

Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 18th July 2018



			Action By	Time scale
		<p>Present: Dr P Ambler (PA), Mrs Billington(AB), Mr Pavey (DP), Mrs Holohan (SH), Mrs Murray (KM), Mr Thomas (CT), Mr Tristram (JT), Mr Wallace (IW), Mrs Davey (JD) (clerk) and Mrs Legg (LL) Ms Stevens joined the meeting at 6.30pm</p> <p>KM began the meeting with a prayer</p>		
1		Apology accepted from: None received – all present		
2		Pecuniary Interest: Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting – LL declared an interest re the Acting Headteacher contract. She will leave the meeting at that point.		
3		Minutes of previous meeting – 17th May 2018		
3	1	Part 1 - The minutes had previously been distributed and governors agreed they were an accurate record. They were signed accordingly.		
3	2	Matters arising were discussed as part of the agenda.		
3	3	Part 2 – 17th May 2018 and 14th June 2018 Due to the length of these minutes governors have been advised that they could come into school and read them prior to the meeting if they wished. These were approved with matters arising forming items later in the meeting.		
4		Reports from Committees		
4	1	<p>Curriculum & Learning Committee– date of last meeting 11th July 2018 Minutes of the meeting had been shared with IW in advance of the meeting. Data is reported under the Headteacher’s Report. IW highlighted particular points. IW said he would like to look at the internal data again with CT. He feels he needs to get a true reflection of what level the children are at. IW believes the system the school uses for internal data is right but questioned the usefulness and the KS2 SATs results were not forecast from the internal data predictions. The Committee acknowledged the requirement to look at TA support suggested by AB for children with additional needs. The Online Policy from South West Grid for Learning has been personalised with Offwell School information. IW and CT will look at it in advance of next term’s Curriculum Committee meeting.</p>		
4	2	<p>Resources Meeting – 18th July The meeting was held immediately before this FGB so no minutes were available. Caretaking and Cleaning contract – the history is well documented and possible proposals had been forwarded to governors prior to the meeting. Following the resignation of our caretaker we would be able to terminate the contract with Devon Norse (DN) with no penalty wef 31st July 2018. The caretaker’s last day is 25th July 2018 (last day of term) and JD has contacted DN to ensure that the 12.8 hours owed over the 4 working days will be carried out. These hours have been acknowledged. DN will be asked if they would move furniture in preparation for laying the new carpet in Willow Class. Governors acknowledge that the other 2 quotes were for cleaning only and not caretaking. Governors asked what caretaking would have to be picked up. The Legionella testing is the main task and JD has offered to carry this out. Training was questioned and govts were advised that JD has undertaken necessary</p>		

		Legionella training although not specifically for testing water temperatures. JD considered that his was not a specialised task and she will do a dummy test before the end of term with AB. The new contracts do not include purchase of paper towels and toilet roll and JD has costed the annual use of this out to not more than £500. Green Machine therefore still comes in at £500 less than DN and Top to Bottom. Employing our own caretaker/cleaner was discussed and this was agreed to be an option worth pursuing. Govs will approach the lady who serves our lunches and her husband who may well be interested and certainly have the skills. If they are interested, we will seek advice from LA Human Resources. It was acknowledged that we would be unable to secure this option in time and it was therefore agreed to go with Green Machine for a temporary period whilst this option is investigated. JD will contact them asking what the minimum length of contract we could have.	JD	07/18
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5		Headteacher's Report		
5	1	The HT report had previously been distributed to governors and AB invited questions.		
5	1	AB gave an overview of data.		
5	2	EYFS – 7 children so tiny cohort – one child doing Reception for a 2nd year. Cohort not statistically significant as numbers too small. 4 achieved expected development and 3 did not.		
5	3	<p>KS1 – 7 out of 17 children joined during KS1 and 3 Yr 2 – Of these 1 got Working towards the standard (WTS) and 2 didn't. What the cohort achieved 2 years ago in EYFS is not directly transferable but is used as a progress measure.</p> <p>11 of 17 are Expected (EXS) Reading – School at least EXS 77% Nat 2017 76% GDS 41% Nat 2017 25% Writing – School at least EXS 65% Nat 2017 68% GDS 6% Nat 2017 16% Maths – School at least EXS 77% Nat 2017 75% GDS 18% Nat 2017 21%</p> <p>This means data is 'at' national 2017 (2018 not yet available) AB also tabled showing the cohort of children who have been in Offwell since Reception; progress is stronger for this group than 'all Y2'.</p> <p><i>Governor question – IW – Why is writing more of a challenge at KS1 than the other subjects?</i> AB – We have always been better at R over W and most schools are. A school would always expect to see R better than W because children can read things before they can write. However this is a gap to investigate because of GDS gap. <i>What is holding them back? Is it handwriting, fluency, spelling?</i> AB – A little bit of everything.</p> <p><i>Governor question – PA – We had previously emphasised importance of writing throughout other subjects, has writing slipped across the curriculum? Are we still seeing results?</i> AB is happy that it shows the strength of R and not a weakness in W. We introduced importance of W throughout the curriculum so we could show consistent standards and not specifically to improve W results. <i>SH – By R does this mean 'comprehension'?</i> AB confirmed it was and more so at KS2 than KS1. Governors acknowledge that R also underpins maths. Governors questioned that we should be targeting GD in maths as we said 6 children would get it and only 3 did. AB said govts had to remember the cohort has changed since the predictions</p>		

		were made. AB said we need to look at where the school falls in comparison to national and then look at the individual children. We need to look at GD in W. Figures will be more meaningful when the national comparisons are released.		
5	4	<p>Phonics – Cohort of 10 – 90% achieved – 1 did not. This child is SEND. National rate for last year was 81%. Above national.</p> <p>Year 2 repeated – 4 children retook – 75% achieved – 1 child did not. Overall the Year 2 now have 94% of cohort achieving the level equating to 16/17. AB confirmed the results will be published nationally. The 1 child has SEND.</p>		
5	5	<p>KS2</p> <p>IW and AB have looked at the figures in detail and discussed. Tables were given to govs giving all necessary figures.</p> <p>Background: 7/10 children for Reading and maths, 10/10 for writing were targeted to attain a standardised score of between 96 -103. 100 = expected. 110 is GDS.</p> <p>36% SEND (above national, 2017, national % SEND = 14.4%, all pupils. 16.6% for Y6 in 2017)</p> <p>Reading 55% (national 75%), Writing 82% (national 78%), GAPS 45% (national 77%), maths 55% (or 64% depending on remark) (National 76%).</p> <p>Combined R, W, M = 36% (or 45% depending on remark) (floor = 65%)</p> <p>Writing done by teacher assessment – School at least EXS 82% GD 9% Offwell is above Nat for EXS but not for Nat GD (18%)</p> <p>AB moderated and agreed these judgements</p> <p>GAPS – School at least EXS 45% Nat 2017 77%</p> <p>Maths – School at least EXS 55% GD 9% Nat 76%</p> <p>Reading/Writing & Maths – School 36% - last year 55% - needs to be 65%</p> <p>All floor targets have not been met for the second consecutive year. (NB we're not floor or coasting but critical for 2019).</p> <p>It was acknowledged that KS2 results in general for the school were very disappointing and a surprise given previous predictions.</p> <p><i>Governor question – IW – These figures weren't predicted at any stage during the previous years' looking at internal figures. Why is this and how can we prevent it happening again? Monitoring tools need to be reviewed.</i></p> <p>All governors agreed. LL said the data she will be requesting is much more precise.</p> <p>It was acknowledged that Maths No Problem has no assessment tool as such and each teacher needs to be equipped with the tools to do it eg PIRA and PUMA. We need to look at the cost.</p> <p>AB advised of proposals for year 6 provision for 2018/19 in response to the poor data:</p> <p>AB advised govs of things being done to address this for next year: Staff are going through the papers to see where common mistakes were made or knowledge is lacking. Children will get a second attempt at the papers – this generally shows a marked improvement. Key factors will be included within the SIP next year. AB advised that this Year's year 5 are a stronger cohort. Staffing structure changes (see below)</p>		
5	6	<p>Staffing structure</p> <p>LL had forwarded a proposal giving different options to governors prior to the</p>		

