

Toddington St George Church of England Academy

Meeting of the Board of Governors

Wednesday 6<sup>th</sup> July 2016 7:30pm

Present: Tony Williams – Chair Luke Mitchell  
 Jane Spencer – Head Teacher Rachel Choosey  
 Clare Brown Kirsti Meachem  
 Dee Curtis Jackie Stringer  
 Louise Taylor Bob Taylor

Victoria Sharp – Clerk

In Attendance: Jo Tillin – School Business Manager

Apologies: John Keith Norman Costin  
 Dee Curtis Rev Ann Crawford  
 Liz Collins – Deputy Head Teacher Richard Phelan

Agenda	Action
1. AOB – None	
<b>2</b> <b>Register of Pecuniary Interests</b> The Register was circulated and interests noted.	
<b>3.</b> <b>Minutes and Matters arising from the FGB Meeting 16<sup>th</sup> March 2016</b> <u>Prevent Training</u> Prevent training has been rolled out across the staff team and all Governors should also be taking part in this as a matter of urgency. LM and BH have been trained. It has been decided that there will be a training session as part of the Strategy day in September to ensure that all Governors are trained.  LM has reviewed the Single Central Record and the record is currently compliant.  <u>Equality Plan</u> This has been revised by the Head and fed into a policy tied into the SDP. JK to reviewed on behalf of the Governors.  <u>Fundraising</u> It is essential that the Governors take an active role in sourcing and applying for grants and fundraising to support the School. CB volunteered to look at this with JT.  <u>HAST Fundraising</u> Helen Redding has identified to TW and HAST schools that there is an amount of 25K that has been set aside for Support Services across the schools. TW went to a planning meeting to discuss this and JSp has led a working party across the schools to agree use of the funding .It has been decided that it should be used to pay for an Educational Psychologist to work across the schools to support children’s SEN needs and assessments. This will also include a Mentor programme for children and students. There would be a set number of visits allocated to the different school tiers and a capacity for some additional adhoc visits as required.	<b>ALL</b>        <b>Ongoing CB and JT</b>

