

Troon C P School		Action
Minutes of a meeting of the FGB of Troon C P School held at the school on Monday 5 th October 2015 at 4pm.		
Present:	Mrs. J Lamb (Head) Mrs. L Seymour (Vice Chair) Mr. I Williams Mrs. R Collins	
Clerk:	Mrs. C Williams	
1.	Election of Officers: <ul style="list-style-type: none"> Mr. Terry Carter was re-elected as Chair. Mrs. Linda Seymour was re-elected as Vice Chair. 	
2.	Apologies: <ul style="list-style-type: none"> Received and accepted from Mr. T Carter; Mr. A Richards; Mr. F Curnow; Miss L Seymour Pecuniary Interests: <ul style="list-style-type: none"> New forms were completed by those present. <p><i>Question: Should staff members declare this fact on their forms?</i> <i>Answer: Not sure. CW to ask at Clerks' Forum.</i></p>	Forms to be completed by TC; AR; FC; LS
3.	Minutes of previous meeting: <ul style="list-style-type: none"> The minutes of the FGB meeting held on 23rd June 2015 were accepted as a true record and were signed by the Vice Chair. Matters Arising: <ul style="list-style-type: none"> TC and LiS to renew Safer Recruitment certificate in November. Possible new governor – Mrs Alison Jenkin – to meet with TC and JL soon. <p><i>Q: What does EAL mean? A: English as an Additional Language</i> <i>Q: How is the new bursar, Louise Sanders, fitting in? A: She has got a new job – no longer with CC, so a lady called Amanda Young has stepped in. Laura at St Meriadoc Infants is also helping out at a small cost. Situation not quite sorted yet.</i></p>	
4.	Review of Standing Orders and Terms of Reference: <ul style="list-style-type: none"> Standing orders to be amended by removing all committees except for Headteacher's Performance Review Group. All committees will be at board level. Also copy of minutes to be uploaded to MAT server. Terms of Reference to consist of just two lists: i) Full Governing Body, ii) Headteacher's Performance Review Group. Headteacher's Review Group to consist of T Carter; Li Seymour and I Williams Course for Headteacher's Performance Review – CW to find date 	CW to email copy of list to all governors CW to find date of course for HPR.

5.

Aspire Update:

(Allocate governors to key areas of Aspire).

- Implementation Plans distributed prior to meeting
- Sue Sigston, in place of Mark Lees (who has left the Aspire Programme), looked at school across all aspects, generating a list of ideas to move the school forward.
- Teachers have been allotted a Key Area and Learning Objectives. Governors will also have Key Areas to monitor.
- In some respects Troon are playing catch up as the other schools in the cohort started after Easter 2015. However, Troon are already ahead in certain aspects having already put them into practice, e.g. Achievement Teams
- Key leads have attended a Network Day in Roche sharing ideas and good practice
- A Development Day is to follow led by Karen Brokenshire/Robin Cowen/Sue Sigston.
- KB will talk to support staff, Key leads, etc.
- The Aspire team will be supporting, guiding and coaching rather than dictating.

Key Area	Staff Member	Governor
Leadership & Management	J Lamb	T Carter
Pedagogy & Curriculum	A Richards	F Curnow
Assessment for Learning	J Lamb	T Carter
Student & Family Support	J Clayden	Li Seymour
Environment for Learning	S Johns	I Williams
Maths	L Askew	R Collins
English	R Gray	F Curnow
Foundation Stage	J Clayden	Li Seymour
Sports Premium & PE	S Medlyn	I Williams
Safeguarding & Pupil Premium	J Lamb	La Seymour

- Questions for governors to ask staff – What are your priorities? What action have you taken to address this? What impact has the Aspire programme had on the children? What are you doing about it?
- New assessment will be discussed at the next meeting in November.
- Discussion followed regarding the rigid stance of the government on assessment – i.e. how all pupils are expected to make good progress and achieve age related expectations despite their abilities or starting points.
- *Q: How often should governors meet with their 'partner' teacher?*
Q: Once a term at least. First meeting to take place before 30th November. Governors to arrange through E Mankee.

List to be emailed to all governors by CW

Meetings to be arranged by individual governors

6.	<p>School Vision and Values:</p> <ul style="list-style-type: none"> • Sheet distributed to all governors – more explicit • Governors had already noticed the display boards on entering school and remarked on this • Values have been a focus in the classroom, assemblies, staff meetings, parent meetings, displays around the school and on the website • Displays also been noticed by parents <p>British Values:</p> <ul style="list-style-type: none"> • Troon School's British Values statement was distributed prior to the meeting • All schools to focus on British Values to prevent/ eradicate racism and radicalisation • All staff have had 'Prevent' training with Stephen Cowell. • Governors did not want to add anything to the Vision and values statement • Ofsted will look closely at Vision and Values statement • To promote diversity the school welcome a variety of visitors to lead assemblies, workshops and lessons 	
7.	<p>Ratification of Policies:</p> <ul style="list-style-type: none"> • The following Policies (distributed before the meeting) were agreed and signed by the Vice Chair: <ul style="list-style-type: none"> ➢ E-Safety Policy ➢ Gender Equality Scheme ➢ Marking Policy ➢ Child Protection & Safeguarding Policy ➢ Recruitment of Family Members Policy • Other documents which were circulated were: <ul style="list-style-type: none"> ➢ Keeping children safe in education ➢ What to do if you're worried a child is being abused <p><i>Q: What does LMYL stand for? A: Lend me your Literacy, but this has now been changed to Pobble.</i></p> <ul style="list-style-type: none"> • Coding page in the marking policy was clarified. <p><i>Q: What does WALHT stand for? A: We are learning how to..... (Not a subject e.g. Space, but how to remember the order of the planets or how to design our own rockets etc.</i></p> <ul style="list-style-type: none"> • It was suggested this marking code page is clearly set up on the school website. <p><i>Q: Who is the current Whistle Blowing Governor? A: T Carter</i></p>	<p>Marking codes to be put on website</p>
8.	<p>School Improvement Plan:</p> <ul style="list-style-type: none"> • JL distributed results sheet for last year comparing Troon's results with National data. • Troon's results were excellent, exceeding the national average in most categories. • This year's focus will be Boys' Writing <p><i>Q: How do you get the figures for Level 4 and 4b? A: Level 4 % is counted into level 4B.</i></p>	

	<ul style="list-style-type: none"> • KS1 results are mainly in line. • One child on P levels impacted on results • Writing is also a focus in KS1 • Y1 Phonics above national average <p><i>Q: What are Phonics? A: Phonics is the teaching of sounds which leads into the teaching of reading. Troon School use RWI to teach this.</i></p> <ul style="list-style-type: none"> • Foundation Stage (FS) down from 57% to 50%. • JL explained that 5 pupils in FS have/had speech and language difficulties, which would go a long way to explaining the drop. • One child has now been removed from this list of five. • County Moderator agreed with all the teacher assessments in FS, so there is written proof that teachers are correct in their judgements. • JL needs to prove support is in place for those children from FS who did not achieve the expected progress • 2 year old funding has started again in Children's Centre • Full SIP report will be presented at next meeting • Governors were allotted priorities from the SIP • These will tie in with the Aspire Key Areas: <ul style="list-style-type: none"> ➤ 1. Leadership – JL, AR, TC ➤ 2. Teaching, Learning & Assessment – JL, Jan Clayden, TC, FC ➤ 3. Personal Development, Behaviour and Welfare – Sarah Johns, Roisin Gray, JL, LiS, LaS ➤ 4. Outcomes for Pupils – English – AR, Roisin Gray, FC ➤ 5. Outcomes for Pupils – Maths – Lucy Askew, RC ➤ 6. Sport & PE – Steve Medlyn, IW <p>SIP Visit:</p> <ul style="list-style-type: none"> • Richard Chalkley came in for this visit. As previously stated focus for this year will be boys' writing, assessing without levels and FS 	
9.	<p>Results of Parent Survey:</p> <ul style="list-style-type: none"> • Results sheet was distributed prior to meeting • Homework needs further discussion as mixed views apparent • High expectations in Y5/6 means all homework is handed in regularly • Coffee morning to be held to discuss homework with parents. • Children views to be gained through pupil conferencing • Staff to review policy in light of feedback • Anti-bullying week in November • Use coffee morning to inform parents of anti-bullying as well as homework 	
10.	<p>Finance:</p> <ul style="list-style-type: none"> • New bursar appointed – Amanda Young – Trained on PS Financials 	
11.	<p>Premises:</p> <ul style="list-style-type: none"> • New staff and children's toilets completed 	

	<ul style="list-style-type: none"> Office refurbishment completed Small refurb in Y3 classroom 	
12.	Staffing: <ul style="list-style-type: none"> New Y3 teacher, Paul Hooper, AR to mentor Sad news regarding TA Tracey Thomas who passed away on 29th September. JL to inform governors of funeral date. JL offered help to family. N Smith has resigned from Penponds and will leave after Easter. New head to be appointed by directors? Simon Cade (diocese rep) to meet with Penponds governors Other staffing moves too in the MAT 	JL to inform governors of funeral date
13.	Safeguarding: <ul style="list-style-type: none"> Annual Safeguarding Assurance (Section 175/157) was distributed to governors for their information 	
14.	Health & Safety: <ul style="list-style-type: none"> JL has emailed CC regarding parking outside school, but no one has come to see for themselves yet. Parking continues to be a safety issue. School sign fell off wall – resin being tested. Sign repaired and one has been replaced. 	
15.	Headteacher's Performance Management: (JL left room) <ul style="list-style-type: none"> R Chalkley, LiS and IW were present All targets were met Recommendation to increase head's pay by one increment – carried unanimously RC to inform Mat Finance (JL returned to room) <ul style="list-style-type: none"> Thanks and congratulations were offered to JL for her sterling job over the past year. JL also requested that AR be given an increase following a very successful year – all agreed Both increments were budgeted for in the last budget setting JL informed governors she was now at top of pay scale and could go no higher 	
	A.O.B: <ul style="list-style-type: none"> Governors area on school website needs updating <p><i>Q: How do we know children are making progress in swimming? Were governors supposed to be reporting back on this?</i></p> <p><i>A: teaching of swimming has been looked at and a new more structured programme has been put into place. New swimming instructor bought in at Leisure Centre. JL & SM to discuss how school can report progress to parents.</i></p> <ul style="list-style-type: none"> Harvest Festival on Friday 9th October at 9.15am – all welcome 	JL/SM to discuss how best to report to parents CW to email invitation to governors

	The meeting closed at 6.20pm	
	<u>The next meeting will be held on 30th November 2015 at 4.30pm</u>	

Signed:

Date: