

Saltford C of E Primary School
Academy Governance Committee Meeting:
4th July 2023, 6.00 – 8.00 pm
Saltford School

Minutes

MEETING TITLE	Saltford CofE Primary School Academy Governance Committee Meeting
DATE OF MEETING	Tuesday 4th July 2023
MEMBERS PRESENT	Dawn Sage (DS) – Headteacher, Paul Cummings (PC) - Chair, Elizabeth Spincer (ES), Kathryn Hamlen (KH), Dan Carter (DC), Ian Freemantle (IF), Sumayyah Malna (SM), Ruth Moody (RM), Nathan Styles (NS) and Dani Taylor (DT) – Vice Chair, Emma King (EK), Tor Manuel (Clerk)
IN ATTENDANCE	
APOLOGIES	
DATE OF NEXT MEETING	

Executive Summary:

- Updates from Chairs Forum were shared included KCSIE overview and Scheme of Delegation consultation
- Headteachers report was shared safeguarding and SIP update
- Skills Audit results were shared and discussed
- End of Year assessment data was discussed with exception of Y6 SATs results
- Governors informed of appointment of Rev Nigel Williams as rector of St Mary's church
- Link Governor visits were discussed for 2023-24
- AGC dates for 2023-24 were shared and agreed
- Thanks and good luck wishes was given to Emma King for her support as governor and her appointment as Reverend at Weston All Saints Church

		Action
1.	Welcome and Apologies – Quorum	Chair
	PC welcomed all to meeting.	
	EK opened the meeting with a prayer.	
	Thanks was given to EK for her work and contributions made to the school and AGC, with governors sending all best wishes as she starts new role as Reverend at All Saints at Weston following her ordination.	
	Apologies were noted for the change to meeting date.	
2.	Governance and admin (includes mandatory items to be discussed as advised by central office)	Chair
	<ul style="list-style-type: none"> • Governor Declarations • Governor visits 	
	There were no personal declarations of interest received.	

	<p>Governors were informed that notes from governor visits will be uploaded within AGC folder and also included within the link governor folder on GVO for governors information.</p>	
3.	Minutes of previous meeting and actions arising	Chair
	<p>The minutes of the previous meeting were agreed as a true representation of discussions.</p>	
4.	Chair of Governors verbal report including Chairs' Forum	Chair
	<p>The AGC was given an update from the Chairs Forum meeting held in June which was predominantly on safeguarding with Trust Safeguarding lead sharing KCSIE 2023 updates with slides being shared with schools.</p> <p>Governors were reminded of the message that Safeguarding is everyone's responsibility with all governors to have overarching sight.</p> <p>Scheme of Delegation – The consultation on the SoD has now closed with the final document being taken to trust board for approval. SoD will be enforced from September 2023 with training being arranged to help with implementation</p> <p>A useful summary on governance responsibility was included. Academy Governance Committee (AGC) will become Local Governance Committee (LGC) to reflect the committee being the eyes and ears of trust at local level and the heart of community.</p> <p>The question was raised whether to update school website to reflect changes however it was agreed to wait until trust board has ratified the changes.</p> <p>Chairs Forum spoke about ensuring statutory roles are covered.</p> <p>Intention for the Chairs Forum meeting in term 2 to be held in person with appropriate venues being considered.</p> <p>[RM joined at 1825]</p>	
5.	Headteacher's report including: <ul style="list-style-type: none"> • Safeguarding update • SEF/SIP • Staffing Update 	DS
	<p>Headteachers report shared with AGC ahead of meeting. The following was discussed:</p> <p>Safeguarding update Safeguarding governor visit took place. Discussion took place on pre-recruitment checks becoming statutory for online activity under KCSIE. HR will complete process on schools behalf.</p> <p>The upcoming change to safeguarding being related to attendance was discussed. Discussion around parent's use of Whatsapp took place where a safeguarding issue had arisen following recent conversations taken place on the platform.</p> <p>Parent Voice Group meeting dates have been set for the following year. Can promote positive use of Whatsapp and Facebook pages.</p>	

