

Crowmarsh Gifford C.E. Primary School

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Minutes of the meeting of the Full Governing Body Held at the school on Wednesday 6th May 2015 starting at 7.30pm

Present:

Mr. R. Mullan (Chair) (RM)	Revd. J. Goulston (JG)*
Dr M. Andrews (MA)	Mr. N. Hannigan (NH)
Mrs F Barton (FB) (Headteacher)	Mrs S Lowe (SL)
Mrs A J Butler (AJB)	Mrs L Millbourn (LM)
Mr A Crabbe (AC)	Mrs K Murray-Vaughan (KMV)

Attending: Mrs. S. Rance (Clerk) **(SJR)**

Apologies: Received from Mrs P Hannigan **(PH)**.

* Revd Goulston was present for the first part of the meeting only.

Declarations of interest: None.

The meeting was quorate.

NO.		ACTION
14.36	RESIGNATION OF GOVERNORS The resignations of Mr A Bucknell and Mr P Baroni were noted with regret. Revd Goulston tendered his resignation due to his forthcoming relocation to Uffington Parish. The Chairman expressed thanks on behalf of the governing body for all his support over the past eight years, which has been very much appreciated. Revd Goulston's final service will take place after the Flower Festival on Sunday 14 th June. The school pupils will attend a service at St Mary Magdalene's on Friday 5 th June.	
14.37	CURRICULUM PRESENTATION Curriculum updates had been given at the parent governor forum on 24 th April.	

	Crowmarsh School as it is a voluntary controlled school, not an aided school. • The headteacher may choose to be an ex officio governor but this is not compulsory. After discussion the revised Instrument of Government was approved unanimously. The Clerk will submit it to the Diocese and to Governor Services.	Clerk
14.41	HEADTEACHER'S REPORT The headteacher's report had been circulated and the following points were noted: • Mrs Selwood has resigned to take up alternative employment outside education. This post will be advertised as soon as possible. Mrs Lawrence, a parent who is a qualified teacher, has been working in Year 2 to help support the class. Mr Sharman, also a parent, has been helping in Class 4, following the resignation of Mr Jones, who has left to complete his teacher training. • Q: LM asked whether any other local schools have yet implemented any new 'level free' system of assessment. • A: FB has attended a briefing about the new national curriculum but the process of revising the assessment system is in its early stages. • MA has attended a training session on the expectations of each year group. The school needs to find a system which measures progress. • FB commented that guidelines will be followed and progress measured against these. Some other schools are creating checklists with tick sheets for teachers to use but Crowmarsh is still researching the best method to adopt. • LM commented that it is good that expertise is being shared within the partnership. A local headteacher has recently visited to observe some lessons and has moderated the results with FB who will now do this at her school. • SMSC audit results have been circulated. British values are highlighted and there is a focus on how these can be promoted in a modern British society. • Access details for the recently purchased on-line assessment tracking system have been circulated to governors.	

	• Q: MA requested a report on Special Needs should be included in the Headteacher's report. A: This will be included in the next report. • Governors requested information on areas for development for teaching staff generally. Di Pardoe training is continuing. • A request has been received from a teaching assistant who will be leaving in the near future to take up a teacher training course. She has asked for unpaid study leave for the first six weeks of Term 6, when she would return for the final week of term and then be paid by Crowmarsh School until 31st August when her employment would cease. It was noted that only three days paid study leave is normally permitted but governors could grant more if they chose to do so. However, this could set a precedent for the future. Mr Jones was in a similar position and he resigned his post. It was noted that Mrs Butler did have study leave during her training but her training was carried out at Crowmarsh School and another student replaced her in the class during her absences. After discussion it was agreed not to allow the member of staff to take this extended period of leave but to grant three days paid study leave. This decision was made on the basis of the particular circumstances applicable at the time. • It will be necessary to recruit a teaching assistant for Years 2, 4 and 6. LM can be available if needed to support FB with the interview process. • Mrs Barlow plans to return to school on Monday 11th May. Interviews for the Year 5 teacher have been postponed but will take place before the end of Term 5.	FB
14.42	COMMITTEE REPORTS <u>Personnel & Finance</u> • The draft budget was presented and discussed. The budget was balanced in all three years and it was recommended by the committee that it be approved. this arrangement. It was noted that there is an in-year deficit in each year. A small reduction of 0.4 in teaching staff is projected. Intervention groups will not continue at the current rate. A discussion took place on how additional help could be provided to improve attainment. Following this it was proposed by NH and seconded by RM that the budget be approved and this was agreed.	

