

**Thongsley Fields Primary and Nursery School**  
**Minutes of the Full Governing Body Meeting**  
**17<sup>th</sup> January 2017 at 4:00pm**

**1) To record attendance and declarations of interest and to receive and accept any apologies for absence**

**Governors present:**

Mim Piper (MP) (Chair)

Trina Moesbauer (TM)

Lisa Moule (LM) (Acting Head)

Melica Cutbush (MC)

Rebecca Pentney (RP) (Acting Head)

Derrick Woolf (DW)

Graham Heywood (GH)

**Also present:**

Mary-Lou Tyler (M-LT) (Clerk)

**Apologies received and accepted:**

Kerrie Tonks (KT)

Attendance sheet was completed as above, no declarations of pecuniary interests were declared.

Meeting commenced at 4.10pm and was quorate.

**2) To agree the minutes of the last meeting.**

The minutes of the meeting held on 19.12.16 were reviewed and were **agreed** to be a true and correct record and were signed by the Chair.

**3) Matters Arising not covered elsewhere on Agenda**

None

**4) To receive and discuss Autumn B data**

(See attached)

The Acting Heads informed the GB that the LA had visited on 19.12.16 to look at the school's data, it was an interesting and useful discussion. During this meeting there was a discussion around the layout of the data and the dip from Summer B (first column) and Autumn 1 for example Year 3 Reading end of Summer 41% were at ARE but in Autumn 1 this dropped to 23% and then rose to 60% in autumn B. LA suggested removing the autumn 1 column however after a discussion the GB **agreed** that by not showing the autumn 1 data it could be perceived by Ofsted that the school were not providing all the information and therefore requested that RP keep the format as it is. Acting Heads are waiting for the note of visit from this meeting.

The maths assessment data has been reviewed by the LA who found it to be correct.

RP went through the document given to Governors and advised that her next steps is to review the test results to see if they match the teacher assessment data.

*Governors asked what systems the school uses for assessment, RP informed them that the school use PIRA tests for reading (part of Rising Stars programme), Maths is Assertive Mentoring and writing is*

*teacher assessment.*

*Governors then asked if there had been dips in assessment data between Summer B and Autumn A in previous years, RP informed the GB that data has not been looked at in the same way but there is some evidence of a dip thought to be due to the summer holiday break, changes to the national curriculum and the transfer from KS1 curriculum to the KS2 curriculum (i.e. Year 3).*

*Governors also asked if other local schools had similar ARES for each year group and if they also have the issue of writing being low or if that is a problem just for Thongsley. Acting Heads were asked to contact the cluster schools to see if they would be happy to share this information.*

#### **5) To receive RAISEonline presentation**

(See attached)

RP gave Governors a copy of the Inspection dashboard together with a summary document.

RAISEonline is due to be replaced but as yet there has been no information from the DfE as to what it will be replaced with.

RP confirmed that at present some of the KS2 data is inaccurate as it still includes pupils that we removed due to EAL requirements.

In addition to the strengths highlighted in the dashboard RP has added others in italics in the summary document.

When looking at the dashboard the pink lines is the national figure for the –I lines the longer it is the smaller the group it defines. Disadvantaged groups are pupil premium pupils.

RP went through each section of the dashboard with the GB explaining the figures, trends and reasons for the data.

*Governors highlighted reading as being an issue and asked the AHs how the school was addressing this. The AHs confirmed that the SLT had discussed the issue last week and plans are now in place for TA and volunteer time to be allocated to reading. Pupils in KS2 will be targeted that are struggling to decode words as this is the key to better reading ability. The school are also looking at flooding FS and KS1 with reading support as the earlier pupils master decoding the earlier that are likely to read more frequently which in turn will have a positive impact on their reading and writing.*

*Governors also asked RP to confirm that as the SATS were changed there is no comparison data available for previous years. RP confirmed that this was correct however the FS and phonics programmes have been running for 3 years so there is comparative data for these.*

*Governors then asked if we had pupils that do well in maths but not reading and writing and was there reasons for this. RP advised the GB that maths is a standalone subject that teachers teach routines, rule and processes and has less reliance on writing and reading knowledge. However our pupils struggle with the reasoning types of questions where they need to tease out the calculation they need to do and this is an area the school are working on with reasoning questioning being incorporating in the maths planning for all year groups.*

**6) To review and update Governing Body action plan**

Governors met on 9.1.17 to work on the action plan using the Governance review action points and a template example of a GB action plan provided by Primary Advisor. MC has taken on the role of typing the finalised version and this should be ready for circulation to the GB by the end of January. (GB thanked MC for taking this on).

