



***‘Learning to love God, one another and ourselves’***

**Governing Board of Bembridge CE Primary School  
Meeting held on Monday 5 February 2018 at 6 pm**

**Attendees**

Alan Morris (Chair)	Co-opted Governor
Sandra Grocock	Headteacher
Anna Wood	Foundation Governor
Sarika Braithwaite	Parent Governor
Jo Seward	Parent Governor
Gordon Kendall	Co-opted Governor
Clemma Yardley	Staff Governor
David McCallum	Parent Governor
Jeni Gallagher	Co-opted governor
Amanda Bloor	Ex-Officio Governor
Mike Gidley	Foundation Governor
Deb Abell	Clerk to Governors

**1. Apologies/Pecuniary Interests/Code of Conduct**

- 1a None as all governors were present  
Welcome was given to Mike Gidley as this was his first meeting.
- 1b **Pecuniary Interests** - Governors had been asked to update and sign the business register.  
No pecuniary interests were disclosed for this meeting.
- 1c **Governor Code of Conduct** – Code of Conduct was reviewed and adopted by the governing board.

**2. Minutes of Meeting held on 29 November 2017**

- 2.1 **Accuracy**  
Correction made that Jo Seward was present.
- 2.2 **Matters Arising**  
Jo and Sarika will make arrangements in the near future to attend a school dinner

**3. SCHOOL IMPROVEMENT PLAN**

- 3.1 **English – Clemma Yardley – Subject Co-ordinator**  
Clemma updated governors on the action plan for English to improve the progress on writing through the use of high quality texts. This included dedicated use of staff meeting time to revisit the writing learning journey and use of the learning wall to support this. Gordon, in his role as governor co-ordinator, accompanied Clemma on a learning walk and both were very pleased with what they saw within the classrooms. Moderation has taken place both within the school but also with Gatten and Lake. Governors asked about the assessment for the reception class being on the low side and both Clemma and the Headteacher felt the teachers were erring on the side of caution as these children had only been in the school a matter of weeks. They have however been picked to be externally moderated so any error will be picked up. Further moderation will take place this week and it is anticipated that the result should show a clearer picture of how these pupils have developed.

Governors also asked about the lower result for year 3. Both Clemma and the Headteacher reminded governors about the particular needs of this cohort including new pupils and SEND. In addition it is thought this moderation may have been more cautiously undertaken and this task becomes easier with experience. Mentoring will be undertaken to assist with the moderation this week. Governors asked what is in place to pick up the children that are not yet achieving to the expected level. Headteacher felt it would be more appropriate to wait until after this week's reassessment as there was tendency to be cautious at the start of the year. She will report on this at the next governors' meeting and any measures to be put in place if needed. In response to a question from a governor regarding what percentages they would expect to see the headteacher advised that they would aim for 85% and generally they are on track to achieve this by the end of the year. Last year the averages across the country were in the 70s. The ability to assess accurately comes with experience and is something that needs to be learned by new teachers. Year 6 are at 83% in reading which is looking promising for the SATS. The school had a major focus on reading last year and teachers will be continuing with this.

Spelling – KS2 teachers have attended HIAS English training and they will cascade this to the rest of the staff. Governors asked if children are given the words they need to know how to spell at the beginning of the year and if parents know what they are. Headteacher said that it was better if the words are introduced at school at the point where they have relevance with what is being taught at that point. Spelling has been included within the School Improvement Plan.

Gordon Kendall said how impressed he was, when listening to the children read, at how interested they were in understanding and learning about a word they had not heard before.

### **3.2 Maths – Dee Swallow – Maths' Co-ordinator**

Dee advised that she shares responsibility for maths with Michelle Miller. Priority 1 is to improve outcomes in maths through development of all aspects in maths skills in KS2. Teachers have attended a range of CPD run by HTLC and LSAs have been included in in-school CPD sessions to ensure a whole school approach. Subject leaders attend half-termly maths core provision sessions and the current developments and information is fed back to the other staff.

Introduction of White Rose resources to aid with planning for maths and this has been found to be really effective as it actively encourages teachers to look back to the previous year. Dave Parnell, the HIAS, has worked with the Year 6 teacher and Maths lead to develop key skills essential for Year 6. They analysed the KS2 test papers of children who narrowly missed reaching ARE (age related expectation) in 2017 and looked at development areas. They also met with him to look at strategies to ensure all borderline children achieve ARE in 2018. Dee will be working with identified group (including pupil premium children) on weekly maths booster sessions leading up to KS2 tests.

Governor queried that in some areas of the report it mentions 'most' teachers Dee clarified that sometimes it is easier to get some teachers on board with all new ideas and procedures but that all teachers are working hard. Dee also stressed the importance of the internal and external moderation in particular in a one-form entry school as it enabled colleagues to share information and ideas.

The school now has an extremely wide range of resources for maths with each class having its own kit in addition to a well-stocked maths cupboard. White Rose resources for planning and teaching have been downloaded from the internet and shared with staff with regular updates from the maths lead. Pupils are enthusiastic about using the various resources.

Headteacher advised that Yr 6 had been expected to achieve 77% last year with an outcome of 69%, which had been disappointing. The national average last year was 75%. A governor asked if the school was aiming for average? The headteacher responded that the school always aims for above average. The school's attainment has been excellent however at the moment the evidence of progress is not so good and this is a priority for the school.

The second priority has been to continue to develop a maths problem solving culture across the school and ensure that appropriate resources are available to the children and embed use as part of CPA (Concrete-abstract-pictorial) approach. Dave Parnell has given whole school training on CPA. Good use has been made of the maths resources throughout the school with children using counters etc appropriately and then discarding them when they realise they no longer need them. Jo Seward, Governor Maths Co-ordinator, will be visiting the school to accompany Dee on a learning walk to look at the learning walls.

The school's third maths week took place in November with a whole school focus on measure investigations. Many parents attended and learned alongside their children. The week culminated in a whole-school assembly where each year group shared what they had done during the week.

### **3. Feedback from the Executive Committee**

#### **Finance**

The latest income and expenditure statements had been circulated to governors. The chair advised that historically the school has always had a better financial outcome than predicted however with more modern financial software predictions are much more accurate. Unfortunately the school is likely to have an over spend of £26k this year with a prediction of £56k next year. Whilst the school has reserves of £100k there is a need to take action to protect the future. The highest area of expenditure is on staff and the aim of the governors has always been to have and continue to have the best quality staff. It has been decided that supply teachers will only be used in exceptional circumstances with classes being covered by Teaching Assistants using work prepared by the class teacher. At the moment supply cover for teacher sickness has been covered by insurance but as this is particularly expensive this will be reviewed to ensure we are achieving value for money. The school has been diligent in ensuring that resources are current and up to date so a degree of control will be used around any further purchases.

Discussion took place around the possibility of using sponsorship to support the school.

#### **Wrap-Around Care**

The chair had received two letters from parents regarding the importance to working parents of wrap-around-care and the need for sufficient time to be given before it is discontinued. This had followed a note in the newsletter mentioning that the breakfast club was not proving economic to run and might need to be discontinued. The executive had taken a decision that the breakfast club would continue to run until the end of the school year. In addition a further survey would be sent out to existing parents and those of children

joining next year to see what the take up would be of both breakfast and after school care. Thirty five children have given Bembridge as their first choice of school with eight as their second choice. Once the names are known the survey will be sent out including how much parents are prepared to pay. A discussion also took place about the After School Clubs that have always been offered free to all children above reception age and whether if in the future there should be some sort of charge for them. Parent governors said that parents had mentioned that after school care would be more beneficial to their families. Governor made a suggestion that perhaps we could also see which days would be more popular and only run the after school care on those days.

Decision was made that:

- Windmills will be asked if they are willing to offer both breakfast and after school care if the school is willing to guarantee the overheads for the first year.
- We will also look at applying to local agencies for sponsorship for the first year including McCarthy and Stone as part of their contribution to community activities.
- Letter and survey to be sent to parents once the names of next year's reception class are known.

#### **Health and Safety/Buildings**

Upgrade to the kitchen ventilation system is now likely to take place in the summer as further work has now been found to be necessary. In the meantime arrangements have been put in place to ensure there is no danger to either staff or children.

Car Park – the car park is regularly overcrowded with double parking and access areas being blocked. The school has received a quote of £7k to increase the car park by 5 spaces with the cost of this being met by capital spending which has to be spent by the end of August. Governor questioned the use of this large amount of money that could not be shown as being of benefit to the pupils within in the school. She suggested that there is ample free parking nearby and that we should be encouraging staff to car share and where appropriate to walk. There was concern that staff parking in the road could add to the parking difficulties experienced before and after school. Whilst there are limitations to the spending of capital it could be spent on improvements to the playground or on ICT.

Decision was taken that the headteacher will look into further options for the spending of this capital and these, together with the proposal for the upgrading of the car park, will be brought to the next meeting for a decision.

#### **4. Headteacher's Report**

##### **Admissions and Roll**

- 201 pupils, 4 joined this term, 1 left.
- 31 pupils in Year 4 as triplets have joined the class
- Admissions have told us 35 pupils applied for Year R 2018 and 8 as second choice

##### **Attendance**

- September to date 95.8% school target over 96%
- EWO meetings – SAM 3 6 FPN sent to LA
- Register Check 1<sup>st</sup> Feb

**LAC** 1 pupil with their Pupil Education Plan meeting due to take place on 9<sup>th</sup> February

**SEN** 1 pupil EHCP, 12 SEN support

### **Work with other organisations**

- LLP visits with Senior Leadership Team looking at Monitoring and Evaluation
- Staff Meeting - High Quality Teaching and Learning: focus on effectiveness of current practice, good quality learning, meeting the needs of all pupils, role of the adults in the classroom.
- Science Adviser from HIAS – David Whittle CPD for Science lead and training session for teachers
- Work with Gatten & Lake Primary – Collecting evidence for making judgements of ARE in Reading – effective strategies and resources
- Core Provision training for Subject Leads – HTLC
- Solent Music Hub – CPD and workshops for pupils
- Senior Leadership Team went to Fareham to visit an outstanding primary school. The headteacher was our previous LLP so it was really interesting to have direct feedback from their recent Ofsted inspection. This included how staff were involved and the emphasis on the wider curriculum and the interviews with the subject leads. The headteacher will include the information gained in the SIP to ensure that everyone is doing the tasks they should be doing. His school does not use supply teachers rather using TAs in order to reduce costs They have also had to reduce TA hours.

### **Sport/clubs**

- Reported in our weekly newsletter – matches and events
- Wide range of clubs – some of these are initiated through Sport Premium funding. It is intended to introduce clubs for reception children in the summer term. Although parents have talked about running after school clubs there needs to be an understanding that there needs to be a paediatric first aider on site whenever a club is being run.
- Sports Coaches in for CPD for teachers – gymnastics at the moment
- Sport Premium Plan – additional funding this year to increase physical activity for all pupils of additional 30 minutes a day e.g through initiatives like the golden mile

### **Assessment**

- LLP Report – school has sharpened the use of data and teacher accountability. The Headteacher has implemented a cohesive system of data analysis. Milestone 1 data show that the school's outcome and progress predictions are challenging. However, teacher confidence with milestone 1 expectations has been reflected in cautious assessments.
- We are continuing to develop teacher's confidence in assessment through greater opportunities for moderation.
- Milestone 2 Data implemented this week to be analysed with SLT resulting in Pupil progress meetings with individual teachers to ensure sharp focus on progress and outcomes by all staff.

### **Pupil Premium**

- The pupil premium is additional funding for publicly funded schools in England to raise the attainment of disadvantaged pupils of all abilities and to close the gaps between them and their peers
- Strategy plan has been put onto the website
- Number of pupils eligible for PP is 21
- Full time TA has been employed to work with them to improve a range of skills.
- Desired outcomes:
  - Ensure no significant variation between outcomes for Reading, Writing and Maths and that all subjects are aligned to at least national averages for PP pupils
  - Target PP pupils with support and track more carefully – provision of full time TAs to deliver intervention programmes, small group targeted support, booster sessions with

teachers

- Improve mathematical skills
- Provide support for families and pupils who are vulnerable so that parents engage and work in partnership with the school – bespoke programmes offering social and emotional skills.
- All pupils have access to a wide range of extracurricular activities – e.g Challenge Programme and Arts Award.

## 5. Policies

### 5.1 Accessibility Policy

Policy had been circulated with the meeting papers. Alan Morris, as Health and Safety Governor, had met with Steve Reading, School Business Manager, to go through the policy. All agreed that the policy should be adopted.

