









Local Governing Body Meeting Company Number – 08075785 MINUTES			
Date: 11/01/16		Venue: Mountford Manor Meeting Room	
Attendees: Tamzyn Harris – Parent Governor (TH) Rachel Skates – Principal (RS) Suzanne Gregory – Chair (SG) Carl Humphreys – Vice Chair (CH) Chris Fox – Staff Governor (CF) Kirsty Handy – Staff Governor (KH) Francis Stockwell – Parent Governor (FS) Jason Newbold – Community Governor (JN) Liz Matthews – WHF Governor (LM) By invitation – Louise Dance (Early Years Teacher KS1 (LD) Elly Rushen – Assistant Head KS2 (ER) Claire Lane – prospective Parent Governor (CN) Anna Richardson – Governor Support Minutes: Dawn Hadgraft (DH)			
Circulation: Local Governing Body/Governors website			
Absences:		Jackie Fox (JF) Parent Governor	
Approved Apologies:			
Item No.	Description	Time	Action
1	<u>Apologies/Absence</u> JF has handed in her resignation as a parent governor.		
2	<u>Approval of previous meeting</u> Minutes from previous meeting held on 30 th November 2015 were approved by CF		
3	Principal Report	RS	Ongoing

	 <p>Principal's report to Govs Jan 2016.docx</p> <ul style="list-style-type: none"> • Attendance <p>Q – It was asked why the attendance was down A – RS stated that we have had a lot of illness over Christmas and we also have a child missing education that is being tracked but we cannot remove them from roll until we know which school they have been allocated. Q – It was asked about the report and the codes and to which ones affect our attendance. A - RS stated it all affects the attendance apart from B - educated off site, C – Other authorised circumstances, E – Educational visits. Calls are being made home on a daily basis to try and find out why pupils are not in and attendance meetings are ongoing. SG – would like to see reports for last year and this year’s attendance It was suggested that it was done from the beginning of January up to the date of the next meeting</p> <ul style="list-style-type: none"> • Looked after children <p>No questions asked.</p> <ul style="list-style-type: none"> • Leadership and Management <p>RS – said she does need to employ someone and has spoken to Simon Cowley to help with safeguarding issues. Q – A governor asked is this was because EM was on maternity leave A – RS said that it was not. Q – A governor asked if there is somebody in school or at the WHF who could fill this new role A – RS does have somebody in mind in school and will update at next meeting Q – The principal was asked if JD (SENCO) could be utilised A – RS said that this would be impossible because she is needed in class</p> <ul style="list-style-type: none"> • Behaviour and Safety of pupils <p>Q – A governor asked for the abbreviations to be explained. A – RS explained CP is Child Protection under social services and they are on a child protection plan and seen every 2 weeks from their social worker and we meet at school every 4 weeks. CHIN – Child in need – they are still under social services but seen every 4 to 6 weeks and meetings are still held with the family. TAC – Is team around the child, this is the work that Carolyn Crawley (Family Support Worker) does with the parents, who draws up a plan.</p> <ul style="list-style-type: none"> • Exclusions <p>We currently have 1 child who has now gone to our SRP unit Q – Is it as effective that a child from this school goes to our SRP unit A – RS said it had been decided by a panel that this child should attend our SRP unit and not hers alone. Q – What hours is this child doing A – RS stated this child was on a reduced timetable of 10.30 until 1 on a Thursday and Friday Q – Does this child have interaction with other pupils in the school A - RS stated that this child does at lunchtime and playtime.</p>	Action	DH
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	<p>Q – A governor asked if Jess Delicata (SRP teacher) could give us an update next meeting on this child.</p> <ul style="list-style-type: none"> • Quality of Teaching <p>No questions asked</p> <ul style="list-style-type: none"> • Achievement of Pupils <p>Target tracker is being got rid of:-</p> <p>Q – A governor asked if this was across the Federation</p> <p>A – RS answered that it was the whole of the Federation, it is being looked at to do things a lot simpler</p> <p>Q –Anna was asked what the other schools in the borough were doing</p> <p>A – AR said that some of the schools were still using target tracker</p> <ul style="list-style-type: none"> • Early Years Provision <p>There have been staffing issues, but we had PGCE students in last week and one of them was very good and we are hopeful that she will apply for the position of Nursery Nurse TA and she can gain experience of working in our Nursery</p> <p>Q – Are supply teachers consistent</p> <p>A – RS stated that they were because we normally have the same supply in.</p> <ul style="list-style-type: none"> • Staffing <p>No questions asked</p>	Action	JD
4	<p>Change to Agenda – Policy Updates</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Code of Conduct MMPS.docx </div> <div style="text-align: center;">  Collective Worship MMPS.docx </div> <div style="text-align: center;">  Behaviour Policy MMPS (003).docx </div> </div> <p>Paragraph's in the code to conduct needs to be changed</p> <ul style="list-style-type: none"> • Reprimanding someone else's child appropriately • Avoid using staff to criticise children • Smoking, consuming alcohol or drugs while or spitting on school grounds 	Action	SG
5	<p>Change to Agenda – AOB</p> <p>It was asked if all governors had set in their link governor visits</p> <p>Early Years FS – Monday 1st February 2016 Pupil Premium CH – Tuesday 19th January 2016 E Safety CF – Friday 22nd January 2016 SEND KH – Awaiting EM (Maternity) Safeguarding SG – Done in December Sports and Nutrition TH – Date needs to be set</p> <p>Q – Ana was asked about the size of MMP and how many link governors should we have</p> <p>A – Many governors link their numbers to the school development plan, just to make sure that the link governors know what they should be doing.</p>	Action	TH

6	<p>SG did say that the ones that had been picked out were from the governors hand book and once we become a stronger governor body then the development plan would be good for JN.</p> <p>Q – A governor asked about linking in with another school with another link governor</p> <p>A – SG said that this was a good idea to have a look at another school and walk it through with another governor.</p> <p>KH told us that the school council had been involved with a new play area in Huntley Close and the school council had been asked for help in doing the signage.</p> <p>CH mentioned about the end of year book for Year 6, and KH answered that this will be looked into.</p> <p>SG mentioned that Elizabeth House had just got a grant for gardening and we have been asked to take some pupils along to help with the planting.</p> <p>TH mention about uniform and that before Christmas some pupils were not in correct uniform – SG said that texts had been sent home and that as for shoes they need to be black and appropriate uniform.</p> <p>We do support any parents that cannot afford uniform.</p> <p>LM mentioned about MMP being closed on Monday 4th January and the event that had happened at Rodbourne, RS did say that texts were sent out, the radio put out an announcement out and a notice was put on the website for parents regarding the school being closed. As for what happened at Rodbourne if a child got out of the grounds then the child would be followed by 2 adults, parents would be called and police (by office staff). LM said if the press got wind of it then RS said she would call Simon Cowley if not him then Nick Capstick or Lauren Costello and also let Liz Matthews know. Staff should be careful of talking to the press.</p> <p>Mark Weller (Head of IT and Communications) is in the process of producing a new policy on IT and Social Media</p> <p>Change to Agenda - Key Stage Leads Update</p> <ul style="list-style-type: none"> • Early Years Report <div style="text-align: center;">  <p>EYFS report to Governors Jan 2016.</p> </div> <p>Q – A governor asked how many were below their levels before they joined Reception</p> <p>A – RS said that progress needs to be looked at for next time.</p> <p>Q – A governor asked if all our pupils that are in Reception came from our Nursery</p> <p>A – RS only a majority had come from our Nursery</p> <p>LD joined us at 10.30am</p> <ul style="list-style-type: none"> • KS1 Report 			
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	<p style="text-align: center;"></p> <p>Term 2 Data and update and report t</p> <p>Q – A governor asked if (Holy Cross) the new school had affected our numbers</p> <p>A – RS said it had not and that we had only 1 leave</p> <p>Q – A governor asked what ethnicity the 1 child who could not speak English was</p> <p>A – Romanian</p> <p>Q – It was asked what support we have for additional language that is coming into school</p> <p>A – They are immersed into language, huge focus on speaking and listening and grammar a day. We have a parent courses starting on Wednesday for phonics and grammar.</p> <p>LD mentioned that she had no behaviour problems but a lot of pupil’s with SEN. Parents were also on board.</p> <p>A governor mentioned about the Chilly Challenge’s and how impressed he was and how the children were giving it ago.</p> <p>SG mentioned about all KS1 teaching staff being invited for bacon butties before next Governor’s meeting on 29th February 2016.</p> <ul style="list-style-type: none"> • KS2 Report <p style="text-align: center;"></p> <p>Key Stage 2 update term 3.docx</p> <p>RS asked if everyone knew what ARE stood for on this report – Age Related Expectations</p> <p>Booster groups are being put in place for Year 5 and 6 this term. All Year 6 now have access to kindles and all the classic texts have been purchased, so as they can read them.</p> <p>Q – A governor asked if a child could stay in at lunchtime to help them with their reading</p> <p>A – RS said that we didn’t want to overload the pupils</p> <p>Q – A governor asked if the Nationwide readers that come in would benefit Year 5 more than Year 4.</p> <p>A – CF said that it would benefit him and RS said to speak to ER</p> <p>Q – A governor mentioned staff from Central coming over to help with reading.</p> <p>ER joined us at 10.50am</p> <ul style="list-style-type: none"> • Pupil Premium Report <p style="text-align: center;"></p> <p>Pupil Premium update for governoi</p>	<p>Action</p> <p>Action</p>	<p>SG</p> <p>LM</p>
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	<p>ER mention about Bill Jerman coming into school and that he saw a lot of strengths on the day and that he would be coming back in June/July to check on progress.</p> <p>ER mentioned that a lot of work is going on at moment with pupil premium, ER said that we want to show case what pupils can get with the school getting pupil premium, these details come from the LA</p> <p>Q – A governor asked if governor support could help with this</p> <p>A – SR (Office staff) was dealing with this.</p> <p>Q – A governor asked that once parents know their child is entitled to pupil premium is there a problem with the parents not wanting to get it.</p> <p>A – We want to show case this to the parents so as they can see what the school can get with this money and change parents mind-set.</p> <p>Bill Jerman is offering free of charge to come in and chat to governors about strategies of making ER more accountable and the school to the value of money also include initiatives in school.</p> <p>JN and CL left meeting at 11.15</p> <p>In year 6 it has been identified that 3 children have significant concern, 1 child is on SEN and the other 2 are below other children’s levels.</p> <p>Q – A governor asked if these pupils had come through the school</p> <p>A – ER said that they had.</p> <p>Q – It was asked if they were a concern in previous years</p> <p>A - ER said that new tests and new curriculum had picked this up ER said she is taking 7 groups out of Year 6 for reading, writing, maths and science and this will carry on until their SAT’s to try and catch up. More classic text has been purchased and is now starting when pupils are in Year 3.</p> <p>Q – A governor asked about performances helping pupils to express and explore the text.</p> <p>A – RS stated that it is for the comprehension and the understanding of the text.</p> <p>A governor mentioned the New College and their dramatic arts and would this add to the experience.</p> <p>It was mentioned about the Literacy Festival and if that would be a good idea to tie in the classics.</p> <p>ER said that we are now moving away from guided reading and working on comprehending what the pupils can read.</p> <p>Q – A governor asked about the dyslexic dictionaries</p> <p>A – They are making an impact with the children as they are easy to use and they are printed on dyslexic paper.</p> <p>Q – A governor mentioned the refurbished library close to school</p> <p>A – RS said it was very small, but can look into this.</p> <p>Q – A governor mentioned about a grandparent, parent or volunteers to come in and help with reading</p> <p>A – SG said that she now does the DBS checks, RS did say that we need them to be committed.</p> <p>Meeting ended at 11.45</p> <p>Next meeting will be held on Monday 29th February 2016 @ 9.30am</p>	<p>Action</p> <p>Action</p>	<p>ER/SG</p> <p>RS</p>
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<u>Opened</u>	<u>Action and Notes</u>	<u>Owner</u>	<u>Status</u>
11/01/16	Attendance Report from January last year of codes	DH	Open
11/01/16	Update from JD on new SRP child next meeting	SG	Open
11/01/16	Date for link governors	TH	Open
11/01/16	Wording to be changed on Code of Conduct	SG	Closed completed
11/01/16	Bill Jerman to visit governors	SG/ER	Open
11/01/15	Nationwide readers to come and see Year 5	SG	Open
11/01/16	Liz Matthews to ask in central for readers	LM	Open
30/11/15	Supermarkets to be approached for donations	SG	Open
30/11/15	Advertise Breakfast Club	SG	Open
30/11/15	Update policies – Collective Acts of Worship, Behaviour policy and Code of Conduct	SG	Closed completed
30/11/15	Lunchtime Accidents	SG	Closed completed
30/11/15	Training for Governors	SG	Closed completed
<p>Reminder – Bacon butties at 9am if you would like before next governors meeting on Monday 29th February 2016 @ 9.30am</p>			

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