

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 8th July 2015 starting at 7.30pm

Present:

Mr. R. Mullan (Chair) (RM)	Mrs P Hannigan (PH)
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)	

Attending: Mrs. S. Rance (Clerk) **(SJR)**. Mr A Silvester attended part of the meeting.

Apologies: Mr R Mullan apologised for unavoidably arriving late.

Declarations of interest: None.

The meeting was quorate.

NO.		ACTION
14.49	RECONSTITUTION OF GOVERNING BODY It was resolved to adopt the revised constitution with effect from 8 th July 2015. The constitution had been approved by the County Council and the Diocese. Nominations for staff governor will be invited in September, to be organised by the Clerk. There is a vacancy for one parent governor and nominations for this will also be invited in September. Following the relocation of Revd. Goulston, there is also a vacancy for a Foundation Governor. The Clerk will notify Revd. David Rice of the dates of meetings for 2015-16.	 Clerk Clerk
14.50	CO-OPTION OF GOVERNORS It was resolved to co-opt Dr Michelle Andrews and Mrs Penny Hannigan with immediate effect. It was agreed that in	

	order to fill the two other vacancies for co-opted governors, the governing body may look to the wider community for individuals who can offer specific skills, such as financial expertise, HR, marketing, IT and communications or possibly secondary school connections. NH commented that an external candidate with all round skills would be preferable to someone too specialised. RM will draft a letter for governors' approval, to be circulated to local organisations.	RM
14.51	MINUTES OF PREVIOUS MEETING The Minutes of the meeting held on 6th May were approved as a true record and signed by the Chairman.	
14.52	MATTERS ARISING FROM PREVIOUS MINUTES <u>Arrangements for SEN cover for 2015-16</u> A SNA is in place for the next academic year and the school is looking for a member of staff willing to train as SENCO for future years. <u>Year 5 curriculum</u> Meetings have been held with Year 5 parents and their queries have been answered. Some parents expressed concern about homework focusing on a local estate agent but this was part of a project run by the estate agent specifically for the class. <u>New Curriculum</u> There is a link on the school website to relevant information about the new curriculum. <u>Booster Seats</u> Parents had been reminded to bring in their child's booster seat if travelling by car to a school event. <u>School Meals</u> There was a discussion on the quality and portion size of the school lunches. It was noted that additional portions are available to those who would like more food. The Clerk will keep a tally of menu choices. PH will do a survey with the Year 6 pupils.	Clerk PH

	<u>School Website</u> Thanks were expressed to SL for her scrutiny of the school's website. <u>Governors' Induction Pack</u> The Governors' Code of Conduct will be added to the Induction Pack. <u>Review of curriculum areas and responsibilities</u> These will be reviewed at the September meeting. <u>Library</u> It was noted that all new books have now been added to the computerised system. Teachers' picks are on the 'to do' list. Librarians will liaise with teachers on this. PH has asked Wallingford Bookshop for a list of non-fiction books for higher level readers. PH will come in to work in the library on Friday afternoons in the autumn term. <u>Open Afternoon – Governors' Surgery for Parents</u> Two or three parents attended the recent surgery. Another will be held at next week's open afternoon.	Clerk/SL Clerk (Agenda) PH MA/LM
14.53	CURRICULUM UPDATE MA reported on a meeting with FB to go through the raw data from APP and SATs. Results year by year were considered from Year 1 to Year 5. Year 1: very good results on track and exceeding. Year 2: on target or exceeding in reading but not as much progress in writing as expected. There has been a focus on independent writing across the school. Writing across junior classes has also not been as high as expected. However some children have made significant progress. Some SEN and free school meals children had made no progress in writing and interventions will be put in place for these pupils. This lack of progress is not attributed to the change in curriculum. The issue of progress in writing has	

