



***'Learning to love God, one another and ourselves'***

**Governing Board of Bembridge CE Primary School  
Meeting held on Monday 3 July 2017 at 6 pm**

**Attendees**

Alan Morris (Chair)	Co-opted Governor
Sandra Grocock	Headteacher
Anna Wood	Foundation Governor
Sarika Braithwaite	Parent Governor
Amanda Bloor	Ex-Officio Governor
Susie Simmonds	Foundation Governor
Ben Wightwick	Parent Governor
Gordon Kendall	Co-opted Governor
Clemma Yardley	Staff Governor

**1. Apologies/Pecuniary Interests**

<b>1a Apologies</b>	
David McCallum	Parent Governor
Jeni Gallagher	Co-opted governor
Barbara Clough	Local Authority Governor

**1b Pecuniary Interests** - Governors were asked if they had any pecuniary interests and none were declared

**2. Minutes of Meeting held on 23 May 2017**

**2.1 Accuracy**

Agreed

**2.2 Matters Arising**

- Wraparound care – it was agreed that a questionnaire needs to be sent to parents to see if they would use a breakfast and/or afterschool club – this is still outstanding but will be sent out at the beginning of next term to include new parents.
- Broadband- School Business Manager is attending a meeting regarding this and will update at the next executive meeting.
- Apprenticeship scheme – this is ongoing and SBM is due to attend a meeting on this.
- Welcome service for the reception class and parents – it was agreed the children need a chance to settle before this takes place and in addition the new teacher needs to be involved with this. Once the children have settled contact will be made with Amanda to set a date for October.

**3. Feedback from the Executive Committee**

**Finance** – we are right at the start of the financial year so there is very little to report but the budget is on track. The School Business Manager has reported that the pupil premium funding is to be calculated differently and the school will lose approximately £8k per year.

**Kitchen Extraction System** – as this is a health and safety issue it seems likely that the local authority will fund this.

**Pirate Ship play equipment** – this will be repaired at a cost of £600. A governor asked if there might be a parent with the skills to do this? The headteacher will check with the SBM if the contract has yet been placed.

**Catering Contract** – a decision about who will provide school meals for next year has yet to be decided.

**Staff** – Natasha Neil has been recruited to be the new Year 3 teacher and will take over from Claire Dean. Miss Dean was also the SENCO and a decision has been made that a teacher will be recruited to take on this role for one day a week. This will be cost neutral to the school.

#### 4. Headteacher's Report

- 194 children in the school and of these there are 2 Looked After Children.
- There are no children with Educational Health Care plans however a draft plan is being prepared for a child who is due to start school in September.
- Attendance – 41 Fixed Penalty Notices have been sent to the Local Authority for unauthorised absences, which is similar to last year. Attendance is a priority with support being given by the Education Welfare Officers. The year 2 attendance figure needs to be considered alongside the fact that there is a child on role with a serious illness.
- Staffing – Interviews for a KS2 Teaching Assistant are taking place this week. Thanks were given to Mrs Wood for providing the consistency to the Year 3 class whilst their teacher was on long term sick.
- Staff Training – this has included transition meetings, training from the Lead Learning Partner (LLP) for the Senior Leadership Team, SEND for all teachers and TAs. This was in addition to the Continuing Professional Development for specific teachers and the leadership team. There was external moderation of KS1 in English reading and writing and maths. From next term the school will have Jane Wilson as its LLP.
- Details of school trips and visitors to the school were shared together with the large number of extra curricular clubs, activities and competitions with the school coming 3<sup>rd</sup> in the Bay Link Games. In addition throughout the year the school partook in a significant range of community activities.
- Assessment Processes – details were shared of the on-going formative assessment by teachers, which enables them to plan and teach according to the individual needs of pupils.
- Pupil Achievement
  - EYFS – achievements remain high with 83% of pupils achieving GLD.
  - Year 1 – Phonics Screening – 88% met the required screening, which continues the improvement on a year on basis. Two of the children not meeting the standard have special educational needs.
  - Year 2 –
    - Phonics Screening – 5 children were involved in this with 80% reaching the standard. There were underlying health reasons for the child that did not reach the standard.
    - National Curriculum Age Related Expectations – of the 23 children 17 are working at the expected standard. This showed a drop in all areas however this cohort included two children with English as an Additional Language and a child with a

serious illness. The headteacher explained that pupils now need to meet the standard in all criteria. Moderation has been agreed. Writing will be a focus on the School Improvement Plan for next year.

- Year 6 – KS2 SATs results are not due until tomorrow however based on the trial tests, the children have been taking, it is anticipated the children should do well.
- School Improvement Plan – this will be updated in the autumn term after an analysis of pupil outcomes.
- Behaviour remains good. The SIAMS inspection reported that ‘the behaviour throughout the school is of an exceptionally high standard’.
- Safeguarding – the new and revised audit has been completed and submitted to the Local Authority with a new action plan to be reviewed in October. In the autumn term the senior leadership team will all undertake advanced safeguarding training.
- Parent Involvement – parents support events extremely well.

## 5. Multi Academy Trusts

- The chair had attended a training event given by governor services on Multi-Academy Trusts using a presentation from the Department of Education. He explained about the options available to the school and, if governors feel it would be beneficial to the school, to be proactive and ready to take opportunities as they present themselves. Governors are aware that the Diocese is in the middle of research with the Catholic Diocese as to whether a joint Isle of Wight MAT should be set up. It was felt it would be more appropriate to await the outcome of this before proceeding any further. In addition there had been some history on the Island of struggling Academies with one small primary school closing.
- **It was agreed that this would be included on the governing body agenda on a termly basis.**

## 6. Skills Audit

The completion of this had been extremely useful and identified that overall the governing board has good knowledge with individual governors covering all the core competencies. The areas of weakness are charity law and asset management. We will look for these skills when recruiting future governors.

## 7. Policies

Updated SEND policy was agreed and will be added to the school website.

## 8. Governor Training

### 5.1 Feedback from Training

- **MATS** – Alan attended this and also the Health and Safety. He advised governors of the importance of keeping records in particular in respect of any accidents within the school. Children are entitled to raise issues where it believes a school might have been culpable up to 3 years after they have left school. The headteacher advised of the school procedure in respect of accident and how incident records are kept. A governor suggested it might be possible to digitise the records however at the moment it was felt this would be too time consuming.

## 6. Co-ordinator Visits

**6.1** ICT has been completed but is awaited sign off by the teacher co-ordinator.

**6.2** **Looked After Children** – Sarika will meet with the class teacher regarding this responsibility.

**6.3** **History/Geography** – Report had been circulated to governors. History and geography are

covered through topics and other cross-curriculum areas. Whilst it is not covered through SATs the school uses a system from Hampshire where there is a record of what children have achieved on a year-by-year basis, which is really good.

**11. Correspondence**

NGA Newsletter – Alan outlined the key points. This included the new school funding formula; what school governing boards should expect from school leaders and vice versa. Discussion took place on how the governing board should keep in touch with parents and it was agreed that the clerk will produce an update for the school newsletter after each governors’ meeting starting in the autumn term.

**10. Any Other Business**

**10.1 PTA** – Clemma updated the governors on the enthusiasm and excellent support being given to the school by the PTA.

**11 Date of Next Meeting**

**Monday 9 October 2017 – 6 pm**