

Saltford CofE Primary School
 Academy Governance
 Committee Meeting
 10th July 2018
 6-8pm at Saltford School



Saltford
 CofE Primary School

Minutes

MEETING TITLE	Saltford AGC Meeting 6
DATE OF MEETING	10 th July 2018
MEMBERS PRESENT	Megan Jackson (Co Chair) Richard Rowland (Co Chair) Dawn Sage (Head Teacher) Liz Spincer (Staff Governor) Ian Freemantle, Kathryn Hamlen, Paul Nicholson, Sian Tucker, Ben Whittle, Jen Evans, Dan Carter, Lucy Bees (Clerk)
MEMBERS NOT PRESENT	Richard May
DATE OF NEXT MEETING	Tuesday 2 nd October 2018

EXECUTIVE SUMMARY;

- **Governors praise the school and its teaching staff for another set of fantastic results**
- **The outcomes of a recent Parent Questionnaire are discussed**

		Action
1.	Welcome and Apologies - Quorum	
	The meeting was opened by IF with a reflection of the value 'Compassion' Apologies were noted and agreed as above	
2.	Governance Issues	
	<ul style="list-style-type: none"> - Declaration of Business/Personal Interest - Governor visits to school since last meeting - Governor training attendance and feedback - Governor DBS supporting SCR documentation - Use of the National Governance Association materials 	
	2.1 No declarations were made 2.2 ST has attended a link Gov meeting with GG, BW has attended a link Gov meeting and also visited during a Science lesson with Miss Davies. IF, MJ & KH all attended for the Unicef Rights Respecting School's awards assessment to which the school received a Silver award – well done! JE has also attended a link Gov meeting and KH attended the Chairs Forum on behalf of RR & MJ.	

	<p>Re training - KSIE to be re-read annually, DS to provide Safeguarding training annually. Clerk to update training schedule and chase any missing items.</p> <p>2.3 No new training was scheduled. WMAT training dates for next year? Clerk to provide dates once they are published.</p> <p>2.4 Clerk to liaise with SR before the end of term re ID copies for DBS applications.</p> <p>2.5 Everybody should have their own log in details to access NGA training – check with sue Holdaway re who sent out emails with log in. should be the backbone of all training now, face to face training will only be provided by WMAT where needed – encouraged by Trust board to do as much as possible online at own convenient time. KH provided information from the Chairs Forum to support this.</p> <p>KCSIE as agenda point for September – new version in august</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
3.	Minutes of previous meeting and Matters Arising	
	<p>A few small typing errors, KH to email Clerk with changes. These changes will be made and then the minutes will be signed by the Chair.</p> <p>All Governors to send Link Gov meeting notes to clerk please</p> <p>EYFS Link Gov feedback from MJ delayed. Feedback from BW to be provided later in the meeting.</p> <p>Upload all Link Gov meeting notes to GVO in the 'Link Gov' folder.</p> <p>WMAT meeting start times still in discussion – need later start times to accommodate working governors</p> <p>Governor head shot photos either missing or out of date on the board in school. JE to organise using photos on website.</p> <p>Governor info on website needs to be updated with new start dates – date joined WMAT. Laura to update website when original document updated.</p>	<p>ALL</p> <p>Clerk</p> <p>JE</p> <p>JE / Clerk</p>
4.	Chair of Governors verbal report including Chairs' Forum and Trust Board Meeting Executive Summary	
	<p>RR confirms the following; More info needed re Trust Board summary.</p>	RR / MJ

