

MINUTES of the C &CC meeting held on Thursday 9 October 2014 at 7.00pm

Present:

Mrs B Blackstaffe (BB)
Mrs D Plociennik (DP)

Mrs E Somerset-Butler (ESB)
Mr J Roach (JR)

Mr P Meyler (PM)

In attendance:

Mrs J Steward (Clerk)

Mrs Blackstaffe arrived at 7.30pm

1 Receive and approve apologies for absence:

Apologies for absence were received from Mr B Grimwood, Mrs G Heath and Mrs S Shan.

2 Declaration of conflicts of interest:

None declared.

3 Notice of AoB

- 3.1 Preparation for OFSTED course – JR
- 3.2 Parent Council feedback – DP
- 3.3 Jonathan Hartley's email re SEF

Agenda items were taken out of order:

5 Minutes of the meeting held on 5 June 2014

These were agreed as an accurate record of the meeting and signed by BB.

6 Matters arising

JR noted that he needs to add the governors' comments from the last meeting - **Action JR**.

7 HIP Report – verbal feedback

For the benefit of the new governors, JR explained the role of the Hertfordshire Improvement Partner and our new HIP is Marie Harvey (MH) who has taken over from Della Allen. JR and ESB had a very successful meeting with MH and they were able to present very strong data with outcomes above the national average and at or above the Herts average at KS2. She was also impressed with ESB and Gemma Banks. She graded the school as good and stated that she felt the school was outstanding in some areas and asked why JR had not graded some areas in this way. JR's explanation is that he does not feel we are quite there yet despite 3 years of good improvement. Some areas of the Foundation Stage are outstanding but Gemma Williamson believes that the outcomes are not high enough compared with the national average; the children come in at very low levels and make good progress but there needs to be more. If OFSTED do come to inspect, JR will use MH's report as evidence of the LA's judgement of the school. Targets for this year have been set and the next HIP visit will be in the spring to review progress – this is the JARV, the Joint Annual Review Visit. After that is the summer review looking at whether we reached our targets. JR will circulate MH's report when he receives it - **Action JR**. BG attends part of the meetings to receive feedback on behalf of the governing body and he will give his feedback to governors at the December FGB - **Action BG**.

8 School Plan

The plan runs from December to December and the final version of the current plan was presented to governors at the end of the summer. RAISEonline data is available at the end of October and this feeds into the new plan so it is at this time of year that we need to agree the priorities for the coming year. JR's

targets from his Performance Management form the basis for the priorities in the plan and they also influence the priorities of all of the other staff in school, support staff as well as teaching staff.

Priority One – maintain standards of attainment by ensuring good progress.

We know that this year's Y6 is not as strong a cohort as last year and there are vulnerabilities in Maths but year on year progress is in line with this year. DP asked if there is capacity to "squeeze" any more marks out of the cohort. JR felt this would be possible as some will have 1 2 1 support and there will be other interventions. When they leave LHS the children leave having had the best we can give them. JR commented that we have always been fairly accurate with our predictions because we know our children. The complication this year is that we will not have National Curriculum levels as a means of letting parents know how their child is doing; parents will have to understand the meaning of "age related expectations" together with a proposed levelling system devised by HCC. However, we know that summer born children often lag behind classmates who were born at the beginning of the academic year. Some parents want to know where their child is in relation to the rest of their class and in 2016 the Y6 tests will rank where children are in the country from top to bottom. At LHS the emphasis will remain on celebrating every child's successes and achievements. JR will share ideas with the Parent Council to devise a system to show children's progress that parents will be able to understand.

Priority Two – establish a broad and balanced curriculum to help children be ready for the next stage of their lives.

A lot of work has gone into developing the curriculum and the focus now will be to embed it and make sure it works for the children.

Priority Three – developing meta-cognition.

This will encompass:

- thinking about thinking
- questioning
- philosophy for children
- NLP coaching
- Mindfulness

All staff will have some element of the priorities and the third priority for some staff might be about personal development.

4 Safeguarding

4.1 Single Central Record – BB from FGB

BB will liaise with Julia Borlase and ESB and review Safeguarding.

9 Pupil Premium

The policy will be reviewed at Item 13. LH and SC have been drafting a report on the impact of PPG expenditure and this will be emailed to governors as soon as it is completed - **Action JR**. The report will be discussed at the next FGB - **Action Clerk**. DP is the governor responsible for overseeing PPG and she will be meeting with LH and NF to review the current situation. The government is making changes to PP and schools will have more freedom to decide who the money can be spent on. Our PP children are making good progress and 100% passed the phonics screening test as they received one-to-one coaching.

DP pointed out that the figure for PPG on Ben McDonald's page on the website needs to be updated **Action JR**.

10 Sports Grant

JR's HT report for the recent FGB gives a review of how the Sports Grant has been used. In summary, it has been spent directly on sport including coaching with the school more than matching the grant from its own resources. Overall there has been increased opportunity to try a greater variety of sports and new initiatives such as the invitation only club for girls who do not willingly get involved in physical activity at lunchtime. Teachers have been upskilled and skilled instructors have been brought in as needed. We also have a sports coach every week coming from the membership of the sports consortium led by Queens School. The government has recently extended the funding for the Sports Grant to

2015/16 and there is also an £18million lottery fund to help primary schools with limited outside space to improve their PE/sport/health provision.

11 New Curriculum

Governors walked around the classrooms and corridors to look at work on display and how teachers are using questions around their classrooms to bring the new curriculum to life. They visited classrooms from Reception to Y6 and noted the consistency across the year groups. Governors noted that most of the children had work displayed but that some teachers needed to ensure they included all children in their class, and some classrooms could be tidier. They looked at children's books and the presentation of work; they noted that presentation was much improved but not quite there yet. Presentation was not yet uniform from both children and teachers. However, governors were pleased that workbooks are carried over from one year to the next so that children can look back over their work and see how much they have progressed. Handwriting and spelling will have a higher profile this year. JR will share photographs he took during the tour of the classrooms - **Action JR**.

12 Review SEF

JR had circulated the first draft of the revised SEF which was compiled from contributions from a number of people. Section 3 includes the new data as discussed at the last FGB. The overall judgement of the school was '2' ie good. There are four NQTs currently in school, three are teaching at a good standard and one will receive additional support in Maths when Nuno Alexandre returns to work. Governors liked the format of the SEF but it has become a long document again and JR will produce a four page summary with one page for each OFSTED judgement. JR invited governors to add their own contributions to the SEF. DP commented that she thinks peer massage is a brilliant idea as some children so not have tactile parents; JR advised governors that this involves children from R to Y4 but not children in Y5 or Y6 as they are more body conscious.

13 Policy Reviews

13.1 Nurture

This was circulated prior to the meeting. It has been updated by NF. ESB noted that there were some additional amendments needed which she explained to governors and she will forward a final version to the Clerk for circulation - **Action ESB/Clerk**. Governors adopted the policy subject to ESB's amendments being included.

13.2 Pupil Premium

SC has reviewed and updated the policy noting changes in red. The value of the PPG has increased to £1300 for each eligible child. There is a new category called Pupil Premium Plus which is paid for post-LAC amounting to £1900 per child – the policy explains the qualification criteria. The Head of the Virtual School retains an overview of these children. Schools receive £1500 for each child paid in termly instalments and the balance of £400 is kept by the Virtual School and schools can bid for additional funding. In the past CLA had to on the January census for schools to receive funding but now it is paid from the day they join a school. Governors adopted the updated policy.

14 Governor training

DP attended Safeguarding training last term – 13 June 2014.

DP attended Pupil Premium training on 25 September 2014 and said it was a very good session.

DP has booked to attend:

- Preparation for OFSTED on 19 November 2014
- Anti-bullying on 26 November 2014
- Effective Governor Visits in May 2015

ESB will also attend the Anti-bullying training.

15 Representative Governor Reports including Governor monitoring

RG has been into school to see RWI in action. He has also met with Gemma Banks to review how the NQTs are being monitored.

16 AoB

16.1 OFSTED course

JR had attended an OFSTED briefing and highlighted some key areas for governors:

- Awareness of governors' responsibilities as detailed in the document "Keeping Children Safe in Education"
- Lord Nash's letter requiring governors to ensure they understand the boundaries of their role as governors
- Does the GB ensure that they and the school promote tolerance and respect for people of all faiths and no faiths, cultures and lifestyles, through their words, actions and influence throughout the school and more widely in the community to prepare children positively for life in modern Britain?
 - In the next FGB there will be a brief discussion of what we interpret that to mean and what it looks like in this school - **Action Clerk for agenda**
 - The Spiritual, Moral, Social and Cultural code has to be threaded through everything we do in the school and the GB needs to show that this is happening. A pictorial representation of the different faiths in school and what we do to celebrate these faiths will be produced over the course of the year to evidence how the school already incorporates SMSC in its work and interactions with children, adults and the wider community.
 - The C&CC agenda will have SMSC update as a standing item at each meeting and at the next meeting we will discuss whether we reflect life in modern Britain – **Action Clerk for agenda.**
 - It was noted that Stonewall training on Homosexuality, the Equality Plan will be reviewed next term, training on Female Genital Mutilation has been done, JR has done training on identifying potential terrorist threats, and ESB has attended training on grooming and child sexual exploitation.
 - There is no racial bullying in school but there is the odd comment made but these issues are dealt with immediately.
 - There was discussion of incidents that have come up at school that have been reported to parents when children have come home – staff have addressed issues they already know about and will deal with issues mentioned this evening.
 - KS2 children have a SMSC- themed assembly each week and in PSHE and RE look at how laws are made, etc.
 - KS1 children look at right and wrong.
 - Clarifying what is bullying and what is not eg being knocked over in football is not bullying.

16.2 Feedback from the Parent Council

DP had received the minutes of the last meeting and went through the key points with governors:

- Parents were pleased that black pinafores can now be worn at school
- Parents were concerned about whether the packed lunches were as healthy as they could be?
- How will older children without support at home grow to be independent learners and meet deadlines so that they are ready for the demands of secondary school? JR pointed out that Y6 have homework deadlines and have a rigid programme to follow. In the spring term of Y6 they have homework every night and teachers know which children are not supported well or at all at home and help accordingly. The children do leave Y6 knowing what they need to do at secondary school but JR offered to come and talk to the Parent Council about this.
- It was agreed to hold a workshop for parents on the benefit/value of pre-learning.
- The Harvest Festival is coming up and there was a suggestion of putting the donations on display to encourage further donations and act as a reminder to parents to send donations in. It was agreed to have a display at the school gate for a few days.
- There was positive feedback from the "Meet the teacher" evenings especially from Y3 and Y4 parents – they thought it was informative and presented well.
- White headscarves are now available via MAPAC as well as black and they are of good quality.

- JR commented that we have now had a second or third round of meetings and some of the parents' requests have been taken on board and are impacting whole school policy – “we're listening”.

16.3 Mathematics

Governors will ask BG to feedback on how this went. It was noted that the children are “Apple-ready” and are not used to logging onto laptops but Y2 children have been practising this week. Once logged on, the session went well.

17 Dates of future meetings

The dates are:

5 February 2015 at 7.00am

4 June 2015 at 7.00pm

The meeting closed at 9.35pm.

approved for signing