



St Mary's CE Infant School
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Minutes of the Full Governing Body
Wednesday 11th November 2015 at 6.00pm

Present Michelle East, David Exham, Sam King (AHT), Allan McKay, Louisa Nutt, John Summers, Sarah Stafford* and Hannah Whittaker** (Chair) (QUORATE)
In Attendance Ruth Lockwood*** (Clerk)

*Attended virtually from 7.15pm **Left the meeting at 7.40pm ***Arrived at 6.20pm

There were no Interests Declared

Paperwork for the meeting had been available on Governor Hub for seven days prior to this meeting

1. Approval of and Matters Arising from the Minutes of the Last Meetings (30/09/15)

- The minutes of the last meeting were signed and approved as an accurate record without amendment.
- Sam has asked Christine Price-Smith to moderate a meeting to discuss vision and values, and she is happy to do this. It was agreed that this should be a joint session with governors and staff but that it should take place after the Headteacher appointment process is complete. Sam will talk to Chris to arrange a date and an email will be sent to governors in respect of this.
- Prevent training has not yet been completed; the policy will be produced once the training has been completed.
- All other actions from the last meeting had been completed.

2. Governing Body Business

Ratification of C and P Terms of Reference

- It was agreed to approve this document, but it was noted that following conversion this document will require a number of amendments.

Matters arising from committee minutes

- There were no matters raised for discussion in respect of the FPP minutes, the minutes of the recent C and P committee meeting have not yet been circulated.

Headteacher Report

- Hannah advised that following discussion with Sam it has been agreed that Sam will provide three HT reports per year, one for each long term.
- Sam advised that if there is anything new to report she will of course provide that information and if Governors specifically request additional information, between reports, she is very happy to provide it.

3. Academy Update

- Sam advised that she spoke to Liz Manson last week. Liz has received the funding agreement and as soon as she has gone through it she will forward it to the school.
- Grayling Thomas are coming out on Tuesday of next week to carry out the conditions survey, the condition of the playground will be highlighted to them.

- The conversion assembly will take place on 13th January 2016 followed by lunch for the visitors, staff and governors and some cakes/biscuits for the children. Following discussion it was agreed to invite the PTA and David and Shelley from St Peter's as additional guests. It was agreed that Ruth should contact The Batt to see who was invited to attend their conversion assembly.
- There was a discussion in respect of contacting the alumni. It was agreed to source the list that was made prior to the new building.
- The due diligence visit is not taking place until the day after conversion, but David Cousins has advised that he does not foresee finding anything that would be an issue.
- There has been no further communication from ODST in respect of the quorum requirement within the Scheme of Delegation.

4. Headteacher Recruitment

- Hannah advised that at their meeting last week the St Peter's Governors agreed that Sam can remain as acting headteacher at St Mary's for the remainder of the academic year, subject to a formal review at Easter.
- St Peter's Governors are mindful of Sam's workload and Hannah has agreed that Sam should only be asked to attend one evening meeting at each school per week.
- Sam commented that she is delighted that she can remain at St Mary's and feels that the relationship is mutually beneficial.
- Governors expressed their pleasure that Sam is staying.
- Governors approved the draft recruitment dates that had been circulated, they will be shared with ODST and ODBE who will be supporting governors through the process.
- Following discussion it was agreed that Allan will lead the recruitment panel. Allan advised that he will circulate dates for the panel to meet to review the paperwork.
- There have been a couple of people who have expressed an interest in the post, Hannah will follow them up.

5. RAISEonline

Governors split into pairs to discuss circulated questions in the light of the RAISE data that was circulated as paper copies. After twenty minutes there was a time of discussion as follows -

How well do pupils at St Mary's achieve?

- Governors felt that there was a need to clarify against what achievement is being measured.
- Children generally achieved national levels, but it is not clear what progress has been made and that may well be significant.
- Broadly children achieve in line with the national expectations, but the most able children achieve well and above national expectations.
- Historically children achieved significantly above national expectations and that has dropped off, in 2015 children achieved only just above national expectations. Governors agreed that they needed to understand what factors have impacted on the narrowing of the gap between the achievements of children last year in comparison to that of previous years e.g. has there been a significant change in cohort?

How well is St Mary's closing the gap in achievement between disadvantaged and other pupils?

- The data suggests that St Mary's is not being successful in closing the gap. There was some narrowing in 13/14 but this has widened again in 14/15.
- Over time the gap in achievement has either remained or grown in comparison to other children in the school and in comparison to the national data.
- There were however more disadvantaged children achieving Level 3 in reading in 2015.
- Governors noted however that the cohort is small, every child counts for 3.3%. It was felt that the opportunity for statistical improvement is therefore small.
- Governors asked whether the gap is in fact "real" and whether there may be other better indicators for a school such as St Mary's. It was suggested that Target Tracker may provide better / more detailed information.
- Governors felt that they need to better understand the overlap between children that are disadvantaged and those that also have special educational needs.

- Governors felt that in the light of the RAISE data they need to better understand what strategies are in place to support individuals who are disadvantaged.

How well do different groups of pupils at St Mary's achieve?

- Governors noted that boys did better at the phonics test and felt they need to understand what is being done to ensure that the girls pass at the re-take. Staff advised that on the practise some of the girls have already passed, the interventions being given are the same as last year. Governors were also advised that the cohort contains more girls than boys.
- Governors were encouraged that in the phonic re-takes children have improved more than nationally. The intervention work of the TAs was noted as being very effective.
- Governors feel they need to better understand the strategies that are in place for individual children and whether there may be safeguarding concerns for any of the children.
- Disadvantaged children are achieving less well than their cohort.
- Sam advised that at St Mary's the majority of disadvantaged children also have some form of SEND, but this is not the case in other school contexts.
- It was agreed that the cross over between SEND and children in receipt of the Pupil Premium should be an area of real focus, rather than simply those in receipt of the PP.
- Governors noted that the gap in attainment is in places very large e.g. a whole level, and feel that they need to better understand the context of this.
- Children who have identified SEND are broadly doing well except in writing, other than where they are also in receipt of the Pupil Premium.

In summary -

- Governors thanked Sam for arranging the interactive session which they agreed had been very helpful.
- Governors expressed the view that although it is helpful to see the data raw it is more useful to have some context. The C and P committee had some context at their previous meeting and Sam will be providing further detail as part of her next HT report.
- Writing is an area of focus in the RAP, because the staff are aware that this is an area of weakness.
- Governors were given details regarding how to access the RAISE information and the Data dashboard online.

6. RAP Monitoring

Hannah advised that she will arrange this with governors via email.

7. Any Other Business

- Governors were reminded that they had been asked to notify Hannah prior to the meeting of any items for discussion under this item.
- There was a discussion regarding the circulated lettings policy following which it was agreed that whilst governors welcome the school being used for meetings relating to children within the school, they do not feel it is a suitable environment for meetings that do not relate to children at the school. It was agreed that Ruth should draw up a statement regarding the use of the premises to be discussed at the next FPP committee meeting.
- Louisa, John and Michelle agreed to liaise in respect of the schools use of the local hub.
- A request for leave of absence was discussed and was turned down as there were felt to be no exceptional circumstances.
- Governors were invited by Michelle to come to the parents meeting at 9am on 17th November 2015.

ACTIONS

Ruth Draw up a statement in respect of there being no lettings of the school premises

Hannah Circulate information in respect of RAP monitoring.

Louisa Liaise with John and Michelle in respect of the hub and its value.