

Aim High, No Limits

ANSTEY JUNIOR SCHOOL

Minutes of Full Governing Body Meeting Held on Wednesday 5 October 2016 at 7.30pm

Present: Geraldine Dawson (Chair) Martin Green
Jenny Jones (Head Teacher) Nigel Lowe
Tim Yates Tracie Brown
Suzanne Hayden Clare Walker

Apologies: Daniel Healy

In Attendance: Rachael McGrath (Deputy Head)
Juliet Woolman (Clerk)

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1.	<p><u>Welcome and Apologies for Absence</u></p> <p>The Chair welcomed those present to the meeting. Apologies were accepted. She explained that, over the summer, Garvin West, Linsey Stapp and Lewis Johnson had stepped down. However, Lewis was likely to agree to be an Associate Member who would assist with specific projects and be attached to a Committee.</p>	
2.	<p><u>Update of Pecuniary Interests</u></p> <p>Governors updated their declarations of pecuniary interest.</p>	
3.	<p><u>Curriculum / Teacher Report – Parental Engagement</u></p> <p>The Headteacher shared a number of slides with Governors which had also been shared with staff during the recent INSET day.</p> <p><u>Why is Parental Engagement Needed?</u> SATs results for Y6 last year had been lower than the school had desired and therefore all measures that would help to make a difference needed to be pursued. A recent quote in the TES had stated that 80% of the achievement gap between FSM children and their peers was determined by what went on outside of school.</p> <p><i>Governor Q: has the advice on this changed as we were originally told that this was not the case?</i> Headteacher – Bath University have done a lot of research in this area and are suggesting that this is actually the case for all children not just FSM. They also state that the 6 week summer break makes a huge difference for more deprived children because they are not engaging in any stimulating activities. Most people are surprised that 80% of the difference is attributable to this. Our aim is to equalise children's attainment, therefore we must engage with parents, some of whom struggle with parenting or have other challenges in their lives.</p>	

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	<p><u>How Will We Contact Parents?</u></p> <ul style="list-style-type: none"> - Social media – this had been trialled with the IoW residential and nearly all parents had looked at Twitter including parents who did not normally engage with their child’s activities; - Training for staff on how to talk to and respond to parents including structured conversation and inviting parental views; - Workshops for parents – including measures to encourage parents to attend such as presentations by children, food and drink, fun sessions. For example, children were cooking a meal with the winner of Masterchef 2016 and parents were invited in to taste it. <p>Staff had come up with a number of suggestions for targeting less engaged parents including:</p> <ul style="list-style-type: none"> - invites from the children; - verbal newsletter by the children on Twitter; - children’s newsletter; - open classrooms; - class assemblies; - notice board outside the gate; - open library after school inviting parents and children to come in. <p>Staff would also be linked up with particular parents who were less engaged and whose children they were working with to keep them informed and involved.</p> <p><u>Role of Governors</u></p> <p>Governors discussed ideas on what their role in parental engagement might be. These included:</p> <ul style="list-style-type: none"> - a ‘surgery’ to answer parental questions, possibly linked to a parents’ evening. Governors agreed that this event could have the most impact as the school ensured that all parents attended. This could be combined with another event in the hall such as a book fair or cake sale; - Governor profiles on the website; - joining in with other existing activities such as Christmas fair, sports day and summer fair. Governors felt that this would not result in any in depth engagement with parents but would raise the Governors’ profile and could be an opportunity for Governors to talk to parents; - possible ‘pub quiz’ type event for parents. <p>The Headteacher stated that the school had introduced a teacher, child and parent target sheet for Parents’ Evening. However, it was important to approach all measures carefully as some parents could be put off from any future engagement. Governors commented that Bushy Lease had very successfully given parents ownership of a space where they could relax with a hot drink and chat to someone if they wished. Governors also felt that getting parents involved was more difficult for a Junior School which did not have a YR where parents generally brought their children into the school. However, AJS still encouraged Y3 parents to come into the school grounds.</p> <p>It was agreed that Governors should email any more ideas on this subject to the Headteacher. In the meantime, Martin Green agreed to lead the working group which would also include Geraldine Dawson, Tim Yates and Suzanne Hayden and Anna Robinson would also be asked to participate.</p>	<p>ALL MG + Govs</p>

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4.	<p><u>Minutes of the Previous Meeting</u></p> <p>The minutes of the meeting held on 13 July 2016 were amended on Page 5 to read “Martin Green reported that results were as the school had expected them <i>apart from maths</i>”. They were then agreed as an accurate record and signed by the Chair.</p> <p>Matters Arising</p> <p><i>Item 6 Letter to Brian Pope</i> – the Chair had drafted this and would now finalise it with the Headteacher.</p> <p><i>Item 10.3 Edubase</i> – the Clerk would be collecting and entering the information for this.</p> <p><i>Item 12 Skills Audit</i> – Tracie Brown asked those Governors who had not yet submitted this to do so as soon as possible.</p>	<p>GD</p> <p>Clerk</p> <p>Govs</p>
5.	<p><u>Headteacher’s Report</u></p> <p><u>SATs Update</u></p> <p>The Headteacher reported that the school’s results had been below floor targets due to progress in maths. This would be discussed at a meeting between David hardcastle from HCC, the DfE and the Schools Commissioner on Friday which could result in the school being asked to become an Academy. The school had completed a full analysis and action plan following the results publication.</p> <p><i>Governor Q: are we below only because of progress in maths?</i> Headteacher – if a school is below the floor target of 65% in reading, writing and maths (AJS – 33%) but their progress is alright then this is OK. However, as our progress in maths is lower, we are below the floor target. We have been judged against schools of a similar background. However, 4 children in Y6 had an EHCP, 2 of whom then went on to special schools. If these 2 children are taken out of the statistics, we are not so far below. Also, 5 children were new at the end of Y5 or beginning of Y6 and these also had an impact on our progress scores. The NAHT have argued that scores should not be taken into account if a school’s data was good last year, but the Government has not agreed to this. The HCC representative at the meeting will be arguing that the whole assessment system was far too muddled this year.</p> <p><i>Governor Q: is he confident because HCC is held in high esteem as an education authority?</i> Headteacher – no, HCC was one of the worst performing counties for closing the gap between FSM and other children. We must remember though that we had a good Ofsted report only a year ago and good results last year. We do need to be conscious, however, that if we are asked to publish our results on the website, this might affect admissions.</p> <p><i>Governor Q: do we have the same number of statemented children as the comparative schools and are we really comparing like with like?</i> Headteacher – we had 4 children with EHCPs and 13 with some sort of Agency involvement, including child protection issues in some cases, but there is no national average for this so it is impossible to compare like with like. I have only taken the 2 children who went to special school out of the figures.</p> <p><u>Governor Questions on HT Report</u></p> <p><i>1. How do progress scores work and how are they calculated?</i> Headteacher – pupils are grouped by similar starting points and the average KS2 score is worked out. They then look at a pupil’s actual KS2 result and compare it with</p>	

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	<p>the average KS2 results in their prior attainment group. However, for Junior schools, progress is also compared to primary schools who may not over inflate their KS1 results.</p> <p>2. <i>Is there a national average for progress?</i> Headteacher – this is coming out in December. Every child is given a minus, zero or plus score. These are added up and divided by the number of children to obtain the average. Governors noted that the school's aim was therefore to be at least at zero in future years.</p> <p>3. <i>Is it possible to do a comparison with only junior schools?</i> Headteacher – unfortunately, there is no way of accessing this data.</p> <p>4. <i>Can we consider a plan to increase the level of marketing for 12 months' time when the Y1 shortfall at Alton Infants is likely to impact on us?</i> Headteacher – we have to consider carefully who we are marketing to as we can't actively target families with children at other schools. We aim to put articles in the newspaper a lot, we are launching our new website and our wrap around childcare is attractive. It is difficult to market an open day for Y3 as this would seem to be attempting to pull children from other schools. The lower numbers in the current Y1 is similar in other schools. Governors agreed that 'good news' marketing was effective. Tracie Brown had also been on a course recently from which a number of marketing ideas might prove useful.</p> <p>5. <i>What is the Governor responsibility in the Medical Needs Policy?</i> Headteacher – in practice, Governors delegate this to the Headteacher. Tracie Brown has attended a course on this.</p> <p>6. <i>Is FSM intervention programme just focusing on maths?</i> Headteacher – yes, this was our lowest result and FSM children, in particular, need support in this.</p> <p>7. <i>Are more parents now asking for holidays in term time following the Isle of Wight court case?</i> Headteacher – no, we still don't authorise holiday and parents are conscious of this.</p> <p>8. <i>Why is there a big jump in targets set for 2016-17?</i> Headteacher – the current Y6 cohort is much closer to the reading targets. Only maths isn't on target and this will need a lot more support. However, we have started intervention much earlier.</p> <p>9. <i>Would you have expected school results to dip even if we had still been working with levels?</i> Headteacher – reading and writing would still have been high but maths would have been low. Generally, the standard of the children's work was higher but the bar had been raised significantly.</p> <p>10. <i>Was the comment in the parent survey about the front office a one off comment or a more fundamental perception?</i> Headteacher – there were 2 comments but these are offset by a huge number of positive comments from visitors on the friendliness of the staff. We have discussed how best to handle queries which may occur while staff are trying to deal with a high volume of work. Also, parents may occasionally not get the answer they would like. Governors commented that the set-up of the office might not always work well although it did facilitate interaction as parents could see who was in.</p> <p>Governors then discussed the results of the surveys which suggested that most parents thought the school didn't give too much homework whilst children felt they didn't get enough help with homework. The percentage of children who thought they wouldn't be happy when they grew up was also of concern and might be influenced by how they viewed their parents' happiness. It was agreed that some children needed help with building a vision of a positive future.</p>	