	<p>Governors discussed the option of recommending rules around usage of social media which could be taken back to PVG for discussion however concerns were raised in case school could be perceived as becoming involved.</p> <p>SEND parents meeting held which was well received. Parents were mixing and chatting. Coffee and cake was included and the meeting will become a regular event.</p> <p>Did all expected parents attend? More attended than expected. Meeting was timed for 2.30pm start so was just ahead of school pick up time.</p> <p>PVG - Membership for PVG meetings for next year is sorted. Will need to confirm representatives for Bumblebees and Butterflies classes in September. One Zoom meeting per long term are arranged.</p> <p>Zest Operations manager attended the last meeting where pre-ordering school lunches was discussed. This will require an element of staff involvement but will help with reducing food waste and also allow for more options for meals with food allergies to be planned.</p> <p>Parents asked lots of questions and shared their ideas on what could be included within the menu.</p> <p>SIP – Trust format worked well. This has been tweaked slightly and includes overall targets for the year. Process of recording actions each term and updating is a useful record of achievement.</p> <p>SIP for 2023-24 will be drafted in next few weeks. Want to include church school target ahead of SIAMS. Will also be trends to include ie SEND and Personal Development.</p> <p>School will be embedding Futura curriculum whilst also tweaking to personalise for school. Writing will continue to be a focus.</p> <p>Draft SIP will be shared when available but governors were informed of strategic time needed to create.</p> <p>Is there anything form SIP 2022-23 to be carried forward to? First year of school using Futura curriculum. Conversations took place around personalising the curriculum to Saltford and building in strands to thread through curriculum. Time needed for staff to do this, along with funding to release staff will be a factor, however there are lots of positives in using Futura curriculum. Moving on to 2nd year of curriculum where retrieval is a factor and also very much part of Ofsted framework. Pupils in inspection were able to articulate recall.</p> <p>Is it mandatory for Headteacher to give a report for every AGC meeting? It is felt to be positive for Headteacher to inform AGC.</p> <p>[EK left meeting 1855]</p>	
6.	<p>Skills Audit</p> <p>Thanks was given to governors for completing and returning their skills audit which shows a good representative spread across the AGC.</p> <p>It was noted that there is a co-opted governor vacancy within committee and it was agreed as an action for resources WP to carry out self-assessment on skills audit results to look at skill set required. Governors were asked to inform Chair / HT if have someone in mind.</p>	DS

	Governors were informed of the need to think about succession planning in due course with some governors term of office coming to an end within 12 months.	
7.	Parent Voice Group	KH
	Item discussed within Headteacher report.	
8	Assessment Update	ES
	<p>End of year data headlines were shared ahead of meeting.</p> <p>Governors were informed that Y6 SATs results are not yet available so will be unable to discuss at this meeting.</p> <p>Early Years 81% GLD. Good outcome achieved, some high needs in the group. Focus on fine motor skills, word reading and numbers and personal development. Writing is a focus for when children move to Y1. It was noted that of 10 children not on track, 2 children are EHCP and 2 are awaiting assessment.</p> <p>Y1 Phonics – target was 95% which was thought to be aspirational. School achieved 100%, an amazing outcome achieved. Formulaic RWI has suited all children. It was noted the passmark remained at 32. Governors were informed that children are thriving on RWI. They will be strong on decoding of text however understanding of text needs working on. Following discussions at assessment lead network, this will be done in small groups. Writing is raised as a focus. It was shared that term 1 will be a focus on what can do already, consolidate what know and then build on knowledge.</p> <p>Y2 It was noted that a number of children not meeting expectation but not on SEN register. These children have been focus at meetings. The issue is basic skills, capital letters and full stops and sentence structure. Some children are showing elements of GD by end of year. Governors were informed that target for GD in maths was exceeded.</p> <p>Y3 Strong outcomes achieved. With Integra moderation support in writing throughout the year, judgements have changed. Teachers are more confident across framework. Governors were informed of the use of school led tuition grant to support early reading.</p> <p>The need to focus on pupil premium children in Y2 and Y3 was discussed with 4 children not meeting outcomes. Focus on reading and writing.</p> <p>Y4 – 69% achieved. Results for multiplication check have improved since last year. Pass mark of 22, with children having 6 seconds per question.</p> <p>Maths teaching is focussing on maths fluency – is that having effect? Yes as there are improvements but need to keep working on. Good outcomes were achieved in Y4. Cautious on writing judgements.</p> <p>Y5 Good outcomes achieved in reading and maths. This is year group that didn't return after covid. Year group has high numbers of SEN and will need support. Writing continues to be focus. Cohort is slightly stronger in maths.</p> <p>Y6 Only teacher assessment information available. High outcomes achieved.</p>	

	<p>Aspirational targets for GD were set, not think they have been achieved. A child from Ukraine sat maths paper. Hoping to withdraw for English as not fair to assess. Official outcomes available on Tuesday.</p> <p>Whilst identifying trends it was noted that outcomes for reading and maths raise as children progress through the school. Writing is not as consistent. School has a new approach which needs time to embed however governors were informed that the strategy should match expectations.</p> <p>Is writing national issue? Government is looking into this and school has identified as a focus area.</p> <p>What are implications where child not on track? When children move up year groups they are not at expected level where should be. Each year group have criteria for child to meet. In report showed where are and what need to do to improve. Y2 team shared criteria with parents at SATs meeting and it was confirmed will be shared within Y1 welcome meeting and added to welcome slides.</p> <p>Is there any instance where child go up and then go down? This has happened a lot with writing as previously did best fit with children meeting most criteria children achieved EXS or GD however criteria has changed and has to be exact fit. More details will be shared at pupil progress meeting with gaps identified and support needed.</p> <p>Governors were informed of the process of Pupil progress meetings with teachers completing data set ahead of meeting. Year groups meet with SLT and discuss outcomes, data and anomalies. Is a really useful meeting to look at children individually, looking at teacher assessment and standardised scores, what has been done and next steps and personalises the children and their needs.</p> <p>How often do pupil progress meetings take place? After each main assessment point. Had focus on PP children, teachers brought children's books.</p> <p>Where results show children are 'on the cusp' do you move up or drop down? If it's nationally published result, then move children up, if internal data then put lower.</p> <p>What drives decision? – if put child at EXS and on cusp may get lost. Will inform parents and use intervention groups.</p> <p>What difference does it make if children assessed incorrectly? If child not secure in own year groups criteria will have new criteria to meet when move to next year and the gap widens. Need to make sure not to reach Y6 and for it to be unrealistic to meet targets.</p> <p>Thanks was given to ES for her detailed data analysis and for the hard work and time given to produce.</p>	
9.	Curriculum Working Party update	KH
	<p>Attendance strategy shared. This will be picked up next term. Attendance around 96%. With cost of living effecting parents, hard decisions have been made to take children on holiday during term time as not as expensive. School's point of view is very difficult to make up lost learning time however can see both points of view.</p> <p>Has the school issued fines? Yes. Discussions have been had within the press around immediate fines, more information will be available in September and</p>	

