

# Minutes of Thorpe Primary School Local Governing Body.

**Date:** 17th September 2018

**Time:** 5:00 pm

Present	
Seetal swan	
Jo Fillmore	
Anne Clayton	
Trevor Pearce	
Colin Hammond	
Kate Trethewy	<b>In attendance</b>
Tracey Cheung	N. Manders-Jones (Clerk)

Item	
1.0	<b>Welcome and apologies</b>
	Apologies were received and agreed from Manoj Subudhi and Lisa Lloyd
2.0	<b>Appointment of Chair and Vice Chair</b>
	It was proposed that the Chair and Vice Chair appointed in the summer term 2018 continue in the role until September 2019.
	<ul style="list-style-type: none"> <li>• Colin Hammond to continue as Chair of LGB</li> <li>• Anne Clayton to continue as Vice Chair of LGB</li> </ul>
	The Proposal was agreed unanimously
3.0	Declaration of interest None Declared
4.0	<b>Minutes of last meeting (24<sup>TH</sup> APRIL 2018)</b>
	The minutes were agreed as a true and accurate record of the meeting and signed as such.
5.0	<b>Matters arising from the last minutes</b>
5.1	Item 6 Pupil Premium Governor is Colin Hammond
	The Headteacher confirmed that a staff turnover of around 10% is considered healthy. Staff turnover at the school is 8/99 staff (3/27 teachers) which falls within the expected range.
6.0	<b>Schools Performance 17/18</b>
6.1	The Headteacher confirmed there would be no changes to data previously shared with Governors in July 2018.

6.2	<b>Early Years</b> GLD: 65% of the cohort have achieved the GLD, this is a 10% increase on last year's result and brings us within less than 10% of the National average.
6.3	<b>Y1 Phonics:</b> 80% of children achieved the phonics standard, this is in line with last year's result and broadly in line with the National average.
6.4	<b>End of KS1</b> Phonics: 93% of the children in Year 2 have now achieved the phonics standard. This is a 10% increase on last year's result and means that an additional 13% of the year group have reached the standard since Year 1.
6.5	<b>Year 2:</b> The proportion of children achieving the expected standard in Reading, Writing and Moths has decreased. However the proportion achieving Greater Depth has remained stable or increased. There has been no additional teaching capacity in Y2 this year whereas in previous years there has been.
6.6	<b>Year 6:</b> 63% of children achieved the expected standard in Reading, Writing and Moths combined, an increase of 8% on last year's result. Increases were also made in the proportion of children achieving the expected standard in reading and in all greater depth outcomes.
6.7	A Question level analysis of GPS outcomes at Y6 identified errors in basic punctuation and grammar skills. The Headteacher explained that she felt that this was due to a lack of revision and practice of knowledge taught earlier in the curriculum. Y6 teachers are to ensure that Y6 revisit and practice basic skills throughout the year.
6.8	<b>A Governor asked if the slight drop in the number of pupils reaching expected standards in Y2 was due to a reduction in support for Y2.</b>  The Headteacher explained that while an additional had been removed from Y2 due to financial constraints. A teach first student and teacher were deployed in a y2 class. It was hoped that the teacher would be able to continue working with the class beyond December. All class teachers had ensured that they had provided the next year's teacher with comprehensive data and information to ensure a good transition from one year to the next .
6.9	<b>In response to a question, The Headteacher confirmed that external support would continue from Nick Pye which would focus on Active Questioning.</b>
6.10	<b>PKAT has arranged a days advisory/monitoring visit during the Autumn term Date TBC.</b>
6.11	An EYFS Timetable has been created to maximise learning opportunities
6.12	Numicon is being rolled out in Reception. The rollout is helped by the prior experience of 41 pupils who are familiar with the scheme as used in the Nursery.

7.0	<b>Targets 18/19 (draft)</b>
7.1	The Headteachers explained that the targets are yet to finalised. Fischer Family Trust data will be used as a guide for the creation of contextualised targets. Targets will be finalised at the Staff meeting planned for the 1 <sup>st</sup> October. Teachers will be asked to commit to targets once they get to know the pupils well. The targets to be set will be challenging for all pupils as they will also be referenced against National expectations.
8.0	<b>School Improvement Plan Priorities 18/19</b> The Headteacher drew the Governor attention to the four-year plan outlined on Page 6 of the Governor Diaries. Priorities for this year are:
8.1	<p><b>Standards</b></p> <ul style="list-style-type: none"> <li>• Increase the proportion of children who achieve: <ul style="list-style-type: none"> <li>➤ GLD in Early Years;</li> <li>➤ the expected phonics standard by the end of Year 1;</li> <li>➤ the expected standard in reading, writing and maths at the end of KS1;</li> <li>➤ the expected and greater depth standard in writing, expected standard in GPS and the combined measure, at the end of KS2.</li> </ul> </li> <li>• Continue to review the impact of the pupil premium funding, monitoring the progress and attainment of the children identified.</li> <li>• Continue to monitor and review intervention strategies to ensure accelerated progress and good value for money is achieved.</li> <li>• Narrow the gender gap in attainment.</li> <li>• Improve outcomes for Pupil Premium children.</li> </ul>
8.2	The Headteacher hoped that the additional teacher currently employed in Y2 until January would be able to provide additional teacher-led pupil Premium intervention from January.
8.3	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Continue to embed the Leadership structure ensuring clarity of roles and responsibilities.</li> <li>• Support the induction and training of the new KS2 Phase Leaders and the SENDCO.</li> <li>• Further develop a triangulation evaluation process for teachers focusing on practice, data, book scrutiny and wider contribution to the school.</li> </ul>
8.4	<b>Teaching and Learning</b>

	<ul style="list-style-type: none"> <li>• Embed the improved Early Years provision, dovetailing the Nursey and Reception expectations.</li> <li>• Secure the same rigour around judgements of writing across the school that is apparent in the statutory assessment years.</li> <li>• Continue to embed the new writing learning journey and ensure high teaching expectations in order to secure accelerated progress in this area.</li> <li>• Embed the new handwriting scheme across the school.</li> <li>• Develop more efficient and effective ways of providing meaningful feedback to children about their learning.</li> <li>• Secure quality teaching of Destination Reader across years 2 to 6 and continue to raise the profile of reading across the whole school.</li> </ul>
8.5	The Headteacher explained that the Destination Reader lead teacher is to be released daily to coach, monitor and improve delivery across the school.
8.6	<p><b>Behaviour and Respect</b></p> <ul style="list-style-type: none"> <li>• Further, enhance the school Behaviour Policy to ensure a consistent nurturing ethos across the school.</li> <li>• Make clear links between Thorpe Expectations and the Rights Respecting School agenda.</li> <li>• Begin to use the Boxall Assessments to identify the emotional needs of children, implement the recommendations and assess the impact</li> </ul>
8.8	The Headteacher explained that all SLT members had read a book “when the adults change everything changes” to support this development.
8.9	<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively across the PKAT on key strategies linked to assessment and curriculum initiatives.</li> <li>• Consider ways to enhance our communications and engagement with parents.</li> </ul>
10.0	<b>School Budget outturn 17/18</b>
10.1	The Chair confirmed that in future the Vice Chair would deliver the finance report to Governors. However, at this time a completed Budget outturn not yet available from PKAT.
10.2	The Governors received a report from the school business leader who brought the following to the Governor's attention.
10.3	Balances brought forward have been confirmed as £124,762.25.
10.4	The three-year budget was submitted to PKAT in July
10.5	£99,093 of the 17/18 Carry forward was used in the 18/19 budget. Deficit budgets for 19/20 and 20/21 will require careful monitoring.
10.6	The budget submitted included an estimated 2% increase in teaching staff costs. Because of the actual increases agreed, the budget position could improve. The pay rise has been applied to teachers' salaries from 1 <sup>st</sup>

	September. Schools will get a grant to cover some of the teachers' pay award.
10.7	Governors agreed that the school should investigate the value of purchasing staff absence insurance.
10.8	<b>Action School business leader to investigate costs of Staff absence insurance and feedback to next LGB in November.</b>
10.9	The Governors agreed that if approval for Staff absence insurance is required before the next meeting. Governor approval should be sought via email
10.10	<b>Action Ann Clayton to meet School business leader before the next LGB meeting</b>
11.0	<b>PKAT Pay Policy</b>
11.1	The PKAT Pay Policy had been previously circulated to Governors. The Headteacher confirmed that the policy had been shared with all staff by way of consultation. No feedback from staff had been received.
11.2	The Governors agreed that the Thorpe Upper Pay Scale be amended to be in line with the PKAT policy.
11.3	It was agreed unanimously that the school adopt the PKAT pay policy.
12.0	<b>Headteacher Performance Management Review</b>
12.1	It was agreed that Trevor Pearce plus one other Governor (TBC) would conduct the Headteacher Performance Management Review
12.2	Governors were encouraged to take up any Training available.
12.3	<b>Action Chair of Governors to find a suitable external adviser who has the skills, experience and objectivity to provide Governors with advice and support</b>
13.0	<b>Risk Management Reporting</b>
13.1	The Chair of Governors explained that the document was not yet finalised and would be shared with all PKAT LGB's for comment once complete.
13.0	<b>Safeguarding Update including Keeping Children Safe in Education, Single Central Record and Safer Recruitment</b> A new version of Keeping Children Safe in Education has come into force. A copy of KCSIE 2018 was provided prior to the meeting and the Governors signed to confirm receipt.
13.1	The Headteacher explained some of the changes including <ul style="list-style-type: none"> <li>• The Role of the Designated Safeguarding Lead.</li> <li>• Peer on Peer abuse</li> <li>• Clarification of must/should statements.</li> </ul>
13.2	SCR now checked weekly, and a log kept

13.3	Safer recruitment training for the Deputy and assistant Headteachers has taken place. The School business leader and Headteacher will have completed training by the end of the term.
13.4	The Headteacher confirmed that all staff had received copies of KCSIE 2018 and had signed as such.
14.0	<b>Governing Body Code of Conduct.</b>
14.1	The current National Governors' Association Code of Conduct for Governing Boards had been circulated to Governors in advance of the meeting.  All Governors adopted the policy and signed up to the Code for 2018-19. The signed copy was passed to the Headteacher for filing in school.
15.0	<b>Buildings and Site</b> The Chair confirmed that Trevor Pearce would take the lead in reporting back in future meetings.
15.1	The Chair confirmed the following <ul style="list-style-type: none"> <li>• <b>Corridors have been decorated</b></li> <li>• <b>The nursery has been decorated</b></li> <li>• <b>Additional storage for Storage for PE equipment has been installed.</b></li> </ul>
15.2	The Headteacher identified areas which could be further improved including <ul style="list-style-type: none"> <li>• The Removal of glass partitions to create additional group space (estimated cost approx. £3500) in KS2.</li> </ul>
16.0	<b>Confirmation of meeting dates</b> Dates were confirmed as per PKAT suggested a timetable. <ul style="list-style-type: none"> <li>• 21st November</li> <li>• 22nd January</li> <li>• 19th March</li> <li>• 15th July</li> </ul>
17.0	<b>Any other Business</b>
	<b>None</b>
18.0	<b>Date of next meeting 21<sup>st</sup> November</b>

## Action Minutes

10.8	<b>Action School business leader to investigate costs of Staff absence insurance and feedback to next LGB in November.</b>
10.10	<b>Action Ann Clayton to meet School business leader before the next LGB meeting</b>
12.3	<b>Action Chair of Governors to find a suitable external adviser who has the skills, experience and objectivity to provide Governors with advice and support</b>