



**Lanesend Primary School,
Minutes of the Governing Board Meeting**

Wednesday 18th July 2018

IT Room, 7.00pm

Present

Karen Herbert-Duff (KHD) Co-Chair, Jo Hunter (JH) Co-Chair, Tara Hopkinson (TH), Emma Norton (EN), Sam Newson (SN), Jeremy Robinson (JR), Caroline Sice (SC) HT, Dave Cooper (DC) DHT-non-voting

Also attending the first part of the meeting – Sally Coppin (SC)

Clerk – Margaret Henshaw (MJH)

1.	<p>Welcome, apologies, quorum KHD welcomed everyone to the meeting. The meeting achieved the minimum number to be considered quorate (5) and remained above this number for the duration of the meeting. Apologies were tabled and accepted from Alex Augustus, Andrea Flux and James Hall.</p>
2.	<p>Declarations of any other urgent business JR requested additions: a) Community Benefit Society b) School work load reduction policy</p>
3.	<p>Declarations of business/pecuniary interest/personal interest in any agenda item None declared.</p>
4.	<p>Progression Team Reports EYFS – TH 60 pupils (36 boys/24 girls). 41.6% summer born. 20% Pupil Premium. At end of year, 26.6% on Additional Educational Needs (AEN) Register. 5% with an Educational Health Care Plan (EHCP). Low mobility within year. <u>Good Level of Development (GLD)</u>, achievement good overall with 73.3% achieving GLD which is above the national average of 71.5%. Girls outperform boys. <u>Average Total Points Score (ATPS)</u> improved from 32.5 (2017) to 33.4, but still below national expectation of 34.5. To note, this is the highest ATPS for Lanesend in four years. A further analysis of attainment in each area of learning will be undertaken once the 2018 national figures are released. Comparing Lanesend 2018 with national 2017, all areas are at or above national percentage attainment except: Communication and Language Development – Understanding -4.2% Physical Development – Moving and Handling -2.9% Literacy Development – Reading -0.3% Mathematics – Shape, Space and Measures -3.3%. <u>Attainment gap</u> between all pupils and the bottom 20% has decreased to 27%, down by 7.1%. This should be below the national figure and is a return to the previous positive downward 5-year trend. <u>Progress from 'on entry' data</u> is all positive with particularly strong improvement in: Physical Development – Health and Self-care +40.3% Personal, Social and Emotional Development – Managing Feelings and Behaviours +35% Over all GLD measures +28%. <u>Pupils 'exceeding'</u> - In eight areas of learning the percentage of pupils performing above the expected level of development – 'exceeding' – has increased from 2017. The increase is between 0.2% and 18%.</p>

To note strengths in:

Personal, Social and Emotional Development – Making Relationships +20% compared to national 2017.

Mathematics – Numbers +16.7% compared to national 2017.

KHD asked if the PP % was lower than 2017.

TH replied it was about average.

JD asked what the PP % for EYFS was nationally.

TH will check. AP1

KHD asked if there was a target for ATPS.

TH replied that national figures and above are the target.

KHD asked if EAL pupils had an impact.

TH replied that the impact was not significant.

KHD asked what changes would need to be made to secure more pupils reaching 'exceeded'.

TH outlined thoughts for the next academic year in relation to teacher knowledge of EYFS expectations and using adults more effectively. The team are looking to close the gap between boys and girls, raise the ATPS, focus on writing (fits with the whole school focus), continue the oracy work, and identify and respond to the needs of the new cohort.

KHD asked how the relationship with Little Love Lane Preschool was.

TH replied the relationship was good, and she is also building relationships with other pre-schools.

JR asked if there were 'on entry' concerns.

TH replied that, from her home visits, it was evident that the families joining the school more recently were overall more engaged (the TV was generally turned off). There remains a rush within pre-schools, who have the children over a period of time, to confirm a judgement which may not be fully embedded.

JR asked if the governors should attend a new parents evening.

TH replied that governors did attend and it may be an idea to contact new parents in the autumn.

TH said she was happy the data reflected the abilities of the cohort.

KHD thanked TH for the presentation.

Key Stage 1 – SC

Year 1 Phonic Screening

As a result of specific actions and focus, there is a 7% increase in the number of pupils who passed in 2018 when compared to 2017. This is above the IW average and about national average. Good progress noted from end of EYFS.

Year 2 Phonic Screening - for pupils who did not meet the expected standard in Year 1

71% of the 17 pupils reached the expected standard. This is below school (2017), IW and national %. Mobility is high in this year group.

A high number of AEN pupils affected the result, these pupils will be targeted in Year 3/Key Stage 2 and new resources have been ordered.

SC explained that pupils learn to read and write using many different strategies, phonics being only one of them.

This is a key improvement focus area for Year 2 next academic year.

Key Stage 1 SATS

52 pupils (29 boys/23 girls). 26.7% Pupil Premium.

41% on Additional Educational Needs (AEN) Register.

High mobility within year.

The results are lower than last year. Mobility has had a negative impact on outcomes.

Both overall and 'greater depth' attainment is down on the previous year and IW and national figures.

A disappointing set of results.

SC outlined actions to improve the quality of teaching and learning in Year 2 next academic year. Actions planned include timely assessment/interventions of new pupils so learning is not delayed, improved evidence base of standards, classrooms better placed for SC to lead the Key Stage, a new record keeping system, quality texts, more use of guided writing and a focus to boys' engagement.

KHD asked what support there will be for the Y2 teachers to improve.

SC replied that a strategy is in place including the use of IRIS. There are good targets for next year at national or above.

JR asked if the progress would be 'real' or just related to a different cohort.

TH replied that all progress was tracked so the difference would be evident.

DC said that progress was considered over time 'the journey'. Rising trends were looked for over time.

KHD thanked SC for the presentation. SC left the meeting.

Key Stage 2 – DC

38 pupils (25 boys/13 girls). 50% Pupil Premium.

28.9% on Additional Educational Needs (AEN) Register.

68% of cohort stable within KS2, Y3-Y6.

Reading

Progress good at 89% overall, 92% for stable pupils.

All targeted pupils met or exceeded their target.

Attainment age expected + = 84%, national = 75%.

Numeracy

Progress good at 95% overall, 96% for stable pupils.

2 boys likely to achieve 'greater depth'.

Attainment age expected + = 79%, national = 76%.

Writing

Progress 87% overall, 87% for stable pupils.

Attainment age expected + = 79%, national = 78%.

Spelling remains a comparative weakness.

Average Scaled Scores

(TO NOTE: A scaled score of 100 represents the expected standard. Pupils scoring at least 100 will have met the expected standard.)

<u>Average scaled score 2018</u>	<u>National</u>	<u>IW</u>	<u>Lanesend</u>
Reading	105	104	107
Maths	104	102	103
Grammar, punctuation and spelling (GPS)	106	104	104

DC said that overall the results were very successful for both progress and attainment.

KHD said more pupils achieving 'greater depth' is a focus for the future.

JD commented that the oracy focus should improve spelling.

KHD asked if a similar strategy of focussed work is planned for 2018/2019.

DC replied yes, it was a building picture.

CS said the curriculum was now more secure with a focus to basic skills.

JD asked if Flic correlated with the actual results

CS replied that this would be reviewed. The judgements tended to be slightly lower. Staff need to remember to assess at the time or when marking.

KHD thanked DC for the presentation.

5. Minutes of the Governing Board Meeting, 20th June 2018

An amendment to TH's initials.

JH proposed the minutes correct for signing. SN seconded and the Board agreed unanimously.

Signed ready to file. **AP2**

6. Matters arising from the previous minutes

	<p>Action point</p> <ol style="list-style-type: none"> 1. – Completed 2. – Covered within the Strategy Group 3. – Remains for September 2018 – AP3 4. – Three parents have offered to assist, to discuss further in September 2018 – AP4 5. – KHD to send Dropbox link to all governors – AP5 6. – Still awaiting dates – AP6 7. – No reply from Crown Park and some of the tarmac is melting due to the high temperatures. However they will be in to replace the strip over the summer. 8. – Remains for September 2018 - AP7 9. – JD has researched and found no further clarity. She will meet with the school nurse. CS has now moved the majority of administration of medicines to 12.30 to 1.00pm. JD stressed that a lot of medicines can be given by parents before and after school. SN commented that some pupils, for example asthmatics, know when they need their medication. - AP8 10. – Completed and the log has been set up. 11. – Insurance does not cover the badgers. The 'Badger Man' is meeting with some governors on 20/7/2018. 12. – 3 quotes for fences have been requested. 13. – The date was missed for 'Teach First' but a fulltime NQT has been appointed. 14. – SN to call in next week to see TH to discuss further. - AP9 15. – Completed 16. - Completed 17. – Awaiting clarification - AP10 18. – To book f2f with DH, MJH to join National Governance Association (NGA). - AP11
7.	<p>Safeguarding</p> <p>SC reported that there had been a break-in. 2 youths had found a skylight ajar. Police were informed and the youths identified and reprimanded. They will be taking part in community work. No damage to the school.</p> <p>One written complaint relating to an alleged safeguarding matter has been received. It is now at Stage 3.</p> <p>KHD to write to the complainant and clarify the members of the Complaints Panel and process. - AP12</p> <p>CS reported that a Y4 pupil had walked home instead of attending the Den. Procedures were discussed.</p> <p>CS reported that builders will be onsite from Monday. A Risk Assessment is in place and their work will be discrete.</p>
8.	<p>Group Updates</p> <p>EN said the May accounts have been circulated.</p> <p>CS confirmed the Academy Financial Handbook has been revised and accounts now have to be monthly. This is a priority for CA and time/space will be set aside to ensure this happens.</p>
9.	<p>Governor monitoring against the School Improvement Plan</p> <p>KHD reminded governors to record activities on the spreadsheet and to email them to CS.</p>
10.	<p>Policies</p> <p><u>Instrument of Government</u> - TH explained there were no changes. Proposed KHD, seconded JR – agreed unanimously.</p> <p><u>Medical</u> – CS explained some updates. Proposed JD, seconded TH – agreed unanimously.</p> <p><u>Induction</u> – some minor updates Proposed JR, seconded SN – agreed unanimously.</p>
11.	<p>Headteacher's Report</p> <p>CS spoke to her written report.</p> <p>JD reiterated the preference to appoint an LSA with a medical background.</p> <p>CS announced the school had achieved the School Games Mark Gold Award.</p>

	MJH to email the report to governors not present. - AP13
12.	Training and development Covered in Action Point 10.
13.	GB Monthly Awards Lizzy Westbrook Y2 Carnival Team Chloe Johnson
14.	AOB JR highlighted the <u>IOW Community Benefits initiative</u> . JR to meet with Eric (GB Member of St Balsius' Primary). - AP14 JR asked if the school had a <u>School Workload Reduction Policy</u>. CS outlined how the school supported teachers' workload through reducing marking, Trent analysing all data, minimum but effective planning etc. TH said much of the workload/hours were now individual teacher choice. <u>Strategy Group Minutes</u> – TH pointed out these were essential. JR to action - AP15.
15.	Date and time of next meeting 5/9/2018 at 6.30pm – this will be mainly a planning/set up meeting. The following meeting will be 17/10/2018 at 6.30pm.
	Meeting closed at 9.30pm