



Reigate
Parish Church
Primary School

FULL GOVERNING BODY MEETING MINUTES

Monday 12th June 2017 at 7.00 pm

at Reigate Parish Church Primary School, Blackborough Road, Reigate, RH2 7DB

Present: Kevin Semple (KS) (Chair)
Duncan Barkwith (DB)
Katie Cornish (KC)
Frances Davis (FD) (Head)
Helen Fraser (HF)
Alex Foster (AF)
Joanna Goddard (JG)
Bryan Ingleby (BI)
Sarah Kennedy (SK)
Claire MacBride (CM)
Anna Randall (AR)
Matthew Wrighton (MW)
Alasdair Wylie (AW)

In attendance: Claire Tait (CT) (Clerk)

	TOPIC	Action
1	WELCOME AND PRAYER KS welcomed everyone and HF opened in prayer	
2	APOLOGIES FOR ABSENCE Apologies were received and accepted from Mike Shaw.	
3	DECLARATION OF INTEREST CM updated her declaration of interests in regards to the number of children she is related to in the school.	
4	MINUTES The minutes of the following meetings were signed as an accurate record by the chair. - FGB 13/03/17 - Resources/ FGB 26/04/17	
5	MATTERS ARISING FROM THE MINUTES Matters arising from the Action Points: AR updated Governors on the list of people who have been thanked personally by the Governors and those who still need to be recognised for the work they do. She has split everyone into 9 groups and will email CT a list of these so that Governors can sign up to take responsibility for a group. Action: AR to email CT a list of the groups of people to be recognised, CT to forward onto Governors Action: All non-staff Governors to sign up to be responsible for sending a thank you from the Governors	AR/CT All

	<p>FD reported that the staff have been visibly pleased when they have been recognised, the afternoon tea as part of staff meeting was particularly welcome. AF encouraged Governors to attend the end of term drinks (20th July at 7.30pm) to continue to build relationships.</p> <ul style="list-style-type: none"> • Consider clarification of roles and succession planning of new Chair of Governors Kevin is meeting with some of the Governors to discuss this further. • Budget approval letter Governors noted the budget had been approved • Academisation Governors noted that there are no further developments on academisation for Parish at the moment whilst the focus is on the expansion and becoming a Primary school • Update on Governors' section of the website CT explained that she has been working with Peter Butler on the Governors' section of the website and hopes that it should be up and running ready for the next academic year. 	
6	<p>CONSTITUTION OF THE GOVERNING BODY AF indicated that she would like to stay on as a parent Governor when her term of office comes to an end in December this year. Action: CT to check protocol for parent Governor re-elections</p>	CT
7	<p>Governors to approve term dates for 2018-2019 Approved</p>	
8	<p>Chair's Actions None</p>	
9	<p>Primary Consultation on Assessment FD explained to the Governors that each school needs to respond to this consultation to ensure everyone has their say. FD chose 10 of the questions most pertinent to Parish for the Governors to consider. Governors then split into smaller groups to consider a few questions each. These were the responses:</p> <p>Reception Assessment</p> <p>1. The EYFSP measures a child's development against the ELGs set out in the EYFS statutory framework. Should the profile be improved to better assess a child's knowledge, skill, understanding and level of development at the end of the early years? If so, please describe which elements could be added, removed or modified.</p> <p>Q3. What steps could we take to reduce the workload and time burden on those involved in administering the EYFSP?</p> <p>New Reception Baseline</p> <p>Q5. Any form of progress measure requires a starting point. Do you agree that it is best to move to a baseline assessment in reception to cover the time a child is in primary school (reception to key stage 2)? If you agree, then please tell us what you think the key characteristics of a baseline assessment in reception should be. If you do not agree, then please explain why.</p> <p>Q6. If we were to introduce a reception baseline, at what point in the reception year do you think it should be administered? In particular, we are interested in the impact on schools, pupils and teaching of administering the assessment at different times.</p> <ul style="list-style-type: none"> • The above questions were taken altogether, some of the issues discussed were: <ul style="list-style-type: none"> ➤ Trusting teachers to decide what to add, remove or modify in the EYFSP. ➤ Emphasising that schools must not be 'judged' as a result of the progress made between the start of R and end of KS2. In other words, data only 	

used for progress checks within schools and not used for a comparison with other schools directly. Ideas discussed included the risk of teachers deflating baseline R entry levels to show better progress by the end of KS2. We are reassured that the document seemed to emphasise that schools would only have their data compared for their own progress checks and not for OFSTED.

- Timings of the assessment were difficult as the first term for a R child will involve an important settling in phase. The tests could be a distraction and it might be difficult to assess certain social and emotional skills during the settling in phase when the child is still new to the school.
- Concerns over teacher workload – the assessment has to be of value to the school and useful for teachers.

Progress measure

Q9. If a baseline assessment is introduced in reception, in the longer term, would you favour removing the statutory requirement for all-through primary schools to administer assessments at the end of key stage 1?

- Children can develop substantially in the first few years – for example, age has great bearing in reception – less so by end of key stage 2. Rating performance in reception not so likely to reflect future outcomes.
- If had it, would keep key stage 2

Q11. Do you think that the department should remove the statutory obligation to carry out teacher assessment in English reading and mathematics at key stage 2, when only test data is used in performance measures?

- No key stage 2 currently and so no view

SPAG

Q12. Do you agree that the key stage 1 English grammar, punctuation and spelling test should remain non-statutory beyond the 2016 to 2017 academic year, with test papers available for teachers to use as they see fit?

- Yes – should not be so formalised and left to teachers to cover during the year. If not covered then this will reflect in the other data on the school

Multiplication Check

Q13. At what point in key stage 2 do you think the multiplication tables check should be administered? Please explain the basis for your views.

- a) At the end of year 4
- b) During year 5
- c) During year 6

- Year 5, to allow consolidation in Year 4 and take the pressure off what already needs to be achieved in Year 6

Q14. How can we ensure that the multiplication tables check is implemented in a way that balances burdens on schools with benefit to pupils?

- Have the option to test the children at any time in Year 5, so when they are ready, do not have a specific testing day.
- Have a test online for ease of marking and reduce burden on teachers
- Do not use marks for accountability, and do not publish them, use them as developmental
- Have bands for children to reach – bronze, silver and gold? (Working towards, expected and greater depth.
- Accuracy will always be important.

	<p>Alternative Assessment Ideas</p> <p>Q17. Please give details of any robust alternative approaches to the assessment of English writing, which the Department for Education should explore.</p> <ul style="list-style-type: none"> • Fewer criteria that has to be met in totality • Have criteria for imagination • Stricter guidelines for in-school moderation • Sampling <p>Action: FD to collate all the information gathered and use appropriate responses in her feedback due by 22nd June.</p>	FD
10	<p>Governors' Development Plan (GDP)</p> <p><u>Target 7 – Retain the school's Outstanding status</u></p> <p>FD explained that as long as the school's data remains strong, and there are no safeguarding concerns or qualifying complaints then OFSTED will not come back to inspect again, although it is possible to have a themed or behaviour inspection. This, however, might change as the current system is being questioned by the new HMCO Amanda Speilman</p> <p>FD is proactive in ensuring the school continues to perform to Outstanding standards by attending courses, conducting half termly pupil progress meetings, having high expectations of all children's progress and attainment, valuing staff and good CPD.</p> <p><u>Target 4 – Ensure management structures are in place to support senior leadership, both teaching and admin.</u></p> <p>MW reported that there is a clear leadership team and clear subject management. There was also clear evidence of a structure of chain of command if all SLT were off site at once. MW also reported clear expertise amongst the office staff and consideration given to extra hours worked.</p> <p>Governors discussed the need for this document to be useful and to allow Governors to take positive action as a result. It was suggested that a small number of action points were taken forward for next academic year. BI will consolidate the document so far and redistribute it.</p> <p>Action: BI to consolidate the GDP so far and redistribute</p> <p>Action: Governors to consider which targets to take forward into the next academic year and email CT.</p> <p>Action: FD to discuss with Jonathan Gambier how the GDP could be linked to the training he will do for the FGB in the Autumn term.</p>	BI All FD
11	<p>HEAD TEACHER'S REPORT</p> <ul style="list-style-type: none"> • HT report <p>FD was thanked for her thorough and in-depth report. Governors were given the opportunity to ask questions on the report:</p> <p><i>CM – Did you see evidence of areas such as summer born children, boy/girl differences, Pupil Premium children etc being an area for focus for teaching, learning and assessment?</i></p> <p>FD – Yes, teachers are aware of these children and use appropriate strategies to support them. They use specific strategies to target specific issues, for example RWI and Talk for Writing.</p> <p><i>AR – can we show how effective Abacus has been in the teaching of maths in the same way we can RWI?</i></p> <p>FD and SK discussed how teachers are using Abacus and adapting it for their individual classes, how they have had to learn to 'trust it' as they discover that all the topics are covered, but in different terms, and how they adapt it to include cross curricular links. SK reported that one child noticed how the skills are built up each term. Standards are improving across each group of children.</p>	

	<p>CM – any news on the SEND children applying for the EHCP? FD – they have made small steps in progress, but are still significantly behind their peers so Robyn is in the process of applying for the EHCP.</p> <ul style="list-style-type: none"> • SIAMS Governors appreciated and agreed with FD's SIAMs report. • Pupil Progress Governors noted that RWI has had a big impact on the children coming into Year 3 from other schools as they have all made excellent progress. They also noted how much more settled the Grasshoppers class is now after teacher changes, the children are making good progress and the teachers are planning lessons well together. CM, as a mother to a child in Grasshoppers too, praised the school on the work done in Grasshoppers and said how settled the children are. • Admissions FD updated Governors on the current situation for the next Year 3 intake: 74 offers were made, 51 places have been accepted, but 2 of those pupils have also been offered a place elsewhere and the school is waiting to hear what they will do. <p>The Governors discussed the fact that the school had agreed to expand to a Primary school partly based on the understanding, from Surrey, that there was a growing need for more school places in Reigate. They are now disappointed to understand that this is not the case. Governors are aware that to fill the Year 3 places they are going to have to actively seek out people to apply to the school, but that the reality is that all schools in the area are doing the same.</p> <p>Problems/ issues identified through discussion:</p> <ul style="list-style-type: none"> • There were a few key families who the school expected would want to stay on and they haven't • People do not know that they can go on the waiting list at Parish • Parish is an Outstanding school, yet cannot fill its places • The school is battling against the 'cultural' flow of moving from an infant to a junior school in Reigate • With the building work still going on it will be difficult for parents to see what the school will be like when it is fully functioning • Governors feel misled by Surrey and are now trying to work out how to plan financially without knowing the school will get its full funding allowance due to empty places. <p>Actions moving forwards:</p> <ul style="list-style-type: none"> • Banners to be positioned outside Morrisons in Reigate and outside the school gates • KC to advise FD on changes which could be made to the school website to make it easier to identify how to apply and to take the website higher up a Google search • BI to write a letter to Surrey County Council and copy to our Cabinet member and MP explaining the situation and asking for protected funding for the next 3 years. 	<p>FD</p> <p>KC/FD</p> <p>BI</p>
12	<p>Committees and Nominated Governor Reports</p> <ul style="list-style-type: none"> • Resources Committee The minutes of the last meeting were signed today as it was part FGB and part Resources • Children, Standards and Learning Governors received the minutes of the last meeting. It was noted that this week is the Year 1 Phonic Check week, this has so far been very positive. • Child Protection - 1 child Governors were pleased to hear that this one child is doing very well academically because she has her 1:1 LSAs working with her all the time, and is currently being well 	

	<p>supported by her mother.</p> <ul style="list-style-type: none"> • Racial Incidents - none • Children in Care – 0 children • Link Governor <p>SK reported that the Governors are all signed up for the Bishop's Certificate starting in the Autumn term.</p>	
13	<p>Expansion update</p> <p>FD reported that everything is on track for September, with the demountable classrooms being taken away straight after the end of term. Sunninghill have guaranteed 4 classrooms will be ready for use by the beginning of the school year. On the 14th August the classrooms will be handed over after a health and safety check and defects list has been completed. Staff will be able to set up their classrooms from 1st September.</p> <p>FD reported that the Learning Wall is being paid for by the FFE funding, a Governor questioned whether this was displacing other items that were going to be purchased. FD explained that the current staffroom and library furniture was not going to be replaced at this time.</p> <p>BI reported that the school sign will have to be purchased by the school as it is not included in the contract.</p>	
14	<p>Safeguarding</p> <p>Governors asked JG for clarification of the initials in her report:</p> <p>SW – Sophie Wantenaar JH – Joshua Hayden, Year 2 teacher EN – Esther Nicoll, IT coordinator and Year 1 teacher JG – Joanna Goddard FD – Frances Davis JA – Jo Andrew</p> <p>JG reported that some of the Childline posters need to be put back up and Jose will look at the cupboard doors.</p> <p>FD reported that the video entry system will be up and running when it has been decided when it will be turned on and off.</p>	
15	<p>Governor Training and Development</p> <ul style="list-style-type: none"> • Feedback from any courses attended since last meeting <p>Some governors have completed the Safer recruitment training online.</p> <p>Action: CT to send round the link again for the remaining governors to complete it. (Please let SK and CT know when it is complete)</p> <p>FD attended the Hot Topics briefing session KC has attended the introduction to Governance course CM attended the RAISEOnline course</p> <ul style="list-style-type: none"> • Clerks' Briefing feedback <p>CT also informed governors of the Governors Competency Framework in addition to those mentioned on her report.</p> <p>Action: CT to send a link to the Governors' Competency Framework to all Governors</p> <ul style="list-style-type: none"> • Bishop's Certificate <p>All signed up and ready</p> <ul style="list-style-type: none"> • Fix dates and agenda for Governor CPD led by Jonathan Gambier <p>Action: CT to liaise with FD to come up with a list of possible dates and circulate to Governors</p>	<p>CT All</p> <p>CT</p> <p>CT/FD</p>

16	<p>Confirm dates for next year's Governing Body meetings There was one change to the published dates, the first C, S&L meeting will now be on Tuesday 2nd October. Action: CT to send out an updated list of dates to Governors.</p>	CT
17	<p>DATE OF NEXT MEETING Tuesday 19th September – Business meeting</p>	

Governors to consider: What have we done at this meeting that has improved the education of the children of the school?

- *Effectiveness of Leadership and Management*
- *Quality of teaching, learning and assessment*
- *Personal development, behaviour and welfare*
- *Outcomes for pupils*