

# Rye Community Primary School Local Governing Board

16 January 2017

## MINUTES

A meeting of Rye Community Primary School Local Governing Board was held on Monday 16<sup>th</sup> January 2017 at 4.30pm at Rye Community Primary School.

**PRESENT:** Niki Stuart (NST), [Chair]; Martin Dilworth (MDI), John Hart (JHA), Jane Howard (JHO), Gwyn Williams (GWI).

**In Attendance:** Sam MacNicol (SMA), Sally Welch (SWE), [Clerk].

**ACTION BY:**

### **1. Welcome and Apologies**

- 1.1 a) The chair welcomed everyone to the meeting. There were no apologies as all members were present.
- b) The hiatus in governing board meetings since July was noted. The trust board had initiated a review of the trust's governance structure in the period September – December 2016 which had encompassed the functions and remit of all governing boards. Discussions with governors under that review had determined that the trust should retain two local governing boards – for Rye Primary and Rye College & Studio School, respectively. These boards were now active again.
- c) The trust wishes to encourage and embed a collaborative approach to governance and will look to develop appropriate opportunities for governors to meet together through shared meetings and training and development etc.

### **2. Review of Agenda**

- 2.1 The agenda was reviewed and the following item added: Competency Framework. This would be covered under agenda item 17 (Governor Updates).

### **3. Declarations of Interest**

- 3.1 None declared in relation to the business of this meeting.

### **4. Minutes of the Meeting of 15<sup>th</sup> July 2016**

**A copy of the minutes was circulated with the agenda.**

- 4.1 The minutes were signed and accepted.

### **5. Matters Arising from those minutes not on this agenda**

#### **5.1 Election of Chair**

- 5.1.1 The clerk sought ratification of NST's election as chair for 2016-17 (Minute 8).
- 5.1.2 NST's election as chair for 2016-17 was carried in the meeting by unanimous agreement of all members.

### **6. Membership Update**

#### **6.1 Renewal of appointments**

- 6.1.1 The following appointments of members were renewed for a further 4-years: MDI, JHA, Clerk  
NST, GWI.

## **6.2 Election of Vice-Chair**

6.2.1 The chair invited nominations in the meeting.

Nominee(s)

JHA & MDI

Proposed

NST

Seconded

GWI

6.2.2 JHA & MDI were elected as (joint) vice-chairs for 2016-17.

## **6.3 Election of Parent Governors**

6.3.1 The timeline for the election process for the two parent governor positions was noted.

## **7. Code of Conduct and Terms of Reference**

**A copy of the Code of Conduct and Terms of Reference was circulated with the agenda.**

- 7.1 a) The 2016-17 Code of Conduct was accepted.  
b) The terms of reference were noted and accepted.

## **8. Chair's Report/Actions**

8.1 The chair updated the meeting on visits in school.

## **9. Meetings Calendar**

**A copy of the meetings calendar (LGB and Trust Board) was circulated with the agenda.**

- 9.1 a) The schedule of governing board meetings was noted and agreed.  
b) The schedule of trust board meeting dates was noted in respect of the role of the trust board in holding the headteacher and local governing boards to account on school improvement and performance. The reporting line to the trust board will be via reports presented by the chair and headteacher at trust board meetings.

## **10. Pupil Progress**

**A copy of the term 2 progress data was circulated to governors for the 19<sup>th</sup> December 2016 Education Committee meeting.**

- 10.1 a) The headteacher reported there were no changes to report to this meeting on the data previously circulated. The headteacher updated the meeting on the development of new 'grab files' for each class which ensures that teachers have detailed baseline data for all pupils within their class to support improved outcomes for all pupil groups from their different starting points.  
b) Two rounds of pupil progress meetings have taken place. These meetings demonstrate that progress is being made but the school needs to be able to evidence this in a systematic way.  
c) Governors questioned teaching quality in relation to improving pupil outcomes. The headteacher reported the school assesses teaching quality to be (100%) good overall. The importance of marking and feedback in driving progress is a current focus for CPD as discussed at the recent staff meeting. The school is participating in peer moderation with other schools locally to test and validate assessment processes. The meeting discussed

the importance of teachers maintaining a dialogue with pupils to ensure the children understand what they are required to do and how they can progress.

d) Governors challenged whether marking and feedback protocols are being applied consistently across the school. A governor gave anecdotal evidence of this not being the case. The headteacher reported that middle leaders have developed a set of expectations (non-negotiables) on marking and feedback which are being rolled-out to staff next week.

e) Governors raised progress of vulnerable groups as an agenda item for the next meeting. It was agreed to invite the Inclusion Manager to attend for this item.

## **11. School Improvement Plan (SIP)**

**A copy of the School Improvement Plan was circulated to governors for the 19<sup>th</sup> December 2016 Education Committee meeting. The document was being updated and would be circulated for the next meeting.**

11.1 a) The headteacher reported on the visit of Jonathan Rowsell – Consultant, SLES, on 13<sup>th</sup> January 2017. In feedback, JRO had commended year 2 maths engagement and the Talk for Writing programme. He had made suggestions on the format of the SIP and the SEF which the headteacher confirmed will be actioned in the next iteration of these documents and presented to governors to review. It was also planned to share the updated SIP and SEF with Claire Roberts (ESCC SLES). The headteacher's view is that the available evidence supports the judgement of 'good' in the school's self-evaluation but, as discussed, for this to be secure, attainment must improve. The written report of the visit would be brought to the next meeting. The next visit date has been agreed for Wednesday 15<sup>th</sup> March to validate judgements on teaching and learning. The chair and vice chair(s) are invited to attend the feedback.

b) The school is continuing to focus on developing a greater emphasis on daily writing across all classes and incorporating Talk for Writing protocols across the school. Drive for Literacy had visited the school earlier today and had taken part in a learning walk. Governors asked if the school is taking part in the 500 words project. The headteacher confirmed the school is encouraging all pupils to take part and sought governors' support to judge the submissions which would also provide governors with an opportunity to scrutinise standards of writing across all year groups. This was welcomed by governors.

c) Governors queried progress on establishing the library. The headteacher confirmed this is ongoing.

d) in addition to the areas discussed above, members noted the work ongoing around Ofsted preparedness, Growth Mindset, developing a learning ethos within the classroom to support the children to become confident, independent learners.

## **12. Headteacher's Report**

12.1 There was no written headteacher's report on this occasion as matters for report are covered in other business.

## **13. Safeguarding**

13.1 NST gave an update on the work of the safeguarding group which has been established to give focus to safeguarding matters across the trust and includes representative membership from all relevant areas, including the nursery. The group is formulating several proposals which will be put to the trust board. These include, the acquisition of a new online management information system for recording child protection and safeguarding concerns (MyConcern) and new, full-time appointment(s) for Family Liaison/Welfare Officer(s). These proposals recognise the impact on senior staff time from the rising number of child protection/safeguarding referrals/issues.

#### 14. Rye Education Improvement Partnership (EIP)

- 14.1 The headteacher is the current chair of the EIP and reported that the EIP has been awarded a grant of £10k to establish an Early Years Excellence Hub. The school is accessing speech and language therapist support through the EIP for EYFS. The EIP is developing materials to be used by health visitors and practitioners within nursery settings to promote speech and communication as early as possible. The EIP is working with Frewen to develop understanding of dyslexia and earlier intervention and support for children identified as being at risk of dyslexia.

#### 15. Link Governor Responsibilities

- 15.1 a) It was agreed to appoint link governors to understand, oversee, monitor and report on specific aspects of the school improvement plan. This will enrich the whole governing board's understanding of their particular area and contribute to informed decision making.  
b) Link governor responsibilities were agreed as follows:

- MDI – Pay
- JHA – Pupil Premium & Sport Premium
- GWI - Assessment
- NST - Safeguarding & Chair
- MDI – Pay
  
- ALL – Curriculum & Pupil Progress
  
- SEND, SMSC, EYFS – to be agreed

c) Each link governor will have a named member of staff as the lead contact for their area. These were agreed in the meeting.

*[Clerk's note: governor link allocations have been reviewed by the headteacher to incorporate new parent governors. The revised allocations have been distributed and will be ratified at the next meeting].*

#### 15. Governing Body Monitoring Plan

**A copy of the school visit policy was circulated with the agenda.**

- 15.1 a) The school visit policy and record pro-forma was agreed.  
b) It was agreed that link staff and governors would meet before the next meeting.

ALL

#### 16. Attendance Policy

**A copy of the Attendance Policy was circulated with the agenda.**

- 16.1 a) The headteacher reported that the policy has been updated by Susie James (Attendance Officer) in the light of recent ESBAS training Susie has attended. The headteacher is meeting Susie James regularly to identify pupils who are cause for concern re absence and persistent absentees are being referred to ESBAS for follow-up.  
b) Governors asked if there is evidence of parental collusion around attendance. The headteacher reported that the school's analysis of achievement of Early Learning Goals suggests that attendance is a factor for children who do not achieve their goals.  
c) Governors asked about the processes in place to ensure parents/carers are made aware of their legal obligation to ensure their children attend school. The headteacher confirmed the school is issuing regular reminders to parents/carers on attendance matters. The Home School Agreement which all parents/carers are required to sign sets out clearly expectations around attendance.

- 16.2 a) The attendance policy was agreed.  
b) Governors asked for a report on attendance of vulnerable groups to come to a future meeting.

JHO

## **17. Governor Training**

**Material on governor training opportunities was circulated with the agenda.**

- 17.1 It was agreed that governors would review the material to identify any training requirements in respect of their link governor roles and contact the clerk.

## **18. Governor Updates**

- 18.1 a) Updates from ESCC and KCC Governor Services were distributed for information, with additional material:

- Governance Handbook – January 2017 (DfE)
- Competence Framework – January 2017 (DfE)
- Improving Governance – DfE
- Online safety in schools & colleges: questions for the governing board

b) There was vigorous debate in the meeting about DfE expectations on governing boards as set out in the Competency Framework.

## **19. Any Other Business**

### **19.1 Casual Admissions**

- 19.1.1 The headteacher informed governors that the school is receiving a high number of casual admissions (5 in the last week of term 3, with another 2 in process). These were families moving into the area.

### **19.2 Nursery**

- 19.2.1 Noted: future use(s) for the old Pugwash Nursery were discussed which include plans to utilise the space as a creative hub for art and music.

## **20. Date of Next Meeting**

- 20.1 Noted: that the LGB would meet on Monday 20<sup>th</sup> February 2017 at 4:30pm in the headteacher's office.

*Meeting closed: 7.35pm*