

Local Governing Body Meeting Company Number – 08075785 MINUTES			
Date: 14/09/15		Venue: Mountford Manor Meeting Room	
Attendees: Jackie Fox – Parent Governor Carl Humphreys – Vice Chair Tamzyn Harris – Parent Governor Rachel Skates - Principal Suzanne Gregory - Chair Chris Fox – Staff Governor Kirsty Handy – Staff Governor By invitation – Louise Dance (Early Years Teacher KS1) Lisa Clark – Early Years Leader Ellie Rushen – Assistant Head KS2 Minutes: Dawn Hadgraft			
Circulation: Local Governing Body/Governors website			
Absences:		Jason Newbold – Community Governor	
Approved Apologies:			
Item No.	Description	Time	Action
1	Meeting started at 9.31am <u>Welcome/Apologies</u> KE and MS have both resigned as Parent Governors. MS is now working full time and cannot commit to the Governing Body Apologies from Jason Newbold. A vote took place last week and we welcome Chris Fox Staff Governor (Teaching) and Kirsty Handy Staff Governor (Support) A governor asked if KE gave a reason why she no longer wanted to be a parent governor – SG said she was studying to become a TA and wants to go back to college SG to chase up parents for parent governors	Ongoing	SG
2	<u>Approval of previous meeting</u> Point 2 of last meeting - Two visits have been lined up The Croft and Haydonwick, no reply from Zouch or Tregoze. SG to chase Zouch and Tregoze School dinners are being kept an eye on but all is good Governor Training is coming up we have Safeguarding next week at Drove on 24 th September 6-8pm	Ongoing	SG

3	<p>Raise On Line in November and pupil premium in January, work commitments are difficult to attend but these are mandatory for Governors to attend, can you please let SG know if you can attend. School mottos and values have been chosen for this year, Key stage leads to join us this morning. CH proposes that the minutes are correct and accurate, RS seconded them.</p> <p><u>Principal Report</u></p> <p style="text-align: center;">  Principal's report to Govs Sept 2015.docx </p> <p>Attendance is very low, due to some pupils on holiday, A Governor asked what is being done about this, RS said it is hard to do anything if the parent does not fill out a holiday form. We didn't meet our 96% attendance at the end of the year. It was 95.2%. A governor asked if there is anything more we can do to let parents know when school is back. SG said it is on letters the website, the only other things is to send a text. A governor asked that when a text is sent out to parents is there a way we can find out if it has been read. A governor said it does not offer a read receipt. SG there is a report on text2parents to see if text has been sent. There are currently no looked after children she is now under special guardianship , A governor asked– how does this affect our funding, RS said that the pupil we used to have who was a looked after child was not 5 so we did not get funding. Middle leaders have more responsibilities for their subject areas, they have each drawn up an action plan A governor asked - have we got a mentor in place for new teachers, Lisa Simmons Year 2 teacher – Lisa Clark Kayleigh Woolf Year 3 teacher – Ellie Rushen We now have 7 pupils on child protection, 6 pupil's child in need, 2 pupils under TAF (team around the family) and 13 families currently being supported by our Family Support Advisor – Carolyn Crawley. Year 3 was our worry group but they have settled very well with KH checking on all 30 children every morning A governor asked following last year to go and see a Chilli Challenge in session, he has spoken to SG to re-arrange to go in with LD on 21st September, SG suggested it would be a good idea to go at the end of the year also to see how the year has progressed. Target setting to start shortly, there is a big WHF meeting next week. Early years have settled in well and Reception will be in full time next week.</p>	Ongoing	SG
		Ongoing	RS

