







Local Governing Body Meeting Company Number – 08075785 MINUTES			
Date: 30/11/15		Venue: Mountford Manor Meeting Room	
<b>Attendees:</b>  Tamzyn Harris – Parent Governor (TH) Rachel Skates – Principal (RS) Suzanne Gregory – Chair (SG) 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 – Lisa Clark – Early Years Leader (LC)  <b>Minutes:</b> Dawn Hadgraft (DH)			
<b>Circulation:</b> Local Governing Body/Governors website			
<b>Absences:</b>		<b>Jackie Fox (JF) – Parent Governor</b>	
<b>Approved Apologies:</b>		<b>Carl Humphreys (CH) – Vice Chair</b>	
Item No.	Description	Time	Action
	<b>Meeting started at 09.51</b>		
1	<u><b>Apologies/Absence</b></u> Apologies from CH – Vice Chair. Absent – JF – Parent Governor Welcome to Liz Matthews our new White Horse Federation Governor and to Francis Stockwell our parent governor.		
2	<u><b>Approval of previous minutes</b></u> CH and TH visited other schools within the federation – The Croft, Haydon Wick and Zouch. Raise On Line training took place. Governor Roles are on today’s agenda and key stage leads will be joining us later. New governors will have a talk later. RS proposes that the minutes are correct and accurate.		

3	<p><b><u>Principals Report</u></b></p>  <p>Principal's report to Govs Nov 2015.docx</p> <p>We now have 2 looked after children.</p> <p>RS met with Alison Capstick (Head of Teaching and Learning) and Simon Cowley (Primary Director) - please see attached report.</p>  <p>NOV - Mountford Manor - 06-10-15.docx</p> <p>The meeting with Simon went very well.</p> <p>RS mentioned that it is being looked into to employing another person to deal with our safeguarding issues and to attend meetings which is taking up a lot of RS's time during a week. Elaine Murphy (SENCO) who is currently on maternity leave will be asked if she could work 4 days a week, Carolyn Crawley our Family Support Officer has no more time to deal with this. It has to be someone who can attend child protection meetings.</p> <p>We currently have 9 pupils on child protection and Carolyn Crawley is working with 13 families, Once Carolyn Crawley can drop a couple of her families she is going to run workshops with families to try and identify the ones that need help from an earlier stage, hopefully by Term 4 it can be identified which families need help.</p> <p>Staff Update – We have had a Year 3 teacher hand in her notice, all other staff are happy and settled.</p> <p>We have a 1 to1 TA who has spoken to me who is a qualified teacher and would like to take on the teaching role. SG – Katy Trussell is a qualified teacher currently a 1 to 1 TA in Year 4. KT has shown interest in returning to a teaching post and will commence teaching Year 3 in January 2016 with Elly Rushen providing full support.</p> <p>RS talked about the achievement of pupils as this has now changed. We now have to record a pupil unless they are below their peers, if they in are Year 5 we have to record them as a 5B at the start of the year, unless they are a SEN child then they have to be recorded as something different. A governor asked if the children know this, RS said no it is just for the school. Year 5 and Year 1 are below where they should be.</p> <p>Our current Year 5's are a very tricky cohort of children with 60% having SEN problems. We are using Achieved For All in this year group and also engaging parents. CF said a lot of the pupil premium funding is being funnelled into Year 5 class they are getting additional support from Elly Rushen Deputy Principal sometimes 4 times a day, also a volunteer comes into school and helps, Maxine Petrie (TA) is also helping and achievement for all will be coming in. It is going to be a challenging cohort, RS did say progress will be great but our number % achieving age expectations will not be great. A governor asked if our expectations are around progress, RS said that the goal post is being changed (Please see the attached link for explanation).</p> <p><a href="https://www.youtube.com/watch?v=IJ2Sr26OhR0&amp;feature=youtu.be">https://www.youtube.com/watch?v=IJ2Sr26OhR0&amp;feature=youtu.be</a></p> <p>Reception have been base lined and stands at 37%</p>	Ongoing	RS
		Actioned	RS

