

Rye Community Primary School Local Governing Board

27 February 2017

MINUTES

A meeting of Rye Community Primary School Local Governing Board was held on Monday 27th February 2017 at 5.00pm at Rye Community Primary School.

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

APOLOGIES: Martin Dilworth (MDI).

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. Apologies were accepted from Martin Dilworth.

2. Declarations of Interest

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

3. Matters of an urgent nature

3.1 a) The headteacher advised that the proposal to set up a governor forum within Rye EIP will not be taken forward due to a lack of support. Funding streams to sustain EIP activity next year and beyond were discussed.

b) Governor 'grab files' are to be developed which will contain key headlines/data/information to assist governors to feel confident in relation to being 'Ofsted ready'.

c) The trust is exploring options for governance support available through the National Leaders of Governance network.

HT/Clerk

4. Minutes of the Meeting of 16th January 2017

A copy of the minutes was circulated with the agenda.

4.1 **Minute 16.1:** the meaning of 'parental collusion' was queried. The headteacher explained this relates to the school being aware, in a limited number of cases, of parents allowing their children to be absent from school. The school has processes in place to identify, monitor and intervene where absence is a cause for concern. The impact of absence on children's progress and attainment was discussed.

4.2 The minutes were signed and accepted.

5. Matters Arising from those minutes not on this agenda

5.1 **Minute 19.2.1:** the temporary utilisation of the old nursery to accommodate the project team who are working on the transformational change plan was discussed, alongside the anticipated requirement for decant space for Rye College during building works. It is unclear at this stage what impact these developments will have on the location of art and music therapy provision in the longer term and this needs to be discussed with the trust. The school is using the Children's Centre as much as possible but this is not a suitable alternative location for art and music therapy.

HT

6. Curriculum

Kelly Martin presented a curriculum overview in the meeting (copy of presentation attached to these minutes).

A copy of the 2016-17 curriculum learning journeys was circulated with the agenda.

6.1 It was agreed that governors would like to look at science in more depth as the next area of curriculum focus (date tba). KMA

7. Review of School Improvement Progress

A copy of the SES and SLES Adviser visit report of 13th January 2017 were circulated with the agenda. A school handout celebrating successes and improvement priorities was distributed in the meeting.

7.1 a) The headteacher advised the updates to the SIP following the adviser visit were not yet complete and will be reviewed at the next meeting. HT

b) The recommendations in the report of the adviser visit were discussed. JHA asked for the school's response to the school categorisation indicated in the report. The headteacher advised this relates to the need for the school to develop systems to accurately capture current attainment and progress in order to securely evidence that outcomes for pupils are good. The school is developing systems to meet this requirement, track pupil progress across terms and set aspirational targets for all pupils. KMA advised the new class profile sheets are improving the precision with which teachers are able to measure the progress of children in their class and progress evidence is further supported in outputs from pupil progress meetings, book scrutiny etc. The headteacher advised governors may find it useful to review exemplar test material available on the government website as an illustration of the rising level of challenge for pupils with regard to meeting age related expectations. ALL

c) The headteacher asked whether all school actions set out in the report would be closed out by the 15th March (2017) deadline and this was confirmed.

d) The headteacher was asked whether the school will achieve national expectations this year in relation to pupil outcomes. The school is not fully confident at this stage of meeting national targets for reading, writing and maths. School action around intervention strategies was discussed, including maths boosters, group intervention plans, workshops for year 6 pupils and parents. Pupil progress data would be reviewed at the next meeting. HT

e) It was agreed to arrange a book scrutiny (date to be agreed) in order for governors to triangulate the impact of the marking and feedback policy on pupil progress. HT

f) In discussion of the SES, the headteacher advised school action on raising teachers' expectations around pupil progress is having impact.

g) The term 4 adviser visit (15th March) will focus on externally validating the school view of quality of teaching and learning (which is that 100% of teaching and learning is currently good or better) through completion of joint lesson observations alongside the headteacher and deputy headteacher. The headteacher advised the 100% figure for good teaching is a baseline from which the school is working to drive up the % figure re outstanding teaching and learning. Governors were invited to attend the feedback session with the adviser at the end of the visit.

ACTION:

a) Headteacher to report on development of progress measure to the next meeting. HT

b) Pupil progress data to be presented to the next meeting. HT

c) Governors to review national curriculum test materials. ALL

d) Book look for impact of marking and feedback policy to be arranged (date tba). HT

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Initials:

8. Headteacher's Report

A copy of the headteacher's report was circulated with the agenda.

8.1 The headteacher advised school data on the cohort of persistent absentees would be circulated. HT

9. Safeguarding

9.1 a) KMA advised the meeting of the rising workload on the Designated Safeguarding Leads. KMA reported 90% of her time is absorbed on child protection/safeguarding matters which, by their nature, must be given priority. This is severely restricting scope for KMA to focus on other areas. School data/analysis of the rising number of referrals was not available for this meeting and following discussion, NST agreed to review the files as safeguarding link governor. NST

b) The trust safeguarding group has proposed purchasing 'My Concern' and this is currently awaiting a decision by the trust. The safeguarding group has also asked the trust board to consider appointing a dedicated FLO for the trust which is under consideration re the new organisation structure.

c) KMA raised a related concern about supervision for DSLs in this difficult role. It was agreed to explore whether a debrief service is available at county level.

10. Link Governor Responsibilities

10.1 The updated list of link governor responsibilities (v. 20.02.17) was agreed. Reports from each area would be discussed at the next meeting. ALL

11. Governor Training

11.1 KKI has attended SEN training and will circulate supporting materials. KKI

12. Celebrating Achievements

12.1 This had been discussed under item 7.1.

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 20th March 2017 at 4:30pm in the headteacher's office.

Meeting closed: 7.00pm