

**MINUTES OF THE MEETING OF THE TEMPORARY GOVERNING BOARD
OF GARSTON CE PRIMARY SCHOOL HELD ON TUESDAY 17th JULY 2018
AT 4.00PM AT THE SCHOOL**

PRESENT

Kathy Desmond - Chair
Sarah Knipe – Head Teacher
Cn Geoff Almond
Dawn Abel
Roland Harvey
Helen Heard
Rev Graham Milford
Jonathan Nicols
Mathew Power

Also Present

George Allen – Clerk

18/30 PUPIL COUNCIL

Action

The Head Teacher confirmed that the Pupil Council autonomously decides which charities that it wishes to support. The Pupil Council had considered a number of charities.

The Head Teacher distributed examples of pupil's work books for the perusal of governors. Subject books, contained work for this year and ranged from English and Maths to science. The books reflected the quality of work achieved by children during this academic year.

Governors acknowledged the excellence of the work undertaken by pupils during 2017/18.

18/31 OPENING PRAYER

Rev Graham Milford led the opening prayer.

18/32 APOLOGIES FOR ABSENCE

Apologies were received from Kate Bayes

18/33 NOTICE OF ANY OTHER BUSINESS

- I. Finance
- II. Music and Singing

18/34 DECLARATIONS OF INTERESTS

There were no declarations of interest for this meeting

18/35 MINUTES OF THE PREVIOUS MEETING

Action

I. Accuracy

The minutes of the meeting of the previous meeting held on 23rd May 2018 were agreed as a true and accurate record and were signed by the Chair

II. Matters Arising

a) P2 Minute 18/22 Head Teacher's Report

The Chair asked for an explanation of the proposed costs of £89k to redevelop the KS1 toilets. The Head Teacher reported that the figures were provisional and that the actual costs were £68k.

b) P3 Minute 18/27 Services in the School

The Head Teacher confirmed that the Church Trial is scheduled for September 2018.

c) P3 Minute 18/28 Composition of the Governing Body – Parent Governors

The Head Teacher explained that letters to parents concerning the two vacancies for parent governors had been distributed. A couple of parents had responded to the letter (one male and one female). They have been appraised of governor roles, appear quite enthusiastic and their requests to become governors and fill the vacancies will mean that no election is required.

18/36 HEAD TEACHER'S REPORT REVIEW

Prior to the meeting, copies of the Head Teacher's Report were circulated to governors. The Head Teacher's Report related to activities and developments since the last meeting. Arising;

The Head Teacher asked governors if there were any questions appertaining to her Report.

Governors asked the following questions;

- I. Could you explain the slight 'blip' in the phonics data.
- II. Can you provide more information concerning the KS2 Writing results.
- III. Do children undertake detailed work in the subject of art?
- IV. Has there been any progress in relation to the School Bus?

The Head Teacher responded as follows;

- I. This year has seen the plugging of gaps within phonics provision. The school is beginning to realise the impacts of this improvement. The school has been invited to participate in a Phonics Project that will further enhance provision within the school.
- II. Due to planned interventions, writing results are higher this year. An increased number of children have also achieved Greater Depth in 2017/18.
- III. Art and DT are now taught in week blocks. An Art Exercise is to be conducted from next term. The Music Hub will teach each class and Digital Media is being progressed. Each of the arts, music and digital activities also represent effective staff CPD.
- IV. Discussions are ongoing and the school bus remains a work in progress

Governors noted the positive number of 30 children starting in Reception in September 2018

a) Pupil Premium.

Pupil Premium funding will enable continued extensive work with parents and children. Pupil Premium will be continued to be utilised to address barriers, target eligible children and to reduce attainment gaps between those in receipt of Pupil Premium and those who are not.

The Pupil Premium Strategy is currently being formulated and its contents will reflect the aims, direction and the impacts to be achieved through the schools' Pupil Premium allocation.

Governor Challenge; *A governor asked whether a child eligible for Pupil Premium at Reception, retains that eligibility throughout their primary education.*

Response; *The Head Teacher stated that parents are required to register each year to confirm their eligibility. The school provides good support to parents to enable re-registering of pupils.*

The Chair commended the Head Teacher for increasing the involvement of families via PP.

b) Safeguarding.

The 175 Safeguarding Audit has been completed, signed and submitted to the local authority. The Keeping Children Safe document has been updated and, as part of school safeguarding practice the Welfare Team is continuing to develop its operational activities.

Termly safeguarding data and associated actions was provided for the information of governors.