	been a concern across the school for some time. There were no noticeable gender issues in the performance of boys and girls. AS outlined the 'Big Write' scheme which has been used in the school and involves independent writing. FB reported that new interventions would be introduced in September. Several teachers have been trained in the 'Every Child Writes' scheme which is being introduced. Q LM asked whether KMV's intervention groups had focused on writing. A. Writing was not a focus in Year 2. Q LM asked why there was a lack of progress in writing. A FB reported that this could be due to the APP assessment. It was noted that teachers' pay is linked to pupil progress and this is a national issue. Maths and reading results are less of a concern. Q AJB commented that there is an increased emphasis on grammar which may cause pressure on other aspects of English teaching. A AS agreed that this is an issue which will become incorporated into English teaching in time. Q MA questioned the exact criteria for achieving a particular level. A FB reported that pupil progress meetings will be held next week with current and future teachers. This will inform the need for interventions to begin in September. RM expressed concern that little is known about the underlying causes of this lack of progress. LM reiterated her concern over the particular lack of progress made across the school in writing, with the exception of Year 1. It was noted that average expected progress is 3-4 points annually (12 points altogether in KS2). MA reported that in KS2 attainment is good although progress is lower than expected. One to one help for pupils has been discussed. Q RM asked about the level of attainment this year compared with last year. A MA reported that this is beginning to decrease in line with progress. There is no specific group which is identifiable – it affects individuals across the school. Some children may	
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	exceed the national average but there are some who are below. In some cases the lack of progress is compounded over four years. Q LM commented that the amount of detail and the amount of effort is commendable – how can governors support the school in trying to get these levels improved? A FB reported that many children have made good progress but this is not reflected in the data. Many have exceeded 12 points over KS2 by the end of Year 6. AS commented that the APP grids may not be working as expected for writing, which is more subjective. Maths on the other hand is based more on testing. It was recommended that two teachers, for the current and previous years should assess children using the APP grids. AS uses the grids on an ongoing basis, looking at many pieces of writing. It was agreed that APP needs to inform next steps more clearly for writing. Reading has a similar process but it works much better. MA recommended that negative progress should be resolved by more moderation and liaison between past and current teachers. Different tests can produce different results and if teachers use different ones, anomalies can be corrected. It was agreed that with time anomalies should be resolved with the improved assessment and moderation of pupil results. FB reported that structure and composition of text will be a focus for the autumn term. Independent writing produces a different result from writing done with support from a teacher. Year 3 and 4 writing is a national issue. AS reported that pupil progress meetings have been held three times per year with the Headteacher and Senco. This year there will be regular meetings over a three week period, which will give teachers more structure to build on. This will help writing to embed and assist in identifying interventions and putting them in place. Q RM asked whether progress in KS2 is measured from SAT results in KS1. A FB confirmed that progress in KS2 is from KS1 SATs and over the whole of KS2 most pupils make 12 points progress.	
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	LM expressed concern that there could be a tendency for children to start lagging behind so that they have a number of points to make up by the time they start Year 6. FB commented that there could be a drop in progress when teachers change. AS has been taking a small group of Year 5 pupils in the last few weeks which is helping to identify the interventions which will be needed in Year 6. This will be rolled out across the school. RM requested actions and a clear reporting period. C & S will look at this again in the autumn. FGB meeting on 16th September: report on what interventions are planned. FGB meeting on 25th November: report on how effective these interventions are proving and evidence of this. FGB meeting in February – review of progress. The Headteacher's report will incorporate this information. LM commented that the school is fortunate in having sufficient funds to employ someone to do intervention work. A vote of thanks was made to AS for attending the meeting and for his input to this discussion.	FB
14.54	UPDATE ON STAFFING FB reported that interviews are being held this week for a part-time KS2 teacher, a part-time languages teacher and an HLTA.	
14.55	UPDATE ON PREMISES NH reported on a recommendation that a section of sewer drain outside KS2 toilets should be renewed as well as a pipe in the Early Years area. Tenders are being invited for this work and it is hoped that work will be completed by the end of August. A Health and Safety audit has been scheduled for next Friday. Meanwhile, an asbestos report has just been received following an inspection eight months ago. An asbestos surveyor will visit in the near future to take photos and assess the extent of the problem.	

	Quotes have been obtained for the redecoration of the SEN room, Class 4 and Class 1. It is hoped to have this work carried out in August. The cost will be approximately £6,000 plus the cost of new curtains for the hall. Additional money has been allocated from the budget. It was proposed by RM and seconded by SL that this work be carried out and this was agreed. NH recommended that, as the school had won a prize in the Parliament Square flag competition, a school flagpole should be bought and in addition to the school flag, a national flag be purchased. NH will research the cost of this and report back.	NH
14.56	SCHOOL MANAGEMENT <u>Roles and Responsibilities of the Governing Body</u> This item was deferred until the September meeting. <u>Governors' Questionnaire</u> FB and MA have considered this and recommended a short on-line questionnaire based on the Ofsted questionnaire for parents. It was agreed to send this out before the end of term by text with a link.	Clerk (Agenda) FB/Clerk
14.57	GOVERNOR TRAINING • LM and AS have taken the safer recruitment training.. • MA and FB went to a Fischer Family Trust meeting and signed up to the Oxfordshire Partnership data system to help measure KS1 and Year 6 data. • RM has attended training on disaster planning.	
14.58	GOVERNOR VISITS • LM has visited and discussed PSHCE with Miss Hustwayte. Her report will be circulated. • NH has accompanied Classes 4 and 1 on their class visits.	LM
14.59	CORRESPONDENCE None.	

14.60	DATES OF MEETINGS FOR 2015-16 Dates for full governing body and sub-committee meetings were circulated. Timings for committee meetings are to be agreed. The next full governing body meeting will be held on Wednesday 16th September at 7.15 for 7.30pm.	
14.61	ANY OTHER BUSINESS • FB reported that EnergyKidz will run the after school club with effect from September 2015. They have the necessary £5,000,000 public liability insurance cover. • A vote of thanks was made to AJB for her work on the governing body and good wishes were expressed for her move to a new school in September	
	The meeting closed at 10.00 pm.	