		<p>meeting with costings. JD advised that the figures are worked as comparisons to the original budget sent to the LA in May. Since then 7 children have either left or are leaving and new costings have been done using this knowledge. This does not show a reduction in Year 1 as the budget has already been allocated but shows a reduction of £20,500 in Year2 and £38,000 in Year 3. Govs were reminded that this figure could improve if new children come into school and also the possible EHCP income has not been included which could be as much as £12000 per year. Govs were also reminded that this figure could be worse if more children leave.</p> <p>LL – The 2 job share teachers need to be in school together and work some of their PPA together. The details need to be timetabled. It was acknowledged that one of the teachers could do an extra half day and take their PPA in school. Details need to be timetabled.</p> <p>Teaching Assistant additional time was proposed and costed. Option A on LL's proposal addresses Year 6 issues as well as ensuring all classes have a full time TA at all times and AB recommends that this is needed to address behavioural issues and also to meet the needs of the children whom the school is applying for EHCPs.</p> <p>Governors agreed that the teaching commitment could increase by ½ day in Oak. They did not agree to the immediate increase in TA hours for September but asked that LL waits to see what happens and when she is in school she will be more aware of where the need is. This will come back to the first FGB meeting of the term.</p>		
5	7	<p>SIF/SEP AB has distributed the updated SIP/SEF to reflect this summer's data except it still needs to have the KS2 data included. Amended parts are highlighted in red to make it clear what has changed for gov's. The Curriculum Committee has asked AB to complete their Action Plan part and AB will take this from the Curriculum minutes and circulate to gov's for comments.</p>		
5	8	<p>Safeguarding AB has updated RS and PA with various issues. AB recommends that the record of safeguarding logs is completed over the summer holidays as she suspects there may be some before the end of term and during the holidays. Govs talked about CPOMS – the system for recording everything online. Staff are able to log on at a low level and add information directly on to the computer. This triggers a notification to those staff who need to know eg teacher, headteacher. As well as safeguarding the system records all aspects of behaviour, SEND, safeguarding and wellbeing. Many schools use this system. The cost is £500 per annum for a school with under 100 children. Governors acknowledged that this did seem to be a lot of money. After discussion, it was agreed that LL will see how she gets on with using the existing paper system and will come back to Resources Committee if she feels the system is still required.</p>		
5	9	<p>Behaviour and Exclusion Policy – This has been sent out to all staff asking for comments. This will be discussed on the non-pupil days.</p>		

6		Policies and Paperwork and Procedures		
6	1	<p>Keeping Children Safe in Education – This has been updated and there are new regulations coming in in September 2018. RS took part in a webinar and produced a report with recommendations for governors which was distributed in advance of the meeting. One recommendation is that all governors must read Part 1 and sign to acknowledge that they have. This will be recorded within the single central record.</p> <p>Governors were reminded that as the school subscribes to Babcock’s Governor Services all governors are able to use the online training tool – Gel Online. They need to register before they do and JD will forward a reminder as to how to do this in the next governor email.</p>	JD	07/18
7		Moving Forward into the future for Offwell School		
7	1	Federation/Collaboration Updates – discussed under Part 2		
7	2	Acting Headteacher Contract – discussed under Part 2		
7	3	Governor succession planning – The County Council have accepted governors’ nomination to renew the term of PA for a further 4 years reporting that they were ‘content with the nomination’ and instructing JD, as Clerk, to complete the necessary paperwork in September.	JD	09/18
8		Dates of Meetings:		
8	1	<p>Dates for next meetings -</p> <p>FGB – Thursday, 13th September 2018</p> <p>Resources – Thursday, 4th October 2018</p> <p>FGB – Thursday, 18th October 2018</p>		
9		What have we achieved for the children?		
9	1	<ul style="list-style-type: none"> • Security over the next academic year by extending the Acting Headteacher contract. • Beginning to identify the SIP priorities from the data for 2018/19 		
10		The meeting finished at 8.30pm		