

Rye Community Primary School Local Governing Board

20 March 2017

MINUTES

A meeting of Rye Community Primary School Local Governing Board was held on Monday 20th March 2017 at 4.30pm at Rye Community Primary School.

PRESENT: Niki Stuart (NST), [Chair]; Martin Dilworth (MDI), John Hart (JHA), Jane Howard (JHO), Kaylie Kist (KKI), Helen Mucci (HMU), Gwyn Williams (GWI).

In Attendance: Kelly Martin (KMA), Deputy Headteacher, Sally Welch (SWE), [Clerk].

ACTION BY:

1. Welcome and Apologies

1.1 The chair welcomed everyone to the meeting.

2. Declarations of Interest

2.1 None declared in relation to the business of this meeting.

3. Matters of an urgent nature

Governor Area Forum Update

3.1 a) The chair reported on issues discussed at the governor local area forum on 16th March 2017. Papers were distributed in the meeting – Ofsted briefing and Apprenticeship Levy/Public Sector Apprenticeship Targets. (Attached in full to these minutes).
Clerk's note: The CEO will develop a trust response re apprenticeships/training for internal consultation.

4. Minutes of the Meeting of 27th February 2017

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 **Minute 3.1 (b):** the chair asked that the areas for development identified in the last Ofsted inspection be added to the grab files which are under development. HT/Clerk

Confidential matters arising – see confidential minutes (Annex A).

6. Outcomes for Pupils

The headteacher presented school target data for Year 2 and Year 6 (attached to these minutes). The data was reviewed in the meeting.

6.1 a) **EYFS:** In response to a question on comparative data for last year re good level of development, the headteacher reported the 2015-16 headline was 73% against 76% indicated in this data. The school is targeting 80% this year.

6.2 KS1:

a) The percentage of children working at greater depth in reading, writing and maths is approaching 50%.

b) Governors challenged school action to show progress for children recorded as SEN. The headteacher responded that this analysis will be available in FLiC (report to next meeting).

c) Governors challenged the continued need for school action to close the gap between the disadvantaged and not disadvantaged cohorts.

6.3

KS2:

- a) The headteacher advised the meeting of Year 6 writing moderation.
- b) Targeted intervention plans are in place for 30 pupils aimed at raising reading, writing and maths to expected levels. These plans are regularly reviewed for impact and to identify further action(s) required.
- c) National expectation re greater depth is much clearer this year but much more challenging with respect to pupils' ability to write with greater formality.
- d) MDI challenged the gap between disadvantaged and non-disadvantaged. The headteacher advised the school has received a request to admit a child who will not achieve expected levels which will impact outcomes (each child is worth 2%). This was noted but governors were agreed on the moral imperative of the school's inclusive ethos.
- e) Gaps in the curriculum are being identified and teachers are working together across year groups to ensure the children are supported in their learning to transition to the next year group with ease.
- f) Governors challenged whether the combined targeted 58.8% for Reading, Writing and Maths is expected to rise. The headteacher advised this is the predicted highest outcome and may drop to 56% as a consequence of the admission referred to above. The head and deputy advised they are expecting the school to be in line with national average this year (last year 53%).
- g) The chair reported she has attended recent pupil progress meetings and has carried out a book scrutiny to look at reading and writing. She was impressed with the standard and quality of work in Year 6 books which also evidenced that staff are adhering to school marking policy and protocols. Books sampled had not contained evidence of extended writing. The headteacher distributed material on the Primary Writing Project (PWP) and the meeting discussed how involvement in PWP is impacting on standards and progress in writing across the school. The headteacher advised PWP is the focus of school INSET on 24th March.

7. School Improvement

A copy of the School Improvement Plan (SIP) was circulated with the agenda and reviewed in the meeting.

7.1

- a) The headteacher advised the visit by Jonathan Rowsell, SLES, scheduled for 15th March has been postponed to 19th April.
- b) The SIP has been updated following changes recommended by Jonathan Rowsell. The RAG rating is now included at the front of each section adopting the format of the SEF. Two additional columns have been added – for monitoring and evaluation.
- c) There was general discussion of the document and specific actions assigned to governors and the timeline.
- d) **P18:** The meeting discussed the mechanisms for evaluation indicated against this priority. It was suggested governors' attendance at children's leadership meetings should be added. HMU queried whether the Friday Sports Club could be opened up to other parents and children if there are places and suggested that the club focus may put off some parents who might otherwise benefit by attending. The headteacher responded that feedback from the children indicates they valuable this time with parents/carers but the school is open to other parents attending on an occasional basis when there is space.
- e) **P20:** The meeting discussed ways in which the school can encourage attendance/punctuality beyond the mechanisms already in place. Governors' letters to parents/carers to encourage attendance and punctuality were suggested.

