

Toddington St George Church of England Academy
Meeting of the Board of Governors
Wednesday 4th November 2015 7:30pm

Present:	Tony Williams - Chair	Luke Mitchell
	Jane Spencer	Dee Curtis
	Clare Oakley	Kirsti Meachem
	Norman Costin	Jackie
	Louise Taylor	Victoria Sharp-Crisp - Clerk
In Attendance:	Jo Tillin	
Apologies :	Bob Heal	Clare Brown
	John Keith	Richard Phelan

1	<p><u>The meeting was opened in prayer. JSp led this as Reverend Anne had sent her apologies to the meeting.</u></p> <p><u>Clerk</u> Clerk welcomed the Governors to the meeting, and it was explained that there are now two newly appointed Governors that were not able to attend this evening, Liz Collins the Deputy Head was also unable to attend and sends apologies. It was noted that Kirsti has been appointed as the new Pupil Premium Governor and has stepped down from the Parent Forum therefore there is a vacancy in this role. KM offered help and support to whomever takes this on.</p> <p><u>Register of Pecuniary Interests</u> The register was circulated and signed by all the Governors present and no new interests were advised.</p> <p><u>Related Parties Form</u> The Related Parties form was explained to the Governors by Jo Tillin then circulated and signed by all Governors present and handed back to Jo Tillin School Business Manager.</p> <p><u>Training Feedback forms</u> A new Training Feedback Form needs to be created and then completed for every piece of training that is attended by Governors to ensure that it is</p> <p>JSp and TW stated that all Chairs of Sub-Committees need to have attended the Safe Guarding Training as a matter of upmost importance and that attendance in person was preferable to completing it on-line. CB, TW and LM to look at doing this together.</p> <p><u>Finance & Personnel</u> TW reported that the committee had not been able to meet ahead of this Full Governing Body meeting. However, a subcommittee meeting had been set for</p>	<p>VSC</p> <p>TW CB LM</p>
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	<p>10 November and any decisions requiring ratification would be emailed to the governing body.</p> <p><u>Notice of Any Other Business</u> None.</p> <p><u>Opening Prayer</u> Opening prayer was led by Jane Spencer</p>	
2.	<p><u>Minutes and Matters Arising from Previous Meeting June 2015</u> Flowers were sent to the previous Clerk and thanks were received.</p> <p>A strategy day was agreed and was held on the 15th October 2015.</p> <p>Admissions Policy has been published for 2015-16 and is in operation.</p> <p>Equality Plan – JSp has reviewed the current policy and will make necessary amendments to bring to next meeting for consideration.</p> <p>SIP - A new SIP has been appointed, Paul Harpin.</p> <p>Parental Support Assistant – JSp had looked into the option of a shared Parent Support Worker with Parkfields. However, when you break the idea down it does not leave much opportunity for access to that worker and St Georges cannot afford to do make this appointment on their own.</p> <p>LM stated that he and CB had been looking into funding options and particularly fundraising. TW offered to meet with them and discuss further.</p> <p>Leaving gift was purchased and presented.</p> <p>A new Director for Education for the Diocese of At Albans has been appointed, David Morton who is currently the acting Director of Education.</p> <p><u>HAST FEEDBACK</u> TW reported back from the recent HAST meeting:</p> <ul style="list-style-type: none"> • £50K has been allocated to tackle mental health issues amongst children in the Trust • £2K is to fund a project looking at assessments, monitoring and tracking of pupil progress throughout the project. The project is being led by an Ofsted Inspector, David Bray • A fully qualified Speech and Language Therapist (SALT) is to be recruited to replace the assistant SALT who has resigned and will costs HAST an additional £17.5K. The SALT will work with both hearing impaired and other children • £25K has been allocated to support schools recruit and retain good teachers <p>Governors expressed concern that very little of the above funding will be of benefit to the lower schools. JT will write to HAST to ask for more support to be directed at lower schools.</p>	<p>JSp</p> <p>TW</p>

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	<p>JSp also stated that there has been discussion about local caretaker homes being used for newly qualified teachers as an incentive but this is no longer happening. Thought must be thought given to what incentives can be offered to entice new teachers to Central Beds. All Governors felt that it was important for HAST to decide how the £25K was split and not put it back to the Heads to make these decisions.</p> <p><u>Early Years Business Plan</u> This is now urgent and the newly created Working Group needs to be engaged in this as a priority. It was agreed to meet 1 December 2015. Ahead of that meeting TW would meet with JT to understand the financial aspects: no change to current provision, 9 – 3 provision and 8 – 6 ‘Wrap around care’</p> <p>The minutes were then approved and signed.</p> <p><u>Minutes and Matters Arising from Previous Meeting September 2015</u> The minutes were approved and signed</p>	<p>JT</p> <p>BH, JK, LM, JSp</p> <p>TW, JT</p>
3.	<p><u>PRIORITIES</u></p> <p>Prevent Strategy is of vital current importance and LM has attended a course the on line course from Manchester police and are booked on to Prevent training in December on a CBC course to date. have complete</p> <p>Terms of Reference need to be reviewed during each Sub-Committee meeting and fed back for the next FGB meeting.</p> <p>Governors Code of Conduct – this is being looked at currently and will be fed back to Governors next meeting.</p> <p>Admissions Policy – The 20415/16 policy has been issued but the 2017/18 need to be considered. JSp is keen to ensure that children of staff are considered in this and it could also act as an incentive to staff to work at the school. The policy was read out and Governors all agreed that no changes or amendments were necessary. (SEE ATTACHED) There was a discussion about the need to advertise the 10 nursery places that are currently available and advertising going forward. It was agreed that they would use the two Toddington Facebook pages. LM stated he felt this was appropriate from a Safeguarding view as long as there were controls.</p> <p><u>Governing Body Objective 2015/16</u></p> <ol style="list-style-type: none"> 1. To ensure that all Governors have completed their Self-Evaluation Reviews which will enable all Governors to prioritise and engage in actions. 2. The Development of the Early Years Provision 	<p>All</p> <p>TW</p> <p>ACTION AGREED</p>
4.	<p><u>GOVERNANCE REVIEW</u></p> <p>All governors agreed that they would commit to completing the Governance reviews in the next month. They were split into groups to consider the different</p>	<p>All Governors</p>

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	<p>criteria; it is important that evidence is available to ensure the criteria are met. Dates and times set to carry out the reviews. SEE ATTACHED.</p> <p>The general feeling from Governors is that they feel able to tackle these effectively and that they will help enormously in leading direction and best practice for the school.</p> <p>DC asked about who are the stakeholders other than the staff, children and senior leadership team. TW advised that it also includes SEN, Parish, community, parents and the Diocese.</p> <p>JSp asked if leaders in School were needed to complete the reviews, it was thought that their input would be valuable. JSp to look into co-ordinating this with timetables.</p> <p>There was further discussion about how to make Governors more accessible to their stakeholders, TW stated he would like governors to engage more with the staff and children and try and capture their views. This was readily agreed but there has been a lot of work in trying to do this with discouraging results. Governors need to establish a plan in order to achieve this by raising the profile and presence of the Governors visible and accessible.</p> <p>KM asked should they be in more contact with the children? JSp encouraged this and possible option is to attend a School Council meeting alongside the regular Governors visits.</p> <p>It was decided that they would receive a list of events at the school so the Governors could take turns in attending and taking part.</p> <p>Note: after the meeting the VSC suggested that a governor could be assigned to each class and would join that class half termly with some activities and get to know the teacher and the children</p>	<p>JSp</p> <p>VSC</p>
5	<p><u>Chair and Sub-Committee Reports</u></p> <p>The Head shared that it had been a very positive start to the year with a lot having already happened to enhance the curriculum. She encouraged the Governors to view the website for current events.</p> <p>The Head teachers report was circulated (see attached) and key points from decision included</p> <p>Admissions policy agreement to be ratified (agreed -see above) Advertising of nursery places (agreed -see above) SEN Early Years Team concern – a letter to be sent to the LA (agreed-see below) SDP Key priorities (attached to eth heads report) to be agreed as to align with Clare Oakleys data analysis (agreed to be in line see below) Target Tracker targets to be set once all staff up and running with system and to be sent to sub-committee (agreed see below)</p> <p><u>Curriculum and School Improvement</u></p> <p>i) 2015 Results Review (SEE ATTACHED DOC)</p>	<p>JSP</p>

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	<p>CO fed back to the meeting about the data. The key message is that they are broadly similar to the national average results. There is clear gender gap especially in literacy</p> <p>Y1- has improved year on year and continue to improve relative to the national average. However, it is also important to consider how many children are SEN in this group each year.</p> <p>KS1 – well above average with very good results. The break downs help to see where specific attention is needed but we are very similar to the national and LA profiles.</p> <p>Y4 – there is a New Assessment framework and a significant curriculum shift for this age group and therefore the results from previous years are now not comparable with regard to previous indicators and outcomes.</p> <p>The data provided by the LA is misleading if KS1 to Year 4 progress is considered as the results for these children relate to two different assessment measures. As a measure to show trends in our school, it is inaccurate but it was noted and appreciated that St Georges is consistent with other schools nationally and locally and so progress from Year 2 -4 remains a focus.</p> <p>It was noted that our minority populations do much better than in other schools. Our gender gap is larger than the LA average. (but needs to be aligned with the predominance of boys with SEN in each individual year.</p> <p>Priority must be the progress from year 2-4 .</p> <p>It was agreed this was already identified in the SDP priorities already shared with the School Improvement sub-committee in October and re circulated at the meeting.</p> <p>The new Target tracker system will help with the speedy review of progress and reporting to Governors.</p> <p>CO was thanked for her work on these reports.</p> <p>ii) Assessment</p> <p>New assessment and target setting is being rolled out in school in line with the new Base Line Assessments results.</p> <p>All targets will be set from baseline from now on. The indicators from this so far and very helpful and will translate into target tracker and be generated from the one system.</p> <p>Training is taking place currently in school and when this is completed it was agreed the targets will be circulated to the next school improvement meeting.</p> <p>Further thought is being given to how the parents are informed about the new assessment framework and this will be addressed in Parents Information evenings planned for November</p> <p>Current standardised assessment processes for school are now Baseline Year N and Year R Phonics Year 1 New Stats for Year 2 (see below) GL assessments Y3/4 and the Year 4 results will be used for transfer</p> <p>iii) New National Curriculum</p>	
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<p>Years 1,3 and 4 are in their second year working with the new curriculum. The progress and development of the curriculum offer will be monitored in school and reviewed again at the end of the year.</p> <p>In Year 2 there is now a greater emphasis on Spelling Punctuation and Grammar. This has meant revised literacy teaching and a revision to the Parents information evening.</p> <p>R Phelan was again thanked for the I pad gifts he had given to the school which had really supported the development of the curriculum very well.</p> <p>The new computing curriculum was now in place</p> <p>Hamilton Trust planning was working well in Years 3 and 4 in particular and writing quality had improved as a result</p> <p>Guided reading is working well across the school now.</p> <p>A new option for DT and computing (Lego we –do) had been shown at the INSET day and funding options to buy this</p> <p>There had been good progress on the curriculum priorities from last year’s SDP</p> <p>iv) Quality First Teaching, Teaching Learning and Assessment</p> <p>The majority of the outstanding observations are in Reception and Year 2 This is probably because of the heavy investment in reception and Nursery, the level of experience .in the year groups and additional teacher allocation to support differentiation in Year 2..</p> <p>The senior management team are looking at the curriculum to ensure outstanding teaching continues in Year 2 in the light of the new legislation Year 3 has been a focus for development to enable the strengths of all teachers to be used effectively</p> <p>The impact of children with significant needs on QFT. There is grave concern about the assessment process at pre-school age from the Early Years Team. Two Statements are currently being requested two for children in reception and Year 1who should have had the correct support provided to enable their transition into school.</p> <p>St Georges were not given any indications that theirs level of need would necessitate 1 to 1 so that support should have been in place for successful transition for these children was not ready as a result. the children have suffered consequentially. The reception and Year 1 staff have been fantastic and have supported the children well but it was decided that JSp is to write to the LA to report this as a grave concern as the Early Years Team (who had already been supporting the children in previous settings and said they didn’t need further support) had to be called back into the school urgently to ensure the children’s needs could be met.</p> <p>v) Governance Reviews</p> <p>Governors are signed up to complete their reviews this month. It was noted that Rosie (Office Manager) and Jo (Business Manager) need to be represented on the Reviews and have some input.</p> <p>2. <u>Buildings</u></p>	<p>JSP TW</p> <p>JSp</p> <p>ALL</p>
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	<p>LM recapped the priorities established at the Strategy day specifically around the demolition and development of the new hut area of which planning permission was not in at time of last meeting. There has been discussion around toilets and fire exits.</p> <p>The Working party established at the Strategy Day are to meet and debate/explore the various option of EY provision 8-6/9-3 and this needs to be a priority.</p> <p>There is also a list of costs drawn up for items around the school primarily the new flooring and carpets. It is thought that these must be staggered in installation due to costs.</p> <p>JT fed back to the governors that she has met with AML who work for Central Beds to put in for the planning and they have this week put out an invitation to tender for the work. Bids are to be in by 26/11 with interviews on the 3/12/15 It was noted that the tender was joint with Parkfields and this could be a cause for concern as the two projects are very different. However, the projects can be bid for either separately or together so this is good news. Other good news is that the back of the school is also going to be resurfaced as part of the works and has been added to the scopes of work in the tender. Urgency is needed to decide on the future of the huts and EY provision, planning needs to be underway for September 2016 and the Working group will meet 1/12/15 to commence. Toddington Childcare have been sent an email in order to begin the discussions with them about the provision for EY.</p> <p>TW states that he is still not clear on the financial arrangements for this different options. JT and TW are to look at the figures and ensure viability of options. The Finance committee will also be looking at this on 10th November.</p> <p>Staffing Update. The Head teacher reported that whilst we have committed experienced staff the team has developed numerically ,primarily due to changes in the number of full time staff. There are now currently 68 members of staff employed working at the school, which is a large team with some complex part time arrangements in place. (This includes Chartwell employees and HAST employees). The impact of these part time arrangements needs to be looked and fed back at the next meeting. Governors to ensure workload parity for full time and part time staff and a review of continuity for the children.</p>	<p>EY Working Party</p> <p>TW JT</p>
6.	<p><u>Parish and Community Links</u> Community links DC reported back to the Governing Body on the success of the Village Fate and Community Lunches and also the Summer activities including the Library Reading Challenge. Ahead there is the Remembrance Service and parade at the weekend</p>	
7.	<p><u>Governors Visits to School</u> <u>These had been planned in sub-committee meetings</u> The H&S committee school visits are already under way and the People Premium and Safe Guarding Committees will coincide their visits with their Governance review days.</p>	<p>KM LMDC LMCB</p>

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	<p>DC and LM are going to carry out a site walk of the school to note priorities.</p> <p>CO and TW are to view Target Tracker in school.</p> <p>CB and our new Governors will support the PE and or the Effective Governance Reviews</p> <p>TW asked about the option of Governors visiting other Governing Bodies again with regard to sharing Best Practice etc. LM has a contact in Hemel Hempstead and he will look into this.</p> <p>JK will be approached about visiting Parkfields Governor body meeting.</p>	<p>DC LM</p> <p>CO TW</p> <p>CB</p> <p>TW LM</p>
	<p>JSp conducted the closing prayer.</p>	

The Meeting closed at 9:45

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