

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 3rd February, 2016

Clerk to Governing Board - Linda Cackett
Typed: 04.02.2016
Approved for circulation: 09.02.2016

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	6
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 3rd February, 2016 at 5.00 pm
Venue:	Pondhu School – Year 3 Class Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	Yes			P
Mr D Leaity – Chair – Co-opted	Yes			P
Mr A Gardiner – Vice Chair - Parent	Yes			P
Mr D Gilbert – Co-opted	Yes			Ap
Mr M Mayo – Co-opted	Yes			P
Mr N Cooper – Associate Member – Assistant Headteacher		Yes		P
Mr R Martin – Staff: Elected by Whole Staff	Yes			P
Mr T Bowker – Co-opted	Yes			P
Mrs A Truscott – Parent	Yes			P
Mrs K Hearn – Parent	Yes			P
Mrs S Heyward – LA	Yes			P
Mrs S Parekh – Associate Member – Assistant Headteacher		Yes		Ap
Mrs D Ward – Co-opted	Yes			P
Mrs L Cackett			Clerk	P

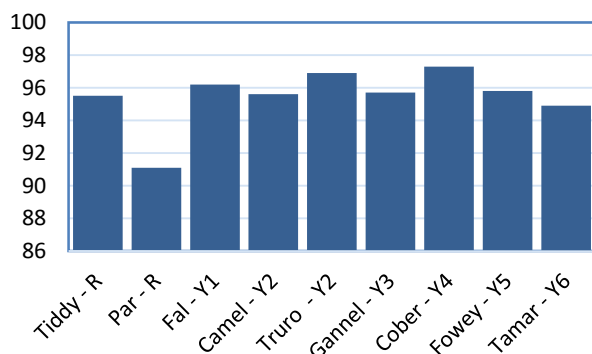
1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Gilbert • Mrs Parekh <p>The Chair welcomed Mrs Ward the new Co-opted governor to the Governing Board. Governors introduced themselves and welcomed her to the Board, Mrs Heyward will be Mrs Ward's mentor.</p>	
2.0	<p><u>An opportunity to declare any additional Business or Pecuniary Interest/s</u></p> <p>Mr Bowker amended his form and Mrs Ward completed her form, the Clerk will amend the information for the website and register.</p>	Clerk
3.0	<p><u>Constitution</u></p> <p>The Clerk reported that there are no vacancies at present.</p>	

	<p>The next term of office to expire is:</p> <ul style="list-style-type: none"> Mr Leaity – 19.07.2017 – Co-opted 	
4.0	<u>Minutes of the Full Governing Board Meeting on 23rd November, 2015</u>	
4.1	<u>Approval</u>	
	The minutes were APPROVED as a true and correct record of the meeting.	
4.2	<u>Matters arising not already on the Agenda</u>	
4.2.1	<u>Item 5.1 – Website Information</u>	
	The Headteacher reported that the website had been updated.	
4.2.2	<u>Item 5.2 – Letter to Mrs Cleave</u>	
	The letter has been sent to Mrs Cleave.	
4.2.3	<u>Item 5.4 – Summer School</u>	
	The Headteacher confirmed that the report has been uploaded to the portal.	
4.2.4	<u>Item 6.2 School</u>	
	The reminder was included on the newsletter.	
4.2.5	<u>Item 14.2</u>	
	£1,192.26 raised at the FOPS Christmas Fayre	
4.2.6	<u>Item 14.3</u>	
	The Christmas Lunch has been enjoyed by everyone.	
5.0	<u>Reports</u>	
5.1	<u>Headteacher's Report</u>	
	<p>The Headteacher's report had been uploaded to the school website. It was further noted that:</p> <ul style="list-style-type: none"> Staffing changes were reported. Performance management targets were explained. The appraisal cycle 2014 - 15 was completed and the new cycle started in line with school policy. All meetings and observations are scheduled for the remainder of the academic year. There are two key objectives shared by all teaching staff. The first is linked to assessment in the current 'life without levels' and including their subject specialism area. The other is linked to ensuring pupil progress remains at least 'good'. The third target is based on personal professional development. Teaching assistants and other support staff are also 	

<p>5.2</p>	<p>engaged with performance management and appraisal. All teaching assistants this year have two objectives one of which is standard across the school and involves active participation in all aspects of the lessons.</p> <ul style="list-style-type: none"> • Staff training was reported to the Board. • Numbers on roll – December – 284. • 1 child in care, on roll but not attending at present. • Child protection meetings have increased, there are now ten children subject to Child Protection plans and two with Child in Need plans. • 124 pupils eligible for pupil premium • 54 pupils awarded 100% attendance awards, the overall attendance for the autumn term was 95.4%. • The new parent induction meeting had been changed to a coffee morning and well received. • E-Schools was used for parent meeting appointments. • 300 children visited Father Christmas during the morning of the Christmas Fayre. All Christmas events were well supported. • Very positive comments were made on the parent/carer questionnaires completed for the new Reception Class, <i>“Very pleased with L’s progress at school. She enjoys learning and although she doesn’t always tell us about her day she is always very keen to do her reading and key words as soon as she gets home. I think her first term has gone brilliantly.”</i> <i>“I think my child has progressed very well. He enjoys school and has shown major improvements in all areas in the first term.”</i> • ViSTs – The Headteacher reported that there had been 7 incidents since the last meeting. A governor asked whether the new ViST’s system was an improvement on the 121A’s. It was felt that it did not appear to be as there was still a considerable delay between the incident and school being informed. It was agreed to monitor this until the next meeting. (two of the 2016 examples showed delays of typically two weeks). • Safeguarding – All staff and the majority of governors have attended PREVENT training. • There have been 2 referrals to MARU since the previous meeting. <p><u>Attendance Report</u></p> <p>The Headteacher presented the attendance report to the Board. There is a new Education Welfare Officer who is providing effective support and advice for the Parent Support Advisor.</p>	
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Attendance Report for Governors – Autumn Term 2015

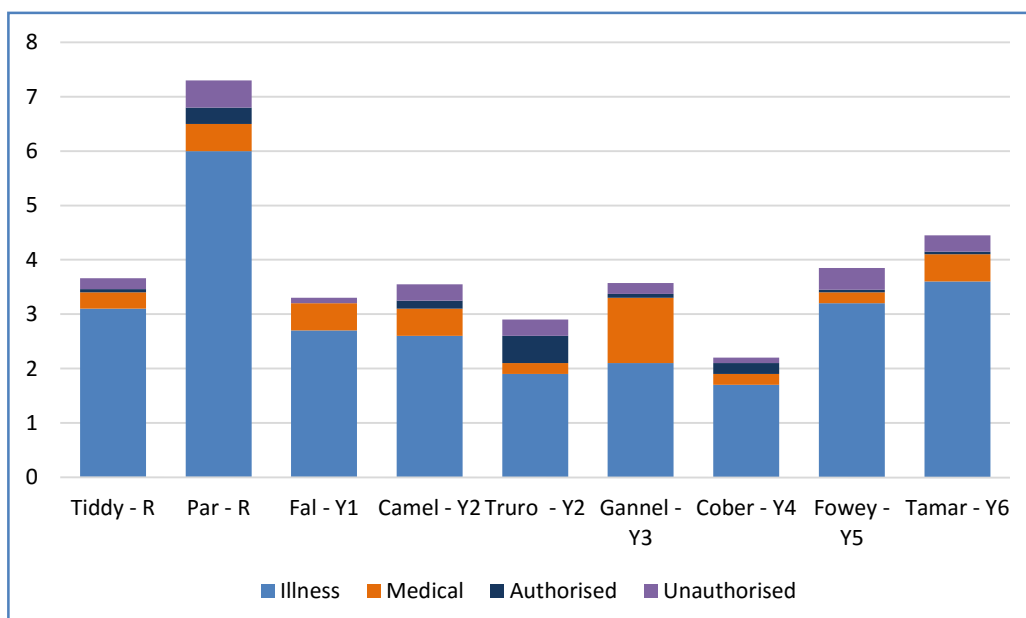
Percentage Attendance Autumn Term 2015



This shows the overall attendance by class for the autumn term.

The reasons for lower attendance in both Year R Par and Year 6 Tamar have been analysed and the PSA is working closely with the families concerned.

Main reasons for absence during the autumn term are shown below:



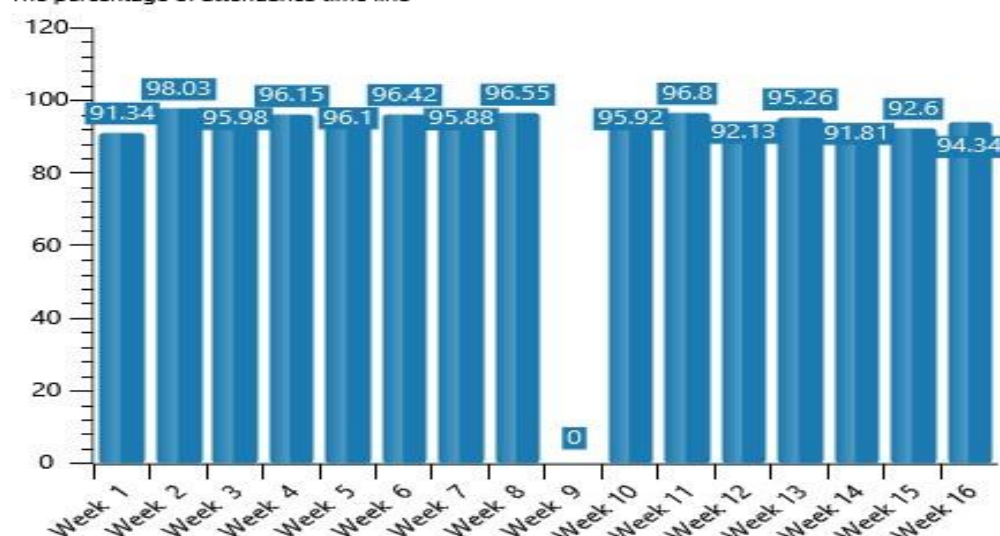
Autumn Term Census Headline Information

The autumn term census return recorded absence for Y1 – Y6 at 3.94% (96.06% attendance) and for Reception absence at 6.62% (93.38% attendance).

In Years 1 – 6 there were 7 children who had missed 22 or more sessions (11 days) and were 'at risk of becoming persistent absentees' and there were no children who had missed 46 or more sessions (23 days) and were classed as persistent absentees.

Percentage Attendance Time Line

The percentage of attendance time line



The pattern of attendance over the autumn term shows a decline during the second half of term as there was an increase in illnesses affecting the children.

5.3 Governor Training

- S Heyward/A Truscott/K Hearn/ D Gilbert/ M Mayo/ R Martin/D Tregellas – 18.01.2016 – Workshop to Raise Awareness of Prevent WRAP 3

Governors felt it had been worthwhile training and very thought provoking. It was scored as 8/10 by the governors attending.

5.4 Governor Visits to school

- A Truscott – 14.11.2015 – Attend town torchlight carnival
- A Gardiner – 01.12.2015 – Safeguarding Review
- A Truscott – 03.12.2015 – Year 2 and Year 3
- A Truscott – 17.12.2015 – Christmas Service
- S Heyward – 28.01.2016 – Reception Class
- D Leaity – 08.01.016 – Review of Foundation Stage
- D Leaity – 08.01.2016 – Meeting with Parent Support
- A Truscott – 19.01.2016 – Visit link classes Y2 and Y3, meet with Humanities and Language leaders
- K Hearn - 00.12.2016 – Pupil Conference - English

All visits were uploaded to the portal and were very informative. The torchlight festival was very good and supported very well by new parents. Pondhu won their class with the 'Hungry Caterpillar'

The Christmas Service celebrated 'Christmas around the World' and evidenced the significant work and effort the pupils had made including their confident use of Languages.

<p>5.5</p>	<p>Pupil conferencing by English link governor was excellent and the children enthusiastic about their learning.</p> <p>Safeguarding is fully compliant, the single central record is up to date and actions from the S175 return were reviewed.</p> <p>The Chair reported that the impact of the role of the Parent Support Advisor on children's progress is starting to be captured. The PSA is engaging with more and more families and having a positive impact.</p> <p>The review of Foundation Stage showed pupils are receiving excellent, individually focussed provision. The one area identified by the Chair the school is working on is ensuring we are stretching the more able as much possible. The school makes provision for the children who do speak English as their first language but needs to try to communicate with the parents more fully. Mr Mayo has added a translation button to the school website, the Chair asked if the specific parents have been informed, it was felt that perhaps they were not but could be incorporated into the Induction Package. The Headteacher added that Interpreters are involved in some meetings when necessary. The school is now working more closely with a local school who have 20% EAL pupils to share best practice.</p> <p>Mrs Heyward's visit to Nursery had been very good, the 'chatter bags' had proved very interesting allowing pupil premium children to interact with their parents. The children come back to school and 'chatter' about the contents of the bags. It is a Nursery version of the story sacks. This has been funded through Early Years Pupil Premium. The Headteacher added that at least one parent had commented positively about the chatter bags using the interactive learning portal.</p> <p>The Chair thanked everyone for their very informative reports, an excellent number of visits which evidence how everyone enjoyed their visits.</p> <p><u>Parent Support Advisor Report</u></p> <p>The Chair reported that a further 11 families have been added to her caseload since September '15. The PSA does an excellent job in the school and has an empathy with parents. It is a challenging role and governors agreed that her role enables the teachers to focus on teaching.</p>	
<p>6.0</p>	<p><u>Management Policy Reviews</u></p> <ul style="list-style-type: none"> • Health and Safety • Collective Worship • Use of Restraint • Tackling Extremism & Radicalisation Policy 2015-2016 <p>A governor asked whether a spring will be put on the new gate electronic entry gate to ensure it always closes, it was confirmed that it will be.</p> <p>The Headteacher reported that there is now an Evacuation Procedure in the event of a bomb alert, the school staff/pupils will evacuate to the B & Q car park.</p>	

	<p>A governor asked if the team teach procedures have had to be put into practice recently, it was confirmed that it has been a long time since team teach has been used, it was felt that the reduction was probably as a result of the 'consistency throughout the School' to behaviour. Positive comments are constantly being made about the pupils' behaviour especially when offsite. The behaviour system has been explained at the Parents Forum in response to a request in the most recent parents' questionnaire (parents want to be able to use the same system at home to enable consistency) and the school had provided copies of the 'faces' to those parents who had requested them.</p> <p>All policies were available on the web portal prior to the meeting. All four policies were proposed, seconded and APPROVED for adoption.</p> <p>5.58 pm – Mrs Heyward left the meeting.</p>	
7.0	<p><u>Assessment Presentation</u></p> <p>The Headteacher gave the Board an informative presentation on Assessment. She explained the changes to assessments and how progress will now be tracked at Pondhu – Emerging – Developing – Secure – Mastery.</p> <p>English and Mathematics summative assessments take place prior to each half term. Assessment are based on formal tests, evidence in books and teacher's professional knowledge of their pupils. Moderation sessions are held for each key stage. Tracking is carried out throughout the year. The Chair asked who puts the objectives together, the Headteacher replied that it was the National Curriculum. The Headteacher explained how assessments are made and scores recorded, the scores are then taken for each pupil and tracked. Pondhu's assessment has been designed in house but ensures that each child is tracked for individual points that the pupil has moved and therefore evidences progress. The strengths of the Pondhu system are:</p> <ul style="list-style-type: none"> • Uses teacher professional judgement • Tracks individual progress over each year – progress within and across bands • Development of an effective system staff are already confident to use • Moderation is an intrinsic part – year groups and subject leads • Not 'death by click' • Assessments inform teachers plans • No additional on-going costs <p>A governor asked if the evidence of progress is the coloured sheet, the Headteacher confirmed that it was. The Headteacher explained how the progress will be monitored and a complete picture will be given. It has taken a lot of work to create but the Headteacher wishes to ensure progress is evidenced. Discussion followed regarding 'secure' and 'mastery' and broadened and more in depth knowledge. It was agreed that the system will be developed further over a period of time.</p>	

	The Headteacher was thanked for her informative presentation and the tremendous amount of work she had clearly done by governors.	
8.0	<p><u>SEF – Discussion</u></p> <p>The Chair thanked governors who had fed back their comments to him, the SEF was felt to be an accurate reflection of the school. The Headteacher explained what the SEF was for the benefit of the new governor. The document will be updated again following the next round of assessments. The Chair asked for it to be updated and circulated after the School Improvement Visit on 16th March and before the 25th March.</p>	Headteacher Agenda Item – verbal feedback following SIP visit.
9.0	<p><u>Progress with School Development Plan</u></p> <p>The Headteacher reported that progress had been reviewed at the SMT meeting earlier this week. It was displayed on the whiteboard for the Board's information, the Red, Amber and Green sections were reviewed. The Board reviewed the Governors School Development Plan during the meeting and the plan was updated with the agreed colour coding. It was agreed that governors should review the plan on a termly basis.</p>	Clerk
10.0	<p><u>Short Inspections</u></p> <p>The Headteacher gave another informative presentation on Short Inspections to the Board.</p> <p>Key points:</p> <ul style="list-style-type: none"> • New inspection framework September 2015 • Expectation is that 'Good' schools will remain 'Good' • Will focus on leadership and culture • Cycle of inspection every three years • Short inspection (Section 8) will be led by one of Her Majesties Inspectors (HMI) • Possible outcomes: <ul style="list-style-type: none"> ➢ School remains 'Good' ➢ Additional evidence required to secure judgement which converts the inspection to a Section 5 inspection ➢ Possible outcomes from a Section 5 remain one of four judgements 1 – 4 ➢ Half a day's notice of inspection ➢ Inspection is a professional discussion with leadership to validate leaders' assessment of the school ➢ Do leaders have a sound grasp of relative strengths and weaknesses in the school? <ul style="list-style-type: none"> ➢ Is there a credible plan to address areas of concern and maintain strengths? ➢ Is safeguarding effective? ➢ Outcome of a short inspection is a letter confirming the school remains good and that safeguarding is effective. ➢ In the Autumn Term 2015 <ul style="list-style-type: none"> ➢ 318 one day inspections took place ➢ 64% of schools remained 'Good' 	

	<ul style="list-style-type: none"> ➤ 8% were upgraded to 'Outstanding' ➤ 27% were given a lower grading <p>A governor asked whether the key areas could be created, and reviewed once per term at the FGB meeting it was agreed that it will be and would be a refresher for governors, the Chair and Headteacher agreed to create the sheet.</p> <p>The Headteacher circulated the HMCI's monthly commentary for January 2016 for the Board's information.</p>	Headteacher Chair
11.0	<u>Chair's Report</u>	
11.1	<u>Meeting at Local Authority – Hall Expansion</u> <p>The Chair and Headteacher are attending a meeting this Friday morning.</p>	
12.0	<u>Date/time of Full Governing Body meetings – 2015/2016</u> <ul style="list-style-type: none"> • 16th March, 2016 • 27th April, 2016 • 6th July, 2016 <p>The meeting closed at 6.59 pm.</p>	

These Minutes were passed as true and accurate at the Full Governors Meeting on Wednesday 16th March, 2016.

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 16th March, 2016**