



**Alderman Jacobs Primary School (Academy Trust)**

**FULL GOVERNING BODY MEETING**

**Wednesday 14 December 2016**

**MINUTES**

**Governors Present:** Nicky Baker, Kevin Blencowe, Cathy Carlisle, Elaine Crane, Eamonn Dorling, Laura Hemmaway, Laura Holland (Chair), Jenny Johnson, Abi Shepherd, Natalie Slack

**In Attendance:** Jocelyn Sumner (Clerk)

Meeting commenced at 6.30 pm.

1	<p><b>Welcome and Apologies</b>          Laura Holland (LH) welcomed Governors to the meeting. Apologies were received and accepted from Andrew Pattison and Denise Burt.</p>	<p><b>All to note</b></p>
2	<p><b>Declaration of Pecuniary Interests</b></p> <ul style="list-style-type: none"> <li>• Eamonn Dorling (ED) - Whittlesey Town Council and Whittlesey Country Park</li> </ul>	<p><b>All to note</b></p>
3	<p><b>Minutes of the Previous Meeting and AGM (13 July 2016)</b>          AGM: Cathy Carlisle (CC) requested that Jocelyn Sumner (JS) amend the minutes to clarify the Chair of the Achievement Committee role. Agreed and signed as a true record. Proposed by Eamonn Dorling (ED) and seconded by LH.          FGB: Agreed and signed as a true record. Proposed by Kevin Blencowe (KB) and seconded by Jenny Johnson (JJ).</p>	<p><b>Action: JS</b></p>
4	<p><b>Agreed Actions Updated</b></p> <p>Pg 3:</p> <ol style="list-style-type: none"> <li>1. Patrick Shevlin will deliver RAISE Online training, focusing on the new governors. CC agreed to ask Patrick Shevlin if he can include the Fischer Family Trust (FFT) in the training.</li> <li>2. The Summary of Delegated Powers is dated and published on the school website.</li> </ol> <p>Pg 4:</p> <ol style="list-style-type: none"> <li>1. The Tenants have moved out of the property, it has been inspected and level of spend on the refurbishment requires 3 quotes, which have been requested.</li> </ol>	<p><b>Action: CC</b></p>

	<p>2. LH and CC provided all parents and carers with the Annual Summary of Progress.</p> <p>Pg 5:</p> <p>1. All Governors, apart from Kevin Blencowe, have attended the annual safeguarding training. Kevin is to advise of a date in January that he can attend the training.</p>	<p><b>Action:</b> <b>KB</b></p>
<p><b>5</b></p>	<p><b>Raising Standards</b></p> <p><b>i) Headteacher's Report</b></p> <p>Governors asked CC how Middle Leaders are being monitored? Middle Leaders are monitored by their Line Managers through Performance Management meetings where targets are set. The targets are measured by performance outcomes from children. Review opportunities are available along the way to help targets be met. It is recognized that targets can be affected by teachers under performance and/or by external factors affecting the children. Review/monitoring opportunities through the year also include:</p> <ul style="list-style-type: none"> <li>• Six Pupil Progress meetings where whole classes are discussed and also individual children's needs.</li> <li>• Four data collection points</li> </ul> <p>Governors commended the outcomes of the recent pupil's Wellbeing survey, in particular the higher positive outcomes to questions around pupils feeling safe in school and safe on the playground. It is believed that the new gates will have contributed to the outcome. Governors questioned if and how the issues with Kidzone security and access had been resolved. CC explained that following liaison with Kidzone school has paid for a gate to be installed to meet fire safety requirements and is organizing another 'fire alarm sounder' to be installed outside to ensure fire alarms can be heard by Kidzone. The contract has been renewed and they have a clear understanding of their own safety and security responsibilities.</p> <p>Governors asked about the level support received externally by school to support a pupil with social, emotional and behaviour difficulties. School has made many attempts to request support from the START team with a frustrating lack of response. In the meantime internal resources have to be rearranged to support the child and to minimise the impact on the other children. School believes the child's needs cannot be met within the setting and an alternative is being sought which is potentially a lengthy process. Governors asked if school can escalate its concerns with receiving external support. CC has contacted the Education Advisor service and other SEN bodies. However, there seems to be a county wide issue. The current schools exclusion figures are normal for the size of school but will rise due to currently having some very complex behaviour issues in identifiable children in school. Exclusions are a last resort and only when other sanctions have failed or behaviour meets the tariff set out with WhitCo.</p> <p>With the new assessment methods focusing on end of year achievement, Governors asked if school have their own interim markers. CC confirmed that interim markers are in place so school can take measures through the year if required to be keep children on track to reach Age Related Expectation (ARE). Governors asked if the school is working towards the</p>	<p><b>All to note</b></p>



**National Average.** CC explained that the whole school is working towards what is expected for their year group, with data at the end of year 6 being a measure of ARE and above. **Governors challenged the gap between SEN and non-SEN children and what is being done to narrow it.** The gap is due to high starting points out of year 2 coupled with a high number of special needs, not severe enough to require a statement or EHCP but enough to create a significant gap. There are also a high number of Pupil Premium children with SEN. **Interventions have been reviewed over the last two years to ensure they are effective and children receive the right type for them. This is tracked by Abi Shepherd, Assistant Headteacher for SEN/Inclusion. The review has also included children meeting expected progress to investigate how they can be encouraged on to mastery. Governors challenged if the research has included Gender differences.** CC confirmed that it has, and they are aware that last year's Year 6 girls did not achieve as well as boys in reading and last year's Year 6 boys did not achieve as well as girls in maths - not the typical pattern. There had been a significant number of disadvantaged girls in the cohort and **data was interrogated in different ways to ensure a full understanding of it. Governors asked if school had been aware of the issues or if it was the data that highlighted it.** School feel that the heavy focus on writing and grammar meant that less time than was required was spent on reading. However the Reading paper was set out in a different way than was expected and there wasn't the resilience to complete the whole paper. **Governors asked what lessons have been learnt and what will be done differently.** The meeting was told that **Language is being discussed and developed more with children having increased opportunities to read. Reading is being tracked through the children being listened to on a daily basis in different ways. Teachers log progress in their own records and have communicated to parents the importance of reading practice at home. The school run reading clubs, café for all and inform parents at parents' evenings. From January 2017 Sixth Formers from Sir Harry Smiths Community College will be coming to school to listen to reading. School is looking for ways to inspire children to read and currently have a number of year 6 boys who are very motivated readers. Motivation is being created by teacher encouragement, introductions to new genres and teachers starting to read books, leaving on a cliff hanger and telling children where they can get a copy of the book to finish reading themselves.** **Governors asked for an explanation to why the Year 2 Writing data looks low.** At this point in the academic year the data does not raise a concern to be investigated. Progress markers for point 2 are expected in March and so children are not considered 'behind' at this stage.

	<p>Teachers are likely to be being cautious, considering the great increase in expectation from Year 1 to Year 2, they will want to be confident children are 'there'. This term essentially provides the ground work to meeting the greater expectation and they are actually all above where they need to be at this point in the year. <b>Book scrutiny is a constant activity</b>, is evidence of the progress being made and isn't raising any concerns. 7.15 pm Eamonn Dorling left the meeting.</p> <p><b>Consistent monitoring is taking place to ensure cross curricular writing is in practice. To aid cross curricular reading the school has two Power of Reading champions who have attended external workshops and are feeding back to school.</b></p> <p><b>Governors questioned how, as a large school, consistency between year group classes is ensured. CC explained that there is a core expectation and teachers are encouraged to share good practice, share books during PPA and to visit each other's classrooms. It is recognised that teachers may have different ways to portray the core expectation. Governors asked if the Key Stage Assistant Headteachers are supporting the school to tackle OFSTEDs comments around consistency. CC explained that they are, including joining in relevant weekly PPA sessions and they have the time to improve consistency and teachers feedback in books. The message of consistency is being reiterated through various channels such as pupil voice exercises, staff meetings etc.</b></p> <p><b>ii)Achievement Committee Minutes (6 October 2016)</b> No comments or questions.</p> <p><b>iii)Governor Monitoring Visits</b> <b>Visits have been happening this month and will be completed by the end of the term.</b> LH reminded the Governors to provide visit reports to CC via JS. This terms reports will be provided at the Full Governing Body meeting in March 2017. Governors are required to start booking their next visits for the spring term. LH confirmed that Jenny Johnson (JJ) will be joining the group to do the Achievement visits and Laura Hemmaway (LH) will be joining the group to do the Teaching and Learning visits.</p>	<p><b>Action: All Governors</b></p>
	<p><b>Resources to Support Learning</b></p> <p><b>i)Resources Committee Minutes (19 October 2016)</b> <b>Governors asked for an updated on the toilet refurbishment project. CC confirmed that work is in progress, the first Early Years block is complete with the second scheduled for completion by the middle of next week. Lindem are expected to have completed all work by the end of the Christmas holiday.</b></p> <p><b>ii)Finance Committee Minutes (19 October 2016)</b> No comments or questions.</p>	<p><b>All to note</b></p>
<p><b>7</b></p>	<p><b>Policies to Review</b> Following receipt of Policy Review Pro Formas for each Policy, prior to the meeting, each policy was agreed and ratified by the Full Governing Body.</p> <ul style="list-style-type: none"> <li>• Acceptable Use Code of Conduct - Proposed by Nicky Baker, seconded by Jenny Johnson.</li> <li>• Access Improvement Plan - Proposed by Kevin Blencowe, seconded by Laura Hemmaway.</li> <li>• Anti-Bullying - Proposed by Jenny Johnson, seconded by Nicky</li> </ul>	<p><b>All to note</b></p>



	<p>Baker.</p> <ul style="list-style-type: none"> <li>• Attendance - Proposed by Kevin Blencowe, seconded by Abi Shepherd.</li> <li>• Behaviour &amp; Discipline - Proposed by Laura Hemmaway, seconded by Kevin Blencowe.</li> <li>• Child Protection - Proposed by Natalie Slack, seconded by Laura Holland.</li> <li>• Critical Incident Plan - Proposed by Abi Shepherd, seconded by Natalie Slack.</li> <li>• Early Years Foundation Stage - Proposed by Nicky Baker, seconded by Laura Hemmaway.</li> <li>• E-safety - Proposed by Laura Holland, seconded by Nicky Baker.</li> <li>• Grievance - Proposed by Jenny Johnson, seconded by Kevin Blencowe.</li> <li>• Pupil Premium - Proposed by Kevin Blencowe, seconded by Abi Shepherd.</li> <li>• Recruitment &amp; Selection - Proposed by Nicky Baker, seconded by Laura Holland.</li> <li>• SEND Provision &amp; Inclusive Education - Proposed by Laura Hemmaway, seconded by Jenny Johnson.</li> <li>• Supporting Pupils with medical needs - Proposed by Laura Holland, seconded by Kevin Blencowe.</li> </ul>	
8	<p><b>Update from Trust meeting on 29 November 2016</b></p> <p>The school have had a visit from the Department for Education (DfE) where it was communicated that should an OFSTED visit result in another Requires Improvement outcome or if the school is seen as Coasting it will need to consider joining a Multi Academy Trust. Considering recent research carried out by CC and the Trust and <b>positive feedback from visitors including the DfE</b>, the Trust feel that it is best to continue as a single Academy for the foreseeable future but put together a working party to investigate options further. <b>Governors asked if the school would be able to Appeal.</b> LH confirmed the school would not be able to appeal. If the school gets to that stage then the Trust will come to the Governing Body. <b>Governors questioned if the school could be refused joining of a MAT?</b> Although it could be, it is felt that the AJS is a 'good option' due its size making it financially viable.</p>	All to note
9	<p><b>School Improvement Actions and Outcomes from meeting</b></p> <ul style="list-style-type: none"> <li>• Discussed In Year data and different methods of presentation.</li> <li>• Governors were informed of how Interventions are reviewed and</li> </ul>	All to note

	<p>tracked, including plans for improving Reading through the whole school.</p> <ul style="list-style-type: none"> <li>• <i>Governors ratified school policies.</i></li> <li>• <i>Refurbishments to the school toilets are progressing satisfactorily.</i></li> <li>• <i>School exclusions were explored and Governors discussed the issues around support to the school.</i></li> <li>• <i>The schools position in regard to joining a MAT was discussed.</i></li> </ul>	
<b>10</b>	<p><b>Any Other Business</b> No other business discussed.</p>	<b>All to note</b>

The meeting closed at 7.45 pm

Signed as a true record: ..... Date: .....

Laura Holland (Chair)