

FLEET PRIMARY SCHOOL

Draft Minutes of the Governing Body Meeting held on Thursday 6 October 2016 at 7.00pm

Attendance:

Kim Issroff – **Chair**
Don McGibbon – **Head teacher**
Jo Tang
Oonagh Pierce
Samir Shah
Caroline Heal
Sam Collins
Jo Young
Annie Balme
Sanne Meijrink
Becca Wall
Debbie Barry – **School Business Manager**

Others Present:

Helen Hill – **Governor Support Clerk**
Owen Rees – **Schools' Complaints and Governance Consultant: Camden**

	PRE-DISCUSSION: GOVERNORS' SKILLS, AUDIT, TRAINING NEEDS AND VISITS	Action
	<p>The Chair introduced this item. She reported it would be useful for the Governing Body to discuss the skills and training needs of the Governors. An audit would outline the training needs of the Governors and would be useful as a professional development tool.</p> <p>In groups, Governors filled in the NGA governors skills audit and discussed the following:</p> <ul style="list-style-type: none">• they identified what skills and experiences they had;• they identified what contribution Governors made to the aims and vision of the school;• they discussed how they could contribute to making the school accountable in terms of teaching and learning in the school, how they could oversee the financial needs of the school and what contribution they had made in the last year in terms of becoming more familiar with the school and the school's priorities;	

	PRE-DISCUSSION: GOVERNORS' SKILLS, AUDIT, TRAINING NEEDS AND VISITS (cont'd)	Action
	<ul style="list-style-type: none"> a training need identified was Governors becoming more familiar with analysing data such as RAISEon-line and they needed to be more familiar with the school and, in particular, with the new school curriculum. <p>It was agreed that Governors would review the priorities in the School Development Plan so that individual Governors could focus on these and monitor them through more visits to the school.</p> <p>The Chair would summarise the points raised and report back at the next Governing Body meeting.</p> <p>It was emphasised that these visits were useful as a record of Governors involved with the school. These visits would also enhance the Governors' role in monitoring the school's priorities.</p> <p>Ofsted inspectors were particularly interested to know how Governors held the school to account, especially when looking at areas in the curriculum such as literacy; numeracy; attainment; and assessment.</p>	<p>Governors</p> <p>Chair</p>
1.	APOLOGIES FOR ABSENCE	Action
1.1	Rebecca Combes and Annie Thierl had sent their apologies.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interests.	
2.2	Governors were asked to fill in the Register of Interest form. These forms would be kept for reference by the school.	Clerk
3.	MINUTES AND MATTERS HELD ON THURSDAY 7 JULY 2016	Action
3.1	The minutes were recorded as an accurate record, with the following amendments: Annie Balme shown as present and Debbie Barry replacing Debbie Harry.	

4.	MATTERS ARISING FROM THE MINUTES	Action
4.1	<p>Item 3.1: The Chair reported that the Abacus Free School did not receive planning permission for their proposed expansion. She noted that the school's website stated that it would be reapplying on the basis of a one-form entry school on the same site. She noted that would be publishing a consultation on its Admissions Criteria on its website and the process of this was very unclear and Governors would need to monitor this in the absence of a formal mechanism for consultation.</p>	Chair/Head
4.2	<p>Item 6: The Head teacher confirmed that a revised 2016-17 SDP and revised SEF would be presented to the next meeting.</p>	
4.3	<p>Item 10.7: Camden Learning had been established and elections for the Directors would be held prior to the next Governing Body meeting. The Governing Body agreed to delegate the school's votes to the Head teacher and Chair of Governors.</p>	
4.4	<p>Item 10.4: The Chair confirmed she had raised the local authority governor vacancy with Camden on a number of occasions.</p>	
5.	COMMITTEE MEMBERSHIP	Action
5.1	<p>The Chair reported that there were vacancies on some of the Committees that needed to be filled.</p>	Head/Chair
5.2	<p>The following appointments were made: Jo Tang to replace Sam Collins on the Finance Committee.</p>	
5.3	<p>These new Link Governors were appointed: Jo Young: Literacy Governor, Annie Balme: Pupil Premium, and Oonagh Pierce: Attendance.</p>	
5.4	<p>Further to earlier discussions, the Head teacher and the Chair of Governors agreed to devise a list of focus areas and potential dates for Governor visits and share these with Governors. If there were areas of particular interest for Governors, these could also be arranged.</p>	

6.	PUPIL PREMIUM SPEND REVIEWED: 2015-2016 (This item was taken after Item 7)	Action
6.1	<p>The Head teacher introduced this item and reported the following highlights:</p> <ul style="list-style-type: none"> • the data presented to the Governing Body was unvalidated as the RAISEon-line information had yet to be published for 2016; • once published, a more accurate analysis could be made of the school data; • the analysis presented showed that the total number on the school roll was 230, that the number of pupils eligible for the Pupil Premium Grant (PPG) was 75. The total grant received to the school was £97.5K. • the percentage of PPG pupils who made expected levels of progress in English was 80% for Reading and 60% for Writing; • the percentage of PPG pupils who made expected levels of progress in Maths was 50%; • the percentage of pupils making more than expected levels of progress was 20% - Reading, 0% - Writing, 0% - Maths. <p>The Interventions to address these findings included:</p> <ul style="list-style-type: none"> • the Pastoral Care Lead was taking measures to ensure maximum attendance and inclusion for all children including those for whom we receive PP; • she also targets the children who have barriers to learning; • the Maths intervention groups in Lower KS2 met weekly so that their fluency in Maths could be improved; • the outcomes of the interventions indicated that pupils were on track to improve their attainment in Maths, Reading, and Writing; • the total PPG received was £93,500; 	

6.	PUPIL PREMIUM SPEND REVIEWED: 2015-2016 (cont'd) (This item was taken after Item 7)	Action
	<ul style="list-style-type: none"> • the total PPG expenditure was £100,000; • the remaining overspend of £6,500 had been met from other funding streams to supplement. <p>The Pupil Premium Spend 2016-2017: Projected</p> <ul style="list-style-type: none"> • The Projected and Pupil Premium spend for 2016-2017 was £92,000. The total amount received was £91,080. The remaining PPG overspend would be taken from other funding streams to supplement. • In discussion, Governors agreed that the PPG was essential in identifying/supporting pupils with specific pastoral care needs, as well as increasing their progress across the curriculum. • The Learning Mentor was working closely with PP children to offer specific mentoring for those who needed it. • The Head teacher reported that the LA Funding Formula had yet to be confirmed – this would likely have an impact on the school’s budget. It was essential therefore that PP funding, or its equivalent, continued to be made available. 	
6.2	In discussions, Governors noted that some families in the school had not signed up their children for FSMs. The Head teacher confirmed that the school was working hard to sign up all those who were eligible.	
6.3	Governors discussed the cost of clubs and enrichment. In light of the increasing pressure on the budget, the Head teacher would work on a new school charging policy to be considered at the next Governing Body meeting.	
6.4	Sam Collins reported that more could be done to increase the funding gained by the school by exploring which grants were available to source additional funding.	
6.5	The Parents’ Association could also be used for this. Sam Collins with other Governors would explore additional funding ideas and keep the Governing Body informed.	SC

7.	END OF YEAR 2015/2016 DATA PRESENTATION: EYFS (UNVALIDATED)	Action
7.1	<p>The Head teacher introduced this item. Headlines were that:</p> <ul style="list-style-type: none"> • attainment on entry to nursery was 40% at age expected level; • by the end of Reception, 77% of this cohort had achieved GLD. This was significantly above the national figure for 2015 (66%) and represented strong progress. <p>2015-2016: Year Phonics</p> <ul style="list-style-type: none"> • Year 1 phonics screening showed a 3 year upward trend of improvement, with 87% achieving the national standard last year. • All 18 girls passed the phonics in Year 1, whilst 4 of the 12 boys did not. There was a gender imbalance with girls outperforming boys. Based on previous experience, this was likely to track through into Year 2. • Governors challenged and asked for the reasons for the gap between the genders. The Head teacher reported that the boys who had not passed the test had found it difficult to learn reading through phonics. He confirmed that the school was putting in place supplementary interventions, including whole word teaching and precision teaching, to ensure that they made the fastest possible progress. Governors asked about these interventions and the Head teacher explained how they worked. He added that the school would also emphasise getting children ready for formal teaching. <p>2015-2016: End of KS1 Attainment Overall</p> <ul style="list-style-type: none"> • This was the first year of the new assessment arrangements. From Camden's comparative data, Fleet School was below the Camden averages for combined (54% compared to 63%) and individual subjects. The Head teacher reported that this came in the context of a massive shift in expectations and curriculum and of lower results across the country. Teaching was strong but the school would need to aim to achieve better results. 	

7.	END OF YEAR 2015/2016 DATA PRESENTATION: EYFS (UNVALIDATED) (cont'd)	Action
	<ul style="list-style-type: none"> • Governors asked about the effect of mobility on the school's results. The Head teacher reported that this was a factor, and the school would use Fischer Family Trust data to ensure that targets were set that were both challenging and reflected the mobility of the pupil base. <p>2015-2016: End of KS1 Progress</p> <ul style="list-style-type: none"> • More than half the children who were emerging at the end of EYFS made it to end of year expectations. This was in line with the Camden average. • Accelerated progress for the 'emerging' pupils had to be a key to improving overall KS1 outcomes. • Careful monitoring was needed to ensure that those pupils identified as exceeding in EYFS continued at this level. <p>2015-2016: End of KS2 Attainment</p> <ul style="list-style-type: none"> • The combined attainment at national expectations for reading, writing and maths at the end of KS2 was above the national average (which was 53%) but below the national floor target (which was 65%). We achieved 57%. • Writing was a weakness – only 70% were assessed as working at national expectations compared to the higher figure of 74% nationally. • Grammar and Punctuation showed a weak area in the test – 67% achieved the national standard compared with 79% in Camden and 72% nationally. • Governors discussed the school's topic based curriculum and asked if this would need to be redesigned in the light of the changes to the National Curriculum. The Head teacher reported that this was not necessarily the case though there was a need to boost teacher skills in certain areas. He added that, when taught creatively, grammar could be taught in an interesting and effective way. 	

7.	END OF YEAR 2015/2016 DATA PRESENTATION: EYFS (UNVALIDATED) (cont'd)	Action
	<p>2015-2016: End of KS2 Progress</p> <ul style="list-style-type: none"> • The Head teacher reported that the key shortfall had been in children converting from 2B/2C to meeting Age Related Expectations, and that this was a key focus. Governors noted that there was also a need to increase the number of pupils working at greater depth. The Head teacher noted that teachers would be able to assess that measure with greater confidence as they became more accustomed to the new curriculum. • The Head teacher would circulate the validated data to Governors when this was released. 	Head
8.	THE HEAD TEACHER'S REPORT	Action
8.1	<p>The Head teacher introduced this item. The highlights of the report were that:</p> <ul style="list-style-type: none"> • 25% of pupils were on free school meals; • 50% of pupils had English as an additional language; • 1 Looked After Child; • 31% of children were entitled to the Pupil Premium; • 3 families subject to Child Protection Plans; • 8 currently open cases with FSSW; • 9% of pupils on the SEN register; • attendance so far this term: 95.14%; • many projects were being undertaken in the school, such as the Kitchen Garden Project; • meetings with external partners were taking place with heads of other schools in our cluster; • consistency across the school in some areas needs tightening such as application of the making policy across all years; 	

11.	ANY OTHER BUSINESS	Action
11.1	Sanne Meijrink reported on the visit to the school on 14 July 2016 to the Reception class during their French Day. The Governing Body welcomed the report.	
11.2	<p>The Fleet School Procedure for the Use of Credit Cards</p> <p>The procedure was endorsed by the Governing Body.</p>	
12.	DATES OF NEXT MEETINGS	Action
12.1	<ul style="list-style-type: none"> • Thursday 1 December 2016 • Thursday 26 January 2017 • Wednesday 22 March 2017 • Thursday 4 May 2017 • Wednesday 5 July 2017 	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 9.45pm.

Signed: Date:

**Kim Issroff, Chair of Fleet Primary School
Governing Body**