



Minutes of Governing Board held at Thirsk Community Primary School on Thursday 9 May 2019 at 6.15pm

Present: Richard Chandler(RC) (Headteacher), David Duffey (DD) (Chair), Karin Wilkinson (KW), Stuart Mountford (SM), Peter Egginton (PE), Nicky Kennedy (NK) and Richard Gladstone (RG)

Apologies: Jason Tazzyman (JT) (Vice Chair), Jayne Cooper (JC)

In attendance: Kate Gloag, (KG) (Teacher), Lillian Turner (LT) (Teacher), Michelle Burrell (MB) (Teacher), Sheila White (Clerk)

No 18/19	Item	Action
PART 'A' – Governance		
9.1	Welcome The Chair opened the meeting at 6.15pm and thanked Governors for attending.	
9.2	Apologies and determine whether absences should be consented to Apologies were received and accepted from Jason Tazzyman and Jayne Cooper.	
9.3	Remind Governors about Declaration of Interest There were no declarations of interest at this point in the meeting.	
9.4	Notification of any other urgent business There was no notification of any urgent business.	
9.5	Correspondence DD reported that he had sent out information to Governors on complaints training. There was no other correspondence to discuss at this meeting.	
9.6	Approve the Minutes from 1 April 2019 and confidential minutes <u>Approval</u> – The minutes of the Full Governing Board (FGB) meeting held on 1 April 2019, which were circulated to all Governors prior to the meeting, were deemed as a true record, with the agreed amendment and were duly APPROVED and SIGNED by the Chair, DD. <u>Amendment</u> at 8.10 Beth Lonsdale be substituted for Beth Chapman.	
9.7	Matters arising There were no matters arising.	
9.8	Governor Training There was nothing to report at this meeting.	
PART 'B' – School Improvement		
9.9	Headteachers Report The Headteachers report had been circulated to Governors prior to the meeting. RC highlighted the main issues from the report. Two significant changes in leadership are <ul style="list-style-type: none"> Kate Gloag has joined the team as Key Stage (KS) 1 lead and Maths across the school. This is a very positive appointment. 	

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- Unfortunately June Wilson (JW) Deputy Headteacher will be away from school until at least November 2019 and possibly January 2020. Now that the length of absence is clearer it is necessary to find additional support and RC has been putting plans in place. There will be an additional one day a week for SEN support from a member of Allerton School staff. She will work alongside NK on SEN only. MB will lead on reading. Heather Russell from North Yorkshire will provide six half day sessions to work with MB. The first of these half days will be towards the end of May and RC will attend that session. The additional costs will be covered by the insurance cover.

Governors Question (GQ): Is there a Governor lead on Reading? Yes DD who reported that he is pleased with these developments.

Ofsted Framework

RC circulated at the meeting a summary of the changes to the Ofsted framework. The school may be inspected this term but if not it will be under the new framework which comes into operation from September 2019. Ofsted are concerned that the wider curriculum has been neglected due to focus on outcomes and the new framework is intended to address this. Teaching learning and assessment is linked with outcomes to form a new category of 'Quality of education'. Personal development behaviour and welfare becomes two categories; 'behaviour and attitudes' and 'personal development'

GQ: Do we know how behaviour and attendance will be assessed? Yes this is on page 2 and is assessed as part of the 'three i's' intent, implementation and impact.

Essentially a school is expected to design its curriculum appropriate to the area it serves and will be assessed on how effectively it delivers this. RC noted that it is misleading to think that outcomes will be of lesser importance.

RC intends to ensure that curriculum leaders within the school are upskilled to deal with the new framework. It may be that Governors are asked to look at becoming a curriculum leader in future.

Other issues to note, after school provision will be important, and not just relating to sport. FBV stands for fundamental British values and is an important concept in personal development. RC will be ensuring personal development is rigorous throughout the school.

Leadership and management remains similar with the addition of staff workload and well-being.

GQ: Who is picking up staff workload and well-being as JW leads on this? RC will be looking into this.

