

PRESHUTE CHURCH OF ENGLAND PRIMARY SCHOOL GOVERNORS

**ACTION SHEET
4 December 2018**

	ITEM	BY
5	Sign Confirmation sheet	SB/JD/TH/LL/TN
7	Check pick situation with other schools	CG
9	Undertake monitoring as per schedule	ALL
16	Consider data information as part of monitoring	RU/CG

**Any items for the agenda by 23 January
and paperwork
by 30 January**

NB – with circle model all papers will be required in advance

**MINUTES OF A MEETING OF PRESUTE CHURCH OF ENGLAND PRIMARY
SCHOOL GOVERNORS HELD ON WEDNESDAY 4 DECEMBER 2018, 7PM,
AT THE SCHOOL**

Present: Rachele Upton (Chair); Simon Baldock; Emma Barr, left early; Steve Bogg; Julia Dowdeswell Claire Graham; Toni Holness; Lindsay Long; Paul Matthews; Tim Novis, left early; Judy Pitts; James Rothwell; Joyce White

In attendance: Laurien Carter (Clerk); Jamie Pembroke for item 6
David Marriott, Governance Consultant

Apologies received and accepted: None

Jamie Pembroke and David Marriott were welcomed to the meeting

The meeting opened with a prayer

A REGULAR BUSINESS

1. Update to Register of Interests or Other Interest with Regard to Items on the Agenda

There were no changes to the Business Interests and there were no interests declared in any agenda item.

4. Approval of Minutes – September 2018

The Minutes and Confidential Minutes of the meeting held on 25 September 2018 were approved and signed accordingly.

**5. Matters Arising
Confirmation Sheet (1)**

Those not present at the September meeting were asked to sign the form – held in the School office.

Complaints Policy (10g)

The Complaints Policy had been approved by email.

B. REPORTS

6. ASP (Analysis of School Data)

Jamie Pembroke was welcomed to the meeting.

The Primary Inspection Data Summary Report and FFT (Fischer family Trust) papers were tabled.

Jamie Pembroke explained that it was the second year for the Primary Inspection Data Summary Report but had changed format again. This would be the document that OFSTED would receive. The School can choose whether to share FFT information and tracking information with OFSTED.

Attention was drawn to the front page of the Primary Inspection Data Summary Report. Jamie Pembroke explained that there was nothing negative.

He had seen many copies of this document from different schools and areas of the country and they all included the same statement 'There were no meaningful trends or differences for this measure' in relation to Key Stage 2 Progress.

The Key Stage 2 Attainment did not include Science or Grammar, Punctuation and Spelling results. The attainment was 'at or above national'. This related to the middle and high attainers. Governors were reminded that the current Year 6 also had previous attainment measured in levels.

83% had achieved the expected standard in reading, writing and maths – 'this was a statistically significant difference'.

The average reading score was in the top 10%. This was the highest score that Jamie Pembroke had seen; it was unusual for this score to be really high for three years.

Key Stage 1 attainment was 'above average' and in the 'highest 10%'.

For Phonics all but one pupil had passed the test. This pupil would retake the test in year 2.

Behaviour information related to 2016-17, when there had been one fixed term exclusion.

The School context information was noted:

The disadvantaged figure, 3.1% was in the lowest 20% - Jamie Pembroke reported that the highest was 47%.

EAL (English as an Additional Language) pupils were higher in two year groups.

SEN statistics, as they related to the current year, were noted.

The year groups achieving 'well above the national' comparator were noted.

The Relative Progress information was based on 15, 000 schools and divided into quintiles. Governors were reminded that 'there were no meaningful trends or differences for this measure' and FFT information confirmed this.

It was accepted that the three year figures showed a drop in quintile but in a small school this could be just one pupil. This would need to be looked into in more detail by the School.

Governors were informed that schools moved across quintiles; the end bands were of more concern; the middle three quintiles could be just a one point change in a year. The FFT information was not showing any significant change. Governors were also reminded of the recent statement by the Chief OFSTED Inspector about analysing groups and looking at underperforming pupils; the main concern being the white British disadvantaged and how the gap can be closed. It was accepted that this cannot be dealt with at school level but can be compared by authority. In a school with only one disadvantaged pupil the statistics can only be 0%, 50% or 100%.

Governors questioned the impact of leavers and joiners to the data. They were informed that all pupils take their data with them if they were in a school in England for Key Stage 1. It could be that a pupil performing less well at Key Stage 1 could arrive at a school just a few weeks before testing.

Jamie Pembroke explained about the FFT Dashboard. This was something the School bought into.

The Key Stage 1 bar graphs on the results page related to the current Year 3. It was noted that the DfE did not collect the scores; only the information relating to – below, working towards, above – for each pupil. 3000 schools submit their score information to FFT, including Preshute.

The Value Added information looked at actual achievement compared to that expected from prior attainment. Each pupil equalled 3%. The table showed the different groups; boys were a cause for concern; girls were in line with the national statistic. Some groups were small. The summer born data may well overlap with other groups ie boys. This was something to ‘drill down’ to see if there was an issue with summer born boys.

A lot of these pupils had exceeded in the Early Years’ assessment. Jamie Pembroke reported that this was unusual. There had been concerns, nationally, about the accuracy of the Early Years’ data. He also explained that he more often saw a low number of high achievers, if any at all, in Early Years.

Governors accepted that the data hinged on the prior attainment information. Many schools erred on the side of caution when making the Early Years assessment. For Key Stage 1 it was teacher assessed. At Key Stage 2 it was mostly test assessed and therefore less easy to manipulate.

Responding to a question, Governors were informed that the 3000 FFT schools were representative of the national position, as 65% was the average for both FFT and DfE data reports.

It was recognised that the data did need drilling down to further understand the School’s and individual pupils’ position.

The Key Stage 2 Dashboard showed that in 2018 the School was well above the national standard; 83% was significantly above. The School had also performed above expectations by 3% ie one pupil.

Governors should question the down arrow for Maths on the overview page.

The Pupil Groups were ranked and showed that the spring borns were at the bottom – this would need to be unpicked. Middle attainers should also be reviewed as they should be making good progress. Again this could be down to one or two pupils not achieving the higher scores in a small school.

Claire Graham reported that the School had looked at the target setting differently this year. They were based on FFT 20. The School was driving forward to improve those pupils who were expected at Key Stage 1 to be just above expected.

The three year trend showed the School ranked at the twenty third percentile; the expected standards, at the eleventh.

The target information for 2019 was noted. The aim was for 84% for reading, writing and maths.

It was possible to see where pupils were at this point in the year on the School tracker.

Governors appreciated all the information and needed to time to assimilate it to consider questions.

Claire Graham, answering one question raised, stated that the targets were realistic and pupils were in line to achieve them.

Jamie Pembroke was thanked for his presentation.

The data would be considered in detail by the data Governors.

Tim Novis left the meeting

The Chair read a confidential statement:

Confidential Item

7. Summary HT report

Claire Graham reported that two questions had been received:

How would the new Reception teacher be helped to understand her role and supported moving into the Foundation Stage (currently teaches Year1)?

Claire Graham explained that Mrs Bennett would be supported by Caroline Drake from Wiltshire Council Early Years. She would also be spending time in School on 13 and 14 December. This would give an opportunity for her to be in the class and liaise with Toni Holness. Parents would also have an opportunity to meet her. Mrs Bennett had been booked onto the Continuous Provision course in January

How many parents had signed the Home School Agreement and had there been any comments?

To date 87 out of 189 (46%) had been returned. The remainder would be chased. The majority of those returned related to parents of infant pupils. It was noted that the parents of junior pupils had signed the document previously. However it was now being issued annually.

Both James Rothwell and Paul Matthews had made useful suggestions about the current document and these would be considered when drafting the 2019-20 version.

Claire Graham updated Governors:

Parents and community members welcomed the new drop off system. The situation had improved. There were now suggestions to undertake something similar at pick up. The Grand Gestures' Group had been approached to support the pick up situation. This group, grandparents of pupils, were also helping the School by undertaking additional 'wish list' items such as gardening and tidying the library. The staggered collection times had not really solved the congestion at pick up. It was agreed to reintroduce the dismissal of Reception pupils by the front door to enable a quicker collection and subsequent leaving from the premises for most of these parents.

Governors were asked to give consideration of other ways in which pick up could be managed. It was not known if other schools had found solutions. The Clerk reported that Kennet Valley liaised with the Parish Council traffic representative. Claire Graham would make further enquiries of other schools. Lindsay Long confirmed that residents had found the situation better in the morning; the afternoon was made more difficult by parents blocking the garages.

Governors attending the Community Lunch thanked the School for running such a successful event; which had included the gift of a School apron.

The School targets, as circulated in item 6 were agreed.

8. Finance Report – brief update

Emma Barr, Finance Governor, reported that she and James Rothwell had met with the School Business Manager and the report submitted.

The Income and Expenditure Return (IER) had been considered.

The questions raised by Governors had also been addressed in the report.

Other issues included: the lights being replaced; the water risk which may need further action; the improvement, so far, in the boys' toilets.

Governors were informed about the need to make changes to the gate, on the slope, as it was not OFSTED compliant – it could be scaled too easily. Quotes were being sought to replace the gate and make it compliant. Further information was required in respect of two of the companies as it was expected that there would be a site visit due to the location of the gate. The contingency funding would cover these costs. Governors would be update in due course, once the quotes had been received.

9. Monitoring

The updated Monitoring Schedule was noted.

Most monitoring visits had been undertaken. The two outstanding were scheduled to be completed before the end of term.

Judy Pitts and Claire Graham had met to consider the Equalities Information report. The Equalities monitoring would be added to the SDP (School Development Plan) to ensure the monitoring was reported. The major objective for the next year would relate to mental health. The Jigsaw initiative was one aspect of this area of work.

Paul Matthews was thanked for his ad hoc visit to look at the morning arrival situation; report made available.

Governors were reminded to undertake the next round of monitoring before the February meeting.

10. Safeguarding

Mary Mundy, Joyce White and Claire Graham had completed the Safeguarding Audit, as required and on time. Most items were effective with some highly effective. Those only rated effective would be reviewed to improve the rating in future.

The Action Plan would be developed and would include a review of record keeping to further improve it.

11. Governance Review

David Marriott explained that he had undertaken a number of such reviews. There was no standard model but he used the OFSTED Twenty Questions as the basis for the review. He had received and read a number of documents relating to Governance and was in attendance to see how the FGB functioned.

David Marriott hoped to interview as many Governors as possible, either face to face or by phone/email. The Clerk would liaise with him and Governors to find a suitable date within the next ten days. The Report would be available before Christmas. And would look at what was going well and what could be improved. This would also include effectiveness.

12. Long Term Future of the School – update

Confidential Item

C AGREE/APPROVE/NOTE

13a) Finance – Income and Expenditure Return

This was approved.

13b) Policies

The following policies had been circulated:

Education Visits Policy (Learning Outside the Classroom)

Intimate Care policy,

Model policy on Relatives, Relationships and Related Matters for Teaching and

Support Staff in Schools. It was noted that there was a small typing error that it was agreed should be amended.

Attendance policy,

Staff Wellbeing policy

Vehicles and Driving

With the noted comment, all policies were approved.

Emma Barr left the meeting

13c) Equality Information

This had yet to be finalised and would be approved at the February meeting.

13d) Appointment of Co-opted Governor

(Item added as AOB by the Clerk)

Rachelle Upton proposed that Paul Cooke be appointed Co-opted Governor, with a limited role and remit to investigate the Collective Grievance and to be appointed for the time of the investigation only. This was seconded by James Rothwell and approved; having been agreed by email 20 November 2018.

D OTHER ITEMS

14. Training

Joyce White and Judy Pitts had attended the Experienced Governor training. Joyce White had completed a new format training form which would show the impact of the training. She had raised a question in relation to the change in the way in which data would be collected and how that would affect Governors analysing the data.

15. Correspondence

The list was noted. The Clerk drew attention to the document relating to grants.

16. Any Other Business

Governors questioned the way in which the data session could be taken further and the need to analyse the key issues such as summer borns, as they made up 50% of the cohort in Year.

It was accepted that the data needed to be further drilled down. This would be undertaken by the Head Teacher and the data monitoring Governors in the first instance.

It was recognised that the Progress data was a tricky issue to address.

It was also noted that cohorts varied and this could impact the data – as previously discussed with one pupil being equal to 3% in a class of thirty.

It was noted that Paul Matthews would be away 21 December 2018 to 5 April 2019 but had arranged cover for his key roles during that time.

Governors recorded their thanks to Toni Holness as Staff Governor, and as a member of staff as it was her last meeting before moving away and taking up a new post.

17. Dates of Meetings

2018/19

Thursday 7 February 2019

Tuesday 14 May 2019

Thursday 4 July 2019

The meeting closed at 9pm