

Governing board minutes

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL			
Meeting of:	Local governing body		
Date and time:	15 th July 2019 at 4.30pm		
Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Liz Coyne, Rachel Bryan, Rod Hague, Justine Howard, Rev. Rachel Hawes		
Apologies:	Mary Isgar, Fiona Lewis		
Others in attendance:	Fiona Johnston (Clerk)		
Quorum:	6	Quorum met:	Yes

		Papers considered	Action
1	Opening prayer given by Rev.H.		
2	Apologies (see above)		
3	Declarations of interest. There were no declarations of interest.		
4.	<p>Matters arising from the Minutes of 13.5.19</p> <p>An apprentice TA has been appointed.</p> <p>The scheduled meeting with West Sussex regarding the expansion of the school has been postponed due to the sudden death of the West Sussex officer. This meeting will be rearranged in due course.</p> <p>A safeguarding phone has been purchased for NM. This will be available for emergency parent support over the holidays. It is not possible for another person to take charge of the phone while Mrs. Metcalfe is away as she is the named responsible person for the school. It is agreed that a solution for deputies will be sought in the future.</p> <p>.</p> <p>Acceptance of Minutes from 13.5.19</p> <p>The Minutes were proposed by RH, seconded by NM and accepted by the LGB.</p> <p>The Minutes were signed by JP.</p>		
5.	<p>Head Teacher's report (circulated at the meeting)</p> <p>One pupil has left the school which has had repercussions on the use of TA's. A definitive resolution is awaited and it is hoped this will be by mutual consent.</p> <p>The Chair invited questions regarding the report:</p> <p>JH asked for further detail on the KS2 data. NM explained that until November, the data is unvalidated and the national figures are changeable. NM read out the 'expected' figures and the 'national figures' for Reading (and greater depth), Maths (and greater depth), GPS (and greater depth) and RRM. She noted that the GPS figures are down because historically spelling was a weakness with the cohort. Apart from this, they are outstanding results which exceed all of last year's.</p> <p>The Governing Body rigorously questioned the Head Teacher regarding monitoring and the use of data. NM explained that results are very dependent on the cohort and the number of special needs children in each class. In January the progress measures will be published which show the progress made from KS1 to KS2. NM expects these figures to show 'good'.</p> <p>JP queried the spelling results and asked when the corrective action was put in place. NM replied that this had been done for the current Year 3 children, and the next three years should show an incremental increase in progress.</p>		

	<p>Rev R challenged NM on the staff and the data and whether data without special needs results is taken into account in charting progress, so giving a more balanced progress line. NM responded by explaining her report gives 3 years of data which clearly demonstrates whether or not the figures continue to be in line or above the national expected.</p> <p>JP noted that the figures need to be maintained above the national average to show a higher level of progress which is not unduly altered by special needs.</p> <p>From September teachers will engage in Maths and English boosting teaching.</p> <p>JP asked if the results had been in line with the School's expectations. NM confirmed that reading was as expected but every other subject had been above expectations.</p> <p>Rev R asked if in general special needs improve. NM replied that they are carefully monitored and progress is constantly evaluated to ensure progress. Rev R also asked if any allowance is made for special needs children in exams or if there was any alternative to an exam. NM explained that extra time was allowed, and within the rules, papers could be read to the children. There is no longer any provision for a non-exam evaluation.</p> <p>JP congratulated NM and her staff on the outstanding set of results.</p> <p>JP queried the level of outstanding teaching and NM admitted this had not yet been reached and that the level of 30% outstanding had been ambitious. JH asked what the expectations would be for next year, and NM replied that 20% was realistic to take into account the number of new staff and staff changes in year groups.</p> <p>JH asked if the high level of lesson observation can be maintained for next year. NM explained that this is a shared responsibility and would continue at the same level.</p> <p>Behaviour: A discussion followed regarding the unacceptable defamatory behaviour of a parent to a member of staff via social media. DCAT lawyers have been consulted. The Governors are fully supportive of NM's zero tolerance stance, and agree that prosecutions will follow if this is repeated. All the staff had been outraged at the parent's behaviour.</p> <p>Phonics results are in line with national and West Sussex expectations.</p> <p>Key Stage 1:</p> <p>Reading is in line with national results. There are not as many Greater Depth children in that class, which led to a drop in statistics. This is a cohort rather than a teaching reason.</p> <p>Rev R asked how prepared the children are? NM explained that from next year all testing for Year 2 and below will be scrapped, but the School implements PUMA etc continuously so that children are prepared for SATS.</p>		
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	<p>The results had been within 5% of predictions.</p> <p>Early Years: This is a very good, focused class of older children with supportive parents.</p> <p>Key Stage 1 and 2 data: see above.</p> <p>SEN report (circulated at the meeting) The report was compiled by Kirstie Cass.</p> <p>6. The report shows the figures of currently known SEN, and next year the school is aware of one medical and 3 learning SEN children. NM</p> <p>7. explained that at the <u>end</u> of the reception year the average figure of SEN children in a school is 10.4%, Currently, the school is at 10% before the children have even started.</p> <p>The appeal results for an SEN child have not been received, but NM had attended a challenging and rigorous appeal hearing.</p> <p>There are more boys than girls with SEN and more are summer-born.</p> <p>JP thanked Ms. Cass for the report.</p> <p>Highlights of 2018/19: see below</p> <p>Finance update:</p> <p>8. The Finance Committee had met in the morning. RB presented a summary at the end of the 9-month budget period, and informed the governors that a DCAT internal audit of all schools was being conducted.</p> <p>9. The £104,000 from West Sussex had now been unpicked as far as possible (with no help from West Sussex) and allocated to areas such as Pupil Premium and Sports Premium.</p> <p>Year end figures will be available at the next meeting.</p> <p>A deficit is expected because of staff costs, although there is a buffer with the West Sussex money. However, there is no room for unexpected expenditure.</p> <p>TA hours have been tweaked to maximize value against budget, but in future it is not expected to replace any TA who leaves, unless it is with an apprentice TA.</p> <p>Small parent debts for clubs and trips are outstanding. These take valuable time to chase. It has been agreed by the Finance Committee that legal letters will be sent where required. RB announced that from September all wraparound care and trips must be paid in advance and the payment systems will be tightened.</p>		
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<p>10.</p> <p>11.</p> <p>12.</p> <p>8.</p>	<p>JP noted that a Premises Officer has been appointed. The employee is a parent. Training and expectations will be strictly monitored by RB.</p> <p>RB left the meeting at 5.35 pm.</p> <p><u>Safeguarding:</u> A discussion followed regarding ongoing issues in which NM is involved. The relevant parents will be able to contact NM for support over the summer via the safeguarding phone.</p> <p><u>Any other business:</u> EC reported that the West African and Syrian refugees had visited the school to share their (age appropriate) experiences. Their spokesperson later thanked the school for its warm and friendly welcome and the intelligent and informed questions asked by the children. EC asked the governors for their support in arranging further visits with a hope that future links can be formed through football. The governors were in agreement that future links could be nurtured with caution following DBS checks, insurance etc. The visits should remain age appropriate and would involve only Year 4 and up.</p> <p>JH reported that the SIAMs Minutes are complete and will be circulated. JH asked for volunteers for Prayer Week (Mon 16th, Wednesday 18th and Friday 20th September 1pm-3pm) who should contact her. It was noted that the Faith Council could assist. JH also informed the governors of KS1 and KS2 observations which will be conducted on 4th October, followed by the next Ethos meeting at 8am on 11th October. It was suggested a Prayer Tree could be included during Prayer Week.</p> <p><u>Dates of next meetings:</u> Monday 16th September 2019 5.30 pm Monday 21st October 2019 5.30 pm Monday 18th November 2019 5.30 pm Monday 16th December 2019 5.30 pm Monday 20th January 2020 5.30 pm (PROVISIONAL) Monday 16th March 2020 5.30 pm (PROVISIONAL)</p> <p>JP thanked FJ for her work as Clerk.</p> <p><u>Highlights of 2018/19:</u> NM gave a computer presentation showing memorable events of the past year. She will also present this to DCAT on 16th July. The presentation will be on the school's website.</p> <p>The meeting closed at 5.55 pm.</p> <p>Signed.....Dated.....</p>	<p>JH</p>	
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