

Troon C P School Minutes of a meeting of the FGB of Troon C P School held at the school on <u>Monday 20 March 2017 at 16:00</u>		Action
Present:	Mrs. J Lamb (Head) (JL) Mr. T Carter (Chair) (TC) Mr. I Williams (IW) Mrs. R. Collins (RC) Mrs. L Seymour (LiS) (arrived at 16:10) Miss L Seymour (LaS) (arrived at 16:15) Mrs. A Jenkin (AJ) (arrived at 16:25) Miss. R Gray (RG) Mr F Curnow (FC) (arrived at 16:15)	
Clerk:	Helen Snell (HS)	
1.	Apologies: None Pecuniary Interests: None	
2.	<p>Minutes of previous meeting: The minutes of the FGB meeting held on 6 February 2017 were agreed to be a true record of the meeting and were signed by the Chair.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> i. More Able Learners – JL reported that she had prepared an overview for more able children detailing additional input. JL also gave an update on pupil conferencing and providing challenge. ii. Furniture (item 3) <p>Q: Had the tables and Chairs been ordered?</p> <p>A: JL confirmed yes for Reception and that tables for year 3 had not yet been ordered.</p> <p>Q: Were quotes obtained for the furniture?</p> <p>A: Choices were made after looking at three catalogues to ensure BVM.</p> iii. Safeguarding TC (item 7) reported that he had attended the Safer Recruitment Training with JL which had been really useful with some good advice given, together with a form to scrutinise and assist with improving safeguarding. RG suggested adding information to the parents notice board. TC confirmed that although he was going to undertake the on-line training; the face to face version had a greater impact. <p>Q: Protocols for visitors to the School?</p> <p>A: JL confirmed there was CCTV on both doors, visitors were let in by an adult, allocated a visitor</p> 	<p>JL</p> <p>JL</p>

	<p>badge and are required to sign-in. Pupils are told not to let anyone in, including parents.</p> <p>Discussion took place regarding raising the door opening button higher, but was discarded due to implications on disabled access and fire regulations.</p> <p>iv. Staffing (item 12)</p> <p>Q: Had the advert had gone out for the Assistant Head?</p> <p>A: JL confirmed the advert had gone out to the MAT with a closing date of 24/03/17 and interview date of 31/03/17. This would be advertised further if necessary.</p>	
3.	<p>i. SIP</p> <p>This was distributed prior to the meeting. JL advised that it had been updated. Questions were invited from the governors.</p> <p>Q: Had attendance improved?</p> <p>A: JL advised that three out of five parents invited to a meeting had attended, with the absent two having had follow-up letters. No further absences would be authorised unless accompanied with medical evidence and these were being monitored by the EWO. All were above 85% except one who had an illness and was referred to the nurse for advice, and since, attendance had improved.</p> <p>Q: What was 'the Cave' and 'Car' Pens?</p> <p>A: JL advised that a writing cave had been created to engage the boys, pens were attached to cars to encourage mark making, with one of the aims being improved muscle movement.</p> <p>Q: Update on guided reading?</p> <p>A: This is additional time for reading and the teaching of reading skills would be targeted a group at a time.</p> <p>Q: What were data drops?</p> <p>A: This was where data would be collected from staff at a certain point in time where information would need to be up to date.</p> <p>Q: What was Classroom Monitor?</p> <p>A: The assessment system used by the school which was working well with teachers confident in the system and using it to inform planning.</p> <p>ii. SEF The Self Evaluation update for February 2017 was circulated prior to the meeting.</p> <p>Q: What was a personalized learning ladder?</p> <p>A: Where children worked at their own speed and</p>	

