

FLEET PRIMARY SCHOOL

General Minutes of the Governing Body Meeting, held on Wednesday, 8 July 2015, at 7.00pm

ATTENDANCE:

Kim Issroff – **Chair**

Blair Thomson – **Head Teacher**

Becca Wall

Mohammed Ahmed

Jo Tang

Sam Collins

Lou Stein

Oonagh Pierce

Peter Ptashko

Janet Guthrie

Rebecca Coombes

Kate Dunford

Anne Thierl

OTHERS PRESENT:

Helen Hill – Governor Support Clerk

	PRE-MEETING DISCUSSION: COMMUNICATION WITH PARENTS/CARERS	Action
	<p>The Head teacher reported that various modes of communication took place with parents, including:</p> <ul style="list-style-type: none">• Beginning and end of year meetings with parents individually to discuss the interests, issues, progress and annual reports of pupils and personal/social assessment;• the presence of a senior leader before school gave opportunities for parents to raise any concerns about their children;• every class had a meeting with the class teacher at the beginning of September;• teachers are available, and classrooms are open, at the beginning and end of each day to talk to parents;• reminders were sent to parents regarding any events/school trips that were taking place;	

	PRE-MEETING DISCUSSION: COMMUNICATION WITH PARENTS/CARERS	Action
	<ul style="list-style-type: none"> • half-termly letters went out to parents inviting them to contact the schools if they had any concerns about their children. <p>The next steps for improving communication with parents would be:</p> <ul style="list-style-type: none"> • considering email communication; • pupil reports reflecting on whether pupils were meeting national standards and parents being informed of the level of attainment their children were at; • more information being displayed on notice-boards around the school; • emphasising that, since National Curriculum levels had become non-statutory, levels of attainment had to be descriptive and diagnostic. (Parents could be asked what sort of reporting back they preferred); • LS suggested getting pupils involved in designing the school newsletter and that perhaps more use could be made of social media when communicating with parents. It was noted that parents had access to social media. 	
1.	APOLOGIES FOR ABSENCE	
	There were apologies from Tom Simon, Emma Clancey, Barb Turk and Sanne Meijrink.	
2.	DECLARATION OF ITEMS ON THE AGENDA	Action
	There were no declarations of interest.	
3.	MEMBERSHIP OF THE GOVERNING BODY	Action
	<p>KI reported that the reconstitution of the Governing Body had been completed.</p> <p>There could be further changes to the reconstitution of the Governing Body as was reported by the new Secretary of State for Education.</p>	

4.	MINUTES OF THE GOVERNING BODY MEETING HELD ON THURSDAY 7 MAY 2015 AT 7.00PM	Action
	The Minutes of the Governing Body meeting held on 7 May 2015 were AGREED as a true and accurate record.	
5.	MATTERS ARISING FROM THE GOVERNING BODY MEETING HELD ON THURSDAY 7 MAY	Action
5a.	<ul style="list-style-type: none"> • KI reported that the new Instrument of Government for the School Governing Body had been accepted and confirmed by Camden Local Authority. • Sam Collins, Parent Governor, would be joining the Governing Body Finance Committee. <p>Register of Interests</p> <ul style="list-style-type: none"> • KI reported that from 1 September 2015, Governing Bodies would be under a duty to publish on their website their register of interests. KI and HH to co-ordinate this. 	KI and HH
5b.	<p>The EYFS Policy</p> <ul style="list-style-type: none"> • This policy had been updated and would be reviewed after three years. 	Head teacher
5c.	<p>The Pupil Premium Policy</p> <ul style="list-style-type: none"> • The Pupil Premium Policy to be updated next term. 	Head teacher
6.	THE HEAD TEACHER'S REPORT (verbal)	Action
	<p>The Head teacher reported that:</p> <ul style="list-style-type: none"> • three new teachers had been appointed for Years 3, 6 and a job share in the Reception class for a maternity cover post; • attendance for the year was 95%; • there had been no exclusions or closures at the school since the last report; • there were 21 pupils with SEND in the school; • there were three pupils on Child Protection Plans; and • three pupils classified as Children in Need. 	

6.	THE HEAD TEACHER'S REPORT (verbal) (cont'd)	Action
	<ul style="list-style-type: none"> • New music stands had been purchased and were expensive but of high quality and sturdy. • It was reported that the phonics test results were high with a 78% pass rate, an improvement on last year's result of 60%. Staff were congratulated on these results. 	
7.	THE SCHOOL DEVELOPMENT PLAN	Action
	<p>The Head teacher reported on the main headlines of the plan.</p> <ul style="list-style-type: none"> • The school embedded the new National Curriculum from September 2014 into teaching and learning. • The pastoral care and well-being of pupils was a priority for the school. • All staff had received both internal and general training on the new National Curriculum requirements. • Classroom observations, professional development activity and pupil progress meetings had been successfully undertaken. • Core subject leaders and the Head teacher had reviewed all methods of marking and assessment procedures during the autumn term, and INSET had been provided for staff on assessment practices to ensure consistency across the school. • Subject leaders and SLT members had attended all Camden LA training and briefings on assessment. • The Pupil Progress tracker system used to track pupil attainment and progress for Year 1 to Year 6 had now been extended to track progress across the foundation stage. • 70% of the current Reception cohort had attained a 'good' level of development at the end of the academic year compared to 53% in the previous year. • Quality of marking, alongside diagnostic feedback to pupils about their work, was a key priority for the school. 	

7.	THE SCHOOL DEVELOPMENT PLAN (cont'd)	Action
	<ul style="list-style-type: none"> • In discussion, the issue was raised about the possibility of setting up a homework club in the school. It was confirmed that the Deputy Head would be consulting with pupils on what kind of after-school clubs they would find useful. • A one-to-one staff to student mentoring programme had been introduced and was being reviewed. • The school had worked towards achieving the Unicef Rights Respecting Schools Level 1 Award. • A Rights Respecting School Steering Group had been set up and each class had produced a class charter to be displayed in the classroom. • The school was working towards asking for a Level 1 assessment visit by the end of the spring term 2016. • The school's Behaviour Policy had been ratified by the Governing Body. • Improving aspects of the school's interior and external environment had been successfully achieved. • Inbuilt storage walls had been installed in one block of classrooms and were planned for the other. • A new sports area had been completed for the infant playground. • The improvement of the junior playground was an ongoing project. • Solar panels were to be installed on the hall roof during the summer break. • The school had successfully hosted four Teaching School Alliance Partnerships in the year. All of the students had completed successful placements. • Final attainment data had been collated and would be analysed by the Senior Leadership Team with a focus on teaching and learning. 	

7.	THE SCHOOL DEVELOPMENT PLAN (cont'd)	Action
	<ul style="list-style-type: none"> • In discussion, the Governors emphasised the importance of the quality of marking and assessment in the school. • Identifying best practice in assessment methods was crucial in improving teaching and learning in the school. • The Head teacher commented that the new Ofsted framework included a focus on new assessment and training procedures in schools. This had been identified as a priority in the School Development Plan. • Governors suggested that they needed to be briefed on the new Ofsted framework in readiness for the next inspection. The Head teacher to action. • The Head teacher emphasised how important pupil diagnostic feedback was in raising pupil entitlement. Subject leaders were identifying and tracking the achievement of a pupil in the school. • It was suggested that an update be given on how higher attainers were progressing in the school. • KI raised the issue as to who owned the pupil tracking data. The Head teacher confirmed that staff had an input into the data so were essentially involved in its production. • Governors commented that because the school was so good at music/drama, more opportunities could be explored with regard to getting external finances for creative activities. A steering group would be set up to look into this. • KI raised the issue of budget cuts and how these would impact on the school. Local authority cuts would mean that each school would need to consider how to meet the deficit which is predicted to be about £80,000 per annum. This had implications for staff retention. • PP raised the possibility of the school seeking external funding/sponsorship. • The Finance Committee to look at these budget implications more closely and to report back to the governing body. • The 2015-2016 School Development Plan would be brought to governors at the next meeting in October. 	<p>Head teacher</p> <p>Head teacher</p> <p>Head teacher and Sam Collins</p> <p>Finance Committee</p>

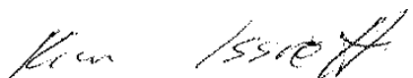
7.	THE SCHOOL DEVELOPMENT PLAN (cont'd)	Action
	<p>Teaching and Learning Observations 2014-2015</p> <ul style="list-style-type: none"> The Head teacher reported on the classroom observations in 2014-2015. The report was noted by the Governing Body. 	
8.	LOCAL AUTHORITY SAFEGUARDING REPORT	Action
	<p>The Head teacher reported that Stephen Fisher, the School's Professional Partner from Camden had undertaken a Safeguarding Health Check in April. The report highlighted how:</p> <ul style="list-style-type: none"> the school's safeguarding policy was on the school website as well as the behaviour, the anti-bullying and the e-safety policies; children and families were surveyed each year for their views on all aspects of safety at the school; the weekly Senior Leadership Team meetings and pupil progress meetings identified any issues relating to the children's well-being; the whistle blowing information displayed in the staffroom had been updated; the school was to get written evidence from all external providers stating that all their employees have been DBS checked; and a Governing Body training record would be recorded. <p>LS reported that his training with the Camden Safeguarding Board had indicated that new statutory guidance had been introduced in March on Safeguarding procedures. It was important to note this.</p> <p>It was suggested that Governors be trained in the new Safeguarding procedures.</p> <p>The Head teacher reported that Stephen Fisher's review of the school's Safeguarding procedures had been thorough and positive feedback and suggestions had been given for improving on these. The Governors were now aware of the updates.</p>	<p>KI and HH</p>

9.	EYFS BASELINE AND PROGRESS	Action
	<ul style="list-style-type: none"> • The Head teacher reported that, as outlined in the report on entry to nursery, children were assessed thoroughly in order to complete a baseline assessment in all 17 areas of the Curriculum. • Two further assessments were made in the year with final end of year judgement communicated to parents in July through the pupil annual report. • The tracking information was then passed onto Reception, where assessment procedures continued, with final assessments taking place at the end of June. • The pupils were assessed against the Early Learning Goals with the results submitted to the Local Authority in July. • The school's assessments were moderated through the Camden Early Years moderation sessions involving clusters of Camden schools. • KI commented that very good progress was being made in the Early Years Foundation Stage. • In answer to a question about gender differences, it was reported that on entry to the school there were gender differences in attainment but at exit these differences were fewer. On the whole the literacy levels in the school showed a marked improvement from baseline. 	
10.	THE BEHAVIOUR FOR LEARNING POLICY	Action
	<p>The Head teacher highlighted the main points from this policy.</p> <ul style="list-style-type: none"> • The policy emphasised that the school provided a caring, secured, stimulating environment. • The school used positive reinforcement strategies to improve behaviour. • The school aimed to resolve behaviour issues in a just and fair way. • The school had clear expectations of the parents and carers in terms of supporting the school in the management of unacceptable pupil behaviour when and if it occurred. 	

10.	THE BEHAVIOUR FOR LEARNING POLICY (cont'd)	Action
	<ul style="list-style-type: none"> • LS congratulated the SLT for producing such a clear and accessible policy. The Governing Body ratified the policy. • KI reported that the date for the renewal of the Behaviour Policy was 2018 and said that the format of the policy as presented was accessible and very readable. 	
11.	PARENT CONSULTATIONS	Action
	<ul style="list-style-type: none"> • The report presented to the Governors outlined how the governor/parent consultations were intended to ensure that parents and carers would be able to share their opinions and concerns about life at Fleet School. Three meetings were held and a total of nine governors took part. Many enthusiastic and positive comments were made about the school at these meetings. • Parents suggested that more effective communication could take place with them either through the website, on displays within the school or through other means. It was suggested that new parents to the school could be given a welcome pack with information on social and school events. • LS thanked OP for collating the responses from parents. Parents had been very vocal at the meetings. The main findings from the meetings were summarised in the report. • LS suggested that parents should be surveyed three times a year on issues that they want to raise with the school. • KI commented that a culture of 'complaints' should be avoided. On the whole, most parents commented on the warm and friendly ethos of the school. • The Head teacher agreed that if parents were surveyed more frequently, then their comments could be dealt with more efficiently. OP suggested that the results of the survey should be communicated in a letter to parents. • KI asked for a volunteer to co-ordinate the parent consultation meetings. OP volunteered. The meetings would be held on a voluntary basis. 	<p>Head teacher</p> <p>OP</p>

12.	REPORTS FROM COMMITTEES	Action
	<p>Personnel Committee</p> <ul style="list-style-type: none"> The Personnel Committee had met and discussed the staffing structure. New members of staff had been appointed. Following a review of the office functions, two posts, School Business Manager and Administration assistant were being give job re-evaluations. The office structure would be completed by January 2016. <p>Visits by Governors</p> <ul style="list-style-type: none"> The reports submitted by governors indicated how useful the visits had been. It was useful for governors to report back on any training that they were involved in. 	Head teacher
13.	ANY OTHER BUSINESS	Action
	There was no other business.	
14.	CONFIDENTIAL MATTERS	Action
	There were no confidential matters.	
15.	DATES OF NEXT MEETING	Action
	<p>Dates for the next meetings were:</p> <ul style="list-style-type: none"> Thursday 8 October 2015 Wednesday 2 December 2015 Thursday 28 January 2016 	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 9.30pm.

Signed:  Date: 8 October 2015

Kim Issroff, Chair of Fleet Primary School Governing Body