



St Mary's Church of England Primary School, Timsbury
Minutes of the First Meeting of the Interim Governing
Body held on Wednesday, 27 February 2019 at 17.30

Present: Alun Williams, Claire Hudson, Emma Sage, Alice Brown, Tom Morrison and Toby Simon.

In attendance: Mrs C Ford (Clerk)

1. The meeting opened with a prayer read by Claire Hudson.

- 2 **Introduction**

Claire Hudson chairing this meeting in Paul's absence.
Focus for the meeting – RAP's.
AOB – Alice Brown.

- 3 **Apologies received and considered**

Apologies received from Paul Moorhouse and accepted.

4. **Declaration of Interests**

No new declarations.

5. **English Rapid Improvement Plan.**

Sheryl Riddell ran through the English Raising Achievement Plan Improvement Plan, January- March 2019.

Target 1 – raising attainment in Year 1 and Year 2.

“Everytime Card” - Trialled and introduced throughout school, this is used to aid and support editing. Securing and reminding children of writing they should be using everytime. This has had a great impact on Year 2 – many can cope with the process, whilst others find it too overwhelming. Trimming down and making it more manageable for the rest of the class is being done and the same for Year 1. Year 5 are working really well with this.

Examples from Year 2 and Year 5 were given out to all governors by Sheryl to show progress. This is being monitored with all year teachers.

It has been established that differentiation is not clear in writing tasks. Trialling practice is being introduced in year groups – Year 1 and Year 2 phonics.

The aim is to make this consistent throughout all year groups. Target in RAP relates to Year 1.

Alun Williams is due to meet Alice Brown next week to go through this and to see the impact it has made.

Target 2 – Grammar and punctuation.

Introduced “Conjunctive umbrellas” – co-ordinating, subordinating and adverbial. Monitoring is taking place this term. Really positive feedback in Year 2 and evident in their writing already. **The governors mentioned to Sheryl to ensure that the targets set are achievable.**

Spelling – Last years' target was to make this more measurable.

Spelling age test was provided – Year 3 and Year 4 results are slightly lower, but this is being monitored this term.

“From experience at another school – is spelling an issue at this school?”

Sheryl advised that the writing here is of high quality, but spelling is lower.

“Is there a connection in attainment in phonics and does this affect spelling?”

Partly in Year 3, 3 pupils to do phonics screening.

Phonics – Reviewed key areas of weakness in phase 5. In September 2018, when introduced, looked at phonics and spelling.

Spelling Passport – Weekly spelling lists are given to each pupil in each year group. This is hard to monitor at the moment, however a book will be implemented which will go home with the pupil.

“Could a 10 minute spelling club be established?”

Need to wait to see what happens after monitoring.

“Pupil Premium children – spelling?”

Evidence will be provided to governors.

Writing – Training at St Johns. Looked at successes and curriculum. Books have been introduced this year to each class.

Marking – Examples were shown from Year 5 and Year 6 pupils. Checklist has been given to each teacher.

Year 6 – write a draft and then re-write with improvements. Children are showing that they are now editing their work.

Thanks were given to Sheryl for coming to the meeting and presenting the RAP.

6. Minutes of previous meetings and matters arising.

(a) Minutes of meeting on 15 January 2019 approved.

(b) Actions:

7/1 – Educational Visits Policy to be reviewed – see item 11 on agenda.

9/1 – Convene a Christian Ethos Group – see item 9 on the agenda.

1/2- Paul Moorhouse and Head to meet to complete LSCB audit for 22 February deadline – meeting needed to be cancelled and not yet rearranged. Return date now 1 March 2019.

2/2 – Notify pre-school of agreement to their plans – Clerk sent a letter to pre-school confirming this.

3/2 – Head to include another level of breakdown against planned expenditure – this is complete.

4/2 – Meet to review PP provision – meeting has not yet been rearranged.

5/2 – Send a copy of the SIP, Maths RAP and English RAP plans to Claire Mirams to review and if ok, send onto Kathy Maddocks – this has been done.

6/2 – Notify Sheryl Riddell and David Finlay that the clerk will invite them to February and March meetings respectively – complete.

7/2 – Chair to ask Toby Simon to provide bullet point commentary on the financial summary in the future – this has been done and will be done in person.

8/2 – To amend validity date on lettings rates and correct title of the Lettings Policy – Need to check with Paul Moorhouse.

9/2 – Update the Maths policy to include fluency – this has been done.

10/2- To add Academisation and GB transition to agenda planner – this has been done.

11/2 – To notify parents of planned Governor presence at parents' evening – this has been done.

12/2 – Suggest dates for future monthly meetings – this has been done.

7. Head Teachers Report

School was closed for 2 days due to heating issues. Work has been carried out during the February half term. The heating needs to be adjusted slightly in the main part of the school as it is too warm and a tracking device will be installed.

Local Authority have an emergency fund to cover the expense. Alice Brown will report to the governors if Local Authority will not fund.

During the discussion asbestos was mentioned and one governor asked whether there was an up to date asbestos register. Alice Brown confirmed that there was and also that there was a draft Asbestos Management Plan. It was agreed this would come to the next IGB for approval.

“What does 1 day fixed exclusion this academic year refer too?”

Child in KS2, aggression to a member of staff – this has now been resolved.

“Staff absence term 3 – is that abnormal/average?”

Lots of recurring viral illnesses in the school – not abnormally high for the time of year.

Maths RAP – Read through the context document. Issues were first identified in 2012/2013.

When taking on the Maths lead, reviewed the curriculum and planned long term map. Reviewed and discovered teachers had moved away from White Rose. Looked at calculation policy. Introduced GEM steps. Researched planning format. No medium term planning in place.

“S Plan” – NCTM misconceptions. Shared with staff. Looked at SATS papers for 2017/2018. Question analysis, fractions, decimals and % issues – this is the key area to address.

Short term planning format – January 2019 – established what the long-standing issues are, so far, good progress is being made. Draft benchmarking in fluency (item 4). Instant recall expectations but this may need tweaking. Staff are to be clear and have a full understanding – lots of change for staff.

Early monitoring identified in books – daily review sheets introduced.

Overall very positive approach, but not so good in classes where teaching is weaker.

New plan has been introduced which teachers are finding helpful. Discussions with all teachers and better consistency. Working well but very early days, however structures are in place.

Introduced “Number of the day” – more concise for each year group. Very positive, pupils enjoy doing this daily. Example books from Year 1 and Year 6 show signs of improvement.

“Is this consistent across class?”

Yes, the key areas are and we must be able to maintain momentum.

Maths data due in 3 weeks’ time.

Governors have requested that all documents relating to the meeting are emailed. The Head advised that due to GDPR, all documents are available for everyone to view via the shared drive on One Drive and are not to be emailed. It is not always practical for all Governors to access the One Drive and they felt that not sharing school documents by e-mail was taking GDPR to extreme, and not what it was intended for. It was suggested that documents were sent encrypted via e-mail and with a password.

ACTION:

- **Draft Asbestos management plan to be reviewed at the next IGB meeting in March 2019.**

8. LA Review Report

Report agreed on Monday 25 February 2019. Copy of the report was given to all governors. Impact too early to see if sustained.

“Who determines if governance is good?”

HMI.

****CONFIDENTIAL ITEM****

Question to Tom Morrison:

“Do you think the school is taking effective action?”

Not enough evidence when LA Review conducted on 24th, which was not unexpected given timing; however it appears that

progress continues to be made and things are now looking more positive. The HT has requested another LA Review early in T4 so we can take a view on progress.

9. Christian Ethos Group

The group are meeting ahead of the meeting in March. A verbal report will be given at that meeting.

10. Views of parents

Deferring this item from the agenda until a future IGB meeting.

11. Policy Review

Educational Visits Policy, Teaching and Learning Policy, and Health and Safety Policy – to be deferred and reviewed at March 2019 IGB meeting.

Anti-bullying policy – agreed with effect from 1 March 2019, unless comments are received by the end of this week.

12. Finance

Toby Simon met with Jeni (bursar), there is a surplus of approx. £15,000.00 carry forward. Only issue is the cost of taking children swimming – the cost of transport has tripled.

Overspent on EYFS play area, but this was approved by Paul Moorhouse.

The governors asked that if decisions of this nature are made, this needs to be on the agenda in order to be approved.

13. IGB admin

(a) Most pen portraits are with the Head, apart from a photo of Emma Sage.

(b) Defer Finance monitoring arrangements until March 2019 meeting.

ACTION:

Clerk to speak to Sharon Crane to obtain a pen portrait for Alun Williams.

14. Dates for next meetings

Dates confirmed.

15. Items for communication

None

16. AOB

Bursar is retiring on Friday, 1 March 2019. The chair will write a letter on behalf of all the governors, to Jeni thanking her for her long service to the school.

The Head had a conversation with the administration assistant in the school and she is very keen to take on the finance role with the respective training. There is an online training course which starts in April 2019.

Need to recruit an administration assistant (15 hours a week). In the interim, the Head will cover the office.

Reduce the overall cover in the office from 48 hours each week, to 40 hours a week. There will be a small cost