**7) To receive the Pupil Premium action plan**

(See attached)

LM has drafted the Pupil Premium action plan from the recommendations from the Pupil Premium Review.

The first column has the specific feedback points from the review with the other columns indicating actions to address, responsibility, timescales and costings.

LM informed the GB that the challenge is tracking Pupil Premium spend of each pupils as it currently involves 101 pupils, however she is developing systems to do this.

**8 Review Governor monitoring visits and questions from this term’s visits**

(See attached)

The following monitoring visits have been undertaken so far this term:

4.1.17 MC INSET training on Functional Behavioural Analysis

MC gave GB a brief outline of the training and the rationale of it. She felt some staff were initially negative about the programme however the AHs felt this was more due to the trainer not explaining clearly that this programme is only used for pupils that the school’s behaviour policy was not working for and not for all pupils.

4.1.17 TM INSET training Every Child a Talker

TM gave GB a brief outline of the training and the rationale of it. Staff took the opportunity to discuss individual children with the trainer and staff from other schools that also attended. TM suggested that a follow up Governor visit should be planned for the summer term to see what impact the programme has had.

4.1.17 MC INSET training Purple Mash

MC gave GB a brief outline of the training and the rationale of it. One issue of the programme was the lack of ICT hardware to deliver the programme the AHs have spoken with the PTA about fundraising for ICT equipment and M-LT will look at school budget for 2017-18 once figures are released by LA. Governors asked if it would be possible for them to have a log in for Purple Mash RP to look into this.

9.1.17 MP Observing Pupil Progress meetings

MP confirmed to GB that the procedure and paperwork for pupil progress meeting were robust with discussions had for each pupil in the class. It was evident that both the AHs and class teachers know the children very well.

16.1.17 MC Safeguarding review

MC observed and took part in the Safeguarding audit undertaken by AHs this is an audit document provided by the LA that looks at all areas of safeguarding including policies, CP files and the SCR. Safeguarding to be a standing item on the full governor agenda.

**9) Governor training needs agree training courses and feedback from courses attended**

Governors to email M-LT with details of courses they wish to attend.

**10) Policy review**

This was not discussed due to time will be moved to the next meeting

**11) To receive clerks report**

(See attached)

These includes all the for information aspects of the suggested agenda items from Governor Services. It also has the form for the information required for the national governor database.

**12) Discuss how the GB can be more visible to staff and for staff to have a better understanding of the role of the GB**

This was not discussed due to time will be moved to the next meeting

**13)AOB**

GH informed the GB that the Rotary are discussing a donation to the school but would want to know what it would be spent on after a brief discussion it was agreed that it should be used for ICT hardware to support Purple Mash.

LM informed GB that she had received an invite to the LAC awards and is trying to find out who had nominated the school.

Huntingdon in Bloom visited the school on Monday for the assembly and announced that they had applied for a grant for gardening ion the town part of which was for the school and it has been award £12000.00 for the school gardens, meeting booked for 30.1.17 with LM/RP.M-LT to discuss further.

AHs informed the GB that they would not be applying for the head post they confirmed that they are fully committed to the school but for personal reasons had decided not to apply. The GB whilst disappointed fully understood and appreciates their hard work and commitment to the school. AHs confirmed that they would be informing staff on Wednesday.

Meeting closed at 6.45pm

**Accompanying Documents**

Item	Document description
2	Minutes of last meeting
4	Autumn B data
5	RAISEonline presentation
7	Pupil Premium action plan
8	Copies of monitoring reports
10	Policies
11	Clerks report

**Action Plan**

Action	By Whom	Deadline
ARE and writing data to be requested from cluster schools	AHs	End Spring A
GB action plan to be finished and circulated	MC/M-LT	End of Jan
Monitoring visit forms scanned and emailed to GB	M-LT	End of Jan
Monitoring visit forms to be filed and front sheet annotated	M-LT	End of Jan

Signed: Date: .....