	<p>Staffing Lisa Simmons Y2 and Kayleigh Woolf Y3 – <i>A governor asked to be reminded of their mentors</i> LS is LC and KW is ER Elaine is still on maternity leave and will be returning in February 2016 and Jess Delicata will be continuing to cover SENCO until Elaine returns. Alison Martin is a KS1 TA and is running a nurture group for KS1 daily and is paid for out of pupil premium. Karon Killock is a new TA in Nursery and Katy Trussell a new One to One TA in year 4 SG asked which teachers will be looking after each curriculum area (please see below)</p> <table border="1" data-bbox="355 551 1219 994"> <thead> <tr> <th>Teacher</th> <th>Curriculum Area</th> <th></th> </tr> </thead> <tbody> <tr> <td>Lorna Shirley</td> <td>Maths KS1</td> <td>RE</td> </tr> <tr> <td>Lisa Clark</td> <td>EYFS</td> <td>Music</td> </tr> <tr> <td>Robyn Bailey</td> <td>English KS1</td> <td>Art/DT</td> </tr> <tr> <td>Louise Dance</td> <td>KS1 Lead</td> <td>Values Education</td> </tr> <tr> <td>Lisa Simmons</td> <td>NQT</td> <td></td> </tr> <tr> <td>Kayleigh Woolf</td> <td>NQT</td> <td></td> </tr> <tr> <td>Clare Dyer</td> <td>Maths KS2</td> <td>History/Geography</td> </tr> <tr> <td>Chris Fox</td> <td>Computing</td> <td>Science</td> </tr> <tr> <td>Kelly Hall</td> <td>English KS2</td> <td>PSHE</td> </tr> <tr> <td>Elly Rushen</td> <td>PE/Pupil Premium</td> <td></td> </tr> <tr> <td>Rachel Skates</td> <td>MFL</td> <td></td> </tr> </tbody> </table> <p>SG did say we would discuss governor roles next meeting, MS was doing SEN so we should re-assign new roles, <i>A governor said we may as well wait and see if we get any more parents interested in becoming a Governor.</i> A governor said she thinks a lot of parents are confused as to what it entails being a governor, also there was a lot of negativity from Y5/Y6 parents, SG said what can we do to address this. RS said perhaps if we can get parents interested when their child is in KS1 then they may be with us for a while. <i>A governor asked what our cultural make-up was at Mountford,</i> RS said very mixed, <i>A governor asked what percentage</i> and RS said higher it is late 20's, A governor asked and do they come from any particular country, RS said Goa. SG did say about a translator. RS did say it would be best to ask the teachers which parents speak and understand English that could work on the governing body. A governor did say it doesn't have to even be a parent it could be someone with authority in the community. SG mentioned talking to the church to put the message out re families being taken out of school on holiday during term time, we could also ask about governors. Our meetings are held on a Monday morning because of others commitments, SG did say any other suggestion's to introduce governors please tell her. A governor did make a couple of suggestions, SG to follow up</p> <p>LD and LC enter the room at 9.59am</p>	Teacher	Curriculum Area		Lorna Shirley	Maths KS1	RE	Lisa Clark	EYFS	Music	Robyn Bailey	English KS1	Art/DT	Louise Dance	KS1 Lead	Values Education	Lisa Simmons	NQT		Kayleigh Woolf	NQT		Clare Dyer	Maths KS2	History/Geography	Chris Fox	Computing	Science	Kelly Hall	English KS2	PSHE	Elly Rushen	PE/Pupil Premium		Rachel Skates	MFL		<p>Action</p> <p>Ongoing</p>	<p>SG</p> <p>SG</p>
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4	<p>Key Stage Lead Updates</p>  <p>Term 1 2015 report to Governors.docx</p> <hr/> <p>LD last year Y1's are currently our Year 2's, we basically have 60% on track and 40% not on track, they have been broken down on the report. LD has highlighted all the intervention that these children will be getting, in a hope to get them on track, there are 47 pupils receiving nurture support this year, these pupils do fall into the pupil premium bracket. There are a lot of children who need to re sit phonics this year.</p> <p>Please read full report for breakdown</p> <p>Most of our Year 1 and Year 2 TA's are new to us this year so there is a lot of after school training happening.</p> <p>Lisa Simmons is new to Mountford is a NQT – LC is her mentor, LD supporting.</p> <p>Ailie Millar trainee teacher – RS is her mentor, LD supporting as a class teacher.</p> <p>There will be training for the new SAT's this year and we will get parents in to show them what we are doing.</p> <p>SG Can you update us on this when you know what is happening <i>A governor asked when running training days for parents would it be worth having a governor there to talk to parents to try and get them interested in being a governor.</i></p> <p>LC Early years, we have 26 children in Nursery and 30 pupils in Reception we are boy heavy we are still in a settling in period, they will go full-time as from next week, currently working through the early excellence base-line assessment in line with the new government expectations and the results have to be submitted to the borough by 16th October 2015, LC will let us know once LC has a bigger picture. Early indications show they need behaviour support, Social interaction is not great, Speech and Language is poor. Speech and language is also bad, 10 pupils will be doing an intervention group with Ali Martin next week.</p> <p>RS is currently doing a baseline for each child which is based on pupil observation, LC has to fill in a 47 points on each child such as can a child use a pair of scissors. RS and LC on follow up training on 3rd December 2015.</p> <p><i>A governor asked when we are looking at the scoring for each child the results for children coming in now are they looking for our results that if they come in below and as a school we bring them up are they saying we have done a good job.</i> RS said a good job.</p> <p>Early year teachers have a meeting this week to discuss and compare notes so as we are consistent on our judgements.</p> <p>A governor thinks this is good that we have a network that we able to get together as schools.</p> <p><i>A governor asked how we are held in regard to other Swindon Schools, am i comparing ours to Penhill.</i></p>	Ongoing	LD/LC
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5	<p>LD said we are the 3rd poorest ward in the southwest, but our progress is good. If a child can learn we teach them.</p> <p>A governor asked how the home visits went so LC did say that she would be doing them in September next year as we had an outbreak of chicken pox. It was interesting to see the pupil's home life, some parents were not home, but the home visits are valuable to see a child's home life before they even come to school.</p> <p>A governor asked if a risk assessment is done before you go on home visits what do you do if a parent is not home, texts are sent home, but you do get parents that do not want you in their home.</p> <p>LD and LC left the room at 10.17am</p> <p><u>Pupil Premium/Key Stage 2 Update</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Pupil Premium update for governors </div> <div style="text-align: center;">  Key Stage 2 update term 1.docx </div> </div> <p>ER said that the NQT had started in Year 3, we have no behaviour issues currently in Year 3, KH is checking on the pupils first thing in the morning.</p> <p>We have a new 1 to 1 started in Year 4 who has a great relationship with her pupil and she is being utilised for other things.</p> <p>Topic displays now bright and eye catching, classroom draw units are being replaced. A new reading initiative has been set up where leaves are put on a tree once a pupil has read a book. Y5/Y6 know what they need to do to achieve their leaning adjectives, they record their ideas then play them back and write them down. A governor asked <i>if we had any new starters</i>, ER we have only had 1 new starter from Italy who can speak English, if we do have a new starter who cannot speak English then the teachers have to go back to basics for that child.</p> <p>New addition to school is Wake and Shake and we had a story teller in which the children enjoyed.</p> <p>There is also an Art project which is ongoing to brighten Reception at front of school.</p> <p>We have film festival on 4th – 11th November 2015.</p> <p><i>A governor asked when the reports are prepared, as it would be a good idea that they go out before so as they can be read prior to the LGB meeting.</i></p> <p><i>A governor mentioned that KW Year 3 teacher is new, was there a NQT criteria,</i></p> <p>ER said she is KW's mentor and has meetings, she lesson plans with Clare Dyer Year 4 teacher and ER checks this. CH would like to see a blank NQT form, SG asked if the meetings were recorded, ER confirmed yes they were.</p> <p>Please read report for full breakdown</p>	Ongoing	ER
		Action	ER/RS/ LD/LC
		Action	ER

	<p>A governor asked <i>the two new staff governors that after listening to ER's report about pupil premium do they think the money is going on the correct things</i></p> <p>CF said that some money had gone on talking toys, the EAL children had been using them to set tasks, Year 5/6 have the Archery Group, there is a dads and lads which will help the pupils with fire lighting skills, prep of food and end of year camp where pupils will be sleeping in tents in a nearby field. There are so many children coming to school that have so much going on in their lives that need sorting first. There are pupils that cannot recognize the letters in their name but Marion Winkles will be coming into working with them.</p> <p>KH said that the nurture groups are going to be brilliant, we need this because a lot of the children have low self-esteem sadly due to the area and parents.</p> <p>ER left the room at 10.55am</p>		
6	<p><u>Attendance</u> Refer to above (highlighted 3)</p>		
7	<p><u>Looked after children</u> Refer to above (highlighted 3)</p>		
8	<p><u>New Governors</u> Flyers have been sent out to gain more Governor interest</p>	Ongoing	SG
9	<p><u>Governor WHF visits</u> Please let SG know which school you would like to go and have a look around Haydonwick, Zouch, The Croft or Tregoze School.</p>		
10	<p><u>Governor Training</u> Governor Safeguard Training @ Drove on Thursday 24th Sept 6pm-8pm Raise online @ Central on Thursday 19th November 6pm-8pm Pupil Premium @ Central on Thursday 14th January 6pm-8pm Can you please let SG or myself know which date you will be attending</p>	Ongoing	SG
11	<p><u>MM Values</u> Our current value is PRIDE</p>		
12	<p><u>AOB</u> CF is running an E Safety Awareness Day for parents on 9th November 2015 and mentioned that there is a link on our website for parents to be able check the safety of their computers.</p>		



CF mentioned that the meeting that take place between new teacher and mentor is private – SG said that we didn't want to see anything but that all processes were being adhered to.

Next meeting will be Monday 9th November 2015 @ 9.30

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