

Troon C P School		Action
Minutes of a meeting of the FGB of Troon C P School held at the school on Monday 6 th February 2017 at 4.00pm.		
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. E Mankee	
1.	Apologies: <ul style="list-style-type: none"> Mr. F Curnow Pecuniary Interests: <ul style="list-style-type: none"> None at meeting. 	
2.	Minutes of previous meeting: <ul style="list-style-type: none"> The minutes of the FGB meeting held on 5th December 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 Governors section on the website has been updated. The larger purchases policy is being updated Twitter Crib sheet has been produced by DA and shared with parents Robert Webber reported back that the building projected has been shelved for the foreseeable future. <p>Q: How was the Reading Challenge –Tea Parties going? A: Since the tea parties had been introduced, many of the children are reading every night. The children that had been invited to the tea parties had really enjoyed them and talked about the things they had read and given a list of books they would like to be purchased for the library.</p> <ul style="list-style-type: none"> Aspire meeting – minutes to be sent out <p>Q: Any news on the upgrade of the reception area? A: Still waiting to see if successful with funding before acquiring any quotes for the work. Expect to hear whether successful or not by the end of the spring term.</p>	<p>A Young</p> <p>J Lamb</p> <p>J Lamb</p>

3.	<p>SIP vist notes: -</p> <ul style="list-style-type: none"> This was distributed prior to the meeting. Questions were invited from the governors. <p>Q: How had the visit with Mark Lees gone? A: Mark Lee's first visit has gone really well. Mark looked at the data in great depth. He did his inspection as if an Ofsted inspection.</p> <ul style="list-style-type: none"> Data Overview Sheet and Mark Lee's report handed out to Governors. Mark left "some next steps" for the school. Mark was very impressed with Nursery/Reception. JL reported that CK was an excellent choice for the maternity cover in Foundation and the transition was going really well. Other positive – learning ambassadors, eCadets, office monitors and librarians all doing a fantastic job – very strong pupil voice Attendance In Year 1 is slightly below where we would like and we have a few children that are regularly late getting to school <p>Q: Is the lateness affecting the children's learning? A: one of the children is on track but the other is not and has challenging behaviour. Lateness not only affects the children that are late but disrupts the class when entering late.</p> <p>Q: Are the children that are late local to school or traveling to get to school? A: Two of the families do not live in the village but the others all live within walking distance to school.</p> <p>Q: what is being done about the children arriving late A: We use the traffic light letter system every half term, parents with children under 90% are invited to attend an appointment with the EWO Fran Pender, and although we have some late marks, our attendance is in line/ slightly better than the national average. We also know we have an issue with the year 1 boy's attendance and three of these parents have been invited to an attendance clinic.</p> <p>Governors fed back:</p> <ul style="list-style-type: none"> Mark felt the Governors know the school well and were supportive as well as challenging. Governors that met Mark said he was very positive. It was suggested that crib sheets from St Meriadoc Infants Ofsted be given to the Governors to look at. Mark also suggested that the Personal Development, Behaviour and Welfare judgement on the SEF could tip into Outstanding 	<p>JL to action.</p> <p>JL to action.</p>
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4.	<p>Finance:</p> <ul style="list-style-type: none"> JL has corrected the reserves with A Young - these had changed due to staff induction JL asked the Governors to consider a £3000 spend on new tables & chairs for the Nursery as the ones in there at present were over 24 years old. <p><u>Governors agreed to a spend of £3000 for new furniture/ tables & chairs</u></p> <ul style="list-style-type: none"> JL informed governors that the tables in year 3 are very worn also & it would cost £1000 to replace them. <p><u>Governors agreed to a spend of £1000 on tables.</u></p>	<p>JL to action.</p>
5.	<p>Data Update:</p> <ul style="list-style-type: none"> The Governors were given a data handout. <p>Q: What Is Ever 6? A: All children that have been FSM during the last 6 years.</p> <p>Q: What does APS stand for? A: Average point score</p> <p>Governors reported that they were very impressed with the writing that is displayed in classrooms. This work was from September to date. Shows good progress</p> <p>Data for the boys writing is slightly better than the girls across the school. The extra work being put into writing is having an impact.</p> <p>Q: what is being done to extend the high achievers?</p> <p>A:The achievement team meetings are focused on working on moving these children forward. Also they are identified in the context files in each class. Maths learning ladders all have exceeding sections – more able learners are expected to be working in the blue area of the ladder. Teachers are completing an overview to show what is being put in place in each class to support MA learners. This will be shared with governors at the next meeting</p> <p>Q: Data on new report seems good for KS1 apart from the maths? Maths has been a focus for Y3 children – more children now on track to achieve exceeding.</p> <p>KS1 Reading 37% - National Average 24% Writing 24% - National Average 13% Maths 12% - National Average 18%</p> <p>KS2 Below in all areas for exceeding</p> <ul style="list-style-type: none"> Pupil conference these children GP has formatted a reader friendly sheet that we can track targeted intervention children on. Desktop Monitoring - A child that was excluded was not on the data sheet and a child that had a two day fixed term exclusion - we are currently applying for an EHCP for this child but have put in 1:1 support all day to enable him to cope with mainstream school. 	<p>JL to action.</p>

