



Meeting title: Full Governing Body

Date: Monday 16th July 2018 Time: 5.00pm

Venue: Classroom, West Blatchington Primary School

Governors present: Marian Gerrett (Vice Chair), Rachel Simmonds (HT), Fern Corns, Heidi Byron, Jen Colwell, Julie Pelych, Philip Worsfold (Chair), Ray Allen, Kathryn Martin (from 6pm), Natalie Bellis and Andrew Rogers

Others present: Russell Brentnall (Assistant HT), Duncan Russell

In attendance: Helen Haskew (Clerk)

Apologies: Ray Allen

Quorum: 10 out of 11 governors were present. The meeting was quorate.

Item	Minutes
1	Welcome and Apologies
	The Chair welcomed everyone apologies accepted from Ray Allen
2	Declaration of Business Interests
	None.
3	Matters arising
	None
4	Minutes of the last meeting

	<p>The minutes for the FGB meeting held on the 21st May were considered a true and fair representation.</p> <p>It was noted that the action to write to the LA to request an additional 2 inset days for next year has been approved.</p>
5	<p>Head Teacher Report</p>
	<p>The Head Teacher's report was circulated prior to the meeting. Russell Brentnall presented the EYFS and KS1 end of year outcome report to the governors. The key headlines were:-</p> <ul style="list-style-type: none"> • Nursery and Reception had strong outcomes, despite challenges at the beginning of the year. • Nursery incoming GLD was 5% and end of year 47%. • Reception incoming GLD was 21% and of year 64%. Data submitted to the LA was 67% after removing a child who had left the school. • Year 1 end of year phonics - incoming ARE was 39% and increased to 81%. If new joiners and new to English children were removed from the data the year end result would have been 100% of children reached ARE. Reading continues to be good, with a slight dip in Maths and writing. Pupil Premium children made better progress than their counterparts. 100% of Pupil premium reached ARE in reading. • Year 2 achieved good end of year results with most targets being reached, despite significant mobility; 5 leavers at ARE and 1 below and 5 joiners – 4 were well below ARE and 1 at ARE. Boys have overtaken girls in reading, writing and Maths. • Target children have been tracked all year and there are strong figures for children in this group. <p>Q What is your big hope for next year?</p> <p>A Making sure the team continues. Adapt and change for the class and develop outside learning for Reception.</p> <p>It was noted that next year's Reception class would prove a challenge with possibly 4-5 children with EHCP's.</p> <p>Duncan Russell presents the end of year KS2 outcome report to the governors. The key headlines were:-</p> <ul style="list-style-type: none"> • Due to high mobility changes in ARE affected all year groups. • Children achieving MET remained the same or increased in years 4,5 and 6 in all areas, with the biggest increase in Y6. • Y5 has a complex cohort skewing the data. If children in the Unit and with EHCP's are removed then the data would be in line.

- Y3,4 and 6 are making expected or better progress compared with autumn data in all subjects.
- SLT are looking at targeted personalised interventions for Y6 (this year's Y5).
- It was noted that the published data does not take into account the children in the unit.
- SEND pupils working at ARE in Y3 has been maintained and increased in Y4,5 and 6.
- Girls outperform boys in all year groups except Y2. The gap is closing in Y6.
- Disadvantaged pupils have increased ARE from incoming in all year groups apart from Y3.
- EAL pupils continue to achieve well, although in Y6 the largest gap between EAL and non-EAL was in reading.
- Reading and writing will remain a focus next year for boys.
- It was noted that pupils who had been with W Blatch long term were performing best.
- **SATs** – combined (RWM) 45% - target was 55%. 3 children's SAT's in Y6 did not count. 34% of Y6 were significantly below ARE and the aspirational target of 55% was never likely to be met. All other individual subject targets were more or less in line. Due to the cohort being so low, trends are becoming meaningless.
- Y2 end of year assessments – were broadly in line with set targets.

The Head Teacher and Acting Head of school present the Teaching, Learning and Assessment overview:-

Guided Reading: The SPA and SPP reports were circulated prior to the meeting. Both reports were quality assured. The SPA report confirmed that impact in guided reading had been achieved and further pointers were given – it was suggested that governors interview teachers as to the effectiveness of their CPD and where they could use further support.. The SSP visit was carried out by two local Head Teachers, with the main focus being the school's 'language rich' environment. It was noted that behaviour for learning was a real strength.

Development and Triangulation: The school has adopted their own approach allowing engagement with the national curriculum. Materials are being shared by the Teaching Alliance and there are plans to re-engage with Maths Mastery. Triangulation has validated work already done and has been useful for the teachers involved in the process.

Staffing Update

The Head Teacher informed governors of staff leaving at the end of term. It was noted that 3 INA's would be leaving the ASC facility with would create a lot of change. Governors were also informed that the current INCO will be leaving in January 2019 to go to another primary school with a substantial promotion attached. This departure will also have an impact on the ASC unit as the INCO currently manages this facility. An agreement has been met with the new primary school to allow the substantive INCO to remain at the school should the Ofsted visit still be outstanding. The INCO's departure

will be announced to parents in September. All governors agreed the departure would be a great loss to the school and asked the Head Teacher to convey their thanks for all her hard work.