	<p>Meeting start times still being discussed, need to allow for Governor's who work.</p> <p>Chair will no longer act as Line Manager for Head Teachers – WMAT CEO (AA) will manage Secondary Principals and WMAT Director of Primary (MC) will manage Primary Head's.</p> <p>Insight & new standardised testing will be mandatory across the WMAT. Salford are trailing it, official launch in September.</p> <p>KH also attended so adds; RR and MJ volunteered to Chair the Chair's Forum meetings and all agreed. Comments were made about not wanting the Chair and Vice Chair from the same school but no other volunteers.</p> <p>It was discussed whether the co-chair arrangement as Salford is working? To be discussed further at the next Trust Board meeting.</p> <p>The Board discussed new schools which will be joining the WMAT in Jan/Feb.</p> <p>KH advises that listing initials next to comments and highlighting challenges is no longer necessary. All minutes must be published on the schools' website.</p> <p>Representatives from St Johns said they enjoyed their day at Salford and offered their best regards for the upcoming SIAMS inspection.</p>	
<p>5.</p>	<p>Head teachers Report including updated KPIs</p>	
	<p>Governors were given the HT's report in advance to read, DS asks for any questions & confirms that KPI's have been updated.</p> <p>DS advises that the SIP needs to be more robust in evaluating progress. New doc to complete moving forward.</p> <p>Lesson specific in SIP? Yes, headlines from each How do we see that? Ask subject lead, ask at link Gov meeting</p> <p>Workload – recent BBC article re getting rid of marking and just providing feedback, is this something we are looking at? Our new feedback and marking policy details that whilst we won't be getting rid of marking completely, we are encouraging more kinds of feedback, not just written marking. The new policy has been designed to streamline the process and make</p>	

	<p>us more efficient and effective. Teachers are now providing 'in lesson' feedback so more immediate for the children.</p> <p>A question is raised around why comments have been made in the report about bullying but it has not been listed in the data? DS advises that it's not classed as bullying as it's not been repeated. She advises that a racist incident is not necessarily bullying. It has been flagged to make Governor's aware but it's not being treated as a bullying issue, hence why not being detailed in the figures.</p> <p>The Head teacher was encouraged to include negative as well as positive items within the report.</p> <p>DS confirms that she is now included unauthorised V's authorised when detailing absence in her report, as requested by Governors. This is being reported more now, including in end of year reports. As attendance reports are done manually, the school like to share with parents in case any errors have been made.</p>	
<p>6.</p>	<p>Curriculum Working Party feedback Summer Term Data</p>	
	<p>ES shares a presentation which will be uploaded to the GVO (ES to send to Clerk to upload) and Governors are given a handout to read.</p> <p>Updated today to include y6 results.</p> <p>MJ gives EYFS overview from papers provided.</p> <p>Do we have strategies to maintain these figures? Push maths this year, writing next year? Every year something extra, new things embedded but then included in annual offering.</p> <p>Any concern around the drop in writing? Age and stage – boys, summer born, still working on EYFS goals – this data is from May, some of these children may be reaching the EXS now. ST provides an overview for KS1; Y1- good results, reading slightly down but all meeting EXS. Writing really high, unusual to have writing higher than reading. Push on reading at home? Yes, groups of children not heard reading at home. We introduced a reward based system to read at home – get caught reading / reading champions.</p>	<p>ES</p>

Writing for girls better than boys but good overall.

Maths girls and boys equal - unusual, great results.
Phonics check slight drop but some children only 1 mark off.

Y2 - figures slightly low – maths particularly strong considering challenging targets.

Interventions in year for boys writing?
Yes, the ‘wright stuff’ – enjoyed by all. Sentence stacking.
2 male EHC’s in cohort affecting figures.

There is a perception that our cohorts are stronger? Should we always be above National?
Fisher family trust (FFT) used to set targets internally.

Are targets realistic?
We use FFT, that’s where the info is held. We always go for top 20% to obtain but this is revisited throughout the year.

Governors want to check that the bar is high enough when setting targets.

Phonics retake – 2 out of 5 achieved, 2 with EHC’s are doing really well but realistically were never going to meet the standard so only really 1 ongoing.

Progress good from autumn to spring but slow in summer, is that normal?
1 or 2 children make that difference. Not sure at beginning of year but more evidence half way through the year – more data to support judgement.
We should already know the benchmark as we’ve already had these children for 3 years.

We won’t be doing anything different for writing next year, just embed what we’re already doing.
National pic of boys at that age – reflects national picture
Y6 age and stage, do get there in the end.

KH provides an overview of Y’s 3 & 4;
Y3 amazing picture, strong results and progress throughout the year. Maintained standards from Y2 so really good.
PP children doesn’t mean they are low end, greater depths in English for a PP child. Circumstance not child – high expectations for PP children.

Writing Y3 - Y2 and Y6 focussed on grammar not flair, good writers but not always grammatically correct.

Y4 reading strong – KS2 consistently v strong in Saltford. Y2 come up, same pattern to follow. Always follow from pattern from KS1 so have to bear that in mind.
Focus area for KS2. Came up high but maintained high. This is a testament to good teaching.

A message from Governors to teaching staff in Y's 2, 3 & 4 - amazing achievement to get them reading well and reading at home. Well done. Engaging enough to make them want to read.

Do we have enough readers in school for those that don't get heard reading at home?

We are lucky to have lots of support but lots of our parents are working. Swimming is our focus for parent help at the moment, but we are always grateful for more parent help and also friends of community.

Tend to put majority of helpers into KS1 to offer support, KS2 don't get much outside help.

How could we drum up more support?

Plan is to do that as part of September initiative. Perhaps we could add it in to the Parish magazine? Lots of people in church love to engage with school but are not asked enough. As a church school we should be able to ask for help from the church.

Y4 is crunch time, so much new material - not processed yet, catch up in Y5 and 6 which makes it a tricky year for data.

Y4 results either flat or going down?

Children need to work harder and in particular, learn their times tables more fluently. Times tables would make maths stronger. Children are not always working at home.

Is this normal for Y4?

Went in high, go up in steps but then plateau. No more than 3 children changing percentages.

Should we be challenging parents of children not doing homework? Can they do it at homework club if not?

Yes, conversations have been had and children are able to complete in school at homework club if they wish.

Little and often software purchased to support with this.

Is it to the detriment of everyone else when staff are working harder on those that need school support? How far do we go until we intervene?

Staff are encouraged to send children to homework club.

Are children kept in at lunch time?

Yes, times tables are tricky though as they need to be practised little and often. Next year there will be statutory reporting for

times tables m- by the end of y4 children must know times tables up to 12 fluently.

Parents different per cohort as well?
National issue as table check introduced, parents support more for national tests possibly.

All children are different and progress differently - age and stage.

Y5 are a promising cohort, new staff to year group also. End results looking promising.

Maths rise sharply, anything specifically?
White rose – reasoning and wide problem solving. This has helped as the children find it interesting.

Y6 entered KS2 at national average. V high outcomes from end of Y6. Strong results on teacher assessments compared to national averages.

Thanks to John and Nathan, supported by Gemma – great results.

Congratulations from the board. Really good results.

Progress made, very good for English and inline for maths.
KS1 data reported accurately, not depressed.

Teachers and children worked very hard to achieve results and we can be confident that our Y6 children are secondary ready.

After receiving feedback from outside agencies such as Uncief and the NSCC, we forget how engaged our children are. Great behaviour was flagged during the SS Great Britain boat trip. We set the bar high but actually our children are excellent.

PN leaves at 7.30pm

CWP;
Data - all Governors need to have some handle on data but not as much as CWP. Next AGC (meeting 1) go back to data from today and explore in a working format.
CWP will discuss before next AGC so will plan then.

New extra tests – same tests across WMAT? Is there a concern that we will need to start teaching to the tests?

	<p>Teaching producing fantastic results, could be compromised by chasing WMAT tests for info.</p> <p>Always used standardised test but never used apart from summer, other schools have, and use them as a gap analysis.</p> <p>Current in maths - not changing teaching to tests, that will just give info, not results.</p> <p>Trailing use online, see how it goes.</p> <p>Some schools not doing assessments so will start doing that. All aligned to compare results.</p> <p>Concern re Y2 having to do 2 tests – SATs and new tests. Needs to be done for the good of the children, not the good of the WMAT.</p> <p>May not be testing what we've taught in that term?</p> <p>We cannot and will not teach to tests, we have to teach to the curriculum.</p> <p>Discuss further when it's in practice.</p>	
<p>7.</p>	<p>Resources Working Party feedback</p> <p>Parent Questionnaire feedback</p>	
	<p>BW gives an overview re Parent questionnaire using a presentation that he has prepared - much better response than last year.</p> <p>85% agree with positive statements, only 3% disagree so good figures.</p> <p>Good feedback from prospective parents.</p> <p>No comments to back up negative responses about joining the WMAT, just not understood.</p> <p>New caterers for next year so will look to see an improvement re school meals.</p> <p>'You said we listened' document to go out to parents to support knowledge as sometimes people just don't understand. Working on it now, it will be sent out in September. Will address some major concerns, will go to RWP before going out to parents.</p> <p>IF leaves at 7.40pm</p> <p>Year group teachers to look at their data to see what, if anything needs to be worked on.</p> <p>Survey annually, done in march. Done as a WMAT survey using Salford questions.</p>	

	<p>Thanks from the Board to BW, really good collation of data.</p> <p>Clerk to upload presentation to this AGC meeting folder. BW to send to Clerk.</p> <p>Dedicate time in RWP to unpick further and decide actions.</p> <p>RWP – financial outlook, small surplus forecasted. Good considering how much we’ve been asked to top up reserves. Change in top slice to WMAT - very unhappy about how that was communicated, no good explanation as to why and what the money is spent on – no justification. Disclosed as everyone else is charging this so we will too. Not satisfactory. Transparency issue rather than financial miss-management. Clarity will be requested.</p> <p>Needs to be looked at in a timelier manor – can’t make savings at a time when they’ve been requested. Staffing costs already set etc.</p> <p>Staff workload – what is in place to detect when staff are working at an unsustainable pace? Number of hours worked discussed at AGC.</p> <p>Several occasions throughout year with line manager where questions are asked about whether staff are feeling like they can cope with current workload. Good framework to monitor this.</p> <p>Does that cover all staff? Not just teaching staff? It should, the focus is on teaching staff as they had flagged it in their survey. Support staff have not indicated this in their surveys. Depends when the survey goes out though – staff face busier times at different points in the year.</p> <p>Needs to be looked at in appraisals. Pastoral care and wellbeing of children & staff will be looked at as a new target.</p>	Clerk / BW
8.	Foundation Governor feedback	
	<p>DC provides an overview highlighting that the previous minutes have gone up wrong, they have not been approved yet. DC to send to clerk for upload.</p> <p>Enquiry to be raised re work done under Unicef respecting school. Dc to contact Liz.</p> <p>MJ leaves at 8.20pm</p>	DC

9.	Review Governor training/development needs and succession planning	
	Defer – not discussed	
10.	Review effectiveness of governance	
	Governor self-evaluation – look at and then develop action plan. Based on template from NGA. RR started to look at self-evaluation doc – this has been sent out and will be agreed at next AGC meeting. Please can Governors send any comments over next couple of weeks. Also add in any other areas that need to be included. Please can Governors include their views on Chairs role - how is co-chair working?	
11.	Any Other Business	
	Summer party – let JE know if you would like to attend. To be held on 19 th July, 4.30pm and will cost £7.50 Leavers service, also confirm to JE – 9am on 20 th July, reserved seats for Governors. Thanks from DS and ES to Governors for all of their time, effort and work this year. Much appreciated. How much did summer fair raise? Not sure but will let you know asap. Great success though. Our PTA are brilliant. Governors thank the PTA for all of their work this year. The meeting closed at 8.25pm.	
12.	Date of next meeting (draft provisional dates on the GVO)	
	AGC – Tuesday 2 nd October 2018 CWP – 18 th September 2018 RWP – 25 th September 2018	

Action Record – Exclusions Basis

Action	By Whom	Meeting Date	Due Date
Update training schedule and chase any missing items	Clerk		ASAP
Provide WMAT training dates for next year once they are published	Clerk		ASAP

Liaise with SR before the end of term re ID copies for DBS applications	Clerk		ASAP
Check with Sue Holdaway who sent out NGA emails with log in details	Clerk		ASAP
KCSIE as agenda point for September	Clerk	2/10/2018	ASAP
Send Link Gov meeting notes to clerk. Clerk to upload to 'Link Gov' folder on GVO	ALL / Clerk		ASAP
Governor head shot photos either missing or out of date on the board in school. JE to organise using photos on website	JE		ASAP
Governor info on website needs to be updated with new start dates – date joined WMAT. Laura to update website when original document updated	JE / Clerk		ASAP
Send presentation re results to Clerk to upload to GVO	ES / Clerk		ASAP
Send Clerk presentation re survey results. Clerk to upload to GVO	BW / Clerk		ASAP
Send Foundation minutes to clerk for upload to GVO	DC / Clerk		ASAP
More info needed re Trust Board summary	RR / MJ	2/10/2018	ASAP

Signed :

Date :

Co-Chair

Signed :

Date :

Co-Chair