<p>There is a new Speech and Language Therapist who has just been appointed and Joined HAST – this is good news as access to SALT provision is a key concern for the school and parents.</p> <p><u>EYS Business Plan</u> This was to be discussed in the main meeting (See below).</p> <p><u>Terms of Reference</u> Chairs were reminded that these are to reviewed in each subcommittee and fed back to next FGB.</p> <p><u>Code of Conduct for Governors</u> Ongoing – TW to complete this review.</p> <p><u>Target Tracker</u> KM and LM have reviewed this and fed back. LM was concerned about how time consuming it was, but teachers are happy with it and see not potential problems, it is very helpful in being able to assist in lesson planning.</p> <p><u>New Leadership</u> The new leadership appointments (Jane Wood, Maths and Beverly Kemp. Literacy) were to be invited to this meeting however, they are all on a school residential trip so this will be done for the next FGB in September.</p> <p><u>Governors links to classrooms</u> The day that had been set aside for this many governors were unable to attend however, LM and KM kindly added other meetings to their visit. JSp asked if this format was a good way of doing this for Governors or not, from the school's perspective it is much easier to coordinate to do it all in one session. LM and KM fed back that it felt like it was a good approach and that the Governors being aligned to one-year group was very good. The next session needs to be at the beginning of October between the housekeeping meeting and the first FGB. It was decided that a Friday would be a better day for all. Date to be confirmed at Vison morning /housekeeping meeting.</p> <p><u>SDP</u> The current document must be read by all Governors and reviewed. The key priority sheet for 2016-2017 linking to the SDP and this year's data will be discussed in September</p> <p><u>Governors Web page</u> CO has done an enormous amount of work on this and she is thanked for this. She has changed the format and did a lot of research on other sites. It is live for all to look at. Please review and feed back</p> <p><u>Toddington Childcare</u> This was to be discussed in the main meeting.</p> <p><u>Assessments</u> Following request from HAST that all Governing bodies commit their schools to working collaboratively to achieve the aims of the recent survey a letter was sent from our school agreeing to the principles and aspiration of committing to working together on this. However, nothing has come of it and in fact it has been replaced by some projects in Literacy and Numeracy across Key Stages (yrs. 3-6) KS2 results are a key concern in Bedfordshire with Central Beds featuring in the lowest quartile. Yrs. 4-8 progress is good but KS2 SATS are very weak.</p>	<p><b>Sub Chairs</b></p> <p><b>TW</b></p> <p><b>VSC/TW</b></p> <p><b>JSP</b></p> <p><b>ALL Governors</b></p> <p><b>ALL Governors</b></p> <p><b>ALL.</b></p>
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	<p>JSp indicated that it is possible that it is the 3 tier system that creates some problems in as children move schools mid key stage which may disrupt steady progress across KS2.</p> <p><u>School Ground Breaking Ceremony for new building.</u> Was well attended by councillors. Nadine Dorries (MP) did not arrive.</p> <p><u>MATS and DMATS</u> This planned meeting did not happen as there have been other meetings across the HAST pyramid – TW and JSP attended and will keep Governors updated. The Diocese has setup a DMAT around Watford Free School and is looking to further develop. David Morton will be coming to speak to HAST in September about plans options going forwards.</p> <p><b>THE MINUTES WITH AGREED AND SIGNED AS A TRUE RECORD.</b></p>	<b>TW - JSP</b>
<b>4</b>	<b>Chair and Sub-Committee Reports to the FGB</b>	
	<p><b>Finance and Personnel Sub-Committee Report</b></p> <p><u>BUDGET REVIEW</u> JT gave an overview and summary</p> <p><b>INCOME</b></p> <ul style="list-style-type: none"> <li>• GAG funding has decreased by £20 per pupil</li> <li>• EYs funding has increased</li> <li>• Pupil Premium has decreased.</li> </ul> <p><b>EXPENDITURE</b></p> <ul style="list-style-type: none"> <li>• Staff costs have decreased as a result of some resourceful restructuring</li> <li>• Premises costs are constant</li> <li>• Third party's educational providers have been stopped to reduce costs</li> <li>• Insurance changed to reduce costs (now part of RPA)</li> <li>•</li> </ul> <p><b>RISKS</b></p> <ul style="list-style-type: none"> <li>• SEN funding may not come through in time to support childrens needs so school will subsidise</li> <li>• Pupil Premium losing funding</li> </ul> <p><b>OPPORTUNITIES</b></p> <ul style="list-style-type: none"> <li>• EYs funding</li> <li>• Additional lettings (JT explained revised letting policy approved at F&amp;P meeting)</li> <li>• Donations from PTA not included in these figures</li> <li>• Supply Teacher Insurance is on a 3-year term so possible saving there too</li> </ul> <p>The FGB approved the Budget and thanks go to JT for all her hard work.</p>	
<b>5.</b>	<b>Buildings Sub-Committee Report</b>	
	<p>Huts update</p> <p>There is currently no furniture in the new huts and the usage is yet to be finalised. It will include SEN D support, pastoral and therapeutic work such as Play therapy and Art therapy and small group provision.</p> <p>There has been an issue with the skips that were used in the development that have caused some damage to the playground. JT has spent much time negotiating with contractors (AMR) around repairs and there is a proposed solution which appears to be very positive.</p> <p>AMR project managers were due to demolish the old huts over the summer and the nursery roofs are also being replaced over the summer holidays by M&amp;J as part of the CIF bid. It has been proposed that they will also resurface the playground at the same time.</p>	LM JT

	<p>Toddington Childcare wish to request further use of land around their building to give more outside space for the children. The school requested and received a formal proposal JT provided Governors with details and photographs of the proposed area. It seems logical that when the huts are demolished they could have this space but will go back to Toddington childcare with a counter proposal with amendments as discussed and agreed by Governors. It will also increase income to the school as an additional letting.</p>	
<b>6.</b>	<b>Early Years Provision</b>	
	<p>J Stringer is to take over the running of the EY to ensure high quality provision and to ensure that it is right from the beginning.  There has been some misunderstanding between the school and Toddington Childcare but JSP has spoken to all parties now and has been cleared up.  The parents of new children starting in EYs have been to the school for meeting and there has been some upset about the later start time of 8:30am but hopefully it will be a teething issue but will be overcome and not significant.  There are 20 children enrolled for the 21 places in the am session – 08:30 – 11:30  There are 15 children enrolled for the 21 places in the pm session – 12:30 – 3:30. It is anticipated that all the spaces will be taken by the start of new term.</p> <p>There was a nursery visit last Friday and it was well attended and well received – all very positive. Emma French (Senior NNEB / SEN D NNEB) is moving over to Nursery to join Sonia Watton (HI Communicator and Pre School Play NNEB) and volunteer support will be sought to provide additional resource.  There will be little impact on the school on the whole as other staff members as staffing had been planned to maintain levels of teaching support at the current level.</p>	
<b>7.</b>	<b>Curriculum Sub-Committee meeting</b>	
	<p>It was noted that the School Improvement Sub-committee has yet to meet but it is scheduled in for the 19<sup>th</sup> of July and the SIP will attend the data review part of that meeting.</p> <p><b>Pupil Premium 27</b> children currently receive support. -12 are in year 4 and will be leaving at end of the year. Data analysis will occur on the 19<sup>th</sup> July. Parent leaflets will be given in the new starter packs to encourage parents to apply for the grant and to show how the school supports these pupils.</p> <p>There is a new chief inspector of schools – Amanda Spielman. She has no educational experience but is very experienced in leading Academy chains and the feeling is that the focus will be on cost and efficiency.  JSp also stated that there is likely to be a curriculum focus on Science and MFL.</p> <p>The new KS1 assessments have created a huge amount of work for teachers with lots of change to get used to and the impact has been great.</p> <p>Baselines that have been introduced have now been withdrawn and replaced by <b>16 Steps for School Readiness</b>. Again this was a significant increase in workload but that assessment process has now been dropped.</p> <p>There has been a Healthy Living week at school to further our Healthy Schools work and this went very well.</p> <p>The New Maths curriculum has now been embedded into the school and the staff is working further on Mastery in Maths.</p>	<p>KM  CO  CB</p>

**Commented [VS1]:** Correct spelling? No D in the middle of name

	<p>Target Tracker has been a very useful addition to the school, it has helped teachers to plan and produces valuable and precise stats at request isolating various populations to enable analysis of specific groups. It needs to be amended to fit for EY but it is highly effective and valuable.</p> <p>Precision teaching has had some very positive effects and will continue next year with new children and also with those already using the scheme. It is highly intensive but gets fantastic results when done consistently and effectively. Mrs Mallet SEND Co has conducted a review of this year's work and will give input to SNAs and TAS next term on next steps.</p>	
8.	<p><b>Head Teachers Report</b></p>	
	<p>The Deputy Head has left a report on Behaviour and the Governors were led the Governors through her report (attached).</p> <p><b>A)-Behaviour</b>  <b>Lunches</b> Following a full review of provision at lunchtime the introduction of a Golden Table at lunch time has a very positive response from children.  Reduction of incidents in the playground is partly due to having reorganised lunch times .As this time works much better so fewer incidents have occurred and also having equipment and Sports Leaders in the playground has supported play well.  There is an increase in the amount of clubs open to children to attend and the midday supervisors are more informed and confident about the needs of the children and able to deal with situations.  There has been a review of the Behaviour Policy with the children too to reinforce school expectations. Nurture group positively reinforce good behaviour and rewards in form of awards and stickers ensure purposeful praise for children.</p> <p>There has been a wellbeing groups where children are taken out for 6 weeks at a time either 1:1 or in small groups. It is having lots of positive effect and will be continued. Mrs Butt NNEB has given time in her lunchtime for this work. There is a huge amount of work being done in the school around our school Values and this work spills over into everything the children do and has a positive effect on behaviour.</p> <p>There are fewer incidents of behaviour issues and those that have arisen tend to be one off issues. The main issues that do arise are often with children who have other additional needs.KM will liaise on this with E Collins and L Mallett. There are a couple of ongoing issues with 2 children but on the whole behaviour is very good and children are all responding very well to initiatives taken this year.</p> <p><b>b) Attendance</b>  <b>Attendance is averaged at 97.1%</b> The SAO Rosie Child works very effectively in this area with the Head supporting our policy.  The FGB discussed the Fixed Penalty Notice (FPN)  FPN is chargeable for non-authorized attendance at school. The Governing Body has to decide what a satisfactory attendance level is and then it needs to be published in the school policy. The Sub Committee had decided that it made sense to align their level with Parkfields as there are families with children across both schools. – That level is 96%. The school had not had to serve any and it was only really to discourage repeat offenders. The FGB agreed that 96% was a reasonable level.  The introduction of a Late Book has been proposed to have a positive effect on the small number of late arrivals to the school.  Parents will be informed at the start of the new year.</p>	<p>Chairs</p> <p>Decision Made</p> <p>KM</p>

<p>c) Safeguarding Some cases have been closed and it is evident that early referral is working. There has been consistent determined work in this area by the Head Deputy and SLT and the school has strong commitment from all staff in supporting children with SG needs. LM and J SP will review the SCR and Log termly again next year.</p> <p>d) Parents forum Will relaunch next year with a new Chair and some new members. KM and Liz Collins are thanked for the excellent work to date with the Forum. Their impact and feedback has had a significant impact and can be seen from the summary on the website.</p> <p>e) Pupil Premium There is a concern that some parents are not accessing this via the LA. We will promote for parents again in September as clear. There are a small percentage of pupils where interventions and support are less effective to close the gaps in achievement This will be reviewed and further improvements made for September. Lisa Mallet and team are doing a huge amount of work with certain pupils receiving PPG and having SEN DS needs and this work is having a positive impact on progress.</p> <p>f) Looked After Children 2 SGO children leave this year and transition is completed for those children. Liaison around their needs has been positive. They are transformed children from those that joined the school when CP proceedings for them began and they were moved to the school and to new homes. Staff have taught them well, liaised daily as necessary with their Carers and nurtured through difficult transition times very well. One LAC child is now subject to further SG support and the school is liaising with Social care accordingly. This child did not meet the pass rate for the Yr. 1 phonics test but is receiving additional support for their learning.</p> <p>g) Computing initiative Jackie Vickers and Tony Davis have carried out a lot of work to develop the LEGO computer linked work and the Coding curriculum development this year. Pupils and staff have learnt a lot and the curriculum is developing well.</p> <p>h) Teaching and Learning Observation updates JSp conducted these and there were 3 good and 6 outstanding observations. A staff member who received a satisfactory observation last year has had a good this year.</p> <p><b>8.2 DATA</b> <b>JSp gave an initial summary .Full analysis will be given in September once LA and National figures are known following on from the Governors/Head/SIP data meeting on the 19<sup>th</sup> July.</b></p> <p>The data has been produced later than usual and there are significant changes in assessment expectations this year especially at KS1.</p> <p>Reception results The sub data is strong and above national in all but 2 areas. These 2 areas led to results below the predicted overall. This is also due to the changes in Baseline assessments that are now not required. As all indicators must be met as previously discussed at last FGB. We need to review Moving and Handling/Physical Development It should be noted however that this cohort is also a lower achieving cohort, has 20% of pupils who did not receive TSG Nursery provision prior to joining school and has some children with additional language needs.</p>	<p>JSP</p> <p>LM J SP JT</p> <p>L Coll.</p> <p>J Sp</p>
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<p>Year 1 Phonics pass rates matched last year's pass rates despite the cohort being a less able cohort on intake. SEND Stage 1 boys and PPG boys will be priority groups for further support next year and will sit the test again in Years 2. Year 2 pupils who re sat all passed apart from those with Stage 2/3 SEN D needs.</p> <p>KS 1 Year 2 SATS Our SATS results appear to be above LA and National in all areas but currently that can only be judged against unvalidated LA data and Target Tracker national indicators as no formal validated data is yet available</p> <p>KS1 Teacher Assessment The school submitted 100% assessment data whereas many schools across the LA submitted 85% or 65% assessment data against assessed statements. AS a result it will be interesting compare our data to the LA and national averages once they are published but it will be difficult to assess across the board objectively as different schools using different levels this time around.</p> <p>Year 4 results are positive with the most able in Maths have achieved exceptionally well and writing which has been a key concern developing more consistently against the new age related expectations. The children in the lower middle are attaining below rather than at expected age related levels</p> <p><b>Precision Teaching</b> As discussed in Curriculum Report Targeting children for 1.1 literacy and maths for precision teaching is having very successful results and is just about to be analysed</p> <p><b>Moderation of results</b> This occurred internally across year groups, externally- with LA moderation of Year 4 results, and inter schools wide with HAST moderation during the academic year.</p> <p>Staff have been highly professional in an ever changing assessment landscape this year.</p> <p>Year 4 moderation of results by the LA was comprehensive and indicated very good practice in assessment processes and judgements by the two Year 4 teachers. Feedback was useful and will be used to further practice in evidence of comprehension in reading and embedded SPAG in writing next year.</p> <p>Our three Year 2 teachers gave an inordinate amount of time to ensuring results were comprehensively moderated and accurately marked. They were fully prepared for LA moderation but we were not selected for moderation.</p> <p>Year 1 and Year R internal moderation was thorough and well documented too. We will review our assessment against the EYFS indicators for Moving and Handling and Physical Development for September as we believe we have been too harsh in our assessments of pupil in comparison to other schools.</p> <p>Target Tracker has already helped enormously already and year group lead staff have committed a lot of time to ensure other staff have gained confidence with the system. Mr Harrowing Mrs Wood and Mrs Vickers have led in this area.</p> <p>JSP states that she is pleased with the results overall and especially impressed with the Phonics and Year 2 results for the respective cohorts but more work needs to be</p>	<p>TW/ CO</p>
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	<p>done to use Target Tracker as a tool to support progress rather than just to record information next year .</p> <p>The FGB wishes to thank JSP and all the teaching staff for their hard work this year.</p> <p><b>8.3 Behaviour and Attendance</b> Discussed as above</p> <p><b>8.4 Leadership</b></p> <p>a) Strategy Day to be held again in September at Steppingly Village Hall the focus will be on EFFECTIVENESS and will include a Prevent Training session as agreed. J Vickers to join the Aspiring Leaders Course next year. J Stringer to take EYFS lead next year following her appointment this term. Jo Tillin to continue CBSM course. New Maths and Literacy leads to join SES leadership group with Liz Collins and Outstanding teaching and Learning PSG respectively. Lisa Mallett to join HAST SEN D leader group J Spencer to continue Diocesan Board for Schools and CBLE roles.</p> <p>b) Meeting Dates It was discussed to hold FGB half termly as opposed to termly, this was well received and will be put in to place next year, as more regular shorter meetings are seen as more productive,</p> <p>c) Governors Reviews See above</p> <p>d)Diocesan Board of Education See above</p> <p>e) HAST See above</p> <p>f) MATS and DMATS See above</p> <p>g) Parents R Choosey fed back that she and JSp have had a meeting with a parent unhappy about the Assertive mentoring process of assessment but this has been resolved now.</p>	
9.	<p><b>Community Links</b></p> <p>DC – send a list of her contribution to Community links this term, they are as follows: Community Garden, Choir singing at the Ploughman’s lunches, Family picnic which included maypole, the Queen’s Birthday celebrations. Also the local dance and drama group, spring festival and the Village summer fate. The children also support activities at the local library and the librarian has recently been to school to launch this year’s summer reading challenge. The year 4 children have also just held an Afternoon tea for the elderly in Toddington.</p>	
10.	<p><b>AOB - NONE</b></p> <p><b>Closing Prayer</b></p> <p>AS the Rector could not attend JSp led the Governors in a prayer to end the FGB meeting.</p> <p><b>Date of Next Meeting</b></p> <p>TBC</p>	

Meeting ended at 9:35pm Signed \_\_\_\_\_ Date \_\_\_\_\_