Rye Community Primary School – Local Governing Board – 24th April 2017

Initials:

HMU suggested engaging the PTA to support school efforts. MDI suggested the school target action towards parents who are persistently late.

Lesson Observation Tracking

Lesson observation tracking data for Terms 1-3 was presented and reviewed in the meeting.

- 7.2
- a) The headteacher advised the observation judgements are triangulated with outputs from book scrutiny/pupil voice/pupil progress.
 - b) The chair challenged on an overall trend observed towards fewer outstanding lesson observation judgements across terms 1-3. In reviewing the data, governors correlated lesson observation judgements to pupil progress and challenged school action for year groups in which pupil progress is indicated as RI.
 - c) The headteacher advised that an RI judgement for pupil progress indicates pupils are still not making enough progress to reach expected level. In some cases, this reflects under-assessment on the part of the teacher. Generally, SLT are working to raise teachers' expectations across all classes and where individual teachers are identified as requiring support with respect to assessment, this is being put in place. The headteacher advised that this work should be expected to show impact in term 5.
 - d) In response to a question on lesson observation policy, the headteacher advised that observations are carried out by the head and deputy. The headteacher advised that the focus of Jonathan Rowsell's visit on 19th April is to validate the school's judgements on teaching and learning.

8. Headteacher's Report

The headteacher's report was distributed in the meeting.

- 8.1
- a) Governors congratulated staff named in the report on CPD achievements. The headteacher advised that the school is back-filling with trusted supply when staff are out supporting other schools. MDI challenged whether this is the best use of school resource. The headteacher responded that school-to-school support has value for individual staff development and mutual support and exchange of ideas etc.
 - b) The latest update on attendance was discussed. A report on persistent absence was distributed and reviewed in the meeting. The chair challenged the figure presented re unauthorised absence (0.8%) in relation to the number of persistent absentees (61) and asked for a further breakdown of this and categories of authorised absence (5.1%) – illness, holidays, etc. Governors asked for benchmark data for other schools locally if this is available.
 - c) The meeting discussed the option for the trust to move away from East Sussex term dates which could benefit parents employed in the leisure/tourism industries locally.
 - d) The headteacher invited governors to attend Persistent Absentee meetings to triangulate the data and reports presented to the LGB.

9. Governor Monitoring

Copies of governor monitoring reports from KKI & HMU and JHA were circulated with the agenda. A report from GWI was distributed in the meeting.

- 9.1
- a) The reports were reviewed in the meeting.

Rye Community Primary School – Local Governing Board – 24th April 2017

Initials:

b) It was agreed that governor monitoring in term 5 should cover the actions for governors in the SIP (reviewed earlier in the meeting).

10. Safeguarding

- 10.1 a) The chair reported she has reviewed the safeguarding files to triangulate the reports to the last meeting on the rise in safeguarding referrals (increased from 11% in 2015-16 to 33% last reported figure in December 2016). NST reported the files indicate some difficult and complex cases. Some of the 'pinks' were reviewed as notes and NST suggested the school look at administrative time spent on recording notes in this way.
- b) Further analysis is required of the factors contributing to the apparent disproportionately large number of safeguarding issues in the school. HMU challenged on school early intervention strategies and these were discussed. KMA advised that the inaccessibility of support from external agencies is contributing to the workload on the school. The school has been praised for its approach to keeping the children safe but this inevitably carries a cost in relation to staff time.
- c) The chair queried the lack of progress in procuring 'My Concern. KKI advised this expenditure has been approved subject to the Safeguarding Group identifying a named lead to be responsible for development of the project management plan. Governors asked if this could move forward as a matter of urgency.
- d) KKI advised that the timescale for consideration of the FLO post(s) is in Phase 2 of the restructure and subject to affordability. MDI challenged on the need for short term action to address time spent by the head and deputy on safeguarding matters. KMA advised the importance of the DSLs maintaining oversight of reported concerns but consideration could be given to delegating some tasks.
- e) The headteacher advised the family support worker has been taken out of the budget for next year due to affordability.

11. Any other business

- 11.1 a) On behalf of the board of trustees, the chair advised the need to develop an absence management plan for SLT.
- b) Consideration should be given to the development of a governors' portal (cloud based).

12. Celebrating Achievements

- 12.1 This had been discussed under item 8.1.

13. Communication

- 13.1 It was agreed to defer this item to the next meeting due to time constraints.

14. Date of Next Meeting

- 14.1 Noted: that the LGB would meet on Monday 24th April 2017 at 4:30pm in the headteacher's office.

Meeting closed: 7.30pm

Rye Community Primary School – Local Governing Board – 24th April 2017

Initials: