

## Troon School Governor Minutes

Minutes of a meeting of the FGB of Troon C P School held at the school on <u>1<sup>st</sup> February 2016 at 4.30pm</u>		<u>Action</u>
<b>Present:</b>	Mrs. J Lamb (Head) Mr. T Carter (Chair) Mrs. L Seymour Mr. I Williams Mrs. R Collins Mr. F Curnow Mrs. A Jenkin Miss. L Seymour	
<b>Clerk:</b>	Mrs. C Williams	
1.	<b>Welcome:</b> A special welcome was extended to Mrs Alison Jenkin, our new Community Governor. <b>Apologies:</b> Mr. A Richards <b>Pecuniary Interests:</b> AJ completed a new form.	TC to complete new form
2.	<b>Minutes of previous meeting:</b> <ul style="list-style-type: none"> <li>The minutes of the FGB meeting held on 30<sup>th</sup> November 2015 were accepted as a true record and were signed by the Chair.</li> </ul> <b>Matters Arising:</b> <ul style="list-style-type: none"> <li>Parents' coffee morning/homework topic was attended by 11 parents (out of 90 possible families). JL distributed a sheet of collated comments/feedback from parents (including one parent's email comments). This showed the positives, negatives and questions/comments from the event. A successful idea which could be expanded for other topics such as Maths or e-safety.</li> <li>JL has drawn up a list of action points from this event to improve the provision of homework (also distributed).</li> <li>L Askew should be used as an example for the marking and feedback of spellings homework.</li> <li>Skills audit forms have been received from IW, AR, FC, TC, RC</li> </ul>	LiS, LaS and Aj to complete Audit skills form.
3.	<b>Headteacher's Report:</b> <ul style="list-style-type: none"> <li>JL presented her report which had been distributed prior to the meeting.</li> <li>Report contained the following:               <ul style="list-style-type: none"> <li>➤ Ofsted Health Check with R Chalkley</li> <li>➤ Safeguarding</li> <li>➤ Aspire Development Day</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Learning Walk</li> <li>➤ Pedagogy and Curriculum</li> <li>➤ Precision Pedagogy</li> <li>➤ Meeting with Head and Chair</li> <li>➤ Maths Work Scrutiny</li> <li>➤ Christmas Review</li> <li>➤ Involving parents</li> <li>➤ Sporting events</li> <li>➤ Week of code</li> <li>➤ Troon Speaks</li> <li>➤ Fundraising and donations</li> </ul> <p><i>Q: Does boys' writing continue to be an area for development?</i>  <i>A: Yes, it continues to be a focus – good progress is being made. Actions were agreed at the staff achievement team meeting on how this could be further improved The focus on handwriting has proved effective in speeding up writing and the current focus on Fast Writing is enabling boy's to practice skills and accuracy so increasing the amount of writing they can produce.</i></p> <p><i>Q: In RC's report some lessons were graded as outstanding. What needs to be done to get more outstanding teaching? A: If teaching is consistently good or outstanding then children's progress will be good or outstanding. That particular teacher is a role model for all staff to aspire to. Teachers continuously share good practice and debate teaching strategies and pedagogy especially during achievement team meetings. They are more confident now to take more risks. Also the Quality Framework for teaching and learning is being used to improve teaching and the teacher audit is being used to ensure that lesson observations are being focused and the main areas that we need to improve. Staff will also be carrying out peer lesson observations this term to learn from each other and they will help each other to improve through coaching pairs. Children are expected to direct their own learning, make their own decisions and choices.</i></p> <p><i>Q: Doesn't the age of children make a difference here? A: No. This method is possible within any age group. (an example of cooking was used here).</i></p> <ul style="list-style-type: none"> <li>• You need to make mistakes to learn. Children should be encouraged to take more risks and not be afraid to make errors.</li> <li>• In one Ofsted report it was quoted: 'The teacher was working harder than the children'. This should be the other way around.</li> <li>• R Chalkley questioned the involvement and commitment of governors as only two attended his</li> </ul>	
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	<p>meeting.</p> <ul style="list-style-type: none"> <li>IW was praised by JL for being well prepared for meetings with RC and KB, having up-to-date knowledge of PE funding and other issues. JL hopes others will follow suit.</li> <li>LiS noted there was no mention of EYFS in RC's report.</li> <li>AJ was invited to come in for a tour of the school.</li> <li>K Brokenshire stressed school needs to prove what has been done to improve behaviour. Case studies to be recorded/logged on a regular basis.</li> <li>Behaviour for Learning not just conduct.</li> <li>KB to talk to TAs about case studies.</li> </ul> <p>Mrs Lamb was thanked for her comprehensive report.</p>	
4.	<p><b>S.I.P.</b></p> <ul style="list-style-type: none"> <li>JL advised that it wouldn't just be the Headteacher, but the Key Leads who would be evaluated during the next inspection. Everyone is accountable.</li> </ul>	
5.	<p><b>Feedback from Governors' Visits:</b></p> <ul style="list-style-type: none"> <li>Those reports which had been received were distributed prior to the meeting.</li> <li>LaS and IW have attended Prevent Training.</li> <li>All e-safety incidents must be reported and logged.</li> <li>Suggestion – Glyn Pascoe – e-safety talk to parents or 'Twitter' coffee morning, or both</li> </ul>	<p>FC and TC to send in their reports.</p> <p>JL to action</p>
6.	<p><b>Standards Update:</b></p> <ul style="list-style-type: none"> <li>JL distributed the current attainment data in Reading, Writing and Maths</li> <li>Majority of pupils working at or above national standard, however as there are no published National scores for the new curriculum it is difficult to measure.</li> <li>Y2 and Y6 are highlighted in green because these figures will be published at the end of the school year.</li> <li>Increased national expectations could mean lower levels of achievement</li> <li>There is no evident difference between PP pupils and non-PP pupils, nor between boys and girls.</li> </ul> <p><i>Q: Why is boys reading so low in Y5 (50%)? A: There are only two boys in Y5. One is very able while the other is not.</i></p> <ul style="list-style-type: none"> <li>Typing errors in Y1 girls – should read 8/10 in all subjects.</li> <li>In AR's class – pupils keep writing journals where they store ideas which they can refer back to when writing. Other teachers to follow this example of good</li> </ul>	<p>JL to amend data and send new copy to CW</p>

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	<p>practice.</p> <ul style="list-style-type: none"> <li>Y5 is a challenging group as there is a large gap between most able and least able pupils.</li> </ul>	
7.	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>Latest statement was distributed at the meeting.</li> <li>JL explained the overspends were where wrong cost centres have been used etc. e.g. MDS overspend includes one staff member who runs Breakfast Club, - this should be in a separate Cost centre.</li> <li>The Cost Centres are agreed by the MAT Trust.</li> <li>Budget on track so far.</li> <li>Suggestions for use of reserves – climbing wall, more mini iPads or laptops, 3 staff laptops + Apps</li> <li>Traversing climbing wall - low height means no need for matting or safety helmets. 10m wall approx. £3000 - £4000.</li> </ul> <p><i>Q: where would wall be sited? A: Adjacent to old head's house.</i>  <i>Q: Installed by? A: Dougie Bruce from Cornwall Outdoors, who will also provide Staff Training and Risk Assessments.</i></p> <ul style="list-style-type: none"> <li>Willow Sculpture will be erected free of charge by a parent. School will pay for materials only.</li> <li>Can parents have a list of Apps to use at home?</li> <li>JL to get figures for all these items and email CW for distribution to all governors.</li> <li>Governors approved in principle to all purchases.</li> <li>Christmas Fair raised £700.</li> <li>Barn Dance raised £400</li> </ul>	<p>JL to discuss with DA and puta list together.</p> <p>JL to get prices and email CW</p>
8.	<p><b>Premises:</b></p> <ul style="list-style-type: none"> <li>Nothing further to discuss.</li> </ul>	
9.	<p><b>Personnel Update:</b></p> <ul style="list-style-type: none"> <li>AR to be seconded to Penponds School for one year from September 2016. His position must be kept open for his return, therefore no advertisement for deputy head. Instead promote within school for temp AH for one year.</li> <li>TC advised governors of prospective changes to the structure within the Mat Trust. Possibility, in future, of having an executive principal. Discussions ongoing.</li> <li>TC also praised JL for 'standing her ground' on the question of AR moving to Penponds. Originally Penponds wanted AR for two terms from Easter 2016, but JL insisted he stayed at Troon until end of summer term, and then completed one whole year at Penponds. It would be detrimental to pupils for AR to leave at Easter, just before SATs. Gerry Sweet from St</li> </ul>	

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	<p>Meriadoc Juniors will stand in as head at Penponds for the summer term.</p> <ul style="list-style-type: none"> <li>Troon looking to appoint an outstanding teacher for one year, and appoint a deputy head from within school. One member of staff has already shown keen interest in this.</li> <li>Question of classes for Sept 2016 – separate classes for Y5 and Y6 – would mean employing another teacher. This is the only mixed age class currently however numbers coming into Reception are small this year so this may not be possible.</li> <li>Advertisement will go out for temporary KS2 teacher just before the Easter break.</li> </ul>	
10.	<p><b>Admission Arrangements 2017 – 2018:</b></p> <ul style="list-style-type: none"> <li>Governors agreed to adopt this.</li> </ul>	
11.	<p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>Covered within Head's report.</li> </ul>	
12.	<p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>	
13.	<p><b>A.O.B:</b></p> <ul style="list-style-type: none"> <li>TC has resigned as Chair of Mat Board as Chair must now be independent of any school in the Trust. Mike Carter (no relation) is now the new chair and has already visited the school.</li> </ul>	
	The meeting closed at 6.30pm.	
	<p><b><u>The next meeting will be held on Monday 21<sup>st</sup> March 2016 at 4.30pm.</u></b></p> <p>Meetings for the summer term: Monday 16<sup>th</sup> May at 4.30pm Monday 27<sup>th</sup> June at 4.30pm</p>	

Signed: .....

Date: .....