference between pupil premium and all pupils, and are measures in place to improve these.

SA stated that she felt there was a significant gap between the pupil premium children and the overall year group.

HD – gap between pupil premium and all pupils in HB is especially evident – Witheridge looks to be acceptable. Felt that whatever was in place already was not actually working given the data in front of them.

RN – strategies need to involve having those children in mind all the time in teaching, eg going to those children first.

HC – are TAs in classrooms being used to their best advantage?

HD – are doing a lot already – staff are fully briefed and understanding, but looking at data shows this not quite right – perhaps need to have a think of new strategies to try with these children, as are often talking of individual children.

AW – may be children having not got building blocks from home life, which could be causing this gap?

HD – may well be, but the job of the school is to overcome these.

HC – what if there is something going on at home negating all the good things going on at school?

HD – if safeguarding issues then they will be addressed under that heading, but need to make sure that their needs are being met at school to help them to overcome whatever difficulties that they have.

Action: HD as pupil premium portfolio holder to look at ways to improve this.

RN – there is evidence of teachers prioritising children who need the extra support even if not pupil premium children – eg pre teaching a small group where necessary.

AW – has this gathering of data been useful for you as a head teacher?

RN – felt not that much at this stage.

AW – felt that it was a fairly similar situation with the governors looking at it, but had started some useful conversation.

SA – if looking at data again around Easter, it will be useful to have these figures to look back on to see progress.

SW – felt these figures will be more useful next year to compare back to them, and compare the difference between the two year groups.

9. Draft Audit Report to include: finance policy update, business continuity plans, lettings scales of charges update.

SA stated she felt this was a good result, and acknowledged the efforts of Briony Parsons, Tania Spurway and Verity Lunn.

VL explained the necessary changes to the finance policy. Governors agreed the finance policy. Governors agreed emergency and business continuity plans.

SF stated that she had some questions about the business continuity plan, and would e-mail them to VL to forward to Briony Parsons.

SW – if someone's details are down as the delegated person for something – who is responsible for changing the plans to update this information? Need to make sure those who would have to change the information are aware of this.

Lettings update: Change as per audit recommendation agreed by governors. AW – felt he needed to see the policy to look at again in relation to exact charges for different users. **Action: VL to send to AW who would review this.**

10. Governor visit/training updates (governor feedback from any training undertaken – including online. Please bring copies of any certificates/feedback forms)

SW had done three GEL modules - educational visits, e-safety for governors and key functions of the governing body. SW told governors the key functions module had referred to a tick sheet to see if they know what responsibility of governor, and what that of leadership team, and which they share. She felt it would be good to see this as starting point for governor audit.

RN felt it would be good to audit governor's skills and experience and CPD to see what training would be beneficial to them, and then they could look at training specific to their needs, rather than just doing what they saw around.

RN – wanted to get on website paragraph about each person as a governor. **ACTION: VL to forward out audit sheet to all for completion.**

11. TTMLP/LLC update

SA reminded governors of the Two Moors Learning Partnership's AGM on Wednesday.

SA reported she and RN were going to visit a multi academy trust, before the 21st of March Two Moors meeting. Tuesday 1st March – Julie Stuchberry-Ullah coming to talk to governors of the federation to talk about MAT possibilities. She had contacted the diocese about this meeting, who may or may not also be sending a representative. SA reported from discussion with Julie that she was going to have church school element in mind as well.

LLC update – SA had conversations with chair of Chulmleigh MAT, who had asked if we were interested in exploring the possibility of joining the Chulmleigh MAT. SA had been frank and said our feeling had generally been that, although we wanted to keep good working links, we were looking for a more primary focused MAT, and that we felt that would still be a better fit for the school at present. From SA's experience as a Director/Associate Director at Chulmleigh their ethos is possibly a little more secondary focused than we are looking for, and with a higher, more single minded emphasis on standards and results than ours. The Chulmleigh chair was very open to the Chulmleigh ethos being influenced by other schools and felt that strengthening the primary focus would be a positive move and was extremely interested in the possibility of coming along to one of our governors' meeting to have a greater understanding of our ethos. Governors agreed to invite the Chair to our next meeting.

RN felt that LLC was becoming less active, and TMLP five schools becoming taking on more of the organisation of activities that the LLC previously organised.

12. Approve policies:

Whistleblowing - approved

Employee Code of Conduct - approved

Redundancy - approved

Recruitment and Selection - approved

Annual and Variable Hours contract guidance - approved

Capability - approved

Grievance - approved

Health, Safety and Wellbeing – approved with additions of names etc. where needed.

Managing Sickness – approved.

Attendance – JA queried about the statutory school age and monitoring absence – what is the practice with very young children, and should this be reflected in the policy? – **VL to query this.**

Children in Care - approved

Collective Worship – **SW and MC to update/alter**

Homework – governors discussed, agreed additions needed.

Violence and Aggression - approved

13. Matters brought forward by the chair

None

Meeting ended: 9.01pm.

Dates of future meetings (and associated portfolio)

21st March 2016 (W) – Finance, Wellbeing and Christian Care on SIAMS inspection, Pupil Premium report from HD.

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.

DRAFT