	<p>their own level e.g maths ladder</p> <p>Q: Were disadvantaged children getting up to speed?</p> <p>A: JL advised that this information was on the crib sheet - pupil premium spending and for Governors to consult the sheet.</p> <p>JL advised that the grade for Personal Development, Behaviour and Welfare had been changed on the recommendation of Mark Lees and Karen Brokenshire. It has also been added that the Rainbow MAT were in the top 20 performing MATs for progress across KS2 at the end of 2015.</p> <p>JL reminded the meeting of Karen Brokenshire's last meeting where pupil conferencing and level of challenge were discussed.</p> <p>iii. Aspire Development Day – feedback</p> <p>JL advised that the report had been received from Karen Brokenshire together with the crib sheet and would be circulated. JL also reminded the meeting that several issues had been added to the SIP.</p>	
4.	<p>Finance:</p> <p>The February Academy Financial Statement was distributed at the meeting.</p> <p>Budget is forecast to come in at approximately £11,000 underspent.</p> <p>JL advised the meeting that next year would see a reduction of £19K and that the final figure would be dependent on numbers. It was noted that:</p> <ul style="list-style-type: none"> i. When the Assistant Head was in post some careful planning had to be undertaken. ii. Cuts in the governments formula could see a £100k deficit in 2019. iii. Other schools had similar reductions. iv. The top-up to the MAT would need increasing, even though they had little current overheads. v. The budget process should have an allocation for administration. 	
5.	<p>Data Update – new format</p> <p>The termly tracking expected levels for end of December 2016 were circulated. JL advised that:</p>	

	<ul style="list-style-type: none"> i. The data drops for the spring term were being done and would soon be added. ii. This was a good visual summary and easy to read. iii. There were not many SEN children exceeding but this would be expected, but it was important to look at the numbers of children in the cohort that had a SEN. iv. All schools in the MAT were using the same format. <p>It was queried if it was worth highlighting any boxes that were 100% but as there are no concerns it was felt this was not required.</p> <p>TC advised the meeting of a recent governors course he had attended and that one suggestion was that one governor should focus on finance. This would involve meeting with Amanda Young once a term at a convenient time and would be another line of accountability within the financial process.</p> <p>It was moved by LiS, seconded by RC and resolved that AJ take on this role. AJ agreed and would contact Amanda Young.</p>	<p>JL</p> <p>AJ</p>
6.	<p>Headteacher Report</p> <p>The report, together with the Reading Tea party update was circulated prior to the meeting and JL advised:</p> <ul style="list-style-type: none"> i. Where attendance was below 85% actions to secure improvement could be shown as Emma kept a record. ii. The children did not see the notes from the reading tea parties but were informed that their comments were being written down and represented the pupil voice. iii. The children loved talking about their books and their passions for reading. iv. To attract other children to read JL and RG to produce speech bubbles in the 'love reading corridor'. v. With only 14 in Reception if there was one away this had a big impact on the attendance percentages. <p>Discussion took place regarding top tips for parents regarding authors and it was felt that this would be difficult and reading a little about the book when choosing had more advantages, noting that books purchased in most book shops would not have accelerated reading levels. JL advised that children in the Tea Party would recommend</p>	<p>JL/RG</p>

	<p>books to each other. JL would however look if there were any tips for parents.</p> <p>It was queried if the midsummer festival was going ahead and advised that a date had not been agreed, but there was a meeting next week with Friends of Troon School to decide, with possible dates being 15 July, noting that this was also the date of Camborne Show, or 22 July, noting that this was just before end of term.</p> <p>Q: Had there been an issue with spelling in year 6? A: It was confirmed that SPAG tests were done with years 2 and 6 with monitoring being done by RG and in the tests grammar was stronger than spelling. Spellings within books were good, as were weekly spelling test results. However, it was noted that the assessment tests were within one system and the teaching was through another. Governors need to check progress in spelling at the end of the spring term.</p> <p>JL advised they had been using 'rising stars' as it linked to classroom monitor, and that last week every child in year 6 had attended SAT's club, noting that this was not compulsory.</p> <p>RG advised that children had to obtain 12/20 to be on track with spelling.</p> <p>It was noted that within the new curriculums spelling list for years 5 and 6 some of the words were hard and not frequently used and so would be unfamiliar. Some teachers were now holding spelling clubs to overcome this.</p>	<p>JL</p> <p>FC</p>
7.	<p>Learning Conferences: RG advised that these were trialled in the Autumn term and had gone smoothly, and that when parents were asked if they prefer a more traditional style, most agreed the new style was good.</p> <p>It was noted that it was good to see children showing their parents their work and that they were proud in doing so.</p> <p>Some parents had not turned up despite letters and texts going out and a reminder within the newsletters. For parents that could not attend alternative arrangements could be made.</p> <p>Parents are completing feedback forms – JL to analyse.</p>	<p>JL</p>

