

THE GOVERNING BODY OF EVENLODE PRIMARY SCHOOL
The minutes of the Ordinary Meeting held on 5th February 2020 at 5:30pm

PRESENT:

S Richards
K McCaffer
J Lewis
H Hodgkins
S Burkitt-Harrington, Chair
S Rees, Headteacher
A Williams-Brunt
S Woollatt
L Harris
K Bowring
L Payne
D Cornelius
S Richards
R Crimmins
J Roberts
S Noormohamed
B Gray

ALSO PRESENT: L John, Clerk to the Governing Body
Standards & Curriculum: B Shields, K Mainwaring

Resources: Mark Biernacki (Vale of Glamorgan Council Re-fit Scheme)

1.0 Curriculum Sub-Committee

K McCaffer, H Hodgkins, A Williams-Brunt (Chair), S Woollatt, D Cornelius, S Richards

Standards

- Each pupil has targets and they are collated in an Excel grid as demonstrated. Year 2 and Year 6 are the focus as they need to be reported.
- Governors agreed the current targets
- The school has been asked to be very ambitious in the setting of some targets
- Of the ambitiously selected pupils, some are making progress and others are not. Those who are not reaching targeted levels continue to receive interventions but may not make the required progress.
- Interventions include one to one support and TA support in targeted interventions. After half-term Year 6 pupils will be *settled* to allow more targeted work.

Governors asked: are pupils not achieving because of academic ability or other difficulties that affect them accessing the curriculum?

It was explained that it is because of academic achievement.

Governors asked: Is there anything governors could do to support further development?

It was explained that the pupils involved are receiving all the support that they need.

Governors asked: Do you target the most able pupils?

It was explained that the pupils are given work at higher levels. In English, the level descriptors are broader so it is easier to help MAT pupils. Science is more prescriptive and the school under-perform in Welsh.

- FP curriculum differences were explained. It was explained that half of the pupils who were achieving less than the expected level are making progress towards the expected level. Those who are not achieving expected level are making expected progress based on their baseline. The way that the Year 2 groups help differentiate work was explained and is very effective.
- The teacher assessment at Year 6 is now based on the levels achieved on the day of moderation which is early this year (May 6th)

Governors asked if parents of pupils who were not achieving expected levels were engaged to support. It was explained that they are and are updated in parents' evenings. In some cases if they are on the ALN register there will be specific plans that parents contribute to.

New Curriculum Progress

An update was provided on the school's involvement. The following was noted:

- Four purposes. These have been tracked against existing planning.
- SIP Priorities. There is a focus on Health & Wellbeing. The school's *working wall* was explained which helps show work completed and priorities.
- ALN. The school's progress towards the reform was shared.
 - o Children who require *catch up* support but who are not 'significantly below their peers' will receive a learning plan
 - o One Page Profiles and the process to complete them were explained
 - o Parents and staff are engaged through information-sharing
 - o Critical skills lessons develop their problem-based learning. Examples were provided.

Governors discussed how they could see how critical skills are developed. It was agreed that the best way would be to see a specific lesson where they may be able to facilitate. The Summer term would be the best time.

AW-B to discuss with headteacher.

Professional Learning

- The new professional standards were introduced last September.
- Groups of 4 teachers (QUADS) work together on specific projects to further their own professional learning and that of the whole school at the same time. Examples are Welsh, Rights of the Child, Green Flag/Healthy Schools, Enquiry-based Learning.

Areas of Learning and Experience

- Staff work in teams and have undertaken some Action Research relating to the specific areas of the new curriculum
- An update on each of the AoLEs was provided with examples of where additional initiatives have been introduced alongside existing schemes.
- Governors were informed that staff will be given time to match their current curriculum against the new curriculum after half-term to identify gaps
- Governors agreed to review AoLE link governors in their main meeting; discuss a schedule of events to include book looks and book scrutinies; the next Standards & Curriculum meeting to review Wellbeing (SELFIE and trauma-informed practice) in the school. It was agreed to review Critical Skills in the Summer term to coincide with visits.

AW-B to consider date of next meeting in discussion with staff.

2.0 Resources Sub-Committee

Remaining Governors SBH in the Chair

Governors received a presentation by Mark Biernacki about the proposed plans to upgrade the schools lighting fixtures to LED in an effort to improve the working environment, and save the school cost on electricity.

The scheme involves the school underwriting a lengthy loan to cover the works which it is intended will be covered in savings in electricity costs.

Governors asked for reassurance that the loan would be covered, the fittings would be guaranteed for at least as long as the loan is being paid off, and that work would be guaranteed to ensure the school is not left in financial difficulty in the future.

Governors also asked that the LA would protect the current electricity budget so that the savings are realised in the future and for the term of the loan.

MB said that he would ask for this information to be provided to the school in due course.

Mark Biernacki left the meeting.

Governors also considered the School Transport Plan and ways to promote sustainable transport and a safer traffic area outside of the school.

Governors agreed for the school to address the local authority with their concerns and request action.

The headteacher said that there were increasing concerns being raised by neighbours.

K McCaffer & B Gray left the meeting.

3.0 Apologies

Apologies were received and accepted by K Bowring.

4.0 Minutes

The minutes of the meeting on 11th December 2019 were considered. Governors confirmed the minutes which were signed by the Chair for retention at the school.

Update on Actions

- Annual Report has been shared with stakeholders.
- Saplings letter not completed but update to follow which will affect it
- Leasing schemes to be considered at the next meeting
- Vacancy: to be discussed later in the meeting
- Committee Structure has been revised
- LA is still developing Relationships Policy so the school
- Governors have been given access to newsletter.

5.0 Headteacher's Report

The headteacher shared the written report with Governors. The following was also noted:

- The end of term was enjoyable and exhausting with all events well received.
- There are 5 pupils less this term which will have an effect on the budget. The projections for next year are for a full complement in the Reception class.
- Buildings & Premises: a summary was provided of key work.
 - o The emergency lighting will be repaired over the Easter break
 - o Lamp-post outside of the school does not work and will be repaired to help
- Staffing:
 - o Governors were informed of a resignation that will take effect at the end of the summer term. The headteacher announced his resignation also.
 - o Some staffing concerns have been raised relating to increased lunchtime duties in recent years. Other schools' Governors have met with support staff. There is a concern about the relationship between teaching staff and support staff who spend less time together. Strategies to address concerns have been considered and will be implemented after half-term.
- Saplings:
 - o The LA seem to have agreed that Saplings will become wholly owned by the school. This would mean that all the financial transactions would have to come through the school which could be cumbersome.
 - o Governors considered Saplings having a credit card. Correspondence was shared providing advice. Governors APPROVED the issue of a credit card.
 - o Numbers are growing and new staff will be recruited.
- SIP:

- Schools are required to work in clusters to deliver the Curriculum for Wales. The school has a very positive relationship with schools in the cluster.
- Details of the INSET day next week were shared (*Hidden Chimp, Early Childhood Trauma*)
- Details of professional learning events that have been attended were shared. The increasing challenge of managing parental disputes was discussed. Governors were invited to review the Relationships policy of Ysgol y Deri and Cadoxton Primary School. Governors were encouraged to address the issue with a policy. Governors agreed that the policy should be relevant to all stakeholders.
- Governors were reminded that they have been invited to complete L1 training. Governors are to contact the headteacher if they are interested. It was suggested that all governors complete the training before it becomes mandatory.
 - Exclusions. There have been no exclusions.
 - Attendance of 96.5% is above the target.
 - ALN. Numbers remain the same.
 - Details of the numbers of bullying/racist incidents, LAC pupils and Complaints (which were dealt with) were shared.
 - The LA

D Cornelius & S Noormohamed left the meeting.

6.0 EVOLVE

The headteacher has recently attended training. EVOLVE is the system used to help manage school trips. It has identified areas that the school needs to improve upon. The recommendation is that a member of the governing body is linked to the process. The process of school trip plans was shared.

R Crimmins agreed to be the link governor. SR agreed to ensure that RC's account could be linked.

7.0 Relationships Policy

This had been discussed above.

8.0 Annual Report to Parents

This had been discussed above.

9.0 Vacancies

Governors were informed that some interest has been shown by parties at Cardiff University. Governors agreed to promote the vacancy. Governors were informed that D Merrick had resigned.

10.0 Headteacher Succession Planning

Governors were informed that the acting deputy headteacher arrangements will continue until summer 2021.

Governors were invited to consider being part of the Headteacher selection panel. Details of the recruitment process and support provided were shared with Governors.

Governors agreed to accept the retirement of the Deputy Headteacher.

11.0 Governor Training

There was no update.

12.0 Schedule of Meetings

26/2, 5:30pm Prospectus & Website review (Resources)

SR to ask relevant staff if they can be involved in Governor meetings.

4/3, 5:30pm Resources (Budget update)

18/3, 5:30pm Resources (Budget approval)

25/3, 4:30pm AoLE link Governor meeting with staff

25/3, 5:30pm Full Governing Body Meeting

AW-B to liaise with staff regarding book looks and learning walks.

Governors agreed to establish a Wellbeing & Safeguarding committee.

Actions

AW-B to discuss opportunities for S&C Committee to observe/participate in Critical Skills sessions in the summer term

AW-B to liaise with staff to consider date of next Standards & Curriculum meeting.

SR to write to LA to re-address concerns about road safety and ask for an update

HH to ask staff to share new curriculum presentations with the clerk to share with Governors

Governors to contact headteacher to complete Safeguarding training.

SR to inform LA of approval for Saplings to have a credit card.

SR to consider Relationships Policy

SB-H to write to community governor applicants to ask for more information

Governors to inform SB-H of interest in being part of recruitment panel.

SB-H to write to Deputy Headteacher to formally accept resignation.