



Meeting title: Full Governing Body

Date: Monday 26th March 2018 Time: 5.00pm

Venue: The Library, West Blatchington Primary School

Governors present: Marian Gerrett (Vice Chair), Rachel Simmonds (HT), Fern Corns, Heidi Byron, Jen Colwell, Julie Pelych, Philip Worsfold (Chair)

Others present: Russell Brentall (from 5pm – 6pm)

In attendance: Helen Haskew (Clerk)

Apologies: Ray Allen, Kathryn Martin and Natalie Bellis

Quorum: 7 out of 10 governors were present. The meeting was quorate.

Item	Minutes
1	Welcome and Apologies
	Welcomes were made and apologies accepted from Ray Allen, Kathryn Martin and Ray Allen
2	Declaration of Business Interests
	No new declarations were made.

3	Matters arising
	None
4	Minutes of the last meeting
	<p>Minutes from the FGB 22nd January were considered a fair representation and signed off by the Chair.</p> <p>Actions still to be completed:</p> <p>Governor piece for school newsletter - Chair SIP to be broken down onto one page – Fern Corns Governor folder to be created – Clerk/Fern Corns/Business Manager Policies for review to be allocated to working groups – Clerk/Chair</p>
5	New Governor
	<p>Governors voted in Andrew Rogers (although not present at this meeting) as a new co-opted governor. Jen Colwell informed governors of Andrew’s background and it was agreed that his data analysis skillset would be a complementary asset to the governing body. It was noted that he had already completed the LA authority governor induction. Governors thanked Jen Colwell for the introduction.</p> <p>Governors asked to confirm which year groups were allocated to who. The following was agreed:</p> <p>Ray Allen – Nursery Jen Colwell – Reception and SEN Heidi Brydon – Y1 Andrew Rogers – Y2 Philip Worsfold – Y3 Kathryn Martin – Y4 Marien Garrett – Y5 Julie Pelych – Y6</p> <p>Governors discussed the postponed CSD meeting and agreed that a date needed to be organised so that all governors on the committee could attend. Governors agreed that Andrew Rogers would become part of this committee.</p> <p>Action: Clerk to co-ordinate CSD meeting.</p>
6	Head Teacher Report
	Russell Brentall presented KS1 report. The headlines were:

Outcomes:

- **Nursery** has shown an increase in GLD, starting levels were low at 5% but have increased to 26% by the end of Spring term.
- **Reception** have shown an increase in GLD especially in literacy.
- **Y1 ARE** has decreased, this is due to new joiners coming in with below ARE. Phonics in Y1 has made excellent progress.
- **Y2 ARE** has remained more or less the same, with a slight increase in writing and maths despite significant mobility.
- **Pupil Premium** – PP in Y1&2 ARE in reading are working above non-PP. PP in Y2 achieve better in writing than non-PP. Y1 maths PP have over-taken non-PP but have fallen behind Y2. Progress of PP is more or less the same as non-PP and in some areas PP progress better.
- **SEN** – throughout Y1&2 SEN children are behind and have yet to reach ARE, although their progress is good.
- Girls outperform boys in all areas in Reception and Y1. In Y2 boys outperform girls in English and girls outperform boys in maths.
- **EAL** children outperform non-EAL in English and Maths in Y1. Non-EAL outperform EAL in all areas in Y2

End of Year Targets:

- Reception GLD target is 68% and is currently at 50%
- KS1 Phonic screening aspirational target is 80% and after mock screenings is currently 69%. It was noted that 6 new joiners were below ARE, while 4 of 5 leavers were ARE or MET+ and this had an impact on results.
- End of year targets for ARE in KS1 in reading, writing and maths are all on track.

Target Children:

- Target pupils are doing well with some accelerated progress.

Q Why do children leave the school?

A A lot of them return to their home countries, families are rehoused out of the area, or are rehoused too far away to use public transport and families moving for financial reasons.

Q What qualifies a child to be targeted?

A Generally a child who is on the cusp of meeting ARE or who isn't making expected progress. They are then focused on through pupil progress meetings and given extra support in the classroom to help bring them up to ARE or to get them back on track to at least expected progress.

During the presentation governors discussed the mobility of children and how it affected the data. It was pointed out to governors that with such a small cohort, when children left the school at ARE and were replaced with children below ARE this could have a marked impact on percentage data. Also, with the cohort being so small in

some cases, only a small number of children could represent a high percentage of the class. As the data does not show mobility this is something that will need to be made clear to Ofsted.

Governors discussed whether smaller class cohorts made it easier to identify and respond to individual learning needs of children. In some aspects this was true but it also made spotting of whole-school trends and responding a little more difficult. Pupil progress meetings, and their frequency, become a particularly important element of drilling down into data. It was suggested that it would be good idea if governors could attend pupil progress meetings to get a better idea of how things work. Fern Corns agreed to send the next pupil progress meeting dates.

The Head Teacher presented KS2 report. The headlines were:

- Broadly speaking KS2 ARE have remained the same but has increased in Y4 and Y6 in some areas. Governors were told that Y6 tend to make accelerated progress and Y4 has had the addition of a very good teacher.
- 2/5 children accelerated in reading and writing in Y6.
- 1/3 children accelerated in Maths in Y6
- Current Y5/6 starting points were low. Attainment needs to be a focus.
- Current Y4 has stronger cohort than the current Y5 and 6. The LA has agreed to cap Y4 to one class
- Y3 has seen a dip in pupils achieving MET. One Y3 teacher is receiving targeted support.
- Disadvantaged children are outperforming non-disadvantaged in Y3 in writing.
- Disadvantaged children's progress is good – but starting points were low.
- Disadvantaged children achieving MET is lower than non-disadvantaged in all year groups and subjects
- EAL children are doing well and are generally working above non-EAL and the longer they stay in the school the better they progress. In Y6 EAL children are making slower progress compared to non-EAL pupils.
- Boys are underperforming compared to girls in all KS2 groups apart from Y4 maths.

Q Do you every do case studies?

A Yes we have just done one on disadvantaged pupils. It would be good to start a case study from Reception all the way through the school.

Reading remains in the spotlight and is a key priority area. Teachers are continuing to develop Word Aware and the teaching of inference. The School Partnership Advisor witnessed teaching of inference in reading during his visit to the school.

Q Why have there been an increase in behaviour incidents?

A The majority of incidents have been carried out by 4 pupils, 2 of who are on Level 3 of the behaviour threshold. Overall there have been 98 less reported incidents compared to this time last year.

	<p>The HT informed governors that the school is involved in a 2 year research group with the School Partnership Programme run by the Educational Development Trust, this is a cluster based approach to school improvement.</p> <p>Action: Fern Corns to inform governors of Pupil Progress meeting dates.</p>
7	<p>‘Good to Outstanding’ – Governors Roles and Responsibilities</p>
	<p>Governors had a discussion about what needs to be organised and put in place prior to an Ofsted inspection:</p> <ul style="list-style-type: none"> • Create a grab and go governor file and evidence folder (both hard and digital copies). • SIP to be broken down onto one page. • Website health check – statutory requirements to be emailed to Vice Chair. • WWO to be added to website. • Governors to arrange meeting with HT in preparation of Ofsted visit <p>The HT informed governors about the order of events should Ofsted visit and the expectations of their availability.</p> <p>The HT asked that the IDSR is an item for the next FGB and will email the link to this so it can viewed beforehand.</p> <p>Action: Create governor and evidence folder – Clerk/Fern Corns/Carly Regan Action: SIP to be broken down onto one page – Fern Corns/HT Action: Website health check – ALL Action: Update website with WWO page - JC Action: Website statutory requirement emailed to Vice Chair – Clerk Action: Governor and HT meeting – Clerk to co-ordinate Action: IDSR link to be emailed to Clerk to circulate – Rachel Simmonds</p>
8	<p>Attendance Report</p>
	<p>The HT informed governors that attendance was below the national average. This was mainly due a core number of families who were being supported by the school.</p> <p>SEN attendance was lower, partly due to pupils who attended the unit being on a part-time timetable.</p> <p>£4K of funding has been provided from the LA for attendance incentives; free minibus places, free breakfast club places, '12 Terrific Days' with daily rewards and a prize draw to try and encourage pupils to attend the last couple of weeks of Spring Term.</p> <p>A governor commented on how well received the '12 Terrific Days' was by the children and asked whether it would be possible to do this at the end of each term?</p>

9	SFVS
	<p>The SFVS had been viewed prior to the meeting and all agreed governors were happy to approve. The SFVS document was signed by the Chair.</p>
10	<p>Data Protection – GDPR compliant The Chair briefly explained the new data protection requirements that the school needed to fulfil. An audit visit from the LA to review procedures and policies is due to be organised to ascertain any weaknesses.</p> <p>Action: Rachel Simmonds to contact Paul Platts at the LA to perform audit.</p>
11	School Partnership Visit update
	<p>Fern Corns updated Governors on the recent visit from Simon Chandler, the School Partnership Advisor. The overall feedback remained good and there were no major concerns.</p>
12	Finance Update
	<p>Governors received that latest notes from the Finance working group prior to the meeting.</p> <p>It was noted and commended that the deficit had been brought down to £58K and governors felt this further reduction should enable the school to engage with the LA to gain support for a deficit budget in 2018-19.</p> <p>Extra funds of £25k have been secured from the National Funding Formula and a further £10K from the LA for the backfill of work to cover the Business Manager. It was noted that the LA would need to be contacted again for further backfill funding.</p> <p>The Lettings policy and recommended changes were received by the governor body prior to the meeting from Kathryn Martin – all governors agreed to the changes and were happy to ratify.</p>
13	Personnel Update
	<p>Governors received the latest notes from the Personnel Working group prior to the meeting. Following on from these notes it has been agreed that the current Interim Executive Head position at Mile Oak will continue for the rest of the academic year, with 3 ½ days at Mile Oak and the remainder at West Blatch. Mile Oak will be paying for this.</p> <p>Governors asked what the situation was with regards Mile Oak recruiting a new HT. They were informed that there has been one round of interviews with no successful candidate. A second advertisement has been place for a HT/Exec Head with interviews planned for the 26th April, allowing the successful candidate to give notice in time for a start date for the next academic year.</p>

14	Governor Training
	<p>Most governors have completed the Online Channel training. The Clerk agreed to send out the link again for those who are unsure. Governors mentioned that they had difficulty printing out the certificate and the Clerk agreed to look into this.</p> <p>Safer Recruitment Training – Julie Pelych, Jen Colwell and Philip Worsfold agreed to do this training – the Clerk will send the link.</p> <p>Action: Clerk to send Channel and Safer Recruitment links</p>
15	Engaging with Parents
	<p>The HT thanked governors for their input with the parent/carer questionnaire. The response was good and the overall feeling was that children were happy and well cared for. Jen Colwell noted that further completed questionnaires had been found and this could alter the percentages once the information has been added. Headlines from the survey have been put into the latest school newsletter.</p> <p>Action: Jen Colwell to process the additional questionnaires and update the headline data.</p>
16	New Build update
	<p>The Vice Chair informed governors that building works are on schedule and 11th May is the ground breaking ceremony. A time lapse camera has been ordered. This date has since been updated.</p>
17	AOB
	<p>None</p> <p>The meeting ended at 7.30pm</p> <p>Date of next meeting: May 21st 2018. 5pm</p>

Signed Date