

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 December 2016 at 4.30pm.		
Present:	Mrs. J Lamb (Head) Mr. T Carter (Chair) Mr. I Williams Mrs. R. Collins Mrs. L Seymour Miss L Seymour Mrs. A Jenkin Miss. R Gray	
Clerk:	Mrs. C Williams	
1.	Apologies: <ul style="list-style-type: none"> Mr. F Curnow Pecuniary Interests: <ul style="list-style-type: none"> LaS completed her form for 2016 – 2017. 	
2.	Minutes of previous meeting: <ul style="list-style-type: none"> The minutes of the FGB meeting held on 3rd October 2016 were agreed to be a true record of the meeting and were signed by the Chair. Matters Arising: <ul style="list-style-type: none"> The sub-committee meeting with R Webber did not take place and has been postponed until the new year. Training dates: - <ul style="list-style-type: none"> ➤ 1/2/17 – holding the governors to account at St. Meriadoc Inf Sch with Bex Couch. TC/LiS/RC/LaS ➤ 15/3/17 – Safer Recruitment. TC/JL LiS to complete hers online <ul style="list-style-type: none"> RC report not yet submitted Crib sheet not yet produced by DA. Next term. Emma Mankee has completed her Fire Warden training. 	<p>CW to email FC with info.</p> <p>DA – to produce crib sheet for parents</p>
3.	SIP: - <ul style="list-style-type: none"> This was distributed prior to the meeting. Questions were invited from the governors. <p><i>Q: What does OUP mean? A: Oxford University Press.</i></p> <p><i>Q: What is meant by non-negotiables? A: At the beginning of each school year staff are given a list of points which will be standard practice in every classroom, e.g. every class will have RWI board. This list is revisited every year to inform new staff and as a reminder to established staff.</i></p> <p><i>Q: What does KEAP stand for? A: Kernow Education Arts Partnership. (More about this later).</i></p>	

Q: It is noted that Girls' Maths in KS2 was not as good as the boys. Why is this? A: It is true that Girls had 71% to the boys – 83%, however they were still above the National floor average of 70%. Historically, the scores between girls and boys have varied (last year 100% of girls achieved the expected standard). Over the last three years the scores even themselves out. With the introduction of learning ladders in Maths, girls have gained confidence and are keeping pace with the boys. It is predicted that girls attainment in maths will be better than the boys this year. Progress is also good.

- A number of pupils are attending the STEM Centre at Camborne Nexus for Maths tuition.
- In Reading disadvantaged (PP) pupils 58%, non PP pupils were 86%. There are reasons for this and progress of PP children is being closely monitored across the school.
- JL met with LaS to discuss Pupil Premium funding expenditure, checking to ensure plans are in place to help PP pupils and are tailored to suit individual needs. E.g. two children with statements may not have achieved high levels but they have made progress and school have evidence to show this.
- School website informs on the overall spending of PP money, but no individual names are given.
- Governors need to be aware how PP money is spent and the impact it is making.
- RWI also benefits from PP grant.

Q: Is there any correlation between progress and attainment with PP pupils? A: This varies. Progress is more important than attainment. SEN pupils may not attain as highly, but may still make good progress from a low starting point. Troon School pupils are above the National floor standards for both progress and attainment.

- The Raise Online document is very in depth and needs to be broken down into a few readable pages. JL has started to unpick the document and will send to governors once finished.
- Reading at home – new ideas have been introduced to encourage more children to read. Any reading counts – it doesn't have to be the child's school reading book, it can be bedtime stories, comics, recipes, newspapers etc.
- JL explained the system of Reading record cards. (More details can be found on the Reading Report which was emailed to governors.

Q: What does BL mean? A: Book Level.

- RG explained about deleting quiz results – if a teacher knows the child can do better in the quiz, they are

STEM – Science, Technology, Engineering and Mathematics.

JL to send simplified version of Raise Online to gobs.

	<p>encouraged to start the quiz again and use their book to find the answers. This is proving to have a positive effect and encourages the child to have an ‘I can do it’ attitude.</p> <p><i>Q: Is this new Reading strategy in the Teaching and Learning Policy? A: Not yet, but will be added.</i></p> <ul style="list-style-type: none"> This change in Reading has come from the school learning ambassadors, who organised a survey on reading throughout the school. <p><i>Q: In the survey 18 pupils said they didn’t enjoy reading. What is the school doing to address this? A: Feedback from the reading survey has been put into action. Various baskets have been introduced into the library e.g. specific authors, specific subjects to engage children’s interests. Dyslexia friendly books will be bought along with ‘cooler’ books which pupils will be desperate to read.</i></p> <ul style="list-style-type: none"> The books with quiz questions are labelled clearly. Pupils can request quizzes on line. Reading café took place in the EYFS . Another will be planned in the new year when Miss Kirby has settled in. <p>Aspire Development Day Report:</p> <ul style="list-style-type: none"> A document produced by K Brokenshire was distributed prior to the meeting – this outlined the evaluation of Aspire’s first year and included overall impact; opportunities for professional development; leadership capacity and challenge. <p>Aspire Update:</p> <ul style="list-style-type: none"> As this was distributed at the meeting, governors are asked to read it and bring questions and comments to the next meeting. The recent meeting was minuted and these will be available in due course. List of requirements for school website was looked at. Troon are almost there. Governors’ page needs updating. 	<p>Add new reading strategy to T & L Policy. (JL)</p> <p>Govs to bring questions and comments to the next meeting.</p> <p>Update govs’ page on website.</p>
4.	<p>Finance:</p> <ul style="list-style-type: none"> Financial statement was distributed at the meeting. Governors were asked to bring questions and comments to the next meeting. Amanda Young (MAT Finance Officer) suggested Troon hold a petty cash fund to buy sundry items, such as milk for breakfast club. Sum of £100 was suggested. <p><u>Governors agreed to keep a sum of £100 in petty cash in school.</u></p>	<p>Govs to bring questions and comments to the next meeting.</p>

	<ul style="list-style-type: none"> JL informed governors of a writing project by KEAP which targets reluctant writers and/or more-able writers. School have been offered a discounted trial price of £900 (instead of £1100) for 10 weeks in the spring term. 10-15 pupils each week. This will also aid the professional development of teachers. JL would like to try it for a term to see the impact. Some PP money could be put towards the cost. <p>Governors agreed to a 10-week trial of a writing project run by KEAP.</p>	
5.	<p>Learning Ambassadors:</p> <ul style="list-style-type: none"> Reading survey was distributed prior to the meeting and has already been discussed under Item 3, SIP. 	
6.	<p>Reading Update:</p> <ul style="list-style-type: none"> This was distributed prior to the meeting and also discussed in Item 3. At the end of the meeting governors were taken on a tour of the school, where reading record award cards were visible in every classroom and word count displays across KS2. Mrs. Lamb's reading tea party is the ultimate prize for big readers! However, there is also the opportunity for one nominated pupil from each class to visit Waterstone's in Truro each term to choose a book for themselves. 	
7.	<p>Learning Conferences:</p> <ul style="list-style-type: none"> These were trialled earlier this term. Two pupils were chosen from each class (some were 'hard to reach parents'). Pupils showed own parents their work in the classroom, then parents met with teacher in the hall. The whole learning review was child led. Feedback from parents was generally positive. Children were proud to show work to parents. Idea of parents looking around the classroom is to help parents know what their child is doing in school. Children were asked to choose two pieces of work to talk about – next time only one as time constraints! RG still awaiting feedback from parents, but those received already are positive. RG to reply individually to those parents who had issues/questions. Learning conferences will be run again in the spring term. 	