	<p>will include other times absent, which when combined with holiday absence may trigger a fine being issued. Very few families receive authorisation for absence however there are limited exceptions with the message to parents being to avoid taking time off where possible.</p> <p>A Blueprint of behaviour policy was shared with governors to show schools current position and vocabulary used.</p>	
10.	Resources Working Party update	
	<p>Governors were notified that the Resources WP did not meet this cycle. The following updates were given:</p> <p>Staffing – The school budget has been agreed with one mor appointment to make. Working on deployment of TAs and making best use of time.</p> <p>Stakeholder surveys – Results for the recent stakeholder surveys will be looked at through resources.</p> <p>Staff survey was completed by 100% of school staff. Trust set a target for schools with high uptake will receive a share of wellbeing budget for their school. Can log into Edurio and look at results. Wellbeing group will pick up trends and see how can move forwards.</p> <p>Pupil questionnaire was completed through MS forms.</p> <p>Parent questionnaire closes on Friday with outcomes shared with PVG.</p> <p>Inset Days – Governors were informed of an increase to the amount of Inset days. Staff workload is high and need to ensure staff receive good quality training for professional development. The increase will be in line with other local trusts who have already increased the amount of inset days.</p> <p>Some inset dates are trust wide with others more school specific.</p> <p>Governors were given an update on the staff conference. Training for different teams are taking place at different venues across the trust. Provision looks really good.</p> <p>Governors were informed of the plan for Headteachers meetings to move to fortnightly, 3 hourly meetings which will be face-to-face. This will help with networking however there will be an impact on logistics with the trust having increased in size and area.</p>	
11.	Foundation Governors	DC
	<p>Foundation governors not met during this cycle. The following update was shared with governors.</p> <p>Rev Nigel Williams has been appointed as new rector at St Marys church, starting his new role in September. Rev Williams has expressed an interest in becoming a foundation governor and meeting dates have been shared. It is felt to be a really positive appointment.</p> <p>Governors discussed the matter of the rector’s child unable to attend school due to year group being full and unable to breach numbers as not a listed exception with DfE Admissions code.</p>	
12.	AOB (Please notify clerk of any matters ahead of the meeting)	All
	<p>Governor meetings and Learning Walks was raised for discussion under AOB with clarity requested.</p> <p>The following was confirmed:</p>	

	<ul style="list-style-type: none"> • One formal link governor visit to take place per year. • Dependant on availability a learning walk with focus on subject can be carried out. • Governors are always welcome in school. • No proforma for link governor visits other than statutory roles. • Timetable for year groups are different but held in the office • Start looking at arranging meeting and update schedule to stagger across school year <p>Governors discussed the option of arranging a governor morning at school with DS to suggest dates.</p> <p>Actions: Governors to share thoughts on subjects allocated on schedule and notify if any changes required DS to suggest dates for Governor morning</p> <p>Governors were reminded of the multi-factor authentication for emails instructions sent from IT. This has been set up to protect school / trust from malware or cyber-attacks, it is a one off procedure per device.</p> <p>Governors were informed of PTA thanks received to all who helped and supported the recent summer fair which was a very positive and popular event. The AGC returned their thanks to the PTA for their support and for arranging the successful event.</p> <p>Governors were reminded of last year’s collection arranged for sweets and treats in the staff room, which was very well received. KH happy to arrange again for end of term.</p> <p>Governors were informed of IF and DS meeting to arrange the assembly schedule and will include Rev Williams on rota. It was noted that IF has arranged for flowers as a thank you to Jan at St Mary’s for stepping in and supporting in assemblies.</p> <p>Thanks was given to all staff and governors for their help and support during a very busy and successful year and all were wished a very good summer break.</p>	All DS
13.	AGC meeting dates for 2023/2024 <ul style="list-style-type: none"> • 3rd October 2023, 28th November 2023, 6th February 2024, 19th March 2024, 14th May 2024, 2nd July 2024 	

Meeting closed: 19:52

Action Record

	Action	By Whom	Meeting Date	Due Date
1	Governors to share thoughts on subjects allocated on schedule and notify if any changes required	All	04.07.23	
2	DS to suggest dates for governor morning	DS	04.07.23	ASAP

Signed: P Cummings – Chair of LGC

Date: 3rd October 2023