



Striving together for excellence and enjoyment

Minutes of the Full Governing Body Meeting held on Wednesday 28 September 2016

Present	Absence approved	Not approved	Name	Category	Position	Curriculum	Premises	Resources	Link	Term end
X			Mrs J Webb	HT						
	X		Mr R Easterbrook	C	VC			x	Leadership	23.4.19
X			Mrs N Robbins	C	C				Safeguarding, CLA	08.05.18
X			Mr R Sugden	P			x		Development, behaviour and welfare	26.11.16
X	X		Mr N Ireland	LA				x	Leadership	17.11.17
X			Mr M Brown	P				x	Pupil Outcomes	19.01.19
X			Mr R Unsworth	C			x		Teaching & Learning, H&S	19.01.19
X			Mrs J Budd	P		x			Pupil Outcomes, SEN	17.01.20
X			Mrs S Fenner	S		x				30.03.20
X			Mrs B La Plain	C		x			Development, behaviour and welfare	28.09.20
X			Mrs L Sexton	C		x			Teaching & Learning	28.09.20
			Vacancy	P			x			
	X		Mr M Kibby						Legal Clerk	
X			Mrs D Bailey						Temporary Minuting Clerk	

	Item	Who	When
1	Welcome and Introductions. The Chair welcomed everyone to the first meeting of the academic year and in particular Mrs La Plain who was attending her first meeting. . Mrs Sexton, also a new Governor, was due to join the meeting later.		
2	Apologies Apologies were received from Mr Easterbrook.		
3	Declarations of Conflict of Interest Governors were reminded that anyone with a conflict of interest must declare it, withdraw from the meeting and take no part in any discussion or decision on the matter. No conflicts of interest were declared.		
4	Notification of Any Other Urgent Business One item from Mrs Budd – to be discussed later in the meeting (see Section 15).		
5	Agree Minutes from Previous Meeting held on 18 July 2016 Minutes of the previous meeting were agreed and signed by the Chair.		
6	Matters Arising and Review of Actions of Previous Minutes Enhanced DBS checks for all Governors had been completed and entered on the Single Central Record.		

Signed Chair of Governors Date

7	<p>Election of Chair and Vice Chair and Agree Term of Office Mrs Robbins was elected Chair for the coming year – proposed by Mr Unsworth and seconded by Mrs Webb. Mr Easterbrook was elected Vice-Chair for the coming year – proposed by Mrs Robbins and seconded by Mrs Budd. Mrs Robbins indicated that this would be her last year as Chair.</p>	NR RE	
8	<p>Governor Roles and Committee Membership, Dates for the Year and Governor Visits Mrs Robbins circulated details of proposed roles and committee membership for the coming year – a copy is attached to these minutes. A few changes had been made to Governor roles to reflect changes necessary to meet the updated Ofsted criteria.</p> <p>A CLA (Children Looked After) Governor must be named in the CLA policy. Governors considered this responsibility sat alongside that of the Safeguarding governor and therefore it was agreed that Mrs Robbins be appointed to this role. The policy will include Mrs Webb as Designated Teacher for Children Looked After, Mrs Fenner as Deputy Designated Teacher and Mrs Robbins as Governor with special responsibility for Children Looked After.</p> <p>Dates for the coming year were distributed with this term’s suggested governor visits highlighted in red. Governor visits have been adjusted to reflect Ofsted criteria as well as priorities in the School Development Plan.</p> <p>Terms of Reference for the FGB were agreed and signed by Mrs Robbins. The Curriculum Committee had reviewed their Terms of Reference in September. Resources and Premises committees were reminded to carry out their reviews as soon as possible.</p>	NR All RE/ RU	Autumn Term
9	<p>Planning Application A planning application for 82 houses on land at Elm Tree Farm was considered imminent either as a full application or an initial reserved matters application for access. A consultation evening with Cala Homes, the developers, had indicated that housing would range from 1 to 5 bedroomed homes with the majority of market housing being 3, 4 and 5 bedrooms. Mrs Webb and Mrs Bailey were in discussion with Alice Carrington at Herts Education Planning regarding the impact this development will have on school numbers. Alice had indicated that once the number and size of houses has been agreed, she will be able to calculate the number of children who will potentially need school places.</p> <p>Q. Mr Brown asked when the application would be decided. A. It was felt that the developers would be keen to submit the application and obtain a decision as soon as possible.</p> <p>Q. Mr Unsworth asked whether the application would be decided by Planning Officers or Council Members. A. Because of size of the proposed development it was thought that the decision would be made by the full planning committee – a recommendation by Officers with the decision by Members. Alice Carrington is from HCC’s Education Planning Team not NHDC’s Planning Dept. The Section 106 Agreement monies associated with primary education are designated to Pirton School. These monies are intended to offset any detrimental impact of the development on the school and will be used to extend the school if necessary.</p>		

School Numbers update

Mrs Webb reported that there were currently 141 children on roll and that an Appeal had been submitted for 3 children (R, Y3 and Y4) who had recently moved to the village. If accepted these children would increase the number on roll to 144. The Admissions Team has approached the school to ascertain whether we would accept these children without going to formal Appeal as our Appeal Statement suggests that Governors support children living in Pirton being offered places at the school. Mrs Webb reported that we currently have a place for the Y3 child, Reception would increase from 21 (our recommended PAN) to 22 and that Y4 was the more problematic as this would increase the class size to 33. Mrs Webb recommended that the three children be admitted. Mrs Robbins confirmed that in the past Governors have supported this process. In addition, as we near our capacity of 147 whether, in view of the proposed village development, this might give support to expanding the school sooner rather than later.

Q. Mr Sugden asked what was the recommended class size.

A. Mrs Webb explained that Key Stage 1 class sizes should be no more than 30 but that there is no recommendation for Key Stage 2.

Q. Mr Sugden questioned whether this was a decision for Governors or teachers as the impact would be felt in the classroom.

A. Mrs Webb explained that we currently have an extra teacher working across the school which would lessen the immediate impact. Next year's classes may be more manageable as cohorts move up the school. We also have a Sports Apprentice who helps in the classroom as well as supporting PE lessons.

Q. Mr Brown asked whether too many children would tip the balance for teachers as they strive to meet new Ofsted standards.

A. Mrs Webb felt that staff would be supportive of village children being accepted into school but that ultimately it was a leadership not classroom decision. She was mindful too that the current Appeal Statement suggests that children living in the village would be welcomed to Pirton School. This may need amendment depending on the outcome of the current discussion. Mrs Fenner stated that staff teamwork and morale was high and although workload increases with every additional child, staff would respond positively to any decision made. Mrs Webb confirmed that staff give freely of their time running extra-curricular clubs, etc and that there was a lot of goodwill and positivity amongst current staff members.

Q. Mr Unsworth asked whether the school leadership should now be starting to look at a long term plan for the school especially with the pending village development. The challenge was greater than the decision surrounding these three children and Governors should be managing this change along with considering the benefits of a larger school.

A. Mrs Robbins felt that we should accept these three children as per the current Statement and agreed that it would be beneficial to look at the capacity of the school particularly in light of the proposed development. Mr Ireland suggested that there was a lot of balancing to do in terms of resources, capacity and desirability and that the Appeal Statement may need to be reviewed.

Q. In order to make a decision, Mrs Webb asked if there were any objections to accepting the three children.

A. Mr Brown preferred that the decision be made by the Appeal Panel but would go with the majority vote. Mr Ireland had reservations but would also go with the majority decision.

Resources

Q. Mrs Budd asked whether we could go above our capacity without the building being expanded. Mr Brown asked if there was anything to be gained from an Ofsted visit in terms of expanding or enhancing the building.

A. Mrs Webb confirmed that the Education Planning Team normally expect a school to exceed its maximum number before expansion is discussed. Building expansion was not part of the Ofsted remit.

