

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

Held at Brookfield Junior School on Monday 12 September 2016

Those Present: Melanie Blewer (Headteacher), Carolyn Pratley (Chair), Sue Delves, Karen Down, Sam Wheeler and Rob Baldock

Apologies – Glen Ocsko, Nigel Pattenden and Rachel Person (Clerk)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
1. Welcome	The Chair welcomed everybody to the meeting.	
2. Apologies Absentees	<p>Apologies for absence Prior notice of absence received from Nigel Pattenden – holiday. Glen Ocsko apologies received at start of the meeting – diary commitments. Rachel Pearson (Clerk) – holiday. Rob Baldock will Clerk for this meeting and liaise with Rachel Pearson on her return.</p> <p>Apologies were accepted by the governing body.</p>	
3. Minutes of previous meeting held on Monday 4 July, 2016	<p><u>Accuracy</u></p> <p>The minutes were recorded as accurate and therefore approved. Proposed by Melanie Blewer and seconded by Carolyn Pratley.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • DBS Check Following staff changes the School Business Manager is to email Nigel and arrange a DBS check. • Energy Expenditure Alternative providers have been contacted and are now looking to meet with the SBM. These meetings to take place ASAP. Sam Wheeler (Finance Governor) to be kept informed. • Pupil Premium Extra-Curricular Participation Karen Down has identified the percentage of Pupil Premium children who participate in extra-curricular activities. Sam Wheeler and Karen Down to meet and discuss and report at the next meeting. • Prevent Training Glen has attended training and is to provide certificate for inclusion on SCR. Nigel is to complete this training ASAP, following Sam emailing the link, and provide the certificate for inclusion on SCR. • Twitter At the 4th July 2016 meeting Glen was to investigate the opening and monitoring of a school Twitter account. This action carried forward due to Glen's absence. • Combined Fire Evacuation MB to arrange with the Health & Safety Governor and the Headteacher of Brookfield Infant for a joint fire evacuation. 	<p>SBM</p> <p>SBM</p> <p>KD/SW</p> <p>GO NP</p> <p>GO</p> <p>MB</p>

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	<ul style="list-style-type: none"> • Charging and Lettings Policy Headteacher to email to the Chair for signing and return to Headteacher. <p><u>Governing Body Update</u></p> <ul style="list-style-type: none"> • No update provided by Clerk. Any updates to be provided at next meeting. 	<p>MB/CP</p> <p>RP</p>
<p>4 Election of Chair 2016/17 Election of Vice-Chair 2016/17</p>	<p>According to the Standing Orders of the governing body the Chair was nominated. Sam Wheeler proposed that Carolyn Pratley remained as Chair – seconded by Sue Delves. Vote was taken and Carolyn Pratley was voted the Chair. Due to resignation of previous Vice Chair the position was vacant. Following discussion Carolyn Pratley nominated Sam Wheeler and this was seconded by Karen Down. Vote was taken and Sam Wheeler was voted Vice-Chair.</p>	
<p>5 Declaration of Business and Pecuniary Interests</p>	<p>Forms previously provided returned to SBM be handed to Rachel Pearson on her return.</p>	<p>SBM</p>
<p>6. Terms of Reference and Standing Orders for FGB</p>	<p>The Terms of Reference and Standing Orders were considered by the Governors.</p> <p>The governors agreed the Terms of Reference and Standing Orders with the following changes to reflect the election of Chair and Vice Chair and the allocation of Lead Person responsibilities –</p> <p>Key Issue 1 – Reading Comprehension –Sue Delves Key Issue 2 – Teaching Science (PQSM) – Sam Wheeler Key Issue 3 – Physical Activities/Healthy Schools – Carolyn Pratley/Nigel Pattenden Key Issue 4 – School Marketing – Glen Oscko Health, Safety & Premises – Rob Baldock/Nigel Pattenden Budget Monitoring – Sam Wheeler/Rob Baldock Pupil Premium – Karen Down/Sam Wheeler SEN & Child Protection – Karen Down/ Sue Delves Single Equality Plan – Karen Down Safeguarding Procedures – Glen Oscko/Carolyn Pratley Headteacher Performance Appraisal – Carolyn Pratley/Sue Delves</p> <p>A Governor queried the frequency of signing the Governors Code of Practice and Disqualification by Association. Headteacher requested both to be signed annually as all staff sign the staff Code of Conduct, Disqualification by Association and other standard forms annually at the start of the school year. Rachel Pearson to investigate and report at the next meeting. Due to absence Nigel Pattenden and Glen Oscko are to sign and return Business interests to Rachel Pearson.</p>	<p>RP NP/GO</p>
<p>7 MAIN FOCUS School Evaluation and Development Plans for 2016/17</p>	<p>Headteacher provided and discussed three handouts (attached) KS2 Attainment Data Overview (Teacher Assessments)</p> <ul style="list-style-type: none"> • End of year targets for Yr6 were met/exceeded in all subjects • Yr5 exceeded end of year target in Maths • All other targets in Yrs 3, 4 and 5 were not met by approximately 4 pupils. 	

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	<p>Boosting in Yrs 5 & 6 improved results and was considered effective. Karen Down explained that the school did well in Yr6 Reading sample paper provided to the school in March; however the SATS paper was much harder. Headteacher has consulted schools in collaboration and schools taught to the standard of the sample paper. The national figures show that Reading as a whole across the country is lower than previous years. This would appear to suggest that schools nationally also taught to the sample paper.</p> <p>Governor pointed out that Reading in Yr3 is higher. The Governor was aware the Infants are known to focus on Reading.</p> <p>KS2 Progress Data Overview</p> <ul style="list-style-type: none"> • Good progress made in all subjects in Yrs 4,5 and 6 • Good progress made in Writing across all year groups (Writing had been a focus for the year) • High percentage of pupils in all year groups making expected progress • Percentage of pupils making above expected progress fluctuates between year groups, but is lowest across the school in Reading. <p>Pupil Asset tracking introduced in Spring Term. Headteacher explained that progress expectation is 1 point per term for all children. Met and exceeded is very good progress.</p> <p>Governor highlighted that for Yr3 in Term 6 pupil's progress appeared to drop. A score of 4 in Term 4 should be a score of 6 in Term 6; however it is at 5 and has stayed in the same range of Term 5.</p> <p>Melanie Blewer and Karen Down had observed lessons in this term and there was good work taking place and is evidenced by the pupil's books. MB and KD to analyse data to identify reasons and report back at the next meeting.</p> <p>Whole School Attainment and Progress</p> <p>The difference between our Teacher Assessments and the SATS results was explained.</p> <ul style="list-style-type: none"> • Government recognized a need for an Interim framework with fewer objectives for Yr6 core subjects and therefore our Teacher Assessments were based on this framework. This is also the case for schools in our collaboration. • The SATS tested ALL aspects of the new curriculum (which is at a higher standard) • A total of 9 Reading papers were re-submitted as we did not agree with the marking. All have been returned with no alternations made. <p>Governor highlighted that Writing, which is Teacher Assessed, is the only area that is higher than National. MB explained that although Writing is Teacher Assessed it is also moderated and the moderator has praised our Teacher for her high standards.</p> <p>Floor Standard –</p> <ul style="list-style-type: none"> • We do not meet the attainment element (65% pupils meet expected standard in R/W/M) • We do meet the progress element • We are therefore above the Floor Standard 	MB/KD
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	<p>42% of our pupils achieved the combined MRW compared to National of 53% 5% achieved Combined MRW to a high standard which is equal to National.</p> <p>Governor recalled that our original marking under the new curriculum was lower and that following collaboration meetings and advice from KCC our Teacher Assessments were validated accordingly in line with LA expectations.</p> <p>Headteacher reflected that our original projections were nearer our actual results and the school did increase Teacher Assessments following guidance and was validated with School Improvement Advisor input.</p> <p>Governor asked as the results show our original projections were correct should we now go back to that system of assessment.</p> <p>Headteacher explained it was felt that we should maintain our current systems. Our Teacher Assessments are now in-line with the Testing Standards. In addition Booster groups are starting earlier as we have seen impact in previous year and this has been positively welcomed from pupils.</p> <p>Headteacher explained the new calculation method for identifying progress score.</p> <ul style="list-style-type: none"> • All data to be confirmed in December due to appeals logged by schools <p>Governor asked can we identify schools that have done well and can we learn lessons. This is something the Headteacher is willing to do with the collaboration when the data is confirmed.</p> <p>Headteacher provided three DfE handouts (attached) that explain the new Progress assessments.</p> <ul style="list-style-type: none"> • National curriculum assessment at key stage 2 in England 2016 (provisional) • Primary accountability: summary of new progress measures. • Brookfield Junior School data from Tables Checking Site <p>SEF (attached) Examples of strengths:-</p> <ul style="list-style-type: none"> • Reading ages ~ good progress across the school • Yr6 SATs Writing attainment and moderation of accurate assessments • Quality of teaching including Science and PE • PP children in Yrs4, 5, 6 make expected progress. • Good attendance <p>Examples of areas to develop:-</p> <ul style="list-style-type: none"> • Targeted support for spellings • Science Programme to continue • Teachers Assessments in line with National test. • We are closing the gaps but looking for ways to close further • High attainers do well but surprisingly not hitting targets. <p>Governor asked if we can identify and target support to further close the gap. Headteacher to report at next meeting.</p> <p>Writing as a subject is good in school but we now want to develop the writing in all curriculum areas.</p> <p>Governor asked why science and reading HT – to close the gap between test attainment and teacher assessments in</p>	
		MB

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	<p>Reading; to further embed the quality of teaching and learning in Science to include elements of outstanding practice.</p> <p>Headteacher shared new analysis of SDP review for 2015-16 finance information to follow. Governors were pleased to see the improved pupil and parent perceptions regarding bullying. H/T explained we are now inviting parents into school more and encouraging them to engage and interact with us.</p> <p>Sports Involvement Parents identified lack of sports club. H/T explained a new provider of PE is in place this year with a view of establishing more clubs and teams and also investigating ways to work with Brookfield Infant School for sports. Healthy School status has now expired but will be reapplying.</p> <p>Middle Leadership Team</p> <ul style="list-style-type: none"> • Maths – L Aldous • Science and Curriculum – H Prince • Pupil Premium & High Attainment – D Mercanton • English – D Bailey <p>Headteacher is building Leadership capacity; Governors are more involved, good practices and feeling more of a team.</p>	
<p>8 Governing Body Action Plan</p>	<p>Governing Body strategic intent for the year. The governors agreed the following targets. To monitor development and progress of the SDP issues. Governing Body to have consistently good practices with elements of outstanding.</p> <p>Agree aspects of SDP to monitor. The governors discussed the responsibilities for monitoring the SDP and agreed the following:-</p> <p>Key Issue 1 – Reading Comprehension –Sue Delves Key Issue 2 – Teaching Science (PQSM) – Sam Wheeler Key Issue 3 – Physical Activities/Healthy Schools – Carolyn Pratley/Nigel Pattenden Key Issue 4 – School Marketing – Glen Oscko Health, Safety & Premises – Rob Baldock/Nigel Pattenden Budget Monitoring – Sam Wheeler/Rob Baldock Pupil Premium – Karen Down/Sam Wheeler SEN & Child Protection – Karen Down/ Sue Delves Single Equality Plan – Karen Down Safeguarding Procedures – Glen Oscko/Carolyn Pratley Headteacher Performance Appraisal – Carolyn Pratley/Sue Delves Governor Training – Sam Wheeler</p> <p>Chair to publish Governor Monitoring Timeline</p>	<p>CP</p>
<p>9 Personnel Update</p>	<p>Headteacher provided the staff structure for the coming year. Shadow middle leaders to be allocated for English and Maths during the year.</p> <p>Performance Appraisal decisions for teaching and Support staff were discussed ~ Confidential item.</p>	

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10 Curriculum Plans	The Curriculum Plan overview for 2016-2017 was approved by governors. The residential trip to The Isle of Wight was approved by Governors.	
11 Attendance	A report had been prepared by Rachel Pearson. Pupil attendance for the last year was 95.5% Governor queried the high level of staff absence. This matter was discussed ~ Confidential item. SBM is to prepare a termly report for staff absence to be shared at future FGB meetings. Discrepancies were noted in the Governor Attendance reported figure. Rachel Pearson to recalculate for the next meeting. Head Teacher Report (attached):- 231 Pupils currently on roll. 25 Pupils have taken the 11 plus	SBM RP
12 Finance Update	First Quarterly monitoring was shared with the FGB along with the report from the finance governor. A new format of report is being used to show the previous year's outturn following feedback from governors attending finance training. The year-end forecast shows a projection of £9,873 from an original budget of £4,163 The reasons for this were discussed and shown on the attached monitoring report.	
13 Governing Body Reports	Health & Safety – Fire Risk report received from KCC. School now has 7 recommendations -3 are within School remit – 4 under KCC control. All summer works were completed on time. All external doors were serviced during the holidays and finger guards were installed where necessary. Science - Governors visited Horton Kirby with a school trip and had an enjoyable day with the pupils.	
14 Policies to update	The following updated policies were approved - Pay & Reward Policy (updated to reflect the STPCD 2016) Performance Appraisal Finance Policy Whistleblowing Policy Competence and Capability Governor Allowance Governor Monitoring	
15 Chairs correspondence	Chair and Headteacher have received an anonymous letter which was discussed ~ Confidential item.	
16 Any Other Business	2017 will be the 50 th Anniversary of the school opening and celebrations are being planned.	
17 Confidentially of Proceedings	To be published ~ except for Confidential matters relating to agenda items 9, 11 and 15.	
18 Publication of Minutes	Draft minutes published until Rachel Pearson returns	
19 Date of future meetings	5 December 2016 30 January 2017 20 March 2017 15 May 2017 10 July 2017 All meetings to take place in the Family Room 17:30 – 20:30. An Extraordinary meeting has been called for 17 October 2016 at 17:30 in the Family Room.	