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	Some staff had commented that they didn't feel they had enough resources. However, staff were encouraged to speak up if they needed extra resources. In the past, the school had kept large stocks of items which weren't used but now, staff had to plan ahead and be organised to order what they needed.	
6.	<u>Approve Safeguarding Audit</u> This was approved.	
7.	<u>Agree Adoption of MOPP and Any In-Year Revisions</u> This was agreed.	
8.	<u>Agree Adoption of MOFP</u> This was agreed.	
9.	<u>HT Performance Management – Agree External Advisor</u> It was agreed to ask Ian Troupe to perform this role again this year.	
10.	<u>Decision of Way Forward for New Build</u> Two companies had been in to provide quotes for the new building which was likely to cost between £200,000 and £240,000. Once plans and costing were in place, a small project working party would be formed to oversee this.	
11.	<u>Chair's Issues</u>	
11.1	<u>Safeguarding</u> – all Governors were asked to read the document Keeping Children Safe in Education 2016 by the end of term. Tracie Brown agreed to copy the link to this to Governors and Governors were asked to let the Chair know when they had read it. Governors were also asked to complete the online training. Geraldine Dawson would be the new Safeguarding Governor.	TB ALL
11.2	<u>Governor Vacancies</u> – 2 parent governor vacancies had been advertised and 3 parents had applied. The Chair and Headteacher would be meeting with the candidates to discuss the role and it was hoped that they might be able to fill the parent governor and LA vacancies.	
11.3	<u>Remaining Actions from SEF</u> – parental engagement had already been discussed. A draft induction pack for new Governors had been produced and would now be considered by the Chair.	GD
11.4	<u>Governor Visit Reports for the Year</u> – the following areas needed to be covered: <ul style="list-style-type: none"> - Maths – Tim Yates; - Gender – Clare Walker; - FSM – Geraldine Dawson; - Parental involvement – Martin Green; - Handwriting – Nigel Lowe. 	
11.5	<u>Pay Committee Terms of Reference</u> – these were agreed by the FGB	

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12.	<p><u>Governor Visit Reports</u></p> <p>The Chair had met with Stacey Fleming in her role as SENCo and discussed the intervention project. Pupil Premium documents were now all on the website. The intervention project was focusing on maths. All FSM children were targeted to ensure they had 1:1, small group work or assistance with trips. PP funding for this year was £84,000. There was still a gap in attainment as other children were making greater progress but the work was very positive.</p> <p>Martin Green agreed to complete his report on Higher Achieving Pupils.</p>	MG
13.	<p><u>Governor Training</u></p> <p>Whole governing body training would be taking place on Keeping Children Safe in Education. The following session would be on Assessment for which Governors were currently waiting for details from Governor Services.</p> <p>Once the skills audits were complete, Tracie Brown would check if there were any gaps in training.</p>	TB
14.	<p><u>Committee Reports</u></p> <p>14.1 Finance Committee Minutes for this Committee had been circulated.</p> <p>14.2 Curriculum and Standards, Environment, Strategic HR and Pay Committees had not yet met.</p>	
15.	<p><u>Policy Review</u></p> <p>15.1 Social Media <i>Governor Q: how have the staff reacted to the requirements of this Policy?</i> Headteacher – it's vital that we have a clear policy that staff shouldn't have an online dialogue with pupils or parents. Staff feel that this Policy is there to keep them safe. The policy was approved by the Governing Body.</p> <p>15.2 Supporting Pupils With Medical Needs This Policy was approved by the Governing Body.</p> <p>15.3 First Aid This Policy was approved by the Governing Body.</p>	
16.	<p>The Headteacher then informed Governors that the recently appointed Site Manager had unfortunately resigned and the post was being re-advertised.</p> <p><u>Date of Next Meeting</u></p> <p>Wednesday 23 November 2016 at 3.30pm.</p>	

Signed

Date