Behaviour

Behaviour incidents are on a downwards trajectory compared to last year, although it was noted that there were fewer children. Thirteen of the children are on the Behaviour framework. It was noted that the Framework children have other problems and their behaviour is part of their special needs. A discussion was had about the number of children and percentages and was there a core group that were responsible for the figures. The HT agreed to look into the figures to be broken down.

Q How does the school ensure support for children with behaviour support plans and also keep focus on the needs of the rest of the class?

A The support plans help the children manage their social, emotional and mental health needs which can lead to challenging behaviour. It is about managing as best we can and being open and transparent. We try to equip the children on how to manage distractions in the classroom. All children have different needs and it is about making the children resilient and reducing any impact on their learning.

A discussion was had about above ARE/higher attaining children and the attention/interventions they receive. The HT confirmed that inclusion meant all pupils and agreed that this should be an item for the next FGB.

Attendance

Natalie Bellis updated governors on attendance figure:-

Whole school attendance 95.23% which is on par with the national average and an increase on last year/

PP/FSM/SEN have lower attendance and remain a key focus group

EAL are higher at 95.97%

The funding from the LA given this year for attendance is unlikely to be given for next year. A discussion was had about how to sustain what is already in place and it was agreed that it would be worthwhile approaching the LA for further funding to maintain and improve what has been achieved.

The governors thanked Natalie for all her hard work.

Leadership and Management

The Head Teacher confirmed that her position at Mile Oak as Interim Executive Head will finish at the end of term but will be attending Mile Oak one day week next year to

	<p>support the new Head Teacher. The Chair from Mile Oak will need to write to Philip Worsfold to confirm this arrangement.</p> <p>The Head Teacher informed governors of a school to school support/mentor scheme that West Blatch would be participating in, where teachers would share ideas and practices and visiting each other's schools.</p> <p>Budget update</p> <p>It was confirmed that a deficit budget of £16.4K is now with the LA to approve. It was noted that the deficit could reduce further once the restructure was implemented.</p> <p>ACTION: Marian Garrett to organise a time to interview teachers re CPD – to be added to Personnel agenda.</p> <p>ACTION: Rachel Simmonds to breakdown behaviour percentages and pupils.</p> <p>ACTION: Clerk to add item about higher attaining pupils to next FGB agenda.</p>
6	Poverty Proofing Report
	<p>The Poverty Proofing report was circulated prior to the meeting. Governors discussed the contents of the report with the Head Teacher who felt the report was sparse with little feedback or further challenges set for the school.</p>
7	Working Group/Committee updates
	<p>The minutes from the Personnel and Finance working groups and CSD committee were circulated prior to the meeting. Due to time constraints these were taken as read.</p>
8	New Build and ICT funding
	<p>The Head Teacher informed governors that the promised funding for ICT in the new school is now unlikely to happen. During a meeting with the funders it was admitted that even though there was an email trail confirming that they would provide funds, that in fact they misled the school and no funds were available. The LA are pursuing this and have passed it over to the legal department. A discussion was had about how the current ICT equipment is not compatible with the new school and that time was running out to get something in place. Governors agreed that the school needed help to move forward and suggested engaging with councillors and the press and also emailing the Director of Children's Services to keep things moving.</p> <p>ACTION: PW contact BHCC with concerns re ESFA position and support for ICT budget negotiations.</p>
9	ASC unit and Downs View Relationship

	<p>The Head Teacher informed governors that due to the restructure of Special Schools in the Brighton and Hove there have been changes in management and leadership at Downs that will have an impact on the ASC unit. A further concern is the departure of the INCO at West Blatch who currently manages the unit on a day to day basis. There is some concern with the link that the West Blatch has been given to manage the unit and that if this does not work then the running of the unit will need to be reconsidered.</p>
<p>10</p>	<p>Governor Business</p>
	<ul style="list-style-type: none"> • Governors asked that dates for next year’s meetings be organised. The clerk agreed to provide these and email to all governors for approval. • A governor noted that the folders in the Reception area of school contained old newsletters. Governors were informed by Fern Corns that this was intentional but agreed to make it clear in the folders that this was the case. • GDPR – the Data Protection Officer that has been bought into by the school will be doing a further audit and governors were informed that a sub-committee or governor will need to be attached to GDPR. • It was confirmed and approved by governors that Julie Pelych will sit on the Finance working group as well as Personnel. With the addition of Julie this now means that there are enough governors to have an official Finance Committee. <p>ACTION: Clerk to send out dates for next year’s meetings</p> <p>ACTION: Fern Corns to amend folders in Reception area</p>
<p>11</p>	<p>AOB</p>
	<ul style="list-style-type: none"> • The annual Safeguarding audit has been completed with only a few minor outstanding actions. The audit will feed into the SIP and will form an action plan at the next FGB • The single central record is up to date and on track. • There is a time lapse video of the new build which was suggested should go on the website. The Head Teacher agreed to organise this. <p>ACTION: Rachel Simmonds to organise time lapse video to go on website.</p>

Signed Date