Q. Mrs Robbins suggested that future Appeals and capacity be reviewed by one of the Governor committees.

A. Mrs Webb suggested that the Resources committee should review in the first instance.

Governors agreed to accept the three children into school without putting the family through the formal Appeal process.

10 Head's Report

Contextual Information

Everyone has made a good start to the new school year. The children are working hard and settling very well into their new classes. Our 21 new Reception children in Class 1 have made an excellent start to school life and already feel very much part of our school family.

We currently have 141/147 pupils on roll.

	R	Y1	Y2	Y3	Y4	Y5	Y6	Total
Class 1	21	7						28
Class 2		12	11					23
Class 3			10	18				28
Class 4					24	8		32
Class 5						14	16	30
Total	21	19	21	18	24	22	16	141

We are holding an open morning on 25th November with application deadlines 15th January 2017. Governor attendance is requested on our open morning.

Mrs Marsh held a coffee morning for parents of children with SEN on Monday 12th September and the school SEND report was discussed and shared with Parents and a copy has been distributed ahead of this meeting. If Governors agree, it can be put on the website.

Other events this term:

- We celebrated Roald Dahl day on 13th September with a whole school assembly and in class activities.
- Many more children took part in the summer reading challenge this year. More than we have ever had before. They were incentivised before the end of last term with Bronze awards and this was a successful strategy to engage children to read over the summer.
- A drama workshop day was held on 15th September 2015.
- We had a very successful trip to Boreatton Park with the Y5 children from

Pirton and Hexton Schools. The children's behaviour was excellent and commented on by many staff from the centre. All the children had a wonderful time and it was a fun filled and action packed week. Thanks to Mr Humphries and Mr Dawson for attending the residential.

- Class 3 trip booked for 20th October.
- We are holding an Open morning on Friday 25th November and Governors are welcome. The closing date for Reception place applications is 15th January 2017.
- Fire safety talks & assemblies: 6th October & 3rd November.
- Mayan workshop Class 5 in November
- Anti bullying week 14th November NSPCC assemblies for KS1/2 & KS2 workshop in November
- Football Rally November
- Pudsey visit for Children in Need November
- Christmas crafts afternoon – Thursday 1st December
- KS1 Christmas performance is on 7th & 8th December and KS2 Carol concert is on 14th & 15th December,
- Whole School Panto trip booked for 6th December

Clubs – a separate sheet detailing this term's activity clubs was distributed.

Q. Mrs Budd asked about the possibility of whole school Xmas performances.

A. Mrs Webb explained there were Health & Safety restrictions to the capacity of the school hall. Separate Key Stage performances also give the opportunity for more pupils to take leading roles.

Q. Mr Sugden asked if extra-curricular clubs required a member of staff to run.

A. Mrs Webb explained that parents often helped in a supporting capacity and were subject to DBS checks.

Staffing Update

- John Stewart has started as TA in Class 5 and Mrs Fenner is working closely with him to induct him into his role.
- Calen Brunning has started this term as our new sports' apprentice. Mr Humphries is his mentor.
- Mrs Marsh is doing additional work as TA in Class 1.
- I am happy to report that all other staffing remains the same as the end of last term.

Q. Mrs Budd asked if Mrs Marsh had time to fulfil her SEN role whilst helping out as Teaching Assistant in Class 1.

A. Mrs Webb confirmed that Mrs Marsh's TA role was in addition to her normal SEN hours. Her TA role also had the additional benefit of teacher knowledge within this supporting role.

Leadership & Management

Headteacher performance management took place on Tuesday 6th September with Pirton and Hexton Governors and Judith Sumner, our Hertfordshire Improvement Officer.

The appraisal cycle is underway for teaching and support staff and will be completed in early October.

Mrs Marsh has started her National Award for SEN co-ordination. It is law that every new SENCO in a mainstream school to gain the Master's-level National Award for Special Educational Needs Co-ordinator within 3 years of taking up the post.

<p>Nicola Robbins, Lee Burgess and Joanne Webb attended a MAT consultation on 13th September.</p> <p>Governor training on preparing for OFSTED was held on 12th September 2016.</p> <p>Nicola Robbins and Sonia Fenner attended a one day inspection course on Wednesday 21st September.</p> <p>Consultancy for EYFS has been purchased at a cost of £1065 for which I am requesting match funding.</p> <p>Sarah Anderson conducting Safeguarding audit on 28th September with feedback to Nicola and myself. This was at my request in preparation for OFSTED, Funding for this audit has been secured by Judith Sumner, our School Improvement Partner.</p> <p>Nomination papers for the Parent Governor vacancy were sent out on 19th September. If there is more than one nomination a ballot will be held with the ballot count scheduled for Tuesday 11th October.</p> <p>Tues 15th November am: Standards Visit Governors invited for 12.00 midday</p> <p>Tuesday 7th March all day JARV Governors invite TBC</p> <p>A phonics information evening was held for parents on 21st September. Attendance was low (approx. 9 parents). A feedback sheet was sent out to see if we could seek views of parents in order to improve attendance. A spelling and reading evening is planned for 10th Oct. 6-7pm</p> <p>Q. With regard to the safeguarding audit, Mr Sugden asked where new requirements and updates were obtained. A. Mrs Webb explained that requirements were constantly changing and that differing standards were often expected from individual inspectors which was confusing. Requesting the audit would give clarity.</p> <p>Q. Mr Brown asked how often the school policies and safeguarding procedures needed to be updated. A. Mrs Webb explained the procedure for all policies which had been recommended at the audit. Policies for review will be watermarked when emailed to governors and staff before being put to the FGB for ratification. Mrs Fenner confirmed there was a big drive on PREVENT and radicalisation training and that all governors should be aware. Mrs Webb would circulate a list of possible Ofsted questions so that Governors, staff and pupils could prepare for an inspection.</p> <p>Q. Mr Brown asked how the Safeguarding audit had gone. A. Mrs Webb confirmed the Child Protection records were sound, recommendations had been received to improve safeguarding records and these had now been put in place. The audit was rigorous but there had been no surprises. There were still a few gaps in personnel records which were being actioned – for example, long term staff did not have copies of qualifications on file as this was not a requirement when appointed. Risk Assessments had been updated and there was now a requirement for weekly inspections of site entrances and perimeter boundaries. These had been implemented.</p>	All	
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Teaching Learning and Assessment

New maths resources distributed to all classes.

Some new guided reading books obtained.

Assessment week this week with baseline assessments in reading, writing, maths and science.

Staff meeting to revise assessment procedures.

Baseline data submitted to me 5/10/16.

Outcomes for Pupils

Mrs Webb presented EYFS, phonics, KS1 and KS2 data to the Governors and a discussion of pupils outcomes took place.

Headlines

- Children made GLD in EYFS with figures above national (2015). Rising trend over last 3 years
- Phonic results not in line with national for the second year and must remain a priority area for the school.
- % of children achieving expected standard or above at the end of KS1 (Y2) is in line or above Hertfordshire in all areas except writing. Mastery of maths is a SDP priority.
- Sufficient progress measures have now been released by the DfE. This compares children's progress nationally. A score of 0 means that pupils on average do as well as those with a similar prior attainment nationally. A positive score means that they do better than those nationally and a negative score means that they do worse. A negative score does not mean that they have not made progress, just not as much as those nationally with a similar prior attainment. 95% confidence bands have been set and are shown in brackets.
- Schools will be above floor if at least 65% of pupils meet the expected standard in reading, writing and maths (RWM) **and** the school achieves sufficient progress scores in all three subjects. At least – 5 in reading and maths and – 7 in writing.
- PIRTON R/W/M: 38.5%
- Progress scores in reading -4.3; writing -2.3; maths -4.6
- Pupil progress across KS2, particularly SEN will be a priority in SDP.
- We are awaiting Raiseonline and I will update the SEF when this is published.

