



MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON TUESDAY 19TH JANUARY 2016 AT 6.00PM

Present: S. Hartropp (Chair), A. Kingsley, R. Waters (Headteacher), G. Mansell, C. Wilson (arrived at 6.50pm), S. Hibbert, Y. White, T. Devonshire

Apologies: F. Ruiters

In attendance:

Lucia Hawes (Clerk)

E. Holliday (Deputy Headteacher)

Maths Presentation – Where are we now?

Prior to the meeting, the governors were given a presentation by maths leader, Lucy Colbeck (presentation slides attached).

Governor questions:

- **How much input have staff had into the calculation policy?** Lucy said that the policy was discussed at a staff meeting and staff gave a lot of input;
- **Have you looked at other schools' calculation policies?** The school used the Local Authority's model calculation policy and it has been adapted for use at Dogsthorpe Infants;
- **The school has exceeded its target for the autumn term, so have new targets been set for the spring term?** Yes and Lucy is meeting with the Headteacher this week to check these targets;
- **A governor asked about the achievement of year 2 boys.** Lucy said that in year 2 17 children had not met the national standard and 11 of those were boys. 68% of year 2 boys are on track and 78% are at age related expectations;
- **Some children are still below target. Are we changing the interventions that have been used?** Yes and plans are made at pupil progress meetings as to what to do next. We are changing the intervention programme to target specific children for a more intensive approach;
- **Who delivers the interventions?** Teaching Assistants who are intervention trained. Also when the SCITT teacher returns to school we will be able to release a teacher for intervention;
- **How often are book scrutinies carried out?** Every 2 to 3 weeks. We will be working with the Maths Co-ordinator at the Academy in moderating year 2 and year 3 books;
- **Are parents notified regularly if there are concerns about a child's attainment/progress?** Yes, the teacher will speak to parents as and when there is a problem;
- **How regularly do we send out data to parents?** Progress data is shared at parent consultations in the Autumn and Spring terms. Attendance data is shared in end of year report. The Headteacher realises that there is work to do around informing parents about assessment without levels;
- **A governor asked if the calculation policy could go on the website.** This will be done following a workshop for parents so they understand the document.

Target Tracker training

The Headteacher gave a presentation about Target Tracker. The governors expressed concern that there is no comparative data with other Peterborough schools. The Headteacher said that this is because there is no local agreement in place as how to use Target Tracker, therefore schools are using it in different ways. A governor asked if there was a system backup in place. The Headteacher said that there isn't but there are always the books to refer back to. The Headteacher concluded that Target Tracker is working for the school at the moment and is helpful.

Item	Issue	Action
1	Welcome and Apologies	
1.1	There was an apology from Fiona Ruiters. The governors accepted this policy. Nas Yaseen, prospective parent governor, also sent her apologies.	
2	Declarations of interest	
2.1	The Headteacher declared that her husband runs the school website voluntarily.	
3.	Appointment of Co-opted Governor, Yi White	
3.1	The governors unanimously agreed to appoint Yi White as Co-opted governor as from 19 th January 2016. Action: Clerk to inform governor services.	Clerk
4	Minutes of last meeting held on 10th November 2015	
4.1	There was one amendment to item 11.3. It should say "The Headteacher said a target hadn't been set so the governors agreed to set a target of 96% in line with national average." The minutes were agreed as a true and accurate record subject to the above amendment.	
5	Matters arising from the minutes	
5.1	<u>Actions from last meeting</u> Item 10.1 – The Strategic Committee didn't cover the priorities for outcomes that were identified at the Raise training, e.g. boys' attainment, White British attainment. Action: Clerk to add priorities for outcomes for white British boys and Pakistani heritage to the Strategic Development Committee agenda.	Clerk
5.2	<u>Action tracker update</u> All actions were complete except for Item 10.1.	
5.3	<u>Other matters arising</u> Headteacher sent the results of the parent questionnaire to governors prior to the meeting. Governors commented that there was good coverage of parents.	
6	Chair of Governor's report	
6.1	The Chair had attended the Governors Forum. The Chair still has regular meetings with the Headteacher and is a member of the Governor Peterborough network meeting with two other schools. The Chair had replied to a set of parents about an attendance matter.	
7	Governing Body development	
7.1	<u>Vacancies</u> 2 parent governor vacancies – 1 expression of interest so far. Action: Clerk to add discussion and clarification of DHT's role with regard to the governing body/Associate Governor.	Clerk

7.2	<u>Training</u> <ul style="list-style-type: none"> - The governors present at this meeting received Target Tracker training this evening. - Yi White has booked onto training for new governors. Action: Clerk to book S. Hibbert onto training for new governors in May. - A. Kingsley did the Prevent training in December 2015. - Y. White would like to attend the EAL training on 4th Feb. Action: Clerk to book a place for Yi. 	Clerk Clerk
8	Governor monitoring	
8.1	<u>Governor Day</u> Follow up questions from the Governor Day: Parents would like more feedback on progress of their child at parent consultations. The Headteacher felt that these responses might have been from Reception parents because their first parent consultation is more about how the child is settling in more than academic progress. Action: Governors to follow up on question of feedback with Y1 and Y2 parents on next Governor Day on 3rd March.	All
8.2	<u>Governor Visits</u> G. Mansell conducted a safeguarding visit and the report was circulated to governors prior to the meeting. Safer recruitment policy (including updates) will be sent to governors via email. Action: Clerk to put safer recruitment policy on the next agenda. G. Mansell said that the way the children are cared for at school is excellent. Governors expressed their thanks to school's safeguarding team.	Clerk
9	Committee reports & ratification of committee terms of reference	
9.1	<u>Finance and General Purposes Committee</u> The minutes of the Finance and General Purposes Committee were circulated to governors prior to the meeting. Action: T. Devonshire to conduct safety visit.	TD
9.2	<u>Personnel Committee</u> The minutes of the Personnel Committee were circulated to governors prior to the meeting.	
9.3	<u>Strategic Development Committee</u> The minutes and terms of reference of the Strategic Development Committee were circulated to governors prior to the meeting. The governors agreed the terms of reference with one minor addition. Action: Clerk to add Raise online data to the next Strategic Committee agenda. Decision: The Full Governing Body agreed the Curriculum Policy subject to amendments. Action: Autumn term crib sheet with targets to be emailed to governors.	Clerk Head/Clerk
10	Headteacher's Report	
10.1	School Development Plan update Focus for Spring 1 - Leadership & Management: <ul style="list-style-type: none"> - New Deputy Headteacher in place. - Governors providing robust support and challenge. - Performance Management Cycle now in place. 	

	<ul style="list-style-type: none"> - Curriculum Action Plans for each subject have been developed and increased focus on developing quality of teaching and learning of foundations subjects. Accessing CPD to support this e.g. Games Consultant model lessons and CPD, Computing SL course. - TAs have been observed and had PM reviews. Regular training on areas identified in monitoring e.g. improving whole class support. - Swift action taken to address underperformance through individualised support programmes. - Peer observation programme for teachers following Active Questioning CPD is set up. <p>A governor asked how the Headteacher assesses if CPD is good quality. The Headteacher said she looks for impact in the classroom and in books and she is witnessing that the quality of teaching is improving. Teachers also complete half-termly feedback on internal CPD and an online log for external CPD attended.</p>	
10.2	<p>Headteacher's report The Headteacher's report was circulated to governors prior to the meeting.</p> <p>In response to governor questions, the Headteacher gave the following responses:</p> <ul style="list-style-type: none"> - All spare child places have been offered; - There is a lot of needs in Reception and staffing support will need to be reviewed at the Finance Committee meeting; - There will be extra funding for EHC support (if this is successful for a Reception pupil) but it is not enough to pay for extra support. <p>Governors queried the pupil premium figures as they didn't seem to add up. The Headteacher said there was an error in the report. After checking, the Headteacher apologised for not included the Ever 6 figure in Y2 hence it not adding up. The final figures are: Whole school = 64 EYFS = 18 - 20% Y1 = 20 - 23% Y2 = 26 - 30%</p> <p>With regards to time out logs, governors asked how the school intends to deal with one child who is regularly on time out. The Headteacher said that they have a new behaviour system in place for this child.</p> <p>A governor asked how the school is going to improve poor behaviour in key stage 1 (KS1). The Headteacher said that the patterns identified in KS1 are when classes are taught by other adults and afternoon lessons. They will work to make afternoons more engaging and rearrange timetables. Supply teachers will be made more aware of the behaviour policy.</p> <p>A governor asked what guidance, i.e. policies, supply teachers are given when they come into school. The Headteacher said</p>	