8.	<p>Governor Visits: Reports had been received and circulated from:</p> <ul style="list-style-type: none"> i. RC (more able provision across maths and English) ii. RC (Library improvements) iii. TC (Weekly meeting) iv. TC (Governor training) v. RC (E-safety training for parents) vi. RC (Recap of maths across school) vii. RC (Immersive learning) viii. RC (Space in Troon School if housing development nearby was agreed) <p>FC to meet up with RG to look at progress in writing</p>	FC/RG
9.	Staffing Update - see Headteacher report at item 6.	
10.	<p>Policy Review The following policies had been distributed, agreed by the Governors and signed by the Chair:</p> <ul style="list-style-type: none"> i. First Aid ii. Whistleblowing <p>A discussion took place on the different training levels for first aid and noted that from baby to adult had been covered.</p> <p>Q: Had an inventory for the first aid box been kept and were their dates of checks made?</p> <p>A: Checks had been done and were always done before and after any trips, but that this was not written anywhere, or signed and dated.</p> <p>JL agreed to ensure checks were recorded, signed and dated.</p>	JL
11.	<p>MAT Update: This was contained within the Headteachers report. LiS reported that she had attended a standards meeting.</p> <p>JL advised of a meeting taking place this week with the MAT heads and next week with ASPIRE heads and middle leaders, and gave an update on the Space dome where many of the MAT children joined together. Year 6 were unable to attend but have been promised another trip – they are writing persuasive letters about their ideas.</p> <p>Q: What was the floating owl target?</p> <p>A: JL showed the meeting an example of an owl target and how the owl could be moved to anywhere within a book, whereas normally the targets would be at the front of books. They had been in operation for two weeks and the</p>	

	aim was to get children to apply their targets at every opportunity and not have to refer to the front cover of books.	
12.	<p>Safeguarding: This was contained within the headteachers report, noting that the terminology CHIN (Children in Need) needed changing within the policy to FAST (Families and Support Team).</p> <p>Health and Safety: JL updated the meeting on the gates to the Nursery and that they would be mended and cleaned with a 'please close the gate' sign being ordered.</p> <p>JL advised of the sinkage in the car park around the manhole cover last week that had been surveyed and repaired straight away.</p>	<p>JL</p> <p>JL</p>
13.	<p>Website Review TC suggested the Governors area could be improved. JL went through the Governors section and RG needed adding. It was noted that the Governor's meeting minutes had been sent for uploading.</p>	RG
14	<p>Governor's Visits for next term FC – to meet with RG and look at spelling and particularly the Big Write. RC – to attend a reading tea party. IW – look at cross country results/ engagement in after school clubs LiS – Seeing Miss Johns focusing on EYFS, and RG regarding SEND. AJ – meeting with Finance Manager and JL for an update in attendance LaS – Pupil Premium update TC – the 'more able' focus.</p> <p>It was queried if parents were invited to go on Tapestry – yes in Nursery and Reception. A discussion ensued about involving parents in their children's learning.</p> <p>JL confirmed that each class had a twitter account as did the School, plus there was a live twitter feed on the Website and that Learning Journey open mornings would be happening after Easter. Learning conferences have already taken place.</p>	<p>FC</p> <p>RC</p> <p>IW</p> <p>LiS</p> <p>AJ</p> <p>LaS</p> <p>TC</p>

12.	A.O.B: i. Impact: <ul style="list-style-type: none"> • Spelling (FC allocated to monitor impact) • Disadvantaged children • Consistency • Reading Tea Party • Governor visits 	
	The meeting closed at 17:45	
	<u>The next meeting will be held on Monday 15 May 2017 at 4pm.</u> (FC sends apologies)	

Signed:

Date: