

SUMMER TERM 2016
Heathwood Lower School
Minutes of Governing Body Meeting – Wednesday 15 June 2016

PRESENT: Susanne Dove (HT) Hayley Fitch
 Elaine Dicocco Paula Bangs
 Rose Gunter Jonathan Young

IN ATTENDANCE: Elleesa Jones (Clerk)

APOLOGIES: Alison Holloway
 Mike Chappell

Attendance:

HF 100%	SD 100%	ED 100%	AH 75%
MC 50%	RG 100%	PB 100%	
JY 100%	Overall: 90.6%		

	ACTION/DATE
The minutes from the FGB 04.05.2016 had been agreed.	
1 Minutes from previous meeting	
Governors reviewed the minutes of the FGB 04.05.2016 online. The minutes were a true and accurate account of the meeting. Signed by the Chair.	
2 Matters Arising	
There were no matters arising.	
3 Update register of business interests	
JY has moved to a new company. Clerk to send PI form to be updated and returned to School.	Clerk
4 Reports	
4a Headteacher's Report	
As the previous FGB was only a month ago, the HT reported verbally and will submit a written report for the final FGB in July. There were no questions.	
4b Teaching and Learning Committee	
The Phonics screening has taken place over the last two days. 5 pupils have been disallowed as they are unable to articulate the required sounds. 4 of the pupils were from the LP. The pass mark last year was 32/40 and the HT felt that this might rise to 33/40 this year. This makes it difficult to compare year on year trends. The likely pass rate on 32/40 would be 61%. There were 9 re-takes and 2 pupils disallowed. Of these, 5 are likely to pass. The disallowed pupils were the same ones as last year. Pupils do not	

have to re-take the test if they fail in Y2. There is strict criteria to disallow pupils, which the School is following. The HT explained that there are allowances for dialect and speech impediments. The test must be carried out by a teacher and an external audit was conducted to ensure that the test was being administered correctly.

Q: Is any allowance made for EAL?

A: This would be classified as similar to a dialect or be disappplied if the child not speaking English.

Q: Which sort of words do pupils get wrong?

A: Children who read by sight find phonics difficult. Staff use a crib sheet to log incorrect words and this is used as a teaching tool. Staff are able to tell pupils which words are real and which are alien.

Q: Is there a historical improvement?

A: Yes, EY goals data is improving. With 5 disallowed the pass rate rises to 83% and will improve next year.

T&L

Y2 Reading and Writing

Governors are happy with how this is being displayed. HT to track back 2013-4 (now Y2) for discussion at T&L in September.

Moderation will take place with two other local lower schools on Monday.

The CoG requested a national comparison which will be available from Raiseonline data. She is aware that this data will be a year out of date. The HT commented that due to the new curriculum which is a two year cycle, she had not felt sure how the data was going to pan out. The School is judged on results at the end of Y2/Y4 with 65% at expected as a floor standard. She felt that 69% would be high this year due to the cohorts and she would be able to explain this to Ofsted. Data was very close to the SATs results.

4c Management and Resources Committee

MC to send a picture for the governors' section of the website.

MC

The Catering Finance reported was presented and questions invited. There is a surplus of £6457 but this would be a deficit if MDSA costs were included. Governors were interested in how other schools allocated this cost.

All

The cost per head has risen from 49p to 65p. Governors discussed a rise in non-funded meals but felt that this would deter parents. Governors discussed whether the rise was due to suppliers' costs but it is not and the Kitchen Manager is still looking for best value.

The HT to work with pupils and staff to ensure that the menu is varied and nutritious to ensure continued uptake.

HT

		ACTION/DATE
5	<p>SDP</p> <p>The HT reported that 2 TAs are doing the L3 Cache training course. A further 2 staff are undertaking Down's Training to support a Down's pupil joining in September. The SENDCo will ensure that all training is cascaded.</p>	
6	<p>Governors</p> <p>The CoG will take responsibility for PPG and RG will look after SEND.</p> <p>The Clerk to circulate the link to safeguarding training as it appears to have disappeared from the LA website.</p> <p>Following the skills audit, the CoG reported that the GB was strong on finance but needed to recruit a governor with SEND experience and knowledge/links with the local community.</p> <p>The Clerk to contact SGOSS with the GB's requirements and governance to be promoted on election day on a display board.</p> <p>The Clerk asked the GB if any of them wished to stand down at the end of the academic year, emphasising the level of commitment and attendance needed to make the GB a continuing success. No governors wished to resign. The Clerk to discuss this with MC/AH personally as they were not at the meeting.</p>	<p>Clerk</p> <p>Clerk/HT</p>
7	<p>Safeguarding Update</p> <p>The single central record (SCR) to be reviewed along with the audit by the end of term. The HT confirmed the SCR was up to date. Safeguarding refresher training and the termly incident logs are also up to date and Prevent training will have been undertaken by all staff by the beginning of July 2016.</p>	HT/CoG
8	<p>Policies</p> <p>The HT to amend the safeguarding policy to include 'keeping children safe in education, Prevent and anti-terrorism.</p>	
9	<p>H & S including maintenance</p> <p>.JY to chase up the Caretaker about pipe lagging in the ceiling.</p> <p>NP Electrics/Chalmore still to quote for emergency lighting.</p> <p>Fencing work has been booked and will start in the summer holidays. JIG have quoted for the additional work and with this it is still cheaper than the other quotes.</p>	<p>JY</p> <p>JY</p>

		ACTION/DATE
	The front gates are to be repaired following a driver crashing into them. The driver denied the incident but it was witnessed by two neighbours. Costs will be met from the driver's company.	
	Work on the hall floor is booked for the summer along with other remedial work.	
	The HT is still chasing for the ramps to be installed. The panel have asked for photos and maps and a quote. The HT has told them that the quote is a 'chicken and egg' situation. She will not accept a wooden ramp or a lift. Time is now very tight for this and she is not confident that ramps could be installed over the summer.	
10	Website A governor commented that the monthly challenge needs to be updated and that some classes show their curriculum while others do not. The same was true about photos. Pre-school still needed session times and prices. Updates to be made.	HT
	Governor attendance and disclosure to be moved for visibility.	HT
	Governor blog to be added.	HT
	School menu to be updated.	HT
	Information that letters expire to be added to website.	HT
	Parentview feedback to be promoted at any open evenings.	
	Digital newsletters are working well and only 10 parents have requested paper copies.	
11	AOB The HT will be meeting with two LA members to discuss SEND capacity. She was told that 'everyone is in the same boat' however she has the data to show that the School has a far higher SEND cohort than other local schools. The HT has attended a meeting to prepare for any OFSTED visit and feels that the School is in a good place if measured on any of the priorities covered. The meeting ended at 8.50pm	
	Personnel A confidential item was discussed and minuted separately. Any governor working in the school left at this point.	
12	Revised Dates for the Year	

ACTION/DATE

All Comms at 6.00pm and FGB at 7.00pm unless notified.

FGB 06.07.2015

Signed Date
CHAIRMAN