Q. Mrs Budd asked whether SEN children were included in the data.

A. Yes.

Q. Mr Brown asked how they could be included if they didn't take the tests.

A. Mrs Webb explained that pupils receive Teacher Assessment marks regardless of whether they take the tests.

Q. Mr Brown asked how this year's figures compared to last year.

A. Mrs Webb explained that because of the new assessment framework there is no direct comparison with last year.

Q. Mr Brown was aware of pupils who have external tutoring and asked whether this had any impact.

A. Mrs Webb explained that school could only monitor progress for pupils receiving intervention programmes delivered by school staff.

	<p>Q. Mr Brown asked what Governors could do to support pupil progress. A. Mrs Webb explained that financing, resourcing and staffing considerations all need to focus on priorities in the School Development Plan.</p> <p>Q. Mr Brown asked whether Governors should be bolder when making resourcing and budgeting decisions. A. Mrs Webb explained that there are no reserves within the current budget with Pupil Premium income down on previous years and extra staffing costs. Governors can support staff during their Governor monitoring visits and ensure that the School Development Plan is a live document.</p> <p>Q. Mr Brown asked how often the School Development Plan is reviewed and what are the indicators to show the Plan is being effective. A. Mrs Robbins explained that monitoring the SDP is part of the Governor role during visits and at Governor meetings. Mrs Webb confirmed that assessments are carried out half-termly and data updated accordingly. Every child is tracked termly using Assessment Manager 7 (AM7) software. This information is discussed at Curriculum meetings and reported to the FGB. The Governor role is to question the data, the progress of PP and SEN children, to query any gender issues, etc. The Head gives a termly update on the SDP and governors should ask questions about the actions taken and progress made.</p> <p><u>Behaviour, Safety & Welfare</u> Epi-pen training was updated last week. Two new staff have completed level 1 safeguarding training. First aid training has been updated to include new staff/outstanding staff. We have enough staff Prevent trained and paediatric trained. Child Protection policy updated. Annual safeguarding update held for staff. One accident on playground equipment. All safety procedures followed and paperwork submitted to County. These were checked in audit and all in line with H&S procedures.</p>		
11	<p>Ratification of policies and School Development Plan</p> <p>Child Protection Policy Mrs Webb stressed the importance of reading the electronic copy of the policy as this facilitated links to further explanations. All staff had been given a form to sign confirming they had read and understood the policy and had read the additional links. A couple of minor errors were noted and subject to these amendments, Governors unanimously agreed to ratify the policy.</p> <p>Mrs Sexton joined the meeting with apologies for being late.</p> <p>School Development Plan Mrs Webb led Governors through the new Plan which was in a different format this year to accommodate Ofsted headings:</p> <ul style="list-style-type: none"> • Effectiveness of Leadership and Management • Quality of Teaching, Learning and Assessment • Personal Development, Behaviour and Welfare • Outcomes for Pupils • Effectiveness of the Early Years <p>Three development priorities had been identified:</p> <ul style="list-style-type: none"> • To embed the maths mastery curriculum across the school • To improve standards in reading through developing phonics and guided reading 		

- Develop a shared understanding of high quality first teaching

The new format allows for termly reviews with the Spring Term key actions being dependent on outcomes from the Autumn Term and so on. New maths resources had been purchased and Parent Information evenings had focussed on phonics and reading. Mrs Webb and the school Improvement Partner will be monitoring lessons. Staff meeting CPD was being spent on discussing what outstanding looks like in the classroom.

Q. Mrs Budd asked if expectations were clearer with the new cycle of assessment.

A. Mrs Webb confirmed that interim assessment criteria was now available. Analysis had been carried out on the results of the recent tests highlighting Maths problem solving, reading stamina and precision of language as areas for future focus. Mrs Fenner added that as a Year 6 teacher moving into the second round of the new tests, she is now in a better position to prepare for next year's tests and know how to target gaps. Mrs Webb was keen to maintain a breadth of curriculum (trips, workshops, sport, etc) as well as focussing on the key action points in the SDP.

Q. Mr Sugden asked about Pupil Premium children.

A. Mrs Webb explained this included children in receipt of Free School Meals, Children Looked After and Forces children and that there was a national requirement to closely monitor these pupils.

Q. Mr Brown asked whether parents should be informed of the key actions in the SDP.

A. Mrs Webb explained that a recent newsletter had focussed on resilience as one of the pupil's learning muscles which an explanation of how learning should be a challenge and how we teach children to manage the challenge. Also how parents can help at home with reading, number bonds, times tables, etc.

Q. Mr Sugden asked whether there was any value in staff visiting other schools.

A. Mrs Webb agreed this was beneficial but needed to be balanced against supply costs. Joint staff meetings with Hexton staff take place regularly. One of the part time Hexton staff team who trains new teachers in her other job will shortly be leading a staff meeting to discuss fresh ideas for class teaching

Q. Mrs Sexton asked how the impact of Teaching Assistants was measured especially with SEN pupils.

A. Mrs Webb explained that lesson observations take account of TA input. TA's also run several intervention programmes across the school and the SENCo monitors SEN pupils and the impact of this additional support.

Mrs Robbins added that she and Mrs Fenner had recently attended a training day focussing on One Day HMI Visits where the requirement for Maths and Literacy to be demonstrated and evidenced throughout the curriculum has been discussed.

Q. Mrs Budd asked what was happening about other ideas raised at the Governor/Staff Inset Day.

A. Mrs Webb explained that some of the comments raised related to class rather than whole school views and therefore had not been prioritised in the SDP. Nevertheless, enrichment days were being implemented, an increased number of trips and workshops were being organised and staff meeting discussions were focussing on how to move to 'outstanding'. The Inset day had offered valuable time for staff and governors to meet together to discuss school issues and plans.

	<p>Pay and Appraisal Policy The policy had been updated to reflect current pay progression as noted in Appendix 1 of the document.</p> <ul style="list-style-type: none"> • Headteacher Leadership Range 15-21 • Assistant Headteacher Leadership Range 3-7 • SEN Allowance Level 1 <p>The policy was agreed and ratified.</p>		
12	<p>Governor Information Pecuniary Register Copies of the Pecuniary Register were circulated and all Governors were asked to update their record.</p> <p>Website Statutory Information Mrs Robbins would email all Governors requesting information needed for the website.</p> <p>Disqualification by Association Forms were distributed to all Governors for completion in line with safeguarding procedures.</p>	NR	
13	<p>Safeguarding There were no safeguarding issues to report. Mrs Webb distributed a list of possible questions which may be asked of Governors, staff and pupils during an Ofsted visit. Mrs Robbins suggested that Governors should meet to discuss these challenging questions in preparation.</p>	All	
14	<p>Pupil Radicalisation There were no incidents to report.</p>		
15	<p>Any Other Business Q – Mrs Budd asked whether a parent survey should take place. A. It was agreed that a parent survey would be carried out as well as a pupil survey. Mrs Webb confirmed she had copies of model surveys previously used which could be adapted.</p> <p>Q. Mr Brown questioned what would be done with the results and whether parents' views were taken into account. A. Mrs Webb explained that Ofsted would be looking to see if pupils felt safe and whether survey results fed into the ethos of the school. Mrs Budd suggested that a Governor coffee morning might be another way of seeking parents views. Mrs Robbins said that previous Headteacher/Governor surgeries had been successful but it was some while since one had been held. A staff and governor social evening was also in the process of being arranged.</p> <p>It was agreed the Parent Survey would be discussed by the Curriculum Committee in the first instance with examples of surveys being provided to aid discussion.</p>	Curriculum	
16	<p>Date of Next Meeting Wednesday 16 November 2016</p>	All	
	<p>The meeting closed at 10pm.</p>		