Development of curriculum intent is schema based and RC is confident this is similar to the way the school currently operates on a theme basis. It may be helpful in future for a Governor to take a lead on this. RC is approaching this proactively and intends to be on the front foot by the end of this term.

The Governors APPROVED the proposed curriculum intent.

Sports

Some data on the sports premium table has been omitted and RC will upload the correct figures on to the shared drive for Governors. RC highlighted the successes in sports competitions this year.

Staffing

Miss Payne will be leaving in September. There may be other changes as the 'transfer window' is still open. It will be clearer after half term what other changes, if any, may occur. In the meantime the only definite for September is that LT will take Year 5, all else is to be decided once personnel is known.

Head

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	<p><u>Personal development and Safeguarding</u></p> <p>Following a spike in the tracker last term the figures are down considerably which is good news. KS1 is now significantly calmer and much more settled. SEND figures are still quite high but have decreased. RC drew the Governors attention to bullying and prejudice based incidents figures.</p> <p>GQ What can we do if bullying takes place outside school? Where it is picked up in school including in the playground it is dealt with robustly and parents involved as necessary. CPOMS means that incidents are logged and we are building up useful data for preventative work.</p> <p>There has been an increase in eSafety incidents and RC advised Governors that this may well be a growing issue.</p> <p><u>Attendance</u></p> <p>Attendance is not as strong as usual. At this stage attendance figures are usually high, so the anticipated increase in holiday absence in the summer term does not drag the figures down too much. The figure is currently under 96% and that is concerning. The school is doing everything within its power to address this. Research of cpoms identified a problem with pupil premium attendance. This has been addressed with a number of legal letters issues. Attendance has now improved.</p> <p>GQ: Do we need to freshen up the reward scheme? Yes, this will be looked at with the school council.</p> <p>GQ: Can we encourage parents? In the main it is not a question of children avoiding school and so encouraging parents is already on the radar. Letters are sent and support offered. The option of termly or yearly raffle prizes for bigger items such as free rides at the festival was discussed as an incentive for pupils and parents.</p> <p><u>Fencing update</u></p> <p>Two further quotes were received and the local authority are happy for the go ahead to be given to the lower of the two. Ken Wood (ex governor) is happy to help oversee this and the work will take place over the summer holidays.</p> <p>There has been an incident with a child receiving injury from playing on school equipment outside of school. The equipment had been safety checked and all other processes were followed.</p>	
9.10	<p>Progress against SDP Priorities</p> <p>It was agreed that this item would be discussed prior to the rest of the Headteachers report to enable the staff team to leave soonest.</p> <p>MB, LT and KG each highlighted the main issues and took questions relating to their subject areas.</p> <p><u>Termly data Summary and Evaluation for Reading 2019 Spring Term</u></p> <p>The termly data summary and evaluation for reading had been circulated prior to the meeting and MB circulated an updated action plan and highlighted the following:</p> <ul style="list-style-type: none"> • MB had undertaken a learning journey book scrutiny and examined data online. These both show that staff are evidencing pupils progress. • It is pleasing that parents are now logging on regularly to review progress. • Staff training on Tapestry for data analysis has taken place. <p>Actions for the summer term include</p> <ul style="list-style-type: none"> • monitoring the delivery of book work • monitoring the different types of interventions in class • further developing the transition plan for year 1 <p><u>Nursery</u></p> <p>35% of children are on track to go into reception at 40-60 in Prime Areas. Prime Areas are communication and language, Physical education and PSE. This is the higher of the possible bands and has increased from 27%. Girls outperform boys and unsurprisingly autumn born children are still in advance of those born in the summer.</p>	

GQ: Is the 35% likely to improve in the summer term? Yes. It has been evidenced that if the prime areas are targeted this translates into other areas such as reading and writing.

Reception

62% of children are on track or better for Good Level of Development (GLD). This compares with 47% previously. Again girls are higher than boys. 4 children attaining GLD will increase the figures to be on track.

GQ: What happens to the children who are not within that targetable bracket?

All children are supported to reach their full potential, for some children this won't translate into a higher GLD. Attendance can be an issue in nursery. As the attendance protocol doesn't apply to under 5's there is little that can be done if children do not attend but it may affect their development.