4	<p>Nursery have been base lined and stands at 16% There have been a few Nursery staff off sick but we have managed well. Interviews will be taking place this week for a Nursery TA as Karon Killock left us on the 27<sup>th</sup> November 2015. We have 2 candidates applied who have experience of working in a Nursery.</p> <p><b><u>Attendance</u></b> Has gone up and is currently 95.2% we are still aiming for 96% next year. We have Goan families already putting in a request for holiday around our Easter holidays next year, they have been told that they will be fined. RS stated it is cheaper for the family to pay the fine because the flights are cheaper out of term time. A governor asked what the national attendance average is RS said it was 95.4%. RS said that DH does her normal daily attendance by ringing to find out where pupils are, and we have started a £200 voucher per term for the pupil that gets 100%. A governor asked if this is donated. SG said it comes out of funds. A governor asked if the supermarkets had been approached. SG said she would do that. A governor asked if any holiday clubs could be run for extra help and training, RS said it is a long term occurrence, A governor asked if any action is taken against the parents, RS said it is cheaper for parents to pay the fine.</p>	Ongoing	DH
5	<p><b><u>Looked after children</u></b> RS we currently have 2 looked after children. Unsure if they will carry on being looked after.</p>	Action	SG
6	<p><b><u>Governor Roles</u></b> Link Roles discussed and agreed Early Years Link Governor - FS Safeguarding - SG Pupil Premium - CH Special Education Needs and Disability – KH Sports and Nutrition – TH E-Safety - LM LM and CF will work together Governor, LM is attending E Safety training on 11<sup>th</sup> December and is currently working on the website for E Safety and is looking at an online survey for parents. CF said we as a school we were up to date with our E Safety we are going to run one at the Christmas Nativity because of parents buying tablets for presents etc. A governor said they did not realise just how easy it was for children to see the wrong things online and to check parental controls. CH said we are inviting parents in on Friday for a pasta meal so will talk to some of the parents about ongoing issues with E Safety, some of the Year 4, 5 and 6 have unrestricted you tube accounts and posting videos online. Year 3 4, 5 and 6 have all had an E Safety talk. We now have guides on line on how parents can set up Facebook accounts KS1 also have stop, think, click and they follow The Becta programme which is set into their curriculum, targeting their parents more.</p>		

7	<p>James Summerson is the WHF ICT Primary Head and after Christmas we are going to offer parents to bring in their new technology/devices so as they can be shown how to set it up safely.</p> <p><b><u>Key Stage Updates</u></b></p> <p>Lisa Clark from Early years joined us at 10.25am</p> <div style="text-align: center;">  <p>EYFS report to governors Nov 15.put</p> </div> <p>Please read the attached report</p> <p>The figures should look better than those on the report because we have had two pupils leave us – we have Lorna Shirley working in Nursery which is brilliant and will give us a positive impact with the younger members of our school. Children are below with their speaking, listening, language acquisition, personal and social emotional development and 85% come to me below typical age related expectations. RS asked if LC could explain. LC explained it was sharing, focusing, listening, attention it is how to have learning behaviour, so since September she had worked with embedding this so as the pupils can gain confidence to have a go. Formal teaching has started but feels until all the learning behaviours are in place this is more crucial, and having Lorna Shirley in Nursery so hopefully next year’s numbers won’t be so low.</p> <p>Pupil premium is being looked into to get more help for the pupils that need it.</p> <p>Lisa Clark left the room at 10.35am</p> <p>Louise Dance KS1 teacher did not attend today’s meeting.</p> <div style="text-align: center;">  <p>End of Term one data 2015 KS1.docx</p> </div> <p>Ellie Rushen – Assistant Principal KS2 did not attend today’s meeting.</p> <div style="text-align: center;">  <p>Key Stage 2 update term 2.docx</p> </div> <p>SG did ask if there was any questions on the KS1/KS2 update. All said no. SG asked if there was any questions on Pupil Premium – SG asked about the £5000 for breakfast club and how it was spent, RS replied that it was wages and for food, we don’t actually make a lot of money on it. A governor asked what is stopping parents from bringing their children in. RS said it is cheap it is £1 a day and 25p for a FSM child, SG said it used to be free but not anymore. A governor said that when it was free we did have a lot of children attend and the numbers dropped once there was a charge. We would need another member of staff if it was offered out free.</p> <p>A governor said it needs to be advertised and looked at.</p>	Action	SG
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8	<p>SG mentioned about Roger Day (Storyteller) coming into the school for a whole school experience and CF said that Year 5 and 6 are doing camping at the end of the year some of them have never experienced putting up tents, making fires even sleeping outside and some money has been set aside for the PGL Centre at Liddington (day activity) this will also be for the Year 5 and 6. Because of the high percentage of Pupil Premium children in Year 5 and 6, this will give them life experiences.</p> <p>Years 3 and 4 went to The Harry Potter Studios.</p> <p>A governor asked about £4000 for KS2 resources, CF replied with tech resources, talk tins, software so as sentences can be typed up and buying resources that can be sent home.</p> <p>A governor asked about achievement for all, RS said you pick children that have not made progress, it is a 2 year programme, and we need help from the parents which is a 40 minute conversation firstly trying to get them to open up. We want to break the cycle of parents not liking school. RS confirmed it is expensive but other schools have done this and they have seen achievement.</p> <p>A new pupil premium policy has been written and is on the website.</p> <p><b><u>CH and TH Governor Visit</u></b></p> <p>SG, TH and CH visited The Croft, Haydon Wick and Zouch, The Croft are not yet at full capacity, the school is very clinical with children and a different community. Playtime the children didn't seem to mix.</p> <p>Haydon Wick is an older school, lunch is brought into the children and is a lovely school. Children were very happy and grounded. Staff have been there a long time. Zouch in Tidworth is new to the WHF, Julie the Principal there was amazing, very good knowledge and gave excellent feedback. TH said it was good to the insight of different schools and it shows what a great school Mountford Manor is.</p>	Ongoing	
9	<p><b><u>Collective Acts of Worship</u></b></p> <p>SG said that we do need one for Mountford Manor and wanted feedback on the attached policy – The Croft</p> <p style="text-align: center;">         collective worship        TCPS1 (2).docx     </p> <p>All agreed The Croft was easy to read.</p>	Ongoing	
10	<p><b><u>Behaviour Policy</u></b></p> <p>RS we would like to change Mountford Manor's policy, Red Oaks is written really well. Please see attached.</p> <p style="text-align: center;">          CodeConductParents Carers 2015.pdf      Behaviour Policy TCPS1.docx     </p> <p>SG did say that we do have WHF one but each school have their own. The Croft's behaviour policy is also written very clear, please have a look and get back to SG by Friday 4<sup>th</sup> December.</p>	Ongoing	

