ACTION

GOVERNING BODY OF GRANGETOWN PRIMARY SCHOOL

MINUTES OF A MEETING HELD AT 4:00 PM ON THURSDAY 23RD APRIL 2015

GOVERNORS PRESENT:

Foundation Governors:

Mrs J Sinclair (Chair), Miss J Stainthorpe

Co-opted Governors:

Mr L Ainsworth, Mr D Campbell, Mr M Cross, Miss C Mott (staff), Mr F Sweeney

Headteacher:

Mr J Murgatroyd

Staff Governor:

Mrs L Ackerley

CLERK TO THE GOVERNING BODY:

Martin Gershman, School Governor Support Service

1. APPOINTMENT OF CHAIR

Governors had been invited in advance to express their willingness to serve as Chair of Governors. Mrs Joy Sinclair had put her name forward in advance of the meeting. In accordance with procedures agreed by the Governing Body, no other nominations were invited. Mrs Sinclair withdrew from the meeting to allow governors to consider her appointment.

RESOLVED that Mrs Joy Sinclair be appointed Chair of Governors for the academic years 2015/16 and 2016/17. — Clerk

Mrs Sinclair re-joined the meeting and was informed of the Governing Body's decision. She took the chair for the remainder of the meeting.

2. APPOINTMENT OF VICE-CHAIR

Governors had been invited in advance to express their willingness to serve as Vice-Chair of Governors, in the event of the appointment of. No nominations had been received in advance of the meeting and in accordance with procedures agreed by the Governing Body, other governors were also given the opportunity at the meeting to express their willingness to stand but no nominations were received. The appointment would be discussed again at the next meeting. — Clerk/ Agenda

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3. APOLOGIES FOR AND CONSENT TO ABSENCE

Apologies for absence were submitted on behalf of Cllr L Pallister.

RESOLVED that the Governing Body consent to the absence of Cllr L Pallister. — Clerk

4. NOTIFICATION OF ANY OTHER BUSINESS

There were no matters declared for consideration as Any Other Business.

5. DECLARATIONS OF INTEREST

Governors were given the opportunity to declare pecuniary and other conflicts of interest that could arise from the agenda of the current meeting. There were, however, no declarations.

6. MEMBERSHIP UPDATE

A paper detailing the current membership of the Governing Body had been circulated for information. The Clerk pointed out that:

- Mr Cross's appointment as a co-opted governor had been confirmed.
- Lyndsey Peters had resigned as a parent governor on 16th March 2015. He had just circulated a call for nominations for the two parent governor vacancies and the deadline was 8th May.
- There were two co-opted governor vacancies.

Mr Cross indicated that one of the volunteers he worked with was interested in becoming a governor, as was one of the lunchtime supervisory assistants. The Headteacher responded that he really wanted at least one of the School's current parents to become a governor and it was pointed out that the School could provide childcare for governors' children.

7. MINUTES

Governors had received minutes of the meetings held on 24th November 2014, 20th January, 5th February and 26th March 2015.

The following amendments were agreed:

To the minutes of the 5th February 2015 meeting:

Insert: "Mr Sweeney's absence was consented to, but Mrs Peters' was not" — Clerk

To the minutes of the 26th March 2015 meeting:

Insert: "The absences of Mrs Sinclair, Mr Campbell and Cllr Pallister were consented to". — Clerk

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RESOLVED that the minutes of the meeting held on 24th November 2014, 20th January, 5th February (as amended) and 26th March 2015 (as amended) be approved and signed by the Chair. — Chair

8. MATTERS ARISING FROM THE MINUTES

The following matters arising from the minutes of the meeting held on 24th November 2014 were again brought to the attention of the Governing Body:

Arising from Item 9.3 – Connexions

8.1.1 There had been no further developments and Miss Mott offered to email the Connexions representative again. — Miss Mott

Arising from Item 9.4 – Pupil Premium

8.1.2 A temporary TLR had been advertised for a Pupil Premium champion to be appointed to support the Headteacher. Cllr Pallister was the link governor. There had been a meeting with Sarah Bryson a fortnight before and her audit had been quite enlightening. The Headteacher would circulate the action plan arising from this to governors, as it contained some interesting ideas. — Head Teacher

Arising from Item 9.5 – Admission Number

8.1.3 There would be 28 children and while there would still be a small nurture group the following year, it would not be as necessary, as the Nursery cohort was the highest performing ever.

