

Minutes of the Bobbing Village School Local Governing Body

Bobbing Village School

Monday 19th September 2016 at 4pm.

Present: Mr Graham Symon (GS) (Chair), Mrs Lois Hudson (LH) (Principal), Rev. Sue Samson (SS), Mrs Debbie Elliott (DE), Mrs Louise Wade (LW), Mrs Kelly Brooks (KB).

Apologies: Mrs Catherine Hudson (CH).

In Attendance: Mrs Angela Edwards (Chair of Trust Board).

Clerk: Mrs Beatrice Herrtage-Balneaves (BHB).

No.	Item	Action
1	<p>Welcome and Introduction</p> <p>1.1 The Chair welcomed those present and introduced Angela Edwards as Chair of the Trust Board and Beatrice Herrtage-Balneaves as the newly appointed Clerk.</p> <p>1.2 The Chair announced the resignation of Rev. Sue Samson and expressed his sincere thanks on behalf of the LGB for her contribution and hard work. SS expressed her intention to still support the school in every way possible.</p>	
2	<p>To Receive Apologies for Absence</p> <p>2.1 The Clerk announced apologies had been received from CH who was unable to attend due to a Job Interview. This was accepted by those present.</p>	
3	<p>Declaration of Business Interests</p> <p>3.1 Governors that had completed the Hacker Young Chartered Accountants Related Party Questionnaire for Trustees gave signed documents to the Clerk to collate. LW reported that she had already sent the form to lwade School.</p> <p>Action: The Clerk to contact CH to confirm whether she has completed and returned the form.</p> <p>3.2 There were no additional declarations of Business Interests nor conflicts of interests declared.</p>	BHB
4	<p>Minutes of the previous meeting</p> <p>4.1 Those present agreed that the document Minutes of a Bobbing LGB Meeting held at Bobbing Village School on Monday the 27th June 2016 was an accurate and true record of the meeting.</p>	
5	<p>Matters arising from the minutes of the previous meeting</p> <p>5.1 The Chair drew Governors attention to the document Minutes of a Bobbing LGB Meeting held at Bobbing Village School on Monday the 27th June 2016. Governors went through each page of the document paying specific attention to Actions Outstanding with the following points to note:</p> <ul style="list-style-type: none"> • Sec.1: <i>The Principal of Bobbing Village School (LH) invited CH to join her</i> 	

	<p><i>for a learning walk around the school.'</i> This has been completed.</p> <ul style="list-style-type: none"> • Sec.1 <i>'The Chair suggested that mentors were organised for the new governors'.</i> The Chair reported that this is still outstanding. The Chair said that he would make contact with the Board of Trustees and report before next meeting. Action: GS to contact the Board of Trustees before the next meeting. • Sec.5 <i>'With regards to governors obtaining pupil voice regarding the topics set, GS agreed to obtain pupil voice on his next visit into school and CH agreed to obtain staff voice. It was felt that this was a good time of year to collect this information, whilst children and staff alike reflected on the year.'</i> The Chair reported that he had been unable to complete this action, but will complete this as part of the Monitoring Strategy for Term 1. It was not clear if CH had obtained staff voice. The Chair took time to explain the procedure of the Monitoring Strategy to The Clerk. Action: GS to obtain Pupil Voice regarding topics set, by the end of Term 1. Action: Clerk to contact CH to determine whether she had obtained Staff Voice information. • Sec.6 <i>'With regards to the Director Monitoring Visits recorded on page 5 of the report – this needed to be updated following this meeting as it was evident that since the report was written that many more visits had been carried out'.</i> LH asked The Clerk if she had received any reported from Mrs. Cheryl Wilson (CW) by way of a handover process. The Clerk confirmed that she had not received any documentation from CW. LH expressed concern at how keeping track of the monitoring reports was proving challenging. The Clerk made the suggestion of setting up a file with the reports in that she would be happy to manage and create a list of actions arising from the reports. LH agreed and suggested arranging a meeting with The Clerk to discuss the process in more detail. Action: Clerk to arrange a meeting with LH regarding visits and to file reports. • Sec.7 <i>'Mrs. Elliott is yet to carry out her walk of the school with AS to look at evidence of the CLJ topics'.</i> DE confirmed that this is still outstanding and informed Governors that she would be completing this during this term. Action: DE to carry out a walk of the school with AS to look at evidence of CLJ topics, by the end of Term 1. • Sec.7 <i>'Mrs. Brooks had attended a celebration assembly on the date of this meeting so a visit report is to follow'.</i> KB confirmed that the report has been completed. The Chair told those present that he had attended the assembly and said that it was very good and reflected very well on the school. 	<p>GS</p> <p>GS</p> <p>BHB</p> <p>BHB</p> <p>DE</p>
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	<ul style="list-style-type: none"> • Sec.8 'KB is still to carry out the evaluation of improvements to the pupil termly reports'. KB confirmed that this has not been completed as the reports were not sent out until the end of July 2016. Action: KB to complete evaluation of improvements to pupil termly reports, by the end of Term 1. • Sec.8 'GS is still to meet with EHT to discuss the development of a Trust CPD progression route'. The Chair confirmed that this has not been done but said that he will arrange a meeting with Katrina Ware (KW) to address this. Action: GS to arrange a meeting with KW to discuss Trust CPD progression route. • Sec.8 'LW is still to meet with SR to discuss Training which has been delivered for improved shared reading'. LW confirmed that this meeting had taken place. LH requested that the phrase in the report "shared reading" be replace by "guided reading". Action: LW to update the report to reflect "guided reading" and resend this to LH. • Sec.8 'SS is still to complete her visit surrounding the behavior outside of the classroom'. SS confirmed that the reports have been completed. • Sec.8 'LM is still to meet with AS to discuss how ILPs have been improved by their QA. ILPs have smart targets which are shared with parents'. The Chair reminded Governors that Liam McHugh (LM) had now joined the Board of Trustees. In light of this KB agreed to meet with AS (Anne Smith SENCO) to discuss how ILPs have been improved by their QA. Action: KB agreed to meet with AS to discuss how ILPs have been improved by their QA. • S.11 'It was also suggested that sending the staff a letter of thanks from the governors at the end of term for their hard work for the year would be a nice idea'. The Chair Informed Governors that this action was completed. <p>5.2 The Chair said that the monitoring points need to reported at each meeting and Governors discussed the possibility of circulating the reports virtually in between meetings, especially given that the number of LGB meetings have been reduced. It was agreed that the Chair and LH will meet to check that actions raised between LGB meetings are being addressed. Action: GS and LH to arrange meeting to check on progress of actions raised during monitoring. Term 1 or very early in Term 2. LH to email suggested dates.</p> <p>5.3 Governors talked about the importance of Ofsted knowing what has been achieved through Governance and the reporting thereof. A suggestion was made by a Governor that any older reports should be sent to LH to ensure that they have been received. All Governors agreed that once these had been checked they would be sent to the Clerk to collate. Action: All Governors to send reports from the last Term to LH to check and send</p>	<p>KB</p> <p>GS</p> <p>LW</p> <p>KB</p> <p>GS LH</p> <p>ALL</p>
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	<i>to the Clerk.</i>	
6	<p>Appointment of Vice Chair</p> <p>6.1 In accordance with the section 7.5.1 of the TIMU Academy Trust Scheme of Governance Management and Delegation, The Vice-Chair was appointed from within the Local Governing Body by the Local Governors, for the school year. LW volunteered to be Vice-Chair for the year 2016-2017. This was unanimously agreed by Governors present.</p>	
7	<p>Head Teachers Report</p> <p>7.1 Before LH discussed the Head Teacher Report the Chair took the time to remind Governors that the reports are separated in to four sections as follows:</p> <ul style="list-style-type: none"> • Section 1: The effectiveness of Leadership and Management • Section 2: Quality of Teaching, Learning and Assessment • Section 3: Personal Development, Behaviour and Welfare • Section 4: Outcomes for Pupils <p>7.2 The Chair asked Governors if they were happy to continue with their delegated areas of responsibility and all agreed. DE offered to assist with the monitoring of Personal Development, Behaviour & Welfare following the resignation of SS and The Chair made the suggestion of CH assisting her.</p> <p>Action: GS to contact CH to ensure that she is happy to continue with Early Years and to ask if she would also be happy to monitor Personal Development, Behaviour & Welfare following the resignation of SS.</p> <p>7.3 The Chair reiterated to Governors their role to challenge and discuss the report in detail. LH said that by allocating the sections to different Governors, this would make the understanding of the report more manageable but restated that it did not mean this should preclude them from reading all sections of the report.</p> <p>Section 1: The effectiveness of Leadership and Management</p> <p>7.4 LH explained a lot of Pupil Voice is obtained to find out whether or not topics are engaging and interesting. LH said that she doesn't always ask the children, but instead delegates this to others in order to get the most honest feedback. LH said that the curriculum map has been revamped with more WOW days as Teachers were saying there was not enough time spent on topics. As a result, CLJ topics are now given two hours per week on the timetable. Governors queried whether or not the new topic format was on the School Website and LH confirmed that this information was on the website.</p> <p>7.5 LH talked to Governors regarding school clubs and explained that in the past there had been very high demand for places in the clubs. The process for the school clubs has been updated this term in response to concerns from parents. Parents are now being asked to register an interest to secure a place on a club. LH said that despite this, the clubs this term have not all been full. The school has recently started to provide lunchtime clubs for some of the older children.</p> <p>7.6 LH reminded Governors that British Values remains a big focus for the school and shared an example of this of 'Team Point Captains' being elected by way of ballot (democracy).</p>	GS CH

7.7 LH reported to Governors that the 'Bring a Parent to School' sessions was received well by parents. However, LH stated that this is not something that should be done every year due to the additional burden it places on teaching staff. The Chair questioned LH on what specifically teachers found difficult about this exercise. LH said that the pressure of scrutiny from parents could be quite stressful and further explained that though most of the feedback from parents had been extremely positive, there were some less helpful observations made. Governors queried what was the negative feedback. LH provided an example of a parent that suggested that SEN children received too much attention during the lesson. Governors discussed this in detail and decided that it is an encouraging reflection of the school if parents can see positive and clear interaction with children with SEN.

7.8 LH reported that parents had the opportunity to discuss their child's report with teachers the day after the reports were sent home. The afternoon (at the end of Term 6) was very well attended. Governors questioned LH on the impact of Assertive Monitoring and what improvements have been made as a result. LH took time to explain that Assertive Mentoring gives pupils the confidence to talk to their parents regarding their progress, which is made clear to them by their teacher. Governors agreed that this was a good idea, and pointed out that it also gave children worthy level of responsibility, which is very beneficial.

Section 2: Quality of Teaching, Learning and Assessment

7.9 57% of Teachers are graded as 'Outstanding' LH reported that this is really good Governors concurred that the T&L Tracking figure is remarkable. LH said that the staff that are at the school this year are great and added that they worked very hard during the summer holiday in order to get the school ready for the children's return in September with the displays up and each room well organised.

Section 3: Personal Development, Behaviours and Welfare

7.10 LH drew Governors attention to Page 8 of the report, there is an improvement in the number of pupils staying on green during lunchtimes, there were no children from the school who attended a lunchtime detention session. LW sought clarification from LH regarding the table on page 8 'Documentary Evidence about Behaviour' which outlines the percentage of children that stayed on green. LH clarified that one child is a persistent offender but that overall behaviour is still good.

7.11 LH gave details that the monitoring of behaviours during Term 6 shows improvement from the previous term. LH further explained that the behaviour during Lunchtimes has improved since this is counted together with the 'stay on green' award for classroom behaviour. LH said the consistent expectation of good behaviour together with the consistency in applying these rules by the TAs has worked well. Governors questioned the success of the TA's doing the role of MDS at lunchtime and challenged the additional cost to the school. LH confirmed that there were no longer any MDS employed at the school and the only cost was a half an hour lunch duty for TA's. After discussion, Governors approved that the TA's doing the MDS's was a good decision as the TAs have a sound understanding of what the children have been doing during the morning and how this may

	<p>contribute to their behaviour, but also the stability of maintaining the rules of the classroom and ‘stay on green’.</p> <p>7.12 LH reported that the school received a letter from the LA (Dr Ming Zhang Head of Inclusion & Attendance) congratulating the school on the outstanding attendance record. Governors all felt that this was an excellent achievement.</p> <p>7.13 Governors then held a discussion regarding persistent absentees. LH reported that there are currently six persistent absentees, pupils that have less than 90% attendance. Governors challenged LH as to whether or not there had been any improvement for the six children in question. LH expanded on this point informing Governors that out of the six children, four are beginning to show signs of improvements but unfortunately two didn’t show any improvement. See Confidential Item Appendix A.</p> <p>Section 4: Outcomes for Pupils</p> <p>7.14 LH went through Outcomes for Pupils section of the report pointing out to Governors that the school is currently working at significantly higher than the national and Governors commented that this would have a positive reflection when Ofsted came to visit. LH said that there has been testing throughout the year and innovations put in place where necessary.</p> <p>7.15 Governors then studied the Current data for Term 6 (EYFS). LH pointed out that the End of Year Target was set at 75% but that the Term 6 GLD achieved for the year was 83.3%. LH reminded Governors that when comparing these figures to those from previous terms, it must be acknowledged that they are looking at different skills/statements at each level.</p> <p>7.16 LH highlighted that Reading is now a focus for the new year. A discussion followed where Governors discussed the challenging SAT’s paper and the resulting 66% of children nationally achieving the expected standard.</p> <p>7.17 LH took time to explain to those present the Progress Measures KS1 to KS2 and that the average score was set at 0 anything + is above and anything – is below. The Chair made the point that small samples can make an overall picture look worse than it is and reminded Governors to be mindful of the numbers involved.</p> <p>7.18 Governors looked in detail at the Phonics Screening Result End of Term 6, LH explained that regarding Year 1 Phonics the target that had been set for the end of the year was 80%, with the school achieving 83.3%. Regarding Year 2 Phonics the target that had been set for the end of year was 90% but the school had achieved 96.6%. (8 out of 7 children passed, one child that did not pass was unable to take the test).</p> <p>7.19 Governors discussed the challenge for Teachers to catch up on gaps and the importance of children not coasting. LH said that teachers are aware of attainment from KS 1 SATS and group children accordingly, but added that these groups are flexible. The Chair challenged specifically what the criteria is for moving up and down the groups. LH made clear that that children are not allowed to move down.</p>	
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	<p>7.20 The Chair asked if Governors had any questions regarding the TIMU Academy Trust School Termly Report for Bobbing Village school 2015-2016. No Governors had any further questions.</p> <p>7.21 The Chair explained to the Clerk the significance of the ‘single central record’. Gemma Cullen will make a record to show that Governors have examined this document. Governors asked if this should be an agenda item, which was agreed. DE volunteered to check for Term 1.</p> <p>Action: DE to check the Single Central Record for Term 1.</p> <p>Action: Clerk to add Single Central Record to future agenda’s.</p>	<p>DE BHB</p>
<p>8</p>	<p>School Plan</p> <p>8.1 LH Distributed copies of the TIMU Academy Trust Bobbing Village School Improvement Plan 2016 – 2017 to those present.</p> <p>8.2 The first section that was discussed was ‘Areas for Improvement identified from the last inspection’. With regard to the Improvement of the quality and consistency of teacher’s marking to help pupils make rapid progress, LH said that the marking is outstanding and that this is double checked by book scrutiny. Governors then asked whether teachers ask pupils more frequently about what they understand throughout lessons. The Chair asked if this was something that was done by a teacher graded as Outstanding and further enquired if not, were gaps addressed via CPD. LH gave assurance that CPD was used and identified and that the ‘4-part lesson’ assisted with constant checking and comprehension and LH and gave an example of a whole class input with children going to tables then back to the carpet to reteach any gaps.</p> <p>8.3 Regarding ensuring that pupils achieve more in mathematics, particularly girls by: Improving teachers’ subject knowledge and competency in mathematics, LH reassured Governors that Mathematics is something that the school has been focusing on and referred Governors to the maths data within TIMU Academy Trust School Termly Report Bobbing Village School 2015 – 2016 and drew Governors attention to Page 11 KS2 groups of pupils achieving AS in maths Bobbing 2016 80% national 70% boys maths 92% girls maths 89%.</p> <p>8.4 Governors then looked at the Key Priorities for the School Plan on page 3. LH went through each point as follows:</p> <p>Effectiveness of Leadership & Management:</p> <ul style="list-style-type: none"> • <i>‘Developing the visibility, staff engagement and the value and praise culture of all leaders across each school’.</i> LH said that each member of the Leaders group had had a 360 appraisal which show that this was an area to improve. • <i>‘Improve the themed curriculum developing the skills in humanities; science, social, physical and artistic learning’.</i> LH said the focus is getting more WOW moments to keep the curriculum exciting. • <i>‘Develop the CPD plan yet further to support the succession and growth</i> 	

	<p><i>plan of the trust schools’.</i></p> <p>Details were given by LH that there had been a progression route for Teachers and this has now to be expanded to ensure TAs get a clear career progression route. An example was provided of a TA that had started a University degree this month in order to become a Teacher. This was celebrated by Governors.</p> <p>Quality of Teaching, Learning & Assessment</p> <ul style="list-style-type: none"> • <i>‘Teaching enables pupils and where possible the wider community to become resilient to failure and thrive on the challenge of learning’.</i> <p>LH gave details that there was concern that children are not very resilient and that some children find challenge difficult. To address this, there is a resilience project this year, with two Teachers delivering the project across the TIMU trust. A discussion took place amongst those present regarding reliance, with the Paralympics being used as a relevant example that children could relate to.</p> <p>Personal development, Behaviour & Welfare</p> <ul style="list-style-type: none"> • <i>‘Further develop Behaviour support through increased opportunities to improve pupil’s emotional and mental wellbeing’.</i> <p>LH said that some children identified in need to benefit from taking part in the ‘Nurture Programme’.</p> <p>Outcomes for Pupils</p> <ul style="list-style-type: none"> • <i>‘Close the gaps on pupil’s progress across KS2 in Reading, Writing and Maths so that 90% of each cohort are on track to meet progress expectations’.</i> <p>Governors concurred that this is quite an ambitious target to set, but that agreed that it is good to aim high.</p> <p>8.5 Each individual section of the report was looked at in detail by Governors. Governors discussed and agreed to study each part of the report and agree actions for monitoring at this meeting.</p> <p>The actions for Terms 1 and 2 were looked at Governors agreed the following Monitoring and Evaluation:</p> <p>Effectiveness of Leadership & Management</p> <ul style="list-style-type: none"> • <i>‘Plan WOW days for at least half a day each topic’.</i> Action: GS to obtain Pupil Voice to provide information about levels of pupil interest and engagement in each topic, by the end of Term 1. • <i>‘Interactive and colourful classroom displays in each room reflecting the CLJ topics with evidence of children’s work’.</i> Action: GS to obtain Pupil Voice to provide information about levels of pupil interest and engagement in each topic. Monitoring to be completed by end of Term 1. 	<p>GS</p> <p>GS</p>
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	<ul style="list-style-type: none"> • <i>'Include at least 2 hours of CLJ per week on timetable'.</i> Action: GS to ensure coverage of objectives is evident in the books and planning folders. To be completed by the end of Term 2. • <i>'Improve skill development in Art by teaching 3 different areas across the topic – exploration of the artist, practice in the medium being taught, a final piece of work'.</i> Action: GS to identify evidence seen in sketch books, wall displays and other displays. To complete by the end of Term 2. <p>Quality of Teaching. Learning & Assessment</p> <ul style="list-style-type: none"> • <i>'On SC use the words – I can meet the challenge of'.</i> Action: DE to complete Book scrutiny, by the end of Term 1. • <i>'Improve the quality of success criteria'.</i> Action: DE to complete book scrutiny / Pupil Voice, by end of Term 1. • <i>'If seen evidence of a child showing resilience share their story; within the classroom'.</i> Action: KB to investigate outcomes for reading, by end of Term 1. <p>Personal Development, Behaviour & Welfare</p> <ul style="list-style-type: none"> • <i>'Further develop Behaviour support through increased opportunities to improve pupil's emotional and mental wellbeing'.</i> Action: GS to speak to CH to suggest that she meets with Kelly Croucher (SENCO) regarding the Nurture programme, Lego therapy etc. By the end of Term 2. <p>Outcomes for pupils – To meet all targets set for statutory Assessment 2017</p> <ul style="list-style-type: none"> • <i>'Grouping arrangements in Years 3 – 6 to be based on KS1 attainment'.</i> Action: KB to complete a learning walk, by the end of Term 1. • <i>'TA's to meet with all pupils in years 3, 4, 5 and 6 to discuss current attainment and progress and remind of journey to make this year'.</i> Action: LW to speak to children by the end of Term 1. LW to speak to TA's by the end of Term 2. • <i>'Appraisal targets set for all teachers regarding closing the gaps where pupils fall behind their expected progress rates'.</i> Action: Kelly Brooks to have a discussion with teachers by the end of term 2. 	<p>GS</p> <p>GS</p> <p>DE</p> <p>DE</p> <p>KB</p> <p>GS</p> <p>KB</p> <p>LW</p> <p>KB</p>
9	<p>Finance Report</p> <p>9.1 Governors all agreed that the £90.00 spend for children to have breakfast before the SAT's test was money well spent. LH told Governors that it was a good way to start the day, to get all the children calm and in the right frame of mind for the test ahead of them. KB also said it was an effective way of knowing quite</p>	

	early as to who is missing from the test.	
10	<p>Ofsted</p> <p>10.1 Training for readiness for Ofsted will be held at Iwade on 26th September 2016, Governors were encouraged to attend.</p>	
11	<p>Code of Practice</p> <p>11.1 The Code of Practice was distributed by the Clerk. This was not the most up to date version, Clerk agreed to locate the correct copy from Martin Hyde. Governors to complete this document on Monday at the Ofsted training.</p> <p>Action: The Clerk to obtain the most up to date copy of the Code of Practice and Governors to sign.</p>	BHB
12	<p>Governor visits Protocol</p> <p>12.1 LH reminded Governors of the Governor visit protocol and went through the document with Governors. The correct procedure for visiting the school was made clear by LH. BHB will email the pro forma.</p> <p>Action: The Clerk to circulate the Governor Visits document and pro forma.</p>	BHB
13	<p>Skills Matrix</p> <p>13.1 The Clerk distributed the NGA Governing Board Skills Audit 2015 and Governors completed this form at the meeting.</p>	
14	<p>Any other urgent business not on the agenda</p> <p>14.1 Recruitment of another Governor was discussed following the resignation of SS. The Chair said that he will liaise directly with the Executive Head on this matter, with the possibility of looking within the local community.</p> <p>Action: GS to speak to KW regarding recruitment of additional member of LGB.</p> <p>14.2 The Clerk said that she would like to check that the contact details that she has for Bobbing LGB are correct and as such will email Governors with the contact details to check and update where appropriate.</p> <p>Action: The Clerk to check and update LGB contact details.</p>	GS BHB
15	<p>Confidential Items</p> <p>See confidential item Appendix A.</p>	
16	<p>Date of next meeting</p> <p><u>16.1 Post meeting note: Next meeting of the Bobbing Local Governing Body to be held at 4.00 p.m on Wednesday 7th December 2016 at Bobbing Village School.</u></p> <p>16.2 The meeting concluded at 18:10.</p>	

Signed: Chair of LGB

Date:

Initials.....Chair of LGB

Documents from the Bobbing Village School Local Governing Body Meeting on 19th September 2016

- A. Agenda for the meeting of Bobbing LBG on 19th September 2016 at 4pm
- B. TIMU Academy Trust Code of Practice 2015 – 2016
- C. Attendance record
- D. TINU Academy Trust Minutes of Bobbing LGB meeting at Bobbing Village School Monday 27 June 2016 at 4pm
- E. Ofsted School Inspection Handbook
- F. National Governors Association Governing Board Skills Audit 2015
- G. TIMU Academy Trust School Termly Report Bobbing Village School 2015 – 2016
- H. Hacker Young Chartered Accountants Related Party Questionnaire for Trustees
- I. Finance Meeting 19 May 2016
- J. TIMU Academy Trust Bobbing Village School Improvement Plan 2016 – 17
- K. TIMU Academy Trust Policy Document for Director Visits