Governor Challenge; *A governors asked if the 55 actions this term was considered to be high?*

Response; *The Head Teacher stated that the school has no outstanding concerns, well managed safeguarding policies and comparatively, the figure for this term would not be considered as high.*

c) Staffing Update

All staffing plans and clear responsibilities are in place for the start of the next academic year. One staff member will return from maternity leave for one day per week and Fran Roberts will take up a full-time post in class from September 2018. Two induction days are planned.

Staff CPD offers continuing opportunities and the SDP will reflect staff aims and objectives.

Governor Challenge; *A governor enquired about the work of the school-based Apprentice.*

Response; *The Head Teacher outlined that Tom has been in post for over one term and has proven to be an asset as a TA. This productive apprenticeship period will last for 14 months. There are now around 30 apprentices within the MAT in areas such as TA, Admin and Estates.*

d) Cultural Work

Cultural work involves the school choir, church trial activities and arts and media. A number of children have been chosen as mini police cadets. Activities will commence in September. The range of cultural programmes and activities also reflect the values of the Trust.

e) Results

Jonathan Nicols stated that the school had made great strides this year under the leadership of Sarah Knipe. There remains more improvements to be made but standards have improved and the results and the level of progress achieved in 2017/18 has been exceptional.

18/37 GOVERNOR ROLES

Jonathan Nicols provided a detailed presentation concerning Governor Roles. Arising;

- i. The structure of the Rainbow MAT was explained. This included the functions of the CMT, the work of the Trust Board and how this related to the school Governing Boards.
- ii. The Governing Board and it's legal, statutory and standards responsibilities was outlined.
- iii. Roles of governors will reflect their work to improve and gradually turn the school around.
- iv. Governors were encouraged to consider their roles 'through the eyes of the child'.
- v. Governors had particular roles in supporting improvements in standards and in teaching.

Governor Challenge; *Does the school Governing Board continue to manage finances?*

Response; *The Rainbow Trust manages the finances for each of its partner schools. It pools, co-ordinates, and carefully manages funding resources. Financial matters are considered in conjunction with the Head Teacher. The Governing Board retains an overview of finances.*

- vi. The Governor Work Plan (adapted from LDST), clarifies governor responsibilities and aims to improve standards. It is linked to the 4 stages of the Annual Strategic Cycle.
- vii. The eight points of Effective Governance were explained to the Governing Board. Positive adoption of the 'Magic 8' will produce highly effective results and outcomes.
- viii. The implementation of the school strategy and the work of new staff is key to success.
- ix. Assessment of data and support for staff, parents and children is key to good governance
- x. Governors should continue to challenge the school and to support the slight strategic changes which are required to ensure improvements in standards and performance.

Governor Challenge; *Are Head Teacher's Reports provided in the same form across the MAT?*

Response; *Head Teacher's Reports are produced through use of the same template for each partner school. This ensures consistency, targeting and improved use of shared resources.*

18/38 REVIEW OF ACADEMIC YEAR AND HEADLINES FOR NEXT

Details concerning the academic performance of the school had been circulated to governors prior to the meeting. The Head Teacher presented the Review report. Arising;

- Evidence highlights that the school is strategically moving in the right direction.
- Staff have achieved improved results with continuing enhancement of pupil attainment.
- Relevant information, evidence and planning for next year will be included in the SDP.

Governors asked the following questions;

- I. Is the Reading Club expected to continue to make good progress
- II. Can you provide a brief update concerning the LCQM
- III. What are the Seesaw accounts?

The Head Teacher and colleagues responded as follows;

- I. The Reading Club is progressing and it is anticipated that this will continue. Reading for pleasure will enable positive outcomes for children. Also, it is planned that next year will see a further focus upon families and reading.
- II. Mat Power stated that the LCQM award reflected the effectiveness of the strategic focus upon Maths. The award was testimony to the successful work in presenting Maths as a positive subject and how Maths was critical to other forms of pupil achievement.

- III. Seesaw accounts are a school-based digital system that tracks and records performance. They build a comprehensive portfolio of work and Seesaw aids parental communication

Governors commended school staff for the excellence of their work and contribution towards improved teaching standards and the continuing progress of pupils during 2017/18.

18/39 ANY OTHER BUSINESS

- I. Finance
- II. Music and Singing

Both of these items had been covered earlier within this meeting

18/40 IMPACT OF MEETING

Governors agreed that this meeting of the Governing Board had achieved the following impacts;

- An effective assessment and analysis of the positive school results for 2017/18
- Appreciation of the excellent progress made by the school during this academic year.

18/41 DATE AND TIME OF NEXT MEETING

Tuesday 9th October 2018 at 4.00pm

There being no further business the meeting concluded at 5.45pm.

