

Coaley C of E Primary Academy

Interim Governing Body (IGB) Meeting Agenda

To be held on Thursday, 10th January 2019 from 6-8pm

At Coaley C of E Primary Academy, GL11 5EB

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| AGENDA | | | | |
| 1 | Welcome and introductions   1. Apologies   Nick Patten  In attendance: COD, GG, JS, MS, Ian, Matt, HT, CR, RSB, VS, RM   1. Declarations of interest - None | Chair /Clerk |  | 5 mins |
| 2 | Minutes of IGB meeting held on 15th November 2018  Deferred to be agreed by governors ~~via email~~.   1. Accuracy – all Govs to have read, read for approval at next IGB mtg 29/2 2. Matters/Actions arising – deferred 28/02/19 | Chair | *For approval* | 5 mins |
| 3 | Head Teacher’s Report:  IHT sent round a report and a data pack to sit alongside this. For future, the report will showcase items going on throughout the year first, and the data report second.  Attendance is still above national expectation. Unauthorised absences were less than 1%. Noting that authorised absences were mostly medical appointments and visits to secondary schools. Noting also that holiday is never authorised. They are continuing to work closely with the family of one child who is under 90%. ~~We had~~ The attendance officer from the LA visit the school with Jackie ~~Buckland,~~ Astley SBM ~~Teaching and Learning Consultant~~ to review and assist.  IHT noted that Coaley is continuing to have plenty of professional development for all the staff, training that takes place on site, during inset days and releasing teachers to go on training days.  Pupil numbers:  Pupil numbers currently 48 POR, as we lost 3 due to ~~collective~~Elective home schooling. Recent inquiry about in year admission for 1 pupil. The open morning was well attended and it went well. 6 families attended at each open morning. There have been independent families come in and calling the school as well. Our admission number is 10. Numbers are at the top end, if we manage to get 10 for the next year. VS and COD reported that many of the neighbouring schools are almost at capacity. Governors noted that there are many new build homes in the area which are family homes.  ~~Next up~~, governors and IHT reviewed the data ~~park~~ pack. IHT reviewed some of the data for those slow to progress at this point in the year. Number of pupils in each cohort are detailed in the Aged Related Expectation Summary Report. In early years need to make their targets in every target to reach GLD. Working to fill gaps and making excellent progress. Aspiring to get 5 out of 6 to reach GLD. Year 1 has just 4 pupils. They are all in line with expectations and doing well. Looking at acronyms FSM is free school meals. FSM are children who are entitled to lunch each day without paying, applied for by parents and allocated if deemed to meet the DfE criteria. This should not be confused with Universal FSM which all 5-7 years olds receive regardless of economic status. Pupil Premium is an additional amount of money that schools receive for children eligible for FSM. Schools receive this money for 6 years after a child has been identified as eligible even if they do not continue to receive FSM. PP funding is tracked and reported on annually. Schools must show that funds have been used to benefit and support a PP child’s learning and development. Schools often use the money to fund TA interventions, breakfast club, extra curricular activities, school trips etc. Pupil Premium + recognises children who have been adopted or are in local authority care. This is a slightly higher allocation of funds. Military families are also recognised but the PP fund is minimal. ~~There is an allocated pot of money from the government. This assists with funding pupil premium funding, which is then used for TA’s, art, breakfast club and the supervisor. Pupil premium includes children classed as disadvantaged pupils. Pupil premium plus includes any child who has been in foster or adoptive system, there is also a military category.~~ We have 5 PP children in the school at the moment. The Chair noted it is ????????????  There is a notional SEN budget allocated to all schools for additional support. ~~top slice, as well as the budget specifically for the school AKA as~~ ‘higher need spending’ is the additional money a school receives for children with an Education, Health and Care Plan (EHCP).  IHT has reported on each of these vulnerable groups ~~broken this out by categories~~ as these will all be discussed during any Ofsted inspection.  IHT has written and published ~~is writing~~ a PP plan for the year, ~~which will be published out to the governors, highlighting where PP pupils~~. *ACTION: IHT to distribute the PP Plan to governors. This document is also on the school website.*  IB noted that all governors get access to the Target Tracker software to show the anonymised data. *ACTION: IB recommended that the new Governing Body have a specific section of the meeting of 40 minutes spent on Target Tracker, which will guide you to the questions to be asked.*  GG enquired about how to work with the children on track, and working on getting them higher rather than just focusing on those below. GG ~~Guy~~ noted that there are kids that cruise along but need to be pushed. IHT has robust systems in place to track the progress of all pupils. All pupils are measured on their individual personal progress. ~~a good feel for the quality of teaching going on.~~ ~~There are categories and look at the~~ gap analysis on each child measures ~~on~~ whether they working towards ~~are getting to grips with~~, meeting, or mastering each skill. IB noted that there are date stamps for each set of expectations reporting steps of progress. IHT could present some case studies. The HOSI currently quality assures ~~moderates~~ IHT systems and judgements.  *ACTION: IHT to produce a case study for the next meeting in February.* Chair noted there is merit in the steps of progress for the individual child. We use standardised tests which can be compared to national statistics. These are used to measure children’s success and progress during formal assessment. IHT challenges the teachers on where they have the children measured at 6 weekly Pupil Progress Meetings.  Target Tracker every year produce a number crunching report published each summer which IB noted is very helpful to chart national progress for your school against the national level year by year. IHT noted that the DGAT trust is looking at purchasing something that would compare like-with-like with other regional small schools.    Noting that all of this would be covered in the Standards Committee. *~~ACTION: IHT will look at a way to anonymise children’s progress in the system.~~*  Governors commended the children’s progress in year 6. Chair noted very pleased with Reception progress.  Year 5 has lots of history, this cohort have had the most teachers in their time at school, ~~with having the most number of teachers~~, two EHCP children, and two of them didn’t attain Key Stage 1. They are the most intervened group in the school and their education has suffered the most with shifts and changes. Their progress is being monitored with end KS2 SATS performance in eighteen months the key objective~~. Looking ahead, there must be pressure for the coming eighteen months.~~ IHT reported they are starting SATs booster groups which will include Y5 pupils.~~for year 5.~~  IB noted there is over a year’s progress in multiple subjects for some children and all children ~~the child~~ will be allowed to sit SATs. Governors will look forward to IHT’s case study next time.   1. verbal update on wrap around care.   There is no immediate care provider in the area. IHT has exhausted a number of avenues but have not had success. The next step is to approach ~~find~~ a newly qualified child minder. IHT is working with the LA this has been restricted due to GDPR. She has made the link with LA. Playgroup is very networked and are looking at the local network. This is something that has come up at parent forum. *ACTION: COD will enquire with a provider that she knows as well as to other possibilities for wrap around care in the community.*   1. Website update   IHT reported that we are moving to a new website provider. IHT spent a lot of time in the old website stripping the old items out. The new provider should have a template draft to IHT by end of January and the anticipation is going live by half-term, with the aim of lighter, brighter, and current.   1. Term Dates and Times (Parental request)   IHT has agreed and published term dates for 2019-20, after consulting with Rednock ~~Red Knot~~ and cluster schools ~~for the~~. These dates will be published on the website.  IHT noted that many parents have asked about having an early finish of 2pm on the last day of term. VS noted that a lot of the local schools finished at 1:30 on the last day of school. MF school doesn’t do it and doesn’t advise it. Chair asked if governors would like to vote in principal with the caveat that IHT will need to review government requirements and adding up the hours spent in school.  VOTES: All in favour of finishing early 5  Those that don’t want to finish early 4  Governors agreed that it is a school decision, so it is up to IHT as long as within compliance with standards. *ACTION: IHT will add up the hours and look in to the government requirements.* | IHT | *For approval* | 20 mins |
| 4 | Finance Report *(verbal)*  Headline news is that the school is tracking along with budget as we would expect. We have been promised ‘Little Extras’ £4,000 but we do not have a date when it is coming. This puts capital funding budget to approx. £9,000. Everything else not overly overspent apart from supply budget which was set very low. The supply budget has gone on training for teachers, not on any sick pay. Still tracking well on surplus for next year. IHT wants to replace the projector in the hall ~~wall~~ next month with money that came from the former school house next door. We can write and apply for money from the associated Trust fund is held locally. ~~who we can write to and ask for anything that helps the children~~. There is a limit on how much we can apply for per year and any funds must directly impact the children. IHT looks for items that would impact the children, such as the ipads and projector. | IHT |  | 10 mins |
| 5 | Appointment of committee members:   1. Ethos and Standards Committee   b) Finance and Resources Committee  c) Elect Chairs of Committees  Chair noted that it is important to talk about committees with timeline. February is the last IGB meeting, and IGB members fade away on that date. April would be the first Local Governing Body. IB and Chair have agreed to stay on through April meeting. CR will stay on as trust governor and IB will stay on as an associate governor specifically for helping with SEND ~~(SAFEGUARDING? NEED TO CHECK ON THAT!)~~  We only need to be 3 governors to be quorate at the committee meetings and IHT must sit on both.  Governors discussed committee appointments and agreed the following:  RM ~~Richard~~ will be on Finance.  COD ~~Carole~~ must be on Standards and Ethos being Foundation Governor. ~~Right now till April .~~ Normal governing body is 3 meetings per year with 3 each of the two committees per year in addition. So if you sit on a committee you will have 6 meetings per year as a Governor. IB noted that the school year dictates some of the year with governors meetings taking place a couple of weeks after the standardised testing. IB recommends that meetings need to be timed based on the school year. Chair recommends that dates are set forth in April when future meetings should be finalised as well. Chair asked is there anyone who specifically wants to join a particular committee? GG ~~Guy Goring~~ volunteered to sit on the Finance Committee. JS ~~John Sanders~~ agreed to be on Standards and Ethos. VS ~~Vicky Smith~~ volunteered for Ethos. ~~Mark is left floating. Chair recommended that~~ MS ~~Mark~~ is on the Standards and Ethos committee.  ~~The Chair noted that the first job will be to elect the chair of each committee at the time at the first meeting. Governors were in agreement.~~  *ACTIONS: The Chair recommended that inaugural committee meetings should take place during March, in order to report to the first LGB meeting in April. ~~IB volunteered to attend the first LGB in April. MF recommended that NP will come in as an advisor to the Finance Committee for the first one.~~* The Chair noted that the first action will be to elect the chair of each committee at the time at the first meeting. Governors were in agreement.  ~~Skipping between agenda numbers 5,6,7….~~  ~~Chair says using the timetable,~~ A new RAP has been written for review on 14 February. Governor focus questions are on the new RAP. ~~Chair suggests we use the month of Feb to use IGB governors for a shadow visit. E.g. JS to shadow monitor MF for the PPEthos meeting. RM has shadowed NP already with finance. After new RAP is written there will be a new set of monitoring, that RAP will run through and RAP will continue in place. St John’s are still working on a RAP over a year after special measures. As a SEF evaluation comes in, Chair feels the Standards and Ethos Committee is key during this time.~~  The Chair proposes that shadow monitoring visits for new governors alongside IGB governors will take place in February. This will support the transition from IGB to LGB. Shadow monitoring will also focus on key areas that are applicable to the individual committees that have now been populated.  Action: Chair to organise shadow monitoring visits for individual governors and also to organise relevant training to further support governors. | Chair |  | 20 mins |
| 6 | Monitoring/Governor Visits:   1. Notes of visit   Chair thanked COD for the Note of Visit.  ~~MF noted that a school was Ofsteded during Christmas week regardless of the holiday period.~~   1. Opportunity for Questions   MS asked about the publication of the NOV? Chair noted they are part of the IGB/LGB Governors File and Binder which is reviewed during inspection.   1. Shadow monitoring visits for new governors for handover transition   COD noted she met IF one hour prior to the monitor visit and had a period of time after and recommends this for other shadow visits   1. Monitoring timetable post Feb 2019   *ACTIONS: NP has noted to Chair that he has some website items to do in the coming weeks. Chair will be in touch to set up shadow monitoring.*  Noting that CR will be a trust governor between 25 Feb to 25 April. She will no longer be a chair. She will work alongside a new chair at that time. IB won’t have any voting rights, but will be an associate with a SEND focus.  *ACTIONS: We will approve IB in February as an associate governor. IB and MF will submit their availability for shadow visits in February to Chair.*  *ACTIONS: Charlotte and Ian will liaise with Standard and Ethos, and Ais and Nick will help with the Finance Governors.* | Chair/  Governors |  | 10 mins |
| 7 | IGB to LGB transition update  Mostly covered already… see all above or move it all down here actually…  Chair asked if any questions.   1. Timings re exit of IGB Governors 2. Associate Governor 3. Training Opportunities   Chair is asking for DGAT to prepare a bespoke training. Not a new to governance course but a hybrid course monitoring and challenge in one session with Linda Rolfe. COD is going on a monitoring course in Cirencester – likely not to happen until Spring term.  *ACTION: Chair will check and see if she needs to go to Cirencester.*  *ACTION: RSB to send audit of skills paperwork out to populate as an NGA document.*   1. IGB exit audit   This will be completed by the exiting IGB.   1. Future Clerking Arrangements   IHT has phoned local schools to see if their clerks would be interested in clerking. Chair will make sure there is coverage regardless. *ACTION: Chair is asking about pay scales, and a job description to focus on the strength of the clerking.* | Chair / IHT |  | 15 mins |
| 8 | Vision and SIAMS   1. Progress update   ~~We are due~~ SIAMS due since ~~from~~ November ~~imminently,~~ due to introduction of new SIAMS Schedule ~~framework~~.no Gloucestershire school will be inspected before Spring 2019. IHT/ Chair~~They~~ put a letter to DBE asking if there could be a delay. IHT noted that still being an IGB it would not be a good time for an inspection. The response has given the impression of Summer Term inspection and a several month grace period. This provides time for the S&E Committee to have a deluge of SIAMS training workload. The new framework came out from the Church of England this past year. There is a new focus and challenge and all schools will be challenged. With the vision, we are in the luxurious position of starting from scratch. The training message was that schools need to be taking actions to embed their vision ~~something~~. IHT & Chair attended ~~We~~ had the training last summer so we began from 1st day of term in September with all the stakeholders involved. Haven’t had to unpick anything. There will be an outcome and inspection. We would like that to be GOOD. It is ambitious but not unachievable. ~~Showing the evidence and .~~ RE and collective worship advisors have been coming in. Andrew Binnell will be coming in for a half day in February to work on IHT’s SEF. He is an ADP and Ofsted Inspector.  b) Church Liaison Group  After they attended the PCC it was suggested that we have a church liaison group. Revd Sue, Chris Prout Church Warden, Julian Holms PCC and Bob Clarke ~~additional person~~ who is a reader at the school. ACTION: Need a TOR for these group members. IHT is working with Andrew Binnell on this.  The vicar does not sit on the governing board but is sitting on the liaison group. This is newly formed for strong links. COD will have them report in to the PCC and have it on the agenda for each meeting.  CHILDREN AND VISION – insert above?  There is a sense of gathering of momentum. They’ve had their 3rd vision day this week to further develop ~~and keep~~ the children understanding. Chair noted it in COD’s note of visit. We are seeing it. The additional few months to embed it is a real gift. | IHT/Chair  Carole O’Donnell |  | 10 mins |
| 9 | Policies:  JS noted there is not a standard look at the policies for a standard template.  ACTION: IHT would look for vision paragraph to appear on each policy. IHT recommends retaining secretarial services to standardise all the policies for the school. RSB suggested Stella at Sugar Ink who has standardised all the Diocesan and DGAT policies.  The following 3 policies   1. Admissions   JS noted 2nd paragraph 4th line from bottom a t from the governing body. COD noted to change the date on the back of the policy as well to January.   1. Attendance   Need to change the date January 2019   1. Collective Worship   Need to change the date from January 2019  IB: note in the minutes about the statutory policies as follows: the school has adopted these following DGAT two policies.  There is a statutory list of what policies need to be on the website.   1. DGAT Intimate Care Policy 2. DGAT Freedom of Information 3. Chair suggested deferral of:   Early Offer of Help (Newly approved) so this was deferred. | Chair | *Adopt*  *Adopt*  *Adopt*  *For Info*  *For Info*  *Adopt* | 10 mins |
| 10 | SEF  IHT gave SEF – this was updated in November. Updating it in the next few weeks, a snapshot of where the school is as, so that when Ofsted phone call comes, the school is prepared. We are bringing this now to explain difference between RAP, school development plan. SEF front loads the SDP. We are running off a RAP but it was time to build up the SEF. IHT keeps a backlog of all the SEFS as she builds on them and works through them.  *ACTION: IHT to put a copy of the SEF in the governor file and get back-copies of this from AIS for the governor binder file.*  *ACTION: Clerk to send out the SEF electronically to the governors.*  There is a governor file which has all the copies of the SEFs, minutes, policies. When ofsted comes, the binder is presented, organised in date order. Standards and Ethos committee would be the ones to go through this. IHT noted target tracker has only been used to gather data in the school since Feb 2018.  RH will be present at the February meeting and everyone should get their questions together. |  |  |  |
| 11 | AOB   1. Dates/times of future meetings   LATER REVISED TO 28th February 2019 Last IGB, RH to attend from DGAT.  JS has sent his apologies for 25/2 so maybe he can attend 28/2 or perhaps he is still away then?  25th April 2019 – first LGB   1. Diary Events for Spring Term 2019   Chair thanked all governors for attending all the events in December. COD thanked the schools for their performances. IHT will pass that onward to the children and teachers.  Diary events: info only: on 22 Jan IHT and Chair in with RH at DGAT for review.  28 Jan 2:30pm next Parent Drop in Session this will include a ‘typical maths lesson’ snapshot for parents.  5th Feb 2:30pm Christingle service at church to celebrate end of Candlemas (SOME RELIGIOUS EVENT INSERT HERE SORRY)  Parent Nights in March  5th 3:30-5:30 and 6th 4:30 to 6:30 of March will be the next Parent nights, teachers sit in the hall. If you could come for a short half hour. *ACTION: Chair will email and ask for volunteers.*  MF has given apologies for future and Chair thanked him for a year’s worth of input to the IGB. MF will be back after half-term for a PP monitoring visit.  4th February 2019 DGAT Trust Board and Tour of Coaley 2:30 tour | Chair /  Clerk  IHT |  | 5 mins |
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