6.	<p>Big Write Update:</p> <ul style="list-style-type: none"> • Big Write homework will be discussed at the next staff meeting. • Big Talk will be talked about in class. • JR to lead on Big Write. All staff to observe her excellent practice. • RG recognizes the areas for improvement and these will be addressed. <p>Q: what is the distance of a writing task? A: non- fiction is 2 weeks and fiction is 3 weeks.</p> <ul style="list-style-type: none"> • Year 1 will start their big write this week. 	
7.	<p>Governor Visits:</p> <ul style="list-style-type: none"> • LiS & TC have completed JL's mid cycle review. <p>Q: Is Mrs Lamb on track to achieve her targets? A: Yes on track</p> <ul style="list-style-type: none"> • Safer Recruitment - Interviews held for the Clerk vacancy and a person selected. Unfortunately, this person was unable to provide any references so has not been employed. JL will see if the candidate in second place is still interested. • Governors attended training with Bex Couch, which they found very useful. Points arising:- <ul style="list-style-type: none"> ➢ Governors meetings to be kept to the point & on task. ➢ It was reported back that we have to make an impact on our children & suggested that we include 'Impact on children' on every agenda in future to show impact achieved. ➢ Governors should not just turn up at school but should have a focus and plan visits. We do this already RC – maths LiS – Foundation stage AJ – Attendance IW – Sport • Competency Policy & Framework for Governors • JL thanked the Governors for giving up their time to attend the meeting and all they do in school. • LiS to visit RG – RE planning. • TC & IW to start cricket session after half term with 12 children • IW to monitor PE/Sports development. • Lis to see SJ Re Early Years. • AJ to see JL Re PP – Pupil conferencing • RC - pupil conferencing - more able pupils – Numeracy. • TC to see RG for Literacy pupil conferencing & 	<p>JL to action.</p> <p>Governors to book appointments</p>

	<p>reading.</p> <ul style="list-style-type: none"> FC to be invited to the above as well. 	
8.	<p>Policies:</p> <ul style="list-style-type: none"> Competency Policy & Framework for Governors 	JL to action
9.	<p>MAT Update:</p> <ul style="list-style-type: none"> All the data across the MAT is being collated St Meriadoc Infants have had Ofsted and have shared feedback from their visit with the other MAT schools. JL has shared with staff. Penponds have booked the Space Odyssey and we are all going to share the cost of this. London Trip organised by Penponds will be attended by Troon & St Meriadoc Juniors. Heads meet regularly. Having a CEO has had a considerable impact on employees and across the MAT – consistency in approach and support. Visits have taken place between schools to share good practice 	GP actioned
10.	<p>Impact:</p> <ul style="list-style-type: none"> Discussed in depth data on children and heard plans that have been put in place to look at children on Ever 6 & FSM. New furniture discussed. LiS reported that the furniture does need replacing as very old & worn. CEO has brought the heads together. Benefits of Governors training. Boy's Writing improving – see data Reading impact – Tea Party reward 	
11.	<p>Safeguarding:</p> <ul style="list-style-type: none"> No issues. <p>Health & Safety:</p> <ul style="list-style-type: none"> Repairs have been made to the entry systems as doors not locking correctly. All staff have new ID badges also new badges for visitors and Governors. 	
12.	<p>Staffing:</p> <ul style="list-style-type: none"> We have two children with higher needs attending Nursery on a Wednesday & Thursday's so have had to employ another TA – Vicki Hall because of the staff ratio. A Richards has been appointed as the head at Penponds. We can advertise the post of Assistant head – this will be actioned before the Easter holiday. We currently have four temporary teaching staff, PH, 	JL to action.

	<p>EF, CK & CB.</p> <ul style="list-style-type: none"> • We would like the AH post to be advertised by Easter. • Advert out for new midday supervisor as Heather Mayhew has resigned. 	
12.	<p>AOB</p> <ul style="list-style-type: none"> • Some boys not overly keen on a tea party so other thoughts on a reward for them. 	
	The meeting closed at 6.00pm.	
	<u>The next meeting will be held on Monday 20th March 2017 at 4pm.</u>	

Signed:

Date: