

MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes						
Date/Time	18 July 2018 at 18:00	Location	Moretonhampstead Primary School			
Attendees	Initials		Attendees	Initials		
Dominic Course	DC	Chair, Co-opted	Poppy Burgess	PB	Parent Governor	
Mike Jeffery	MJ	Governor, Co-opted	Maria Howarth	MH	Vice-Chair, Co-opted	
William Bentall	WB	Head teacher	David Poulson	DB	Staff Governor	
Sean Elliot	SE	Governor, Co-opted				
Claire Hyne	CH	Governor, Co-opted				

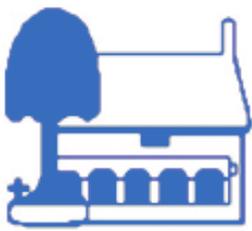
Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials
Steven Hulme	SH

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk

Minutes to
Apologies
Website

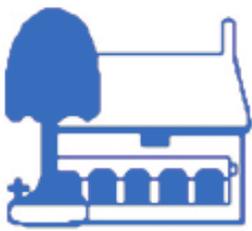
	Agenda	Led by
1	Welcome and Apologies	DC
2	Declaration of Interests	DC
3	Literacy Book Look	DP
4	Head teacher's Written Report	WB
5	Budget	DC
6	Safeguarding Monitoring	VH
7	Policies	WB/DC
8	Governor Monitoring Reports	DC
9	Governor Training	DC
10	Minutes of the last meeting	DC



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Agenda Number	Details of discussion	Decision or Action
1	Welcome and Apologies Clerk to find out if Steven Hulme (SH) is receiving his emails.	RH to enquire if SH is receiving his emails.
2	Declarations of Interest None.	
3	Literacy Book Look David Poulson (DP) handed out evidence gathering grids (EGG sheets) supplied by Babcock. When monitoring Governors were asked to look for a specific focus or standard and list the names of the children and books being looked at on the form. This is a useful tool to have as a starting point when monitoring. WB explained that for a child to be expected standard they would require evidence for all columns on the form. The bar is raised particularly in Y6. Using this method will aid consistency in writing moderation. Teachers are wiser now to what the children will need to do. Children need to meet objectives by the end of Summer 1 term. It is still important when monitoring to look at the first and last page of Book Look. <i>DC asked how many items is it practical to look at?</i> DP responded it depends on the writing. If you are looking at narrative you would be looking at verb forms and adverbial and would start with punctuation. WB suggested that Governors see if they can identify a difference in writing quality from the varying bands and to look at greater depth.	



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Headteachers' Report to Governors

There are currently 148 pupils on the school roll. Twenty-seven are leaving. Fourteen are coming into Reception. There should be 139/40 pupils at the beginning of the September 2018 term.

There 13 PP children.

The attendance target was 96.1 and 95.3 was achieved. This is in line with other schools. *DC asked if there was improvement on the persistently absent? WB responded affirmatively advising that numbers below 90 have gone down and lates have improved.*

Data

End of year data was projected onto a screen. WB advised that all results on the graph represented attainment.

Year 1 Phonics all children achieved 32 or more so a 100% pass was achieved, which was a pleasing result.

EYFS achieved GLD (good level of development) of 83%. This is in line with other schools and above national. Last year it was 72%.

Y2 Phonic retakes (3) were unsuccessful again. *SE asked what happens to those that retook and didn't pass? WB responded nothing happens immediately but we need to be aware of the situation sooner.*

KS1 Maths 2018 is at 73% and at expected standard. This is slightly below national average so will be focused on next year. Greater depth in maths was strong. MH advised that there was lot of reading in the maths test so if children were not good at reading they would have had difficulty understanding the test. WB added that the school is doing 5 a day in arithmetic every day now. Disadvantaged children did not achieve expected standard and tighter intervention is required for these pupils.

KS1 writing. Last year was 57% this year is 68%. WB advised that the school would like to get more children to greater depth.

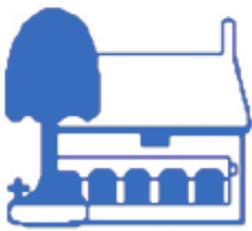
KS1 reading. This was a bit below national at 73%. The school is working at developing comprehension skills, language predicting and inference. Greater depth is strong at 45%. Last year KS1 reading was similar outcome at 74%. *DC asked if marking for all schools was ratified externally? WB replied it was ratified internally.*

Y6. KS2. Results are based on a test they did in May. Pupils achieved 93% for reading in expected standard. At disadvantaged the message is still coming through that this requires improvement.

KS2 grammar improved to 82% at expected. Greater depth is healthy.

KS2 writing – strong at 93% for expected and above national average, 48% for higher standard and 67% for disadvantaged.

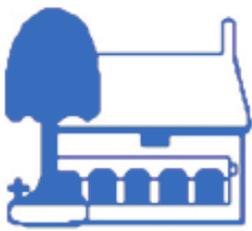
KS2 maths expected 89% - issue lies at disadvantaged and greater depth. Higher standard 11%, disadvantaged 33%. There has been feedback at Directors' level that the maths test was hard this year. Current cohort figures should be good as they are a strong cohort. Some haven't had sustained progress so it has affected the overall progress score for Maths. Greater depth in maths is one of 5 key points for next year.



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

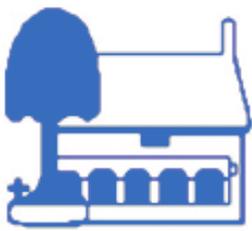
	<p>KS2 combined. Reading, writing and maths was 89% and was 65% last year. Results are above national average. <i>DC asked is the improvement in maths due to the White Rose System?</i> DP replied that it was due to analysing the class very early on, and placing value on calculation, fractions, decimals and percentages. This gives a good grounding for the arithmetic paper and has boosted attainment. With greater depth, the longer that children come through the White Rose system the greater the opportunities will be. The system has been adopted Academy-wide.</p> <p>The average scale score is 110 from 106 last year.</p> <p>Progress of children from Y2 to Y6 in 2018 as follows: Reading plus 0.5, maths -2.5 and writing plus 1.5.</p> <p>In 2017 reading was -0.46, maths -2.09 and writing -0.03.</p> <p>Spelling remains on the school development plan.</p> <p><u>The School within the Community</u></p> <p>The School is a vibrant part of the community. For the Community Feast the children made everything, grew it and cooked it. Elderly members of the community were invited. The Swimming Gala went well . Y5/6 have visited lots of crafts people on their walks. PB suggested that Facebook updates are linked into the Moretonhampstead Hub page and that Ann Burns could be able to help with this.</p> <p><u>Teacher Absence and Staffing</u></p> <p>There have been 19 days of teacher absence this year. Support staff 89 days. The figure is lower than last year but high compared to other schools. 5 children have left over the year.</p> <p>TA provision has been reassessed for next year and the school is more streamlined as a result. Annaktrin Hendry will take Early Morning Club for 3 sessions a week. This gives opportunities for reading, drawing and planting. Two people will be running the Club.</p> <p>The introduction to Chartwells the new caterers hasn't been completely smooth for staff. The numbers may be slightly down. Chartwells hold the risk for catering. DC to enquire who to contact at Chartwells for nutritional enquiries and advise PB accordingly.</p> <p><u>Health & Safety and GDPR</u></p> <p>GDPR training for all staff; data map is completed and a new Visitors' Book has been introduced.</p> <p>Risk Assessments need to be reported online as from September and have become standard operating procedures (SOPS). Most are now being done centrally through the Academy.</p> <p>Finger guards are on all the doors now – thanks to Mike.</p> <p>There are some issues with the grounds contractor with not all tasks are being completed. This requires monitoring. Agreed that MH will talk to him.</p> <p><u>Safeguarding</u></p> <p>Attendance remains below target. There have been no Encompass calls or MASH referrals.</p>	<p>Ann Burns to link Facebook updates to the Moretonhampstead Hub Page if possible.</p> <p>DC to enquire who to contact at Chartwells for nutritional enquiries and advise PB accordingly.</p> <p>MH to talk to the grounds contractor.</p>
--	--	--



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

<p>5</p>	<p>Budget</p> <p>DC reported. The Academy is working to improve financial reporting. Overall the School is looking at an on-paper surplus but reductions still need to be taken. Pre-School income has been ring-fenced. Sports funding; more has been received than spent to date. The Lottery Grant funding has been spent. This year sees an approximate £30k surplus and estimates a £20k surplus for next year.</p> <p><u>Forecast budget and 3 years going forwards</u></p> <p>There are 149 pupils for next year but the School will be funded for 130 as it is lag funded. As a result staffing levels will be streamlined and cuts will need to be made. DC advised Governors that the School can only work with the figures they have at the moment. The School will have a £50/60k decrease in income. Whatever can be undertaken to mitigate this will be done.</p> <p><i>A Governor asked given the income reduction what cuts have you made for next year? The Academy line is that you will be dropping to 5 classes and also drop a full time teacher. What would change that? WB responded a large number of pupils by October this year or reducing TA hours to balance up keeping a teacher. A Governor asked is there anything we could be doing now? WB responded at the moment the School has a non-teaching head and Governors could look at the Head having a teaching role. Contracts are all temporary for this coming year and it could be a means of keeping the 6 classes.</i></p> <p>DC added that Widecombe and Ilsington Primaries now share one head teacher. <i>PB asked would extra fundraising make a difference? FOMs have been thinking deeply of ways to increase their fundraising capacity. WB responded the issue is that we don't want things to become political. It's not that the Government are giving less funding it is because the School has less children</i></p> <p>DC advised that the Academy also subscribes to Grants for Schools and that he would ask for their Newsletter to be sent to all Governing Bodies. The Newsletter can be shared with FOMs and other PTAs within the Academy.</p> <p>School Sports grant. WB handed SE the planned expenditure for next year. This needs to go on the School website. Some funds will be received from the School Sports Partnership. DC asked if swimming teaching comes through South Dartmoor? WB responded that the School pays for this. The report will be written for the end of the year.</p> <p>There has been progress in swimming. Children in Y4/5 who need additional support have been identified. Bikeability will be held for Y5/6 next year and will be done in term time. PB suggested leaflets in school bags about swimming opportunities.</p>	<p>DC to request that Grants for Schools Newsletter is shared with all Governing Bodies.</p> <p>Sports Grant expenditure for next year to be put on the School website.</p> <p>Leaflets about swimming opportunities to be put in school bags.</p>
<p>6</p>	<p>Safeguarding Monitoring</p> <p>This has been dealt with under item 4 above.</p>	
<p>7</p>	<p>Policies</p> <p>The Pay & Conditions Policy was approved.</p> <p>DC advised that teachers' pay through the Academy has been frozen for the past 3 years. This has made recruitment an issue. From September teaching staff will be paid the 2017/2018 National Payscale rates with the aim to get up to current levels by the following year.</p>	<p>The Pay & Conditions Policy was approved.</p>



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

8	Health & Safety This has been approved under item 4 above.		
9	Governor Training MH has undertaken Head teacher Appraisal training and also Improving Outcomes for pupils with literacy difficulties training. This will be fed back to staff who are taking on implementing these ideas. MJ and RH have undertaken GDPR training. DC has undertaken training updates for the Academy Finance Handbook. <u>Training requests</u> <ul style="list-style-type: none"> • Safeguarding • Academy wide training on monitoring learning walks. • Governor monitoring for science 		
14	Minutes from the Last Meeting <u>i Minutes Agreed</u> The minutes of the last meeting were agreed as a true and accurate record and signed by DC. <u>ii Actions/iii Matters Arising</u> (i) WB advised that he has received a request for unpaid leave from two members of staff in early 2019. Governors agreed to approve whatever WB thought suitable. (ii) Governance Restructure. DC advised that it was becoming evident that he does not have capacity to undertake monitoring duties at School and work at Directorial level as well. As a result DC has offered to remain as a Director and will step down as Chair of the LGB. A transition period can be looked at. Governors will need to appoint someone to take a lead on monitoring within the school. The role would also involve 3 meetings a year to share the teaching and learning aspects with other Academy schools. MH to have a conversation with DC about this role. (iii) WB advised that cross school learning hubs within the Academy have been formed.		
Details of next meeting			
Date/Time	4 th October 2018, 6pm	Location	Moretonhampstead Primary School

MH to talk with DC about role of LGB Chair.

The meeting closed at: 20.00