### 5.2 Pay Policy

Pay policy was agreed at the previous meeting however following a challenge from a staff member it was agreed to revisit the policy and ensure that it met all the requirements that had been consulted upon by the IW Council and which were included within their model policy. Alan had some concerns regarding this policy which did not appear to meet the recommendations from the DfE that there should only be a minimum and maximum to enable schools to have more flexibility in their staff review meetings. If governors had any comments they were asked to send them through to the Chair. It was agreed that the policy needed to be watertight and Alan will work with the Headteacher and School Business Manager to this effect.

## 6. Governor Training

- **Induction** – Clemma and Jo had both attended this recently and found it very relevant and it exceeded their expectations.
- **Holding Leaders to Account** – Gordon, Jeni and Sarika are all booked to attend this in February.
- **Level 3 Safeguarding** – Sarika will attend this training when it next becomes available. Deb will advise Sarika when next year's safeguarding courses have been advertised.

## 7. Governor Co-ordinator Visits

**7.1 Music** - Jeni Gallager had visited recently to look at music resources for the whole school and her report had been circulated. Music resources were very varied and in good condition. A governor made an offer of an electric guitar as this had been identified by the subject co-ordinator as a useful addition to the music resources.

**7.2 Maths** - Full report had been circulated - Jo Seward carried out her first visit and the purpose was to get to know the subject, strengths and weaknesses and to be introduced to the relevant policies and associated documentation with reference to the school improvement plan. They considered key priority 1 from the SIP, which is to improve outcomes in Maths through development of all aspects of maths skills in KS2. They considered monitoring, evaluation and review; updates to policy; quarterly data gathering exercises relating to pupil attainment; processes followed to oversee and moderate assessments and the actions taken to support pupils who have not yet achieved the required level of competence. Future visits will look at working walls and results/data relating to pupil attainment.

**7.3 PSHE** – Full report had been completed by Anna Wood and had been circulated. The aims

	had been to review the updated PSHE and consider the key priority areas. Ongoing work will include a 'folder of evidence' for the subject containing work and planning (written, drawn, photographed etc) from all the year groups. Governors were asked to look out for evidence of PSHE whenever they are in the school. Future visits will look at the folder of evidence and to see how financial awareness is being addressed
<b>7.4</b>	<b>Safeguarding</b> – Sarika has carried out two visits – one with the SENCO and the second looking at the Single Central Record. She will write these up for discussion at the next meeting
<b>8.</b>	<b>Correspondence</b>
	Two letters from parents regarding the Wraparound Care which had been discussed.
<b>9.</b>	<b>Any Other Business</b>
<b>9.1</b>	<b>Vice-Chair</b> – Gordon Kendall agreed to be Vice-chair – carried unanimously.
<b>9.2</b>	<b>Minutes</b> – Jo requested earlier circulation of the minutes and this was agreed.
<b>9.3</b>	<b>Reluctant Learners</b> – Northwood Primary offering a school talk about how to help reluctant learners which is open to anyone who is interested.
<b>11</b>	<b>Date of Next Meeting</b>
	<b>Monday 19 March 2018 – 6 pm</b>

<b>GOVERNOR MEETING DATES FOR 2017/18</b>	
<b>Autumn Term</b>	Tuesday 5 September – Friday 21 December (4/9/17– Staff only)
<b>1<sup>st</sup> Governors' Meeting</b>	Monday 9 October 2017 (Executive – Monday 18 September)
<b>Half Term</b>	Monday 23 October – Friday 27 October
<b>2<sup>nd</sup> Governors' Meeting</b>	Monday 27 November 2017 (Executive – Monday 13 November 2016)
<b>Spring Term</b>	Thursday 4 January 2018 – Friday 29 March 2018
<b>3<sup>rd</sup> Governors' Meeting</b>	Monday 5 February 2018 (Executive – Monday 22 January 2018)
<b>Half Term</b>	Monday 12 February 2018 – Friday 16 February 2018
<b>4<sup>th</sup> Governors' Meeting</b>	Monday 19 March 2018 (Executive – Monday 5 March 2018)
<b>Summer Term</b>	Monday 30 March 2018 – Monday 23 July 2017
<b>5<sup>th</sup> Governors' meeting</b>	Monday 14 May 2018 (budget agreement) (Executive – 30 April 2018)
<b>Half Term</b>	Monday 28 May 2018 – Friday 1 June 2018 (Bank Holiday Monday 7 May)
<b>6<sup>th</sup> Governors' meeting</b>	Monday 2 July 2018 (Executive – Monday 18 June 2018)