



| | | Present: Mrs Billington(AB),Mrs Hayes (CH), Mrs Murray (KM), Mr Pavey (DP), Mr C Thomas, Mr Wallace (IW) & Mrs Davey (JD) (clerk) | Action By | Time scale |
|----------|----------|--|------------------|-------------------|
| 1 | | Apologies: None received – all present | | |
| 2 | | Pecuniary Interest: 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. | | |
| 3 | | Minutes of Previous Meeting 16th March 2017 & Matters arising: These were accepted as an accurate record. They were signed accordingly with matters arising discussed as agenda items. | | |
| 3 | 1 | CT and IW have not met and discussed how to demonstrate progress. They will meet after SATs results and optional test results are known. | CT/IW | 07/17 |
| | | <i>Governor question</i> - Relationships and Sex Education – Do we know if there will be new resources yet as this has a new focus from the government. | | |
| 4 | | Headteacher’s Report | | |
| 4 | 1 | AB acknowledged to governors that we had received an Ofsted Inspection on the previous day and we look forward to receiving the letter. AB thanked the staff team who worked very well together. AB said she felt well supported by staff and governors who were actively involved in the process. | | |
| 4 | 2 | The Headteacher’s Report was distributed in advance of the meeting. Items discussed in depth were: | | |
| 4 | 3 | 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. | | |
| 4 | 4 | AB advised governors that PA has begun the school self evaluation of governance and this will be shared with governors once the draft is complete. | | |
| 4 | 5 | AB has updated the SEND report including the additional training undertaken. <i>Governor question – CH – The report says that the Educational Psychologist will be working with the Willow team, could these mean he will recommend additional resources and/or extra CPD for staff?</i> AB confirmed that he may recommend this but it would be down to the school what money was spent on. | | |
| 4 | 6 | AB has updated the Pupil Premium report for the website as we are into a new financial year and funding is received in this way rather than in the academic year. There will be another update in September. It was acknowledged that we have a very high % compared to a couple of years ago (below national) of pupil premium children with 19 out of 85. <i>Governor question – KM – How do we account for spending for these children?</i> AB advised that this is covered in the Pupil Premium Report (website). Additional information in governors’ master file. | | |
| 4 | 7 | Numbers on roll – Presently 85 – 10 in nursery. This has been an increase of 9 children since the 1 st September 2016 in school numbers. | | |
| 4 | 8 | <i>Governor question – CH – Erasmus + - Are we going to be sharing more in the newsletter, etc following the visit to Italy by JW and AB?</i> AB said this was a bit different as it was a staff planning visit and photos have been shared via Twitter. Shared some with children, eg in Collective Worship. | | |

| | | | | |
|---|----|--|--|--|
| 4 | 9 | SIP governor questions – AB reminded governors that they needed to feel confident that they could answer the questions originally asked under the summer term. | | |
| 4 | 10 | <i>Governor question – CH – Are there any children who have not achieved predicted levels because of their handwriting?</i> AB said that this question couldn't really be answered until the end of term but she doesn't think that this will be the case – not for handwriting only. <i>Governor question – CH – Are governors looking at handwriting enough?</i> AB confirmed that governors have regularly monitored this and there is a monitor coming up on 18 th May which will look at handwriting. AB confirmed staff have time to assess now and there was still time to put strategies in place to ensure there are no gaps. | | |
| 4 | 11 | <i>Governor question – CH – How has targeted mental health impacted on progress?</i> AB said she had witnessed improved confidence in several children. Progress will be monitored at the end of the year. | | |
| 4 | 12 | <i>Governor question – CH – Do staff consider the year 6 children on target to reach predicted expectations as per the priority?</i> AB advised that staff are testing all children at the moment and results are not yet available. Yes within Teacher Assessment. | | |
| 4 | 13 | Governors confirmed that they were happy with the SEF and SIP being on track at this point of the summer term. No additions to the document. | | |
| 5 | | Data | | |
| 5 | 1 | CT confirmed that data had been examined in depth during the Ofsted inspection. The discussions with our Inspector had confirmed to CT and AB that the system of recording and reporting data is effective and easy to analyse. AB thanked CT for his competence in leading this meeting. CT was able to answer all questions and the inspector found the data very accessible. | | |
| 5 | 2 | CT tabled the 2016/17 assessment overview for English and Maths showing each cohort and whether they are emerging, towards independence, expected or working at greater depth. The table showed where these children were at the end of their previous year and where they were in autumn and spring. Governor questions were invited: <i>IW – Is % of children working at greater depth in maths in year 2 an anomaly?</i> CT reminded governors that in Reading and Writing children in year 3 and 5 would not be expected to show as achieving as well as children in years 2 and year 6 as the children in yrs 3 and 5 are not at the end of their two year period. Maths is 1 year for all cohorts. It was confirmed that moderation is regularly happening and AB and CT are confident that the predictions are correct and that staff are looking at work in the same way. AB confirmed that standardisation and moderation have also taken place regularly with other schools in the Learning Community. CT confirmed that he is pleased with how many individual children are working towards greater depth in all year groups and in all subjects. | | |
| 5 | 3 | <i>Governor question – DP – Are there any other areas which stand out?</i> IW highlighted that writing in Year 2 could be a concern. AB confirmed that we have been following this group and there are 5 out of 11 children with SEND. At every governors' meeting we question this group and the 2 children in Yr 6 who are PPG. | | |
| 5 | 4 | <i>Governor question – When are final assessments made for the year?</i> AB confirmed that reports to parents are written from half term and can be amended slightly. Assessments are undertaken over the next 2 weeks and these contribute to the final teacher assessment at approximately the end of June which is reported to parents in the End of Year School Report. | | |

| | | | | |
|---|---|---|----|-------|
| 5 | 5 | <p><i>Governor question – IW – Is there a way we can monitor SEND groups and how much progress they have made in year?</i></p> <p>CT confirmed we have a file for each cohort and an extra file for SEND and PPG which is regularly updated so we have this information and can see progress of these groups ensuring intervention is working and changing if necessary. Staff also monitor for individual children.</p> <p>It was agreed that IW as data governor will look at anonymised version of this file.</p> <p><i>Governor question – CH – Have you noticed a steady growth in progress in SEND children?</i></p> <p>AB confirmed that we have particularly on an individual basis. AB and CT gave examples of a child in year 5 and a child in year 4 who have both had statements from Reception. These children are both targeted to achieve 'greater depth' within the curriculum.</p> <p><i>Governor confirmation – CH – This has answered the question on the success of interventions emailed prior to the meeting.</i></p> | | |
| 5 | 6 | <p><i>Governor question – CH – Are you seeing anxiety around SATs?</i></p> <p>AB feels that we are seeing it to a significantly lesser degree than last year and we are focusing very hard on not letting the children pick up stressful vibes from the Ofsted visit.</p> <p>Governors acknowledged that as Mental Health is a huge focus at the moment, it would be worthwhile having an extra column added to the data form showing progress of this particular group. CT to produce at end of year data.</p> | CT | 07/17 |
| 5 | 7 | AB suggested governors would find it useful to include the numerical number as well as % and CT will include this. | CT | 07/17 |
| 5 | 8 | IW thanked CT for creating and providing the data in this format which all agreed is an excellent way of showing the information required. | | |
| 6 | | Visits – triangulation | | |
| 6 | 1 | All monitors have been shared and emailed to governors as completed. | | |
| 6 | 2 | The triangulation has been sent to governors asking for governors to arrange to come in and monitor. AB will resend this next week. | | |
| 6 | 3 | <i>Governor comment – CH – Still needs to monitor the outside environment.</i> | | |
| 6 | 4 | <p><i>Governor question – CH – In IW's monitor of maths it was mentioned that he did not clear evidence of reading skills, does this need to be looked at again?</i></p> <p>It was confirmed that this does have to be revisited but just because IW did not see evidence did not mean to say that this does not happen, it was just that he did not witness it at the time of the visit. It was confirmed that this is the main focus of one of the curriculum teams. This curriculum team is looking at the maths teaching and the language used. This will take more than one year and will be a focus of the next non pupil day.</p> | | |
| 7 | | Governor Training | | |
| 7 | 1 | AB advised that teachers and teaching assistants have attended an awareness course on autism which they found very useful and CH has also attended an overview which she found useful. Next steps following this will be discussed at the non pupil day. Governors are invited and we will look at next year's SIP priorities. | | |
| 7 | 2 | CH asked questions concerning the new Child Protection and Safeguarding Policy and she acknowledged that AB has answered these satisfactorily. CH confirmed she has confidence that the policy is adhered to. | | |
| 7 | 3 | CH has read the House of Commons document on primary schools which she found useful. | | |

| | | | | |
|-----------|----------|--|--|--|
| 8 | | Policies | | |
| 8 | 1 | All curriculum policies are up to date. | | |
| 9 | | What has been the impact of the meeting for the children? | | |
| 9 | 1 | Data has given us clarity and is a powerful tool for the school to use into the future. | | |
| 9 | 2 | IW will be working with CT ensuring governors and staff work together to use data effectively. | | |
| 10 | | Date of next meeting: 11 th July – 5.15pm | | |