Arising from Item 13.13 – After School Clubs

8.1.4 Grangetown's Got Talent had been an excellent event.

Arising from Item 15 – Policy Review

8.1.5 The final Pay Policy was being produced that day.

The following matters arising from the minutes of the meeting held on 26th March2015 were again brought to the attention of the Governing Body:

8.2 Feedback had been given the previous Thursday to staff trade unions. Only UNITE had attended. Interviews had taken place the previous day for the remaining ten staff with HR present and they had been given the outcomes. The Headteacher would issue a provisional time for the Appeal meetings. The membership of any Appeals panels would have to be drawn from Mr Sweeney, Mr Cross, Mr Campbell and Cllr Pallister.

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9. REPORTS FROM COMMITTEES/WORKING PARTIES

The Governing Body had been circulated with minutes of the following committee/working party meetings for information purposes:

Curriculum Committee

9.1 Governors had received minutes of the meeting held on 20th January 2015. The Headteacher had not sent RAISE Online data to governors because he did not feel that it really worked for the School. He had re-subscribed to the Fischer Family Trust, which the School had not previously used because its targets were not appropriate, but these had changed since. He would present this data to another meeting. — Head Teacher

Resources Committee

9.2 The minutes of the meeting held on 17th March 2015 would be discussed at the next meeting. — Clerk/ Agenda

10. GOVERNOR LINKS

The Chair, Cllr Pallister, Mr Ainsworth and Ms Stainthorpe had responded. The Chair and the Headteacher would meet to consider the link governor structure. The Headteacher had prepared a relevant questionnaire for Hartburn Primary School. This would be discussed at the next meeting and there would be a timetable. The Chair observed that she would like to see governors linked to the priorities of the School Development Plan. The OfSTED inspection framework areas such as Leadership and Management and Teaching and Learning could also be used, but the School would want a separate strand for Disadvantage and Poverty. — Chair/ Head Teacher Clerk/ Agenda

11. HEADTEACHER'S REPORT

The Headteacher presented his termly report to governors. The following issues were highlighted and/or discussed in further detail:

SIMS in the Classroom

11.1 The Headteacher observed that SIMs worked well when it loaded properly.

Timetable

11.2 Changes to the timetable to focus on key and basic skills were highlighted, including splitting Maths into number and topic and daily Basic Skills Maths and SPaG lessons. Miss Mott had visited other schools and worked with middle leaders. The day began with Mental Maths and Number, SPaG, Topic, Writing and Guided Reading were taught in blocks. The timetable was working well and there had been very positive feedback from staff.

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French Teacher

11.3 The French teacher Msr Benoit had been very successful. The children and staff had taken to him. Miss Mott commented that working with him had been good CPD for staff and the children had been repeating his material in their other lessons. He was working across the School, although MFL was only mandatory in KS2. The Chair asked where he had come from and was informed by Miss Mott that he worked with Laurence Jackson and also primary schools in the area and had been recommended during a MFL training session by the trainer. He was paid as a Level D TA for one day a week.

New Curriculum

11.4 The new curriculum was more creative and was working well. Writing was improving. David Major, LA Senior School Improvement Adviser and Sara Storer, an OfSTED inspector, had visited the School and commented very positively. The new structure would be submitted to the next meeting. Clerk/ Agenda

Class Organisation

11.5 The correct number of pupils in Y1 was 16. The School's roll was increasing slowly. Y3 and Y4 would be the focus in 2015/16.

11.6 Miss Cross had been appointed as counsellor and had fitted in well. She had dealt ably with issues which had arisen that week.

SEN

11.7 Miss Mott tabled a report:

- She pointed out that most of the eight new cases were in the EYFS and two in Y3. Early intervention was identifying additional needs as soon as possible.
- One child in the Learning Support Base who had joined the School in January from another school and whose brother had since also come to the School, was currently undergoing statutory assessment.
- The Education Health Care Plan, which was replacing Statements of SEN, was meant to be a joint plan for the whole education and overall well-being of the child, produced by health, education and social care agencies. The plan was in depth and featured many small targets for the child to attain.
- A boy in Reception had been submitted for an EHCP assessment, but had been rejected, as they wanted a diagnosis of ASD first. The Chair asked if the School would apply again and Miss Mott confirmed this. Even if there was no EHCP in place, he was receiving 20 hours a week support from EYFS funding and this needed to continue into Y1.
- The Chair commented that eight referrals to the Educational Psychology Service seemed a lot and Miss Mott agreed, but highlighted the need for

understanding of the whole child. Three children were being proposed for the LSB and the Headteacher pointed out that in future EHCPs would probably need to be in place before children were admitted to the LSB.

- A governor asked if the School used the Common Assessment Framework. Miss Mott confirmed that the School used this for child protection and for the EHCP. Early help proformas were completed for other agencies to provide support.
- The only pupil on the Pupil Support Programme had transferred to another school at Christmas.

Gifted and Talented

11.8 The Chair observed that governors had not seen any information on what the School did yet. Miss Mott responded that she had a register which identified what the School did. Challenge had to be demonstrated through lessons, after school clubs etc. There was a child in the LSB who had been disapplied from tests who was a very good footballer and whose self-esteem had been boosted by being offered the opportunity to perform well.

The Chair thanked Miss Mott for her reports.

Safeguarding

11.9 Mrs Ackerley reported that four children from two families were on child protection plans for neglect and were receiving a lot of support. One family was doing well and the other not. A recent incident had involved one of these children. 14 children were classed as Children in Need and 33 came under the scope of the CAF. The School worked closely with LA Early Help. A representative of LA Social Care came in to speak to staff and normally carried out the initial assessment. She had not turned any request from the School down yet. This was a very good service, but it was under great pressure. There had been nine referrals to Early Help and it was good that parents felt they could come in to seek help and that someone would come out to help them, without their feeling threatened. The Headteacher pointed out that it was Mrs Ackerley who had built up these relationships, while the School put a lot of support in place. There were a lot of children involved, but the number of Child Protection plans had reduced. Mr Cross commented that it was useful to know there was an intermediate stage of support before involving Social Care and Blaze, the young people's charity he worked for, would liaise more closely with the School in future. Mrs Ackerley added that Early Help was very helpful. Parents knew that the School would not pass judgement on them. The Chair commented that this sounded very positive. On behalf of governors, the Headteacher thanked Mrs Ackerley and Miss Mott for their work building up the links between SEN and Safeguarding, for example in diabetes and epilepsy.

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CPD

11.10 The Pupil Premium conference in Birmingham had been extremely useful.

Mrs Ackerley had undergone bereavement training. She had also attended the Local Children's Safeguarding Board conference in February, which had been very interesting and useful for upskilling and networking. The play "Chelsea's Choice" had been performed and a girl from Grangetown had spoken about abusive behaviour in a secondary school.

The Headteacher's visit to an Outstanding school in Newcastle had been very helpful in that it had shown him that Grangetown Primary was not doing anything radically different.

The breadth of training being undertaken by staff was part of the School's succession planning.

Teaching & Learning

11.11 The value of the book scrutiny sessions was highlighted. The staff had split into teams, moderated themselves and then fed back. Books had become a much more important part of OfSTED inspection and the Headteacher would invite governors to attend the next session. — Head Teacher

11.12 Over 90% of lesson observations were now Good or better and the only issues requiring improvement were generally minor ones. These were carried out once a term, but were only one aspect of monitoring and unannounced learning enquiries were also being carried out. The feedback from staff had been excellent and no-one had been perturbed by these visits. A governor asked if the findings of these observations and visits were being triangulated with the content of the children's books through book scrutiny, to ensure these were not a one off and the Headteacher confirmed that he did take into account the content of the books and the assessment of pupils.

Predictions

11.13 100% of the School's children were well below national expectations for Reading, Writing and Maths on entry into Nursery. There had been a significant improvement in the performance of the boys in the 2014/15 cohort completing EYFS, which only included nine girls. Y1 Phonics, however, were not forecast to improve in 2015 on 2014, although both years were way ahead of the result in 2013. A Y1 pupil who had joined in January had significantly reduced the expected outcome.

11.14 The School's work was beginning to pay off in KS1 outcomes, despite this not being the best cohort, particularly in Writing and Maths. Progress was also being made in Reading with the Read Write Inc programme having a significant impact.

Level 3s were being achieved across all of Reading, Writing and Maths, which had not been the case in the past. The School was approaching national averages, but it was hard to say what this would look like in the future, with the withdrawal of levels.

11.15 Performance at KS2 had now improved for the fifth year in succession. There were nine children in Y6 in the LSB and the Headteacher was still very pleased with the forecasts and the consistent improvement. The percentage in the whole cohort achieving L4+ in Reading, Writing and Maths had increased from 70 in 2013 to 76 in 2014 to 79 in 2015. Maths, particularly L5s, would be an area to continue to focus on in future. There had been an exceptionally good group of boys in the 2014 cohort, 12% of whom achieved L6. The School had done a lot of work on this, revamping Mental Maths and introducing the new curriculum.

It was pointed out that in future, funding per pupil in the Support Base would increase from £7,000 to £10,000.

(Miss Mott left the meeting)

A governor asked how many of the pupils in the LSB were the School's and was informed it was about 60%. A panel of headteachers had to approve the admission of any pupil to the Base.

Buildings and Maintenance

11.16 The success of the MUGA was highlighted. The work on the medical room was complete and the intervention room was also a great asset.

11.17 The Headteacher wished to offer adult education at the School as it would be a more accessible environment for parents.

11.18 Mrs Ackerley reported that an irate parent had complained about the absence of any shelter outside the Foundation Stage area and a canopy was to be installed at a cost of c. £2,000.

11.19 Ongoing improvements to the IT cabling and cupboards should mean the systems would run more smoothly. There were many other plans in development as well. The third phase of rewiring would be taking place that year, including the school kitchen. Expenditure of £35,000 on kitchen equipment was to be funded and the School would contribute £10,000.

11.20 Some cosmetic work would be carried out including the addition of folding doors to the Y2 classroom creating more flexibility and a new Library area. There would also be new carpets , ceiling and decoration for the Breakfast Club. A storage unit was to be installed in the KS1 playground. The biggest project was the proposed outside classroom and the School hoped to secure external funding. The Headteacher wanted to revamp the large MUGA. Hopefully the third phase of the

roof replacement would be completed shortly. The LA had invested significantly in the School's buildings.

Grangetown's Got Talent

11.21 Miss Bashford was thanked for her work on this excellent event. The Evening Gazette had sent a reporter to the final. A governor commented that the whole family of a parent he had sat next to were very excited and it was good to see this kind of community involvement. Governors were informed at this point that one of the Y5 boys would be attending gymnastic club every day over Easter and would be taken to Stockton.

12. 2015/16 SCHOOL BUDGET

The 2015/16 School Budget was tabled:

- The outside classroom was to be funded from the 2014/15 outturn carried forward.
- A significant sum had been budgeted for staff redundancies.
- A governor asked about the costs of the Aspire Learning Partnership. The Headteacher responded that the School paid a subscription and there was an amount still to be paid.
- The £8,000 provided by the Health Authority under the Rent and Lettings heading did not seem much for the Speech and Language room and had reduced from £9,000 the previous year. It was pointed out that the room had not been used as much in 2014/15.
- The Chair asked about the £17,000 budgeted for the Education Other Than at School Service. She was informed that the School used to pay £20,000, but a Base had now been set up in EOTAS, which was good value.
- There was significant investment planned in IT.
- A governor asked why printing costs had risen for the past three years. Mrs Ackerley explained that printers in classrooms had been removed and there was now a single colour copier in the Library.

RESOLVED that the 2015/16 School Budget be approved.

13. QUESTIONS TO THE HEADTEACHER

Questions to the Headteacher were tabled and his responses were as follows:

13.1 The school counsellor had started work. The service was open to parents as well as children and the Chair asked who determined who was to receive this. Mrs Ackerley responded that the School had introduced the counsellor to a few parents. One parent had refused for two years to attend counselling, but was now responding positively to the School's counsellor. The Headteacher pointed out that he and Mrs Ackerley discussed children and parents in crisis a lot. School staff were also allowed to use this service and had done so. The counsellor had visited

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all classes and she wanted to work on attitudes and low level disruption with the Y5 boys. The Chair expressed concern that the Headteacher might know which staff members had accessed her and he explained that he did not know who was seeing her, just that some members of staff had done so.

13.2 The Headteacher had already explained that the prediction for L5 Maths at KS2 in 2015 had fallen significantly, because of the presence of the group of exceptionally high performing boys in Y6 in 2013/14. He gave details of schemes to address this, such as the Chili Challenge, which was also being used in other areas. Y3-5 in-house data was not yet robust, because of the changes to the curriculum. As soon as SATs were over, the resources devoted to Y6 would immediately shift to Y5. Ideas were also being considered by Miss Mott for developing teaching and learning.

13.3 The Headteacher of Hilton Primary Academy in Blakelaw, Newcastle, the outstanding school visited by the Headteacher, had said that OfSTED had visited his school at the ideal time. At that point they had been working to improve for seven years, while it had been less than three years since Grangetown had been categorised as Requires Improvement. This school operated in a very similar context to Grangetown. One idea he had taken from them was that he would like to create a list of ten non-academic life experiences children should have for each year group, starting from September. The Chair agreed this was an excellent idea. A governor agreed that memorable experiences children would then refer back to were very important. — Head Teacher

13.4 Governors had been shown the table of outcomes for in-house lesson observations. About 20% of observations the previous year had been Requires Improvement and a couple of staff had been through successful supported plans. One member of staff continued to have areas the School was working to improve. Moderation was usually carried out by the Headteacher and the Deputy Headteacher and Mr Major and Ms Storer also came in to offer external input.

14. POLICY REVIEW

Governors noted that they had previously approved the Performance Management and Pay Policy.

15. LINK GOVERNOR REPORTS

Deferred until the next meeting. — Governors

16. CHAIR'S CORRESPONDENCE/REPORT

The Chair reported that she would be attending the LA Chairs', Vice-Chair's and Headteacher's briefing the following week.

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LOCAL AUTHORITY ITEM

17. SCHOOL GOVERNOR SUPPORT SERVICE – SERVICE LEVEL AGREEMENTS FOR 2014/15

A paper had been circulated highlighting changes to the School Governor Support Service's clerking and training service level agreements for the 2015/16 financial year. Full details of the service level agreements had been sent to the Chair, Vice-Chair and Head Teacher and could be accessed by other governors on the School Governor Support Service's pages on the Council's website. The Clerk highlighted the main changes compared to the previous year and tabled a sheet detailing the equivalent costs for 2015/16 of services subscribed to in 2014/15.

RESOLVED that the governing body appoint the School Governor Support Service as Clerk to the Governing Body and subscribe to the following service levels for the 2015/16 financial year:

i) Clerking Package One (3 meetings of the full governing body per year); — Clerk
ii) Clerking for 3 meetings of the Resources and Curriculum Committees per year;
iii) Clerking for meetings of Staff Hearing / Appeals and Complaints Committees, as and when required;
iv) Register of Business Interests;
v) Training Package One (induction, central training programme **and one in-house session** the subject of which would be chosen at the next meeting); — Clerk/ Agenda
vi) Local Governors' Association membership.

18. GOVERNOR TRAINING ISSUES / REPORT

A list of training attended by governors since 1st November 2014 and inclusive of bookings up to the end of summer term 2015, had been circulated for information.

19. ANY OTHER BUSINESS

The following other matters were discussed by the Governing Body:

19.1 A governor asked if the LA had done any work around the PREVENT agenda against radicalisation. Mrs Ackerley responded that the School had received an email from the LA about this.

19.2 The governor asked if the School was involved in the baseline assessment pilot. The Headteacher confirmed the School would be going ahead with this and the School was looking at the Early Excellence Baseline Assessment. The governor responded that he thought this exercise, which would take place in the first five weeks of Reception, was a waste of time and he feared how OfSTED would use the outcomes. The Headteacher responded that the School was participating because it was an OfSTED inspection year and baseline evidence was needed, so that the School could prove progress was being made. The governor observed

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that this would be yet another day of testing, that British school children were the most heavily tested in the World and the information was already available through the early learning goals. The Headteacher responded that it might help the School in securing additional support and most of the schools in the Cluster were taking part.

19.3 The Headteacher informed governors of the outcomes of the staff restructuring. There would be 6 grade C and 2 grade E positions in future. Three TAs had been accepted for voluntary redundancy. This left two posts without full time roles and the Chair and Headteacher had interviewed staff yesterday, using different questions for the C and E grades and a scoring system. They had tried to make this as positive an experience as possible. One part time position was to be offered to the individual who scored higher than the other unsuccessful candidate, who would be offered this if the first person declined it. There was also a TA pupil support role but the School was unable to combine this with the part time post and meet the pupils' needs. The situation had been fully explained to the individuals concerned. The previous and current Chairs, the SLT, governors and HR had given a great deal of support to the staff affected and while this was unfortunate, it was the right way forward for the School. The TAs had been very professional in their conduct and the Chair commented that most of the TAs had impressed her with their passion. The Headteacher added that two TAs would be trained to support the learning of the others in future. The full structure would be submitted to the next meeting. Governors had helped him and the School by supporting this restructure, which allowed him to invest in teachers. — Head Teacher Clerk/ Agenda

19.4 Mrs Ackerley commented that the costs of the implementation of the living wage had not been offset by any additional income.

19.5 RESOLVED that Mr Ainsworth be appointed to the Resources and Curriculum Committee. — Clerk

20. APPROVAL OF DOCUMENTS FOR PUBLIC INSPECTION

RESOLVED that the agenda and supporting papers for the current meeting be made available for public inspection, with the exception of members' contact details and the confidential appendix to the minutes of the last meeting. — Clerk

21. DATE AND TIME OF NEXT MEETING

Governors were reminded that the next meeting of the Governing Body would be held at **4:00 pm** on **Thursday 9th July 2015**. — Clerk

Meeting closed at 6:25 pm.

These minutes have been approved by the governing body as a true record of proceedings:

Chair: _____

Date: _____