	<p>LM did say that at the WHF they are looking into a package for reputation management on the website and any social media and if we go for this system then vulnerable children's names will be able to be added so as they can be tracked. (This is a secure site)</p> <p>Our Mountford Manor policy is very long and I don't think parents read it. A governor said about pupils kicking, hitting staff and it does not say what should be done. It does need to be condensed down and take things out that is not needed.</p> <p>A governor said that a new A-Z policy going on the website in January and you will be able to click on your school to be able to read it.</p> <p>A governor mentioned about lunchtime incidents, this is not being adhered to.</p> <p>Should we be recording more on sims?</p>	<p>Ongoing</p> <p>Action</p>	<p>LM</p>
<p>11</p>	<p><b><u>Being a governor KH and CF</u></b></p> <p>KH already has strong relationships with our pupils as school council co-ordinator.</p> <p>CF represents staff in a lot of manners. CF is also the union rep and feels he is most verbal (but also a good friend of everyone)</p>		
<p>12</p>	<p><b><u>Raise on Line (not on agenda)</u></b></p> <p>Report given to all governors to look at prior to meeting</p> <p>The pages with a G on the top are for governors to look at. If you see blue on the charts this is bad, white is what we should be doing and green is for good.</p> <p>Current Year 4 pupils have had several teachers during KS1, there are a lot of high needy children and CP (Child Protection) children. KH and Carolyn Crawley has done a lot of work with the children and families.</p> <p>We are in the highest band at 41% for deprivation, FSM children is also high, and a lot of children that come to Mountford is not their 1<sup>st</sup> choice of school. A governor said that we do have a variety of languages in the school, RS did say that pupils pick up English quickly being around other English children, communication with parents can be difficult so we have to go through the pupils.</p> <p>Progress measures are nearly all green. The blues are in KS1 and we have not had them long enough yet, the longer we can get pupils to stay the better we can do.</p> <p>RS said year on year we are improving. A governor did say we will have a dip on attainment the year after next because of Year 5.</p> <p>RS did say that we making up case studies, showing that everything that can be done is being done for the current Year 5's.</p> <p>A governor mentioned that Raise On Line is available twice a year, RS did say ours will not change too much.</p> <p>There is a smaller version from Raise On Line called Dashboard.</p>		
<p>13</p>	<p><b><u>Exclusions (not on agenda)</u></b></p> <p>We had no exclusions in Term 1 but a lot in Term 2, so the pupil is starting with our SRP unit next week, this went to panel last week and it was decided this was best for him. Concerns were shown by other parents because of the disturbance in class.</p>		

<p>14</p>	<p>A governor asked about the parent, RS said she is aware of her child's behaviour and she is having issues herself and is working with Carolyn Crawley our Family Support Officer.</p> <p><b>AOB</b>          SG Mentioned that we pay into a bespoke package for Governors, so if anyone would like any training then please ask.          SG will get a list of training          CF wanted to know what would happen next year because we currently have 2 year 2 classes, RS said we will have 2 Year 3 classes next year.</p> <p>Finished at 11.36am</p> <p>Next Meeting will be Monday 11th January 2016 @ 9.30am</p> <p><b>Signed</b>.....</p>	<p>Action</p>	<p>SG</p>
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