	<p>they are given safeguarding information but they also need to have key points for behaviour. A governor asked if there is behaviour guidance in classrooms for children. The Headteacher said that there are visual displays and behaviour charts that children use.</p> <p>A governor queried the accident that was reported in December and the Headteacher said that a child had slipped in the playground.</p> <p>A governor asked if Prevent training for staff had taken place. The Headteacher confirmed that the training had taken place.</p> <p>A governor asked what the outcome of the Learning and Teaching walk in November was. The School Improvement Advisers looked at maths, literacy and phonics. The Headteacher was already aware of all that the Advisers identified. There was no inadequate or outstanding teaching. Behaviour of children is really good.</p> <p>The Year 2 targets were sent to governors prior to the meeting. The Headteacher suggested reducing the targets (working above national standard) in reading and maths before the targets are sent to the LA. A Governor challenged that if the attainment targets are reduced to more achievable targets, is that an aspirational target? The Headteacher said to get to achieve the revised targets is going to be challenging for this current Y2 cohort. A governor asked what the Headteacher defines as a challenge. Decision: Governors agreed to revise the targets but not to lower them as much as the Headteacher suggested so that targets remain aspirational.</p> <p>Governors recognised that the Headteacher is doing everything possible to sort out the staff absences and is following advice from EPM.</p> <p>Governors asked if there is anything they can do to support teachers with their heavy workload. The Headteacher said that an extra half day Planning, Preparation and Assessment (PPA) time has been gratefully received in the past and would be beneficial. The Deputy Headteacher volunteered to step in for half a week to cover PPA. Action: Finance Committee to consider if there is money available in the new finance year to fund cover for extra PPA.</p>	Finance Committee
11	Pupil Premium Action Plan	
11.1	<p>The Pupil Premium Action plan was sent to governors prior to the meeting and the Strategic Development Committee have discussed it. A governor queried that at least 60% of the pupil premium children will achieve National Standard. The Headteacher checked the figures on the action plan and sent the following to governors after the meeting:</p> <p>“On the Pupil Premium action plan, we state that at least 60% of the pupil premium children will achieve National Standard which is now 16/26 children. Due to the number of pupil premium</p>	

	children increasing, 15 children will only give us 58% so we need to target 16 children to give us 62%.”	
	Decision: The governors agreed the plan.	
12	School Self Evaluation (SEF)	
12.1	The effectiveness of leadership and management part of the SEF was sent to governors prior to the meeting. The two triad headteachers spent a day with the Headteacher working on the SEF and it worked really well. The other Headteacher in the triad is also using this SEF format and this has worked well for them also.	
12.2	A governor asked if all inadequate teaching had been eradicated. The Headteacher confirmed that it has. Another governor asked how the Headteacher evidences improvement in behaviour. The Headteacher said through Learning and Teaching walks, feedback from external people and also by the general atmosphere in the school. She recognised that it is harder to evidence improvement in behaviour but time out logs will help to evidence this. Governors suggested a change to the SEF to say that governors have begun to conduct exit interviews for staff. A governor asked how the Headteacher knows that the curriculum is well received by children. The Headteacher said that children had completed a questionnaire asking what topics they liked, etc.	
12.3	The governors suggested the following additions to the SEF: <ul style="list-style-type: none"> - G. Mansell is the governor responsible for safeguarding and is also Peterborough’s Education Safeguarding Lead at the Local Authority; - Parent View responses; - Safeguarding is reported on at each meeting in Headteacher’s report; - Governor committees and what they focus on; - Detail the wide range experience of the governors; - Chair attends Monitoring Support Partnership meetings; - Action tracker is used at every meeting and governor challenge is clearly highlighted in the minutes and governors follow up actions rigorously. <p>Action: S. Hartropp to write a short governor SEF using the Ofsted governor requirements. Clerk to add to the next agenda. All governors were happy that the SEF reflects the school accurately.</p>	Chair / Clerk
13	Attendance report	
13.1	The attendance reports were sent to governors prior to the meeting. The Headteacher commented that the attendance data is better without Reception attendance data included. Therefore, Reception attendance does have an impact on this data.	
13.2	Governor questions: <ul style="list-style-type: none"> - Does the school benchmark attendance data against other 	