8.	Governor Visits: <ul style="list-style-type: none"> • Reports have been received from A Jenkin (Pupil attendance) and I Williams (PE & Sports Premium and Parents' Evening). These were distributed prior to the meeting. • Reports to come from Li Seymour; La Seymour; TC, RC and IW. 	
9.	Policies: <ul style="list-style-type: none"> • The following policies were ratified by the governors – <ul style="list-style-type: none"> ➢ Safeguarding & Child Protection ➢ Safer Recruitment 	
10.	MAT Update: <ul style="list-style-type: none"> • Two documents were distributed at the meeting – <ul style="list-style-type: none"> ➢ Impact sheet by Sam Jones ➢ Monitoring Accountability (structure of the MAT) • There is a lot of support within the four schools of the Rainbow MAT, including staff meetings, training opportunities and observations. • Good practice and ideas are shared. • SJ 2.5 days p.w. at present. This may change as the MAT grows. • Expansion not in the foreseeable future – maybe after Ofsted have visited and new judgements in place. • Before the conversion to a MAT, each individual school had differing Ofsted outcomes. <p><i>Q: Will the MAT be rated by Ofsted as one unit? A: At the moment each school has their own headteacher, so probably not but this may change in the future.</i></p> <ul style="list-style-type: none"> • Rainbow MAT are in top 20 nationally for progress and attainment across KS2. • JL to make sure parents are aware of the impact the MAT is having on school. • JL to send information sheet to governors too. • MAT needs to celebrate its success, sing its own praises. • St. Meriadoc Infant School held a games event. Pupils sent from Troon and Penponds. Very successful. • Comment was made – parents see much about sports at CSIA, but Rainbow MAT not mentioned. • Need to raise awareness of Rainbow MAT at every opportunity. • Auditors have been checking finance documents – They were unable to find where Governors formally approved spending money on refurbishment of toilets. Need to ensure this is minuted clearly. 	<p>JL to make parents aware of impact of MAT. JL to email govs with info.</p>

	<ul style="list-style-type: none"> • Need to set up new policy/system for approving and signing planned spending (larger amounts) • G Pascoe has put together a survey and proposal for new lighting throughout the school. Cost = £13000, however, school do not actually have to pay this as money will come from the savings from electricity bill once new lights are installed. Quotes are currently being sought. • Need to ensure MAT finance committee minute approval for spending as Troon do not have a finance committee. • Still looking to improve entrance to school – focus for CIF application again for safeguarding reasons. • G Pascoe to request prices. Governors want to know what the entrance would look like before approving any plan. • GP to submit an application for funding, finer details to come later. • This would be beneficial as it would stop strangers entering school before signing in. This could be a safeguarding issue. • Troon School do have a healthy reserve, however the figure of £79,000 is not correct as money agreed for transition and induction for new staff has not been journaled across yet. • IT equipment needs constant updating. • Nursery to have a multi-touch board, wall mounted. (This purchase has already been approved by governors). • Projector in Year 5 classroom needs replacing (£600). Governors approved replacing projector in Y5 at £600. • Refurbished whiteboards have already been put in Year 1 and Year R. 	<p>Set up new policy/system for larger purchases.</p> <p>AY to ensure this is completed by January 2017</p>
11.	<p>Safeguarding:</p> <ul style="list-style-type: none"> • JL and C Teague have both renewed their Level 3 Safeguarding certificate. • LaS has completed Early Help training. <p>Health & Safety:</p> <ul style="list-style-type: none"> • No issues. 	
12.	<p>A.O.B:</p> <ul style="list-style-type: none"> • TC and JL thanked the clerk for her support over the last three years and wished her an enjoyable retirement. Flowers and chocolates were presented by JL. 	

	<ul style="list-style-type: none"> The governors were taken on a tour of the school to see how immersive learning was progressing and check consistency across the school. 	
	The meeting closed at 6.30pm	
	<u>The next meeting will be held on Monday 6th February 2017 at 4pm.</u>	

Signed:

Date: