

**Minutes of the Iwade School Local Governing Body****Iwade Village School****Monday 26<sup>th</sup> September 2016 at 4pm.**

**Present:** Mrs Angela Edwards (acting Chair) (AE), Mrs Caroline Mariner (Principal) (LH), Mr Stephen Plumb (SP), Mrs Sarah Downes (SD), Mrs Karen Pilgrim (KP), Mrs Catherine Hudson (CH), Mrs Kelly Brooks (KB).

**Apologies:** Mr Darren Pace (DP).

**Clerk:** Mrs Beatrice Herrtage-Balneaves.

No.	Item	Action
1	<p><b>Welcome and Introduction</b></p> <p>1.1 The Chair welcomed those present. The Chair announced the resignation of the previous Chair Mr Graeme Samson from the LGB of Iwade School. The Chair invited applications for the post of Chair from amongst the current LGB.</p>	
2	<p><b>To Receive Apologies for Absence</b></p> <p>2.1 The Chair announced apologies had been received from DP who was unable to attend due to childcare commitments, but noted his intention to attend the Ofsted training scheduled for 6:30pm. This was accepted by those present.</p>	
3	<p><b>Declaration of Business Interests</b></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.</p> <p>3.2 There were no additional declarations of Business Interests nor conflicts of interests declared.</p>	
4	<p><b>Minutes of the previous meeting</b></p> <p>4.1 Those present agreed that the document 'Minutes of an Iwade LGB Meeting held at Iwade School on Monday the 4<sup>th</sup> July 2016' was an accurate and true record of the meeting. The minutes were signed by the Chair.</p>	
5	<p><b>Matters arising from the minutes of the previous meeting</b></p> <p>5.1 The Chair drew Governors attention to the document 'Minutes of an Iwade LGB Meeting held at Iwade School on Monday the 4<sup>th</sup> July 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"> <li>• Sec.5: <i>'A suggestion was made that an action summary document to create after each meeting providing governors with the appropriate action points raised'</i>.</li> </ul> <p>The Chair questioned whether this had been completed, Governors suggested that this was something that the previous Clerk had agreed to complete. The Chair asked the current Clerk if there had been a handover</p>	

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	<p>of any such documents. The Clerk confirmed that she had not received anything from the previous Clerk, but agreed to create the document going forward.</p> <p><b>Action: Clerk to provide summary of action points after each LGB meeting.</b></p> <ul style="list-style-type: none"> <li>• S.5 'KP due to attend a celebration assembly'. KP reported that this has been completed and the report has been submitted.</li> <li>• S5. 'SP was to obtain evidence of staff voice surrounding teacher confidence and competence in marking teacher assessments in reading, writing and in maths and to look at the British Values agenda'. SP reported that this is still outstanding. <b>Action: SP to obtain evidence of staff voice surrounding teacher confidence in marking teacher assessments and to look at British Values. To be completed by the end of Term 1.</b></li> <li>• S5. 'KB suggested looking at smart targets for vulnerable groups which is an area for evaluation under 'Outcomes for Pupils''. KB confirmed this this has not been completed. <b>Action: KB to look at smart targets for vulnerable groups, by the end of Term 1.</b></li> <li>• S5. 'DP agreed to look at EYFS – this visit has been completed but the visit report is yet to be finalized and circulated'. CM said that the report from DP has now been submitted and that she needs to study it before it is circulated. <b>Action: CM to circulate report once finalised.</b></li> <li>• S5. 'Evaluation by teachers of Grammar Hammer and the ragged red monitoring &amp; evaluation item still outstanding under term 2 was highlighted to be looked at'. KB confirmed this this has not been completed. <b>Action: KB to carry out Evaluation by teachers of Grammar Hammer and the ragged red monitoring &amp; evaluation item, by the end of Term 1.</b></li> <li>• S6. 'Monitoring visits listed for Term 5 was just one visit by Stephen Plumb who acted as an independent invigilator for the school during SATs week. He was asked to submit a report based on this visit'. SP confirmed that this action has been completed. <b>Action: CM to locate and circulate the report, which may have been sent to the previous Clerk.</b></li> <li>• S6. 'With regards to the grading's going down – clarification needed to be sought in case the statistics are incorrect'. CM clarified that with regard to the Term 5 report grading had changed and there was now a brand new tracking in place.</li> <li>• S7: 'In total there were four visit reports when were not detailed on the HT report which had been submitted since the HT report was written'.</li> </ul>	<p>BHB</p> <p>SP</p> <p>KB</p> <p>CM</p> <p>KB</p> <p>CM</p>
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	<p>CM confirmed that these reports had been received and agreed to send the reports to the Clerk to file.  <b>Action: CM to send the Clerk the visit reports.</b></p> <ul style="list-style-type: none"> <li>• S7 'GS has recently completed a visit surrounding the school's curriculum map so this can be ragged green however where timetables are to be re-planned to meet the changes – monitoring is required'.  It was not clear as to whether GS has completed this action. The Chair said that if the curriculum needs looking at then this must be done.  <b>Action: CM to check whether the Curriculum Map visit had been completed by GS prior to his resignation.</b></li> <li>• S7. 'Regarding assemblies Mrs. Karen Pilgrim is still due to attend a celebration assembly'  KP reported that this action has been completed.</li> <li>• S11. 'It was suggested that the Health &amp; Safety Governor (SD) carries out monitoring on the actions/outcomes of this report with an annual update / follow up review'.  CM said that this is still outstanding but now would be an appropriate time for this to be done as there has been a lot of work going on over the summer.  <b>Action: SD to complete the report, by the end of Term 2.</b></li> </ul>	<p>CM / BHB</p> <p>CM</p> <p>SD</p>
6	<p><b>Appointment of Vice Chair</b></p> <p>6.1 In accordance with 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. KB volunteered to be Vice-Chair for the year 2016-2017. This was unanimously agreed by Governors present. Following the resignation of GS the Chair for the school year was appointed. KP volunteered for the role of Chair. This was unanimously agreed by Governors present.</p> <p>AE continued in her role as acting Chair for the duration of the meeting.</p>	
7	<p><b>Head Teachers Report</b></p> <p>7.1 Before CM discussed the TIMU Academy Trust School Termly Report CM took the time to remind Governors that the reports are separated in sections as follows:</p> <ul style="list-style-type: none"> <li>• The effectiveness of Leadership and Management</li> <li>• Quality of Teaching, Learning and Assessment</li> <li>• Personal Development, Behaviour and Welfare</li> <li>• Outcomes for Pupils</li> <li>• EYFS</li> </ul> <p><b>7.2 Section 1: The Effectiveness of Leadership and Management</b></p> <p>A Governor pointed out that Section 1 of the report needs to be amended to 'Term 6'. CM agreed to update the report accordingly.  <b>Action: CM to change the date on Section 1 of the report.</b></p>	<p>CM</p>

<p>7.3 CM shared with Governors that there had been a lot of school trips during Term 6 and said that this puts a lot of pressure on particularly the office staff that have to complete various risk assessments in preparation for the trips. To combat this CM said that in future, with the new curriculum, the trips will be spread out more evenly across the year. Governors agreed that the children fund raising over £2000 for the trip to Chessington was really positive.</p> <p>7.4 LH reported to Governors that sports funding is making a real difference with regards to sports. The school currently employs three specialist Teachers in PE and have been successful in many events. Governors spoke about the new football kit and how well this reflected on the school.</p> <p>7.5 With regards to British Values, CM said that Christie Wright is doing a great job delivering the British Values programme across the school. As part of this, children are being taught about democracy and Governors reported that through their own discussions with children, it appears that children are getting a good understanding of British Values.</p> <p>7.6 Governors discussed who will take on the responsibility of Leadership and Management now that GS has resigned. No agreement was reached in this regard.</p> <p><b>7.7 Section 2: Quality of Teaching Learning and Assessment</b>  CM drew Governors attention to page 8 of the report the Tracking T &amp; L at Iwade School 2015 – 16 and explained that this table displays the triangulation which gives teachers their overall grade. CM pointed out that as the teaching staff at the school has changed, like-for-like comparison to previous data (Term 6) cannot be made. CM also said that within the data there are 4 NQT's. All teachers are graded at either 'good' or 'Outstanding', which Governors felt confident about. LH added that all of the NQT's are very impressive. Governors discussed the positive impact of there being a higher percentage of male teachers employed by the school. CM highlighted that there are currently ten male teachers at Iwade school which is very unusual. Governors unanimously agreed that this was remarkable and provided excellent male role models for the children.</p> <p><b>7.8 Section 3: Personal Development, Behaviour and Welfare</b>  CM reported that attendance remains excellent and informed Governors of a letter received from the LA to say that at 97.2% the school's attendance is amongst the best in the country. CM told Governors that Persistent Absences are being investigated and that now if a child's attendance is less than 90% it is regarded that the child is persistently absent. CM made Governors aware that all holiday requests are being routinely rejected, and suggested that as a result this may lead to higher numbers of unauthorised absences. Governors challenged CM on the number of present absences. CM said that there were 20, but added that this was for a variety of reasons. An example was provided that some children have long term health issues. Governors queried why there was no data showing for Persistence Absences on the page 9 for Term 6. CM confirmed that this is a because the document needs to be realigned. Governors questioned CM as to what is being done in order to encourage improvement to Persistent Absences. CM gave details that letters are sent to parents and meetings are often arranged. Governors sought clarification as to whether there was a link between PP children</p>	<b>CM</b>
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<p>and Persistent Absences, and asked CM to provide a figure for this.  <b>Action: CM to investigate the number of PP children involved in persistent absence and report back to Governors at the next meeting of the LGB.</b></p> <p>7.9 CM talked about behaviour, saying that behaviour generally remains very good, but said that there is still some challenging behaviour. The children that found it difficult to stay on green were from younger years, there are some interventions ongoing such as Lego Therapy and the Nurture Programme. Governors discussed out of the 12 children in Year 1 some may have other needs. Governors shared the feeling that when learning walks are being carried out the school feels settled. A Governor suggested that the improvement in the behaviour demonstrated that as the children progress through the school they could also be used to getting used to school and maturing generally. Governors agreed that setting the correct behaviour expectations and consistency is key and that by Year 2 children are getting used to those expectations. Governors talked about how children that struggle with behaviour as they get older may develop strategies to help them cope. CM praised Kelly Croucher on her hard work with children who require some additional support. CH reminded those present that there were also some more children in Year 1, 3 classes. Regarding the Year 1 figures the school gained around 20 children over the year said a governor and CM said that it took a while for these children to settle and that it changed the dynamics. CM spoke about the occasional struggle the school has had with some parents who do not accept that teachers use their professional knowledge and implement strategies appropriate to improve behaviour.</p> <p>7.10 Governors talked about safeguarding and the Governors were reminded of the 'Single Central Record' which needs to be checked on a regular basis.</p> <p>7.11 The building work to the school has now finished, reported CM, and now general ongoing maintenance is continuing. Governors challenged CM on whether a fire drill had been carried out since the new building work had been completed. CM said that although there had yet to be a planned practice, the fire alarm had been activated on two separate occasions, deliberately. The new muster stations are working well stated CM and reminded Governors that as well as fire drills, the fire alarm is tested each Monday. Governors pointed out that the new set of stairs could potentially cause delays on exiting the building in an emergency situation and asked CM to take this into account.</p> <p>7.12 CM talked about risk assessments and invited Governors to inspect these documents at any time. CM reminded Governors that the risk assessments are located in the school office.  <b>Action: SP to check the Risk Assessment documentation and familiarise himself with the assessments.</b></p> <p><b>7.13 Section 4: Outcomes for Pupils</b>  CM drew Governors attention to the table on page 12 of the report, the EYFS GLD figure of 83% is significantly above the national of 66%. Governors looked at the Phonics Screen Year 1 and discussed the changes to Year 1 and that year one was unsettled due to new starters. CM said that there are far fewer children coming out of Year 2 without insufficient phonic knowledge compared to 2 years ago, saying that this is due to a lot of hard work going into teaching Phonics.</p>	<b>SP</b>
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	<p>Regarding SATs, a Governor questioned whether the SATs tests at KS1 Is a teacher assessment and test. CM confirmed that it is both teacher assessment and a test.</p> <p>7.14 Regarding groups of pupils achieving L4+ combined reading, writing, maths Governors celebrated that the 61% is significantly about the national of 53%. Governors were told by CM that a scaled score is used 100. Four Reading Papers were appealed, four where one mark would have made a differences all were at 99 on the scaled score. From seeing the test papers CM said that the children had done very well, but added that comprehension needs to be the focus to make sure each child understands the question.</p> <p>7.15 Governors agreed that the maths figure of 91.2 was fantastic.</p> <p>7.16 Governors probed the PP figures and asked CM if there was a correlation between a high percentage of PP children that also have SEN. CM confirmed that this is often the case.</p> <p><b>7.17 EYFS Term 6</b> CM reminded Governors that when comparing these figures from previous terms it must be recognised that they are looking at different skills for each level. Terms 1-5 are using the statements from ‘Development matters’ and Term 6 is ‘early learning goals’.</p> <p>7.18 When looking at the Table on page 15 of the report ‘Iwade Vulnerable Groups T6 2015-16’ Governors held a discussion regarding SEN children and regarding summer born children. Governors talked about the implication of children not receiving funding until they are three years old and the resulting impact on children who are at nursery for a less time as a result.</p> <p>7.19 Regarding phonic screening there were no differences between boys and girls. Regarding the final Year 2 Phonic Screening Result Term 6 CM reminded Governors that these are Year 2 that re took the test.</p> <p>7.20 CM invited questions from Governs regarding the report. There were no further questions.</p>	
8	<p><b>School Plan</b></p> <p>8.1 CM distributed copies of the TIMU Academy Trust Iwade School Improvement Plan 2016 – 2017 to those present.</p> <p>8.2 The first section that was discussed by Governors was ‘Key priorities for the School Plan’ on page 3 of the document as follows:</p> <p><b>Effectiveness of Leadership &amp; Management:</b></p> <ol style="list-style-type: none"> <li>1. <i>‘Developing the visibility, staff engagement and the value and praise culture of all leaders across each school’.</i> <b>Action: KP and CH to complete a learning walk. Term 1 and 2.</b></li> <li>2. <i>‘Improve the themed curriculum developing the skills in humanities; science, social, physical and artistic learning’.</i> CM shared her opinion that the curriculum is very broad making sure enough wiz and invited Governors to check on learning walks, look on the</li> </ol>	KB CH

	<p>displays.  <b>Action: KB to investigate the broad curriculum by looking at books and displays. By the end of Term 2.</b>  <b>Action: All governors to check the themed curriculum whilst on learning walks.</b></p> <p>3. <i>'Develop the CPD plan yet further to support the succession and growth plan of the trust schools'.</i>  CM said that the young leaders are already doing a fantastic job and that there are good opportunities for them.</p> <p><b>Quality of Teaching, Learning &amp; Assessment</b></p> <p>1. <i>'Further develop the Assertive mentoring system, focussing on the improvement of the pupil mentoring meetings so pupils act incisively upon the feedback given'.</i>  <b>Action: KB to check if Teachers are also involved fully with the children that the TA's are helping. Term 1, Term 3 and Term 5.</b></p> <p>2. <i>'Teaching to embed reading exceptionally well across the curriculum so that all pupils make good progress'.</i>  Governors talked about the 'extreme reading' initiative and what a fun topic this was. Governors commented that some of the pictures had been shared in assembly which were great CM reported that sadly it was met with some resistance from parents. Governors asked if this was a typical response from parents and CM confirmed that it wasn't.  <b>Action: KB to do have a discussion with reading team and Literacy Lead Sam Robinson in Term 2.</b></p> <p><b>Personal Development, Behaviour &amp; Welfare</b></p> <p>1. <i>'Further develop Behaviour support through increased opportunities to improve pupils emotional and mental wellbeing'.</i>  Governors discussed how this underpins reliance.  <b>Action: SP to meet with Kelly Croucher, by the end of Term 1.</b></p> <p><b>Outcomes for Pupils</b></p> <p>1. <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>  CM said that that a real challenge has been set.  <b>Action: KB to monitor the progress in Terms 1, 3 and 5.</b></p> <p>In the absence of DP, the following actions were suggested for him to complete:</p> <ul style="list-style-type: none"> <li>• <b>Action: DP to resend early years report for Term 1.</b></li> <li>• <b>Action: DP to report on the outdoor learning area, how is it being used and whether is it value for money. By the end of Term 2</b></li> <li>• <b>Action: DP to talk to Tim Harwood EYFS leader regarding well-being. By the end of Term 2.</b></li> </ul> <p>8.3 The Chair gave encouragement to Governors to give all that they can offer to the school. KP said that learning walks had been really useful and Governors discussed the possibility of doing more joint learning walks. A Governor asked if they might bring associate Governors from other schools, the Chair declined this offer but was grateful for the suggestion.</p>	<p>KB</p> <p>ALL</p> <p>KB</p> <p>KB</p> <p>SP</p> <p>KB</p> <p>DP</p> <p>DP</p> <p>DP</p> <p>DP</p>
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	that she had found attending an assembly particularly interesting and enjoyable and learnt a lot from it. Governors again talked about doing things in pairs, especially when some of the Governors are new to the role. LM also reminded Governors to be clear on the role that they are visiting the school is in the capacity of Governor and not parent.	
<b>13</b>	<b>Skills Matrix</b> 13.1 The Clerk distributed the NGA Governing Board Skills Audit 2015 and Governors completed this form at the meeting.	
<b>14</b>	<b>Any other urgent business not on the agenda</b> 14.1 None reported.	
<b>15</b>	<b>Confidential Items</b> 15.1 No items were deemed confidential from the meeting.	
<b>16</b>	<b>Date of next meeting</b> 16.1 Post meeting note: In a change to the published dates the next meeting of Iwade LGB will be Monday the 14 <sup>th</sup> of December 2016 at 16:00.  16.2 The meeting concluded at 6:15pm.	

Signed: ..... Chair of LGB

Date: .....

Initials.....Chair of LGB

**Documents from the Iwade School Local Governing Body Meeting on 26<sup>th</sup> September 2016**

Agenda for the meeting of Iwade LBG on 26<sup>th</sup> September 2016 at 4pm

TIMU Academy Trust Code of Practice 2015 – 2016

Attendance record

TINU Academy Trust Minutes of an Iwade LGB Meeting held at Iwade School on Monday the 4<sup>th</sup> July 2016

Ofsted School Inspection Handbook

National Governors Association Governing Board Skills Audit 2015

TIMU Academy Trust School Termly Report Iwade School 2015 – 2016

Hacker Young Chartered Accountants Related Party Questionnaire for Trustees

TIMU Academy Trust Iwade School Improvement Plan 2016 – 17

TIMU Academy Trust Policy Document for Director Visits

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