GQ: Can we show good progress? Yes, for example of the pupil premium (PP) boys significantly below GLD all have made progress.

Termly Data Summary and Evaluation for Writing 2018/19 Spring term

The termly data summary and evaluation for reading had been circulated prior to the meeting and LT circulated a short summary and highlighted that in the spring term she has:

- ensured talk for writing (T4W) has taken place throughout the school
- ensured the delivery of planning, assessed the quality of assessments, undertaken book trawls and on quality of writing to maintain standards across the curriculum.

Actions for the summer term include:

- an overview of early years and year 1 writing
- completing a learning walk for all year groups
- working to improve levels further in year 5
- look further at year 2 non SEN who are currently not at expected standards in order to establish needs and plan for year 3.

Year 1

LT is not concerned about year 1. PP are still low in key stage 1 and boys are lower than girls. However PP and SEN aren't far off the required level and the numbers are small.

Year 2

There has been a small increase in all categories. This cohort is not at national standard. Lesson observations are good, books are outstanding but there is a lot of catching up to do as the cohort were a long way behind when they came in to school. As mentioned above LT will focus on this cohort this term.

Year 3

There has been a small increase in results, PP increased 5%, others down 1%. Boys are weaker than girls although this isn't the same in all year groups. (Year 4 is different). The classroom monitor assessment has been correct and this feeds into planning. LT will check towards the end of term that this planning has translated into action. There are no concerns about this year group.

Year 4

The figures are satisfactory. Greater depth is improving in PP although there is more work to do.

GQ: 12 girls this term, 13 last term, has a girl dropped out? Yes a girl has left the school.

Year 5

Progress remains steady. LT has worked intensively with this group this term. Examining timetabling and the greater use of Teaching Assistants (TAs) will be looked at this term.

GQ: Will this group get there? We are doing everything we can, significantly more staff resources are now focussed on this group. LT believes the changes made and future plans will result in ongoing progress.

GQ: Did this group make progress in year 4? Yes, some children have more issues now than previously and there has been a change in pupils.

Year 6

This cohort has improved over their school career. They were just 28% GLD at reception. There is a high number of SEN. This cohort were moderated by the local authority last term at one days notice, the results were satisfactory.

The key objective across the whole school in writing is spelling. Regular spelling tests are not recommended, it is more important for children to be able to show their spelling in their work.

Termly Data Summary and Evaluation for Maths 2018-19 Spring Term

The termly data summary and evaluation for reading had been circulated prior to the meeting and KG highlighted the following:

Year 1

Analysis

- attainment for all pupils remains high in comparison to GLD data (67%)
- there is a small decrease in attainment by all pupils as a result of mobility
- Girls out perform boys. There are a higher proportion of SEN boys in this cohort
- PP children attainment is higher than non PP
- non SEN attainment is strong (95% pupils achieve age related expectation ARE)

Resulting Actions

- complete a book scrutiny of boys maths books
- complete a pupil voice with boys in maths
- continue with daily interventions to increase % of pupils achieving ARE from 72% to 75%

Impact

- Daily interventions targetted at PP children have had a positive impact with PP outperforming non PP.

Year 2

Analysis

- boys continue to outperform girls
- progress for all pupils requires improvement
- progress for girls is inadequate. This is as a result of a high proportion of SEN pupils in this cohort being girls
- progress and attainment for PP is low.

Resulting Actions

- complete case study review on Key stage 1 data to highlight the specific nature of additional needs
- provide more support for all children working below the expected standard
- rigorous monitoring of teaching standards by maths lead and support given accordingly

Year 3

Analysis

- progress for all pupil is requires improvement (RI). This is as a result of coverage
- boys attainment is significantly higher than girls
- progress for PP remains higher than non PP
- percentage of children achieving at or higher has dropped slightly due to mobility

Resulting Actions

- analyse coverage by looking at long term maths plans
- analyse girls maths data
- conduct pupil voice with girls in maths

Year 4

Analysis

- boys outperform girls
- however girls have made better progress than boys

	<ul style="list-style-type: none"> • PP made good progress • progress overall RI • attainment in Pp pupils needs to rise and is a target for summer term <p><i>Resulting Actions</i></p> <ul style="list-style-type: none"> • analyse maths data • conduct PP book scrutiny • conduct pupil voice with PP children <p><u>Year 5</u></p> <p><i>Analysis</i></p> <ul style="list-style-type: none"> • progress for all is RI. This is due to coverage • percentage of children at GLD considerably lower than national standards • progress for PP remains lower than non PP • there are no children that have made better than expected progress <p><i>Resulting Actions</i></p> <ul style="list-style-type: none"> • monitor year 5 planning across the summer term • complete a book scrutiny across all groups • conduct half termly maths observations <p><u>Year 6</u></p> <p><i>Analysis</i></p> <ul style="list-style-type: none"> • progress for all pupils is good • progress for SEN is inadequate • attainment is GLD boys and girls • PP have made good progress compared with non PP. However PP attainment remains lower than non PP • attainment for all pupils reaching at or above is lower than the autumn term • predicted attainment is below national average but above 2018 end of key stage maths outcomes <p><i>Resulting Actions</i></p> <ul style="list-style-type: none"> • complete book scrutiny for PP pupils <p>On behalf of the governors DD thanked the teachers for their detailed updates.</p>	
	MB, LT and KG left the meeting at 7.20pm	
9.11	<p>Outcomes of External Evaluation</p> <ul style="list-style-type: none"> • Donna Makepeace has sent a draft record of her visit. Once finalised this will be brought to the next Governors meeting. • Terry Bland has undertaken a health and safety walk round the school. A draft report has been received and RC will bring the final report to the next meeting. 	Head
9.12	<p>Feedback from Link Governors</p> <p>DD has been into school to audit the operation of CPOMS used as a tool to identify trends and patterns. DD reported the system works well.</p>	
9.13	<p>Safeguarding / Child Protection</p> <p>This is reported at 9.9 above under Headteachers report.</p>	
PART 'C' – Other		
9.14	<p>Policies</p> <p>The following policies were circulated to Governors prior to the meeting</p> <ul style="list-style-type: none"> • Freedom of Information Policy <p>This is a standard policy from the information Commissioners Office.</p> <p>GQ: 2018 is the date at the end of the file title. Is that correct or should it be</p>	Head

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	<p>updated to 2019? RC will check up.</p> <ul style="list-style-type: none"> • Educational Visits Policy <p>GQ: It is stated that Governors are notified of visits? Following discussion it was agreed that Governors are not required to be notified of ongoing routine visits e.g. to the swimming baths but that since the governors meet monthly a short note will be included on each agenda to advise of other visits.</p> <p>With the above provisos all Governors AGREED to approve and adopt these policies.</p>	
9.15	<p>Governor Vacancies</p> <p>DD reported a potential new Governor with skills useful for the school.</p>	
9.16	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Governors have reviewed data and are informed of progress and plans. 	
9.17	<p>Next meeting 3 June 2019 at 6.15pm</p> <p><u>2019 Meeting Dates</u></p> <p>3rd June 2019</p> <p>15th July 2019</p>	
9.18	<p>AOB</p> <p><u>Training records</u></p> <p>Governors were reminded to upload any training undertaken to the shared drive to ensure records are up to date.</p> <p><u>Building work</u></p> <p>GQ: How is the school managing with the noise from neighbouring building work? RC has been in contact and requested risk assessments. He has been assured that the last day of noise will be next Monday 13 May. Pupils appear unaffected.</p>	
Nikki Kennedy left the meeting at 8.20pm		
9.19	<p>Confidential Item – Staffing Updates/School updates</p> <p>Confidential item, please refer to the confidential minutes.</p>	
Date of next meeting 3 June 2019 at 6.15pm		
<p>Please note: The colour coding above links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.</p> <p style="text-align: center;">There being no other business the Chair closed the meeting at 9pm</p>		

Signed:

Date: