



		<b>Present:</b> Mrs Billington(AB),Mrs Hayes (CH), Mr Pavey (DP), Mr C Thomas, Mr Wallace (IW) & Mrs Davey (JD) (clerk)	<b>Action By</b>	<b>Time scale</b>
<b>1</b>		<b>Apologies:</b> Mrs Murray (KM)		
<b>2</b>		<b>Pecuniary Interest:</b> Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting.		
<b>3</b>		<b>Minutes of Previous Meeting 24<sup>th</sup> January 2017 &amp; Matters arising:</b> These were accepted as an accurate record. They were signed accordingly with matters arising discussed as agenda items.		
<b>3</b>	<b>1</b>	CT and IW have not met and discussed how to demonstrate progress. They will meet at the start of next term. CT will share information by email with IW before they meet.		
<b>4</b>		<b>Headteacher's Report</b>		
<b>4</b>	<b>1</b>	The Headteacher's Report was distributed in advance of the meeting. Items discussed in depth were:		
<b>4</b>	<b>2</b>	SIP and SEF – Updated for the spring term – governors received in advance of the meeting priorities 2, 4 and 5. All priorities have been updated to reflect what governors have previously discussed and agreed.		
<b>4</b>	<b>3</b>	Attendance – Governors concluded from the figures provided that the attendance figures are presently excellent for all groups and for the school as a whole.		
<b>4</b>	<b>4</b>	Children in Care – We have 2 more CiC on roll. The Children in Care Review and PEP meetings have been arranged and AB will attend.		
<b>4</b>	<b>5</b>	Numbers on roll – Presently 81 – 2 more starting after Easter and 2 more in nursery <i>Governor question – DP – Have we heard back from the prospective families previously mentioned?</i> AB confirmed that we had and said the families who have decided not to send their children to Offwell have stated understandable reasons why not. AB advised governors that 1 child is repeating reception year. AB agrees with the decision and has identified opportunities for him to have chance to forge relationships and friendships with his new cohort. AB advised that it is a parent's right to request this and a school is obliged to grant the request unless there is a very good reason why not. <i>Governor question – IW- Would AB talk to parents about repeating reception year if she thought it was sensible and parents had not considered it as an option?</i> AB confirmed that she would.		
<b>4</b>	<b>6</b>	Parent View – Discussion took place as it was noted that there were 2 recent negative responses. AB does not know who. JD will thank parents who have responded in the newsletter and include a request for further responses.	JD	03/17

		<p>SIP governor questions – AB reminded governors that they needed to feel confident that they could answer the questions originally asked under the spring term.</p> <p><i>Governor question – CH – can we have sight of the most up to date curriculum team plan?</i></p> <p>AB confirmed that she would redistribute this. AB advised that the Reasoning and Logic has not been updated yet as they have only just had their time allocation due to staff illness.</p>		
4	7	<p><i>Governor question – CH – How has the outdoor learning impacted on progress?</i></p> <p>AB advised that the shelter is not yet finished and when this is completed there will undoubtedly be more of an impact. The mud kitchen is being used but not as much as it could be as it is very cold. AB said that as a result of Redhills visiting school as part of the Erasmus + project and going on a welly walk to the woods with our children it has been agreed that we would have a staff meeting welly walk when we will review what we will do with our welly walks.</p> <p>AB advised governors that it would be appropriate to purchase outdoor waterproof clothes for the children which would enable them to be able to go outside more often.</p>		
4	8	<p><i>Governor question – Have staff been using the graduated response and how useful are they finding it?</i></p> <p>AB said that it has been used and she will update at FGB.</p>		
4	9	<p>Priority 5 –</p> <p><i>Governor question – CH – Do staff consider the year 6 children on target to reach predicted expectations as per the priority?</i></p> <p>AB advised that staff are testing all children at the moment and results for end of term are not yet available – will be shared in the summer. AB meeting staff to discuss this in mid year performance management reviews next week.</p> <p><i>Governor question – CH – Are the EYFS children on track?</i></p> <p>AB advised that she is very pleased with progress. The staff team is very tight and flexible when required and they way in which they observe and record is a real strength.</p>		
5		<b>Data</b>		
5	1	<p>CT acknowledged the letter previously shared with governors from Nick Gibb MP congratulating the school on coming in the top 1% of primary schools in England. This report has been included in both local papers and the newsletter and will appear in the Link. This needs to be quoted in the new advert which will be sent to local businesses. Governors thanked staff as this couldn't have been achieved without hard work from them.</p>		
5	2	<p><i>Governor question – CH – Will the data presented at the next meeting on pupil attainment and progress reflective of all interventions?</i></p> <p>AB &amp; CT confirmed that it would be more anecdotal than written as data shared will be for one term only.</p> <p><i>CH requested an update on the success of interventions at the next curriculum meeting.</i></p>		
6		<b>Visits – triangulation</b>		

6	1	<p>All monitors have been shared and emailed to governors as completed. Governors have received a review of the spring term visits giving an overview of what has been done including evidence and impact statements. AB has pulled out pertinent comments and recommendations from visit notes which will be included in the visit overview and SIP for next term.</p> <p>AB asked governors if they felt it appropriate to include other visits not already planned that they want to take place next term. She advised governors that the visit due to take place that has not happened (monitor of children's books) will be rolled over to next term. She advised governors that IW will be visiting maths next week.</p> <p><i>Governor question – IW – Would it be appropriate to visit Collective Worship?</i></p> <p>AB agreed that this would be a good use of governors' time and suggested that this visit is made during the first week of time with governors checking to ensure that PSH is supporting CW and CW's distinctive nature is maintained.</p>		
6	2	<p><i>Governor question – CH – Can AB update governors on case studies?</i></p> <p>AB advised that these have taken place with anonymised information with staff finding them useful. Staff report the Pupil Progress meetings have an impact wider than the child discussed because new ideas help more children.</p>		
6	3	<p><i>Governor question – CH – Does there need to be a monitor of handwriting in Year 2?</i></p> <p>AB advised that no governor was able to come to the staff meeting when this was done but the staff monitor was shared with governors. AB advised that there are 11 children in the Year 2 cohort and 5 of these are on the SEN code of practice. AB doesn't think handwriting alone will prevent any child in that cohort reaching expected standards. 3 of the 5 children are targeted to achieve as much progress as possible but will not meet the standards across all areas. All resources and interventions are being used to ensure that the progress is as good as it can be.</p> <p><i>Governor question – IW – Is there an impact of having two teachers in the class and what are you doing to minimise this? Are there any issues in sharing information?</i></p> <p>AB advised that the teachers work very well together and regularly email and phone each other. She gives them time when both are in school at the same time and AB tries to attend those meetings too. The same TA is in the class all the time. AB is confident that they have developed a very effective working practice. It was acknowledged that two minds can often be better than one. Staff regularly hold pupil progress meetings when individual children are discussed. All staff find this very useful. Concerns and strengths are discussed and an action plan is created.</p> <p><i>Governor question – CH – Do you feel able to involve parents? Do you feel you are doing this early enough?</i></p> <p>CT confirmed that he feels the meetings really useful with the professional dialogue.</p>		
6	4	<p>CH commented that it was good to attend the Erasmus + presentation and she feels it would be worthwhile speaking individually to the children. AB advised that it would be sensible to read their diaries which have been put on the website as these are children's accounts of their time in Spain and provides evidence of multi-cultural experiences and what the children have learnt. AB advised that 3 of the 6 children are on the SEN code of practice. CH said she would also talk to Carol Hurst about her experiences and thoughts of the trip. CH will also speak to Julie Williams who is accompanying AB to Italy before Easter on a planning visit.</p>		
6	5	<p>Pre-learning –</p> <p><i>Governor question – CH – Will IW's visit look at pre-learning (highlighted in KM monitor report) in maths and the impact of it?</i></p>		

		<p>CT reminded governors that pre-learning is when a teacher talks to the children about what they will be learning during the lesson, what to expect and what is required of them - CT finds it a very useful method and one he uses.</p> <p><i>Governor question – IW – When does this pre-learning take place?</i></p> <p>CT advised it was just before the lesson and forms part of the lesson taking no more than 5 to 10 minutes. It is not a different style of learning but additional.</p> <p><i>Governor question – CH – How can we see this working?</i></p> <p>AB advised that KM looked at Pupil Premium group of children which included SEN and other vulnerability groups. A high proportion of these SEN children have difficulties with processing so pre-learning is particularly useful for them. KM asked if we were making the most of it and staff confirmed that it works. It is difficult to evidence other than by talking with staff.</p> <p><i>Governor question – IW – How do staff identify which individuals it would be most appropriate for?</i></p> <p>CT said knowing your children. He finds it most useful in maths because children often lack confidence. AB reaffirmed pre-learning is not a new concept but has not been a specific focus until recently, staff have highlighted it as a useful strategy.</p>		
6	6	<p><i>Governor question – Have pupil progress meetings come about because of curriculum teams?</i></p> <p>AB explained that they hadn't but had come out of conversations with other heads at the DAPH conference. Same is true for lesson 'conversation' rather than 'observation' format.</p>		
7		<b>Governor Training</b>		
7	1	CH attended data training on 8 <sup>th</sup> February.		
7	2	AB fed back from the FSU meeting when the 30 hour offer was discussed as well as lowering the age and accepting 2 year olds. The minutes have been circulated and will be discussed at FGB next week.		
8		<b>Policies</b>		
8	1	Curriculum Statement – It was agreed at the last curriculum meeting that the curriculum statement should include drugs education. It was agreed at that meeting that AB would distribute the statement to staff inviting comments. No comments were received so the statement is approved. JD will ensure the latest statement is on the website and that IW has signed the front cover.	JD	03/17
8	2	Relationships and Sex Education – this has a new focus from the government so AB is hopeful that this will bring new resources.		
9		<b>What has been the impact of the meeting for the children?</b>		
9	1	Evidence has been provided of secure strong strategic leadership and improvement in standards and outcomes for all children.		
9	2	Personalised learning focus has been re-sharpened and re-honed.		
10		<b>Date of next meeting:</b> Thursday, 4 <sup>th</sup> May – 5.15pm		