	• Due to lack of support, the Breakfast Club is to be discontinued. Following the resignation of Mrs Jameson and Mrs Selwood, the After School Club will continue at least until the end of the academic year. Costs and viability will need to be considered for the future. <u>Premises and Health & Safety</u> Discussions have taken place with David Lawes and Carillion re. drainage problems at the school, due to the pitch fibre pipes. There have been a number of incidents involving sewage leaks recently. Thanks to LM, the original report on the drainage situation had been located and sent to the school. The report had been sent originally to Mouchel Parkman but never sent on to Carillion. When the library was refurbished evidence of sewage was found. OCC do not dispute the problem but will not take action. FB has reported this latest incident to Carillion and to OCC. AC recommended referring this to the OCC Cllr Mark Gray and also offered to help progress this with the County Council. <u>Curriculum and Standards</u> • MA reported that a query, about whether the on-line maths is compatible with Ipads, has been resolved. • All actions from the previous C + S meeting have been addressed. • School tracking data has been circulated to governors. • The progress of each pupil has been looked at in key areas. Averages are helpful but it is also necessary to consider data on a line by line basis to ensure that progress is being monitored closely. Interventions can then be put in place for pupils who need extra support. • In Years 4 and 5, progress is being looked at and in Years 2 and 3 interventions are being highlighted. In Year 6 booster groups are used to ensure that pupils achieve. There is a need to ensure staff are in place so that achievement is as good as possible. • LM expressed concern that although large numbers of pupils are exceeding expectations there are some pupils in each year group who have not made the expected progress. • MA commented that Year 3 always shows a dip in achievement – is this an assessment issue? AB commented that staff are cautious about marking pupils up too high.	AC
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	• The school aims to ensure that every child is making progress. Pupils are considered on an individual basis. Some objectives in the new curriculum have accelerated expectations. Progress in Year 3 was higher than last year. Crowmarsh now teaches to Level 6, whereas Level 4 used to be the norm. • LM expressed concern that if there is a lack of genuine progress across the years there may be an underlying issue. • The SDP was reviewed and it was agreed that the new software was a good investment. MA and SL have undertaken training on the system and commented on the clarity it offered. • Fisher Family Trust (FFT) data is not currently being used, Raise on Line is preferred. However FFT data is available for the current years 4, 5 and 6. • Absences are increasing and are now in line with the national average. There are a number of persistent absentees. The terms of the home-school agreement will be highlighted to parents. Unauthorised absences are mainly due to term-time holidays. There are also some persistent late arrivals. Teachers speak to individual parents about this. • It was suggested that a lock could be fitted to the hall doors for use at the beginning of the school day as there are still some instances of parents walking through to the classroom in the mornings.	
14.43	SCHOOL MANAGEMENT <u>Feedback on Parent Governor Forum held on 24th April</u> The forum went very well, although numbers were relatively low. There was positive feedback from parents, who appreciated the presence of teachers at the meeting. Thanks to all who attended.	
14.44	GOVERNOR TRAINING • MA and SL attended training on the new curriculum – details have been circulated to the C & S committee. A great deal of information was provided at the training session. • Governor training on the role of the governing body had been held at Crowmarsh School. Most of the teaching staff also attended and it was agreed this was a worthwhile session. • NH has attended a Health and Safety update.	

	• FB and LM have attended training on teaching and learning. • SL suggested inviting governors from other schools to share ideas. • RM recommended the Chair of Governors meetings which are very good. He will let LM know when the next session takes place.	RM
14.45	GOVERNOR VISITS • RM has made a general visit in the last two weeks. • LM visited to see the learning walls. • SL offered to take curriculum responsibility for art. • LM recommended that governor visits are encouraged. FB suggested holding a governor visits week once a term (three times a year). It was agreed that this would be a good idea. Governors could sign up for a specific day and time. LM recommended making one visit to look at a specific subject area and another with a different focus, e.g. marking. • AC was delighted to be invited to present dictionaries to Year 6 recently.	
14.46	CORRESPONDENCE None.	
14.47	DATE OF NEXT MEETING The next full governing body meeting will be held in school on Wednesday 8th July, starting at 7.30pm.	
14.48	ANY OTHER BUSINESS • LM reported that governor surgeries are a popular idea in some schools. It was suggested that two governors could attend parents' evenings or open classroom afternoons. This would be an informal way of providing greater interface with parents. It was agreed that LM and MA will trial this. AC suggested that the first ten minutes of every full governing body meeting could be an open session. It was agreed to offer this at the next meeting to discuss general issues from 7.30 – 7.45pm. • SL offered to review the Governors' Code of Conduct. • An email sent to parents recently by an outgoing governor was reported as a data protection issue.	SL

	• AC kindly offered to host a barbecue for governors and staff, to be held on a Wednesday evening in June, date to be decided. • A farewell celebration for Revd Goulston will be held after Songs of Praise on Sunday 14th June, following the Flower Festival. • Governors' questionnaire: a simple questionnaire will be sent out before the end of the academic year.	
	The meeting closed at 10.15 pm.	