	<p>schools? The school can get national data but it always out of date. The school will benchmark with schools within the triad.</p> <ul style="list-style-type: none"> - Should the data for Free School Meals and non-Free School Meals make up the whole cohort? Yes and the figures were correct. - What percentage of children are persistently absent? Action: Headteacher to obtain the percentage. - Was the Pakistani heritage absenteeism because of Eid? Yes and also two long term absences which were fined. - Do you give any recognition for those that have 100% attendance? There is a termly certificate for individuals and termly stars for classes. There is also an end of year reward as well. 49 out of 260 children got 100%/99% attendance for the Autumn Term. <p>Governors requested that the attendance data is analysed in more detail. Action: Headteacher to present a further breakdown of attendance data at the next Governor Day.</p> <p>Action: Governors to look at how the school educates parents about attendance.</p>	<p>Head</p> <p>Head</p> <p>All</p>
14	Prevent Action Plan	
14.1	<p>The Prevent action plan was sent to governors prior to the meeting. The Prevent Statement will go on the school website once it has been agreed.</p> <p>Action: Governors to send comments about the statement to the Headteacher by Tuesday 26th January.</p> <p>Decision: Governors agreed the Prevent Action Plan.</p>	All
15	Policies	
15.1	<p><u>Statement of procedures for dealing with allegations of abuse against staff</u></p> <p>Deferred - To be reviewed at the Governor Day.</p>	
15.2	<p><u>Complaints against governors policy (governors to sign)</u></p> <p>Deferred - To be reviewed at the Governor Day.</p>	
15.3	<p><u>Home Learning Policy</u></p> <p>Deferred - To be reviewed at the Governor Day.</p>	
16	Any other business	
16.1	The Headteacher informed governors that the school has been selected to be a trial school for new SATs paper sometime in April.	
16.2	Governors congratulated the Site Manager for winning Peterborough Telegraph 'Support Staff of the Year' award.	
17	Items for next meeting	
17.1	Governor SEF, Safer Recruitment Policy, Associate Governor	

The meeting finished at 8.23pm.

Agreed as true and accurate record of the meeting.

Signed:
Chair of the Full Governing Body

Date:

Action Tracker

Agenda Item	Actions	Who Responsible for Action	Complete
3.1	Clerk to inform governor services about appointment of the Co-opted Governor, Yi White	Clerk	✓
5.1	Clerk to add priorities for outcomes for white British boys and Pakistani heritage to the Strategic Development Committee agenda.	Clerk	✓
7.1	Clerk to add discussion and clarification of DHT's role with regard to the governing body/Associate Governor	Clerk	✓
7.2	Clerk to book S. Hibbert onto training for new governors in May. Clerk to book a place for Yi on the EAL training on 4th Feb.	Clerk	✓
8.1	Governors to follow up on question of feedback with Y1 and Y2 parents on next Governor Day on 3rd March.	All	
8.2	Clerk to put safer recruitment policy on the next agenda.	Clerk	✓
9.1	T. Devonshire to conduct safety visit.	TD	
9.3	Clerk to add Raise online data to the next Strategic Committee agenda. Autumn term crib sheet with targets to be emailed to governors.	Clerk Head/Clerk	✓
10.2	Finance Committee to consider if there is money available in the new finance year to fund cover for extra PPA.	Finance Committee	
12.3	S. Hartropp to write a short governor SEF using the Ofsted governor requirements. Clerk to add to the next agenda.	Chair / Clerk	
13.2	Headteacher to obtain the percentage of children who are persistently absent. Headteacher to present a further breakdown of attendance data at the next Governor Day. Governors to look at how the school educates parents about attendance.	Head Head All	
14.1	Governors to send comments about the Prevent statement to the Headteacher by Tuesday 26th January.	All	✓
15	Governors to review the 3 policies (Governor Complaints Policy, Statement of procedures for dealing with allegations of abuse against staff and Home Learning Policy) at the Governor Day.	All	