

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

STRATEGY AND OVERSIGHT MEETING FINAL MINUTES
MONDAY 15TH JULY 2019 AT 5:30PM

PART 1

Present: Mr C Mackman (Chair), Mrs I Hooper, Mrs E Adie, Mrs S Roberts, Mrs A Flack, Mrs V Cook, Mrs K Davis, Revd G Atha
Also present: Mrs S Rix (Minutes), Mr M Lunn, Ms Waters-Dewhurst, Mr D Clements

Meeting started at 6.35pm

Agenda item	Issues	Agreed Action	Responsible
		The strategy and oversight meeting continued on from the finance, buildings and personnel meeting held immediately before. To enable Mr Lunn to leave the meeting early, agenda item 13 was discussed first.	
13. Female Toilets	<i>Mr Lunn left at 6.45pm</i>	Mrs Hooper had discussed the lack of female toilets at the recent pupils and provision meeting, stating that two female toilets are not enough and could the caretakers cupboard be reinstated as a toilet. The number of toilets in school meets with HSE guidelines. Governors discussed options and agreed that it would make sense to have additional staff toilets within the EYFS build.	
1. Apologies for Absence		There were no apologies for the meeting.	
2. Declarations of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes from the Previous Local Board Meeting held on 26 th March 2019		Minutes approved and signed as a true record by Mr C Mackman, Chair of Governors.	
4. Matters Arising from pervious minutes		There were no matters arising from the minutes.	

and follow up of allocated actions			
5. Minutes from Committees and Matters Arising		Approved committee minutes for governor information.	
6. Charter Items - Termly	<p>S1. Report of the Head Teacher</p> <p><i>Attendance</i></p> <p><i>Safeguarding</i></p> <p><i>School Development Plan</i></p> <p><i>General Update</i></p> <p><i>Standards</i></p>	<p>Mrs Adie talked governors through the report.</p> <p>Attendance is not where school would like it to be but it is slowly improving. Attendance challenges have helped and a letter sent out to parents informing them that school is considering fining parents for holidays during term time, due to the number of requests received.</p> <p>There is one family in Early Help. Families are monitored closely and staff are vigilant.</p> <p>The school development plan is being reviewed and subject leaders are completing final monitoring activities. Results are to be analysed for key areas of development for next year.</p> <p>The newly appointed teacher for September has been in school for the transition days.</p> <p>Mrs Adie talked governors through the data:</p> <p>EYFS 79.2% achieved a good level of development (GLD)</p> <p>Phonics 96.4% of year one pupils achieved the pass school 100% of year two pupils have now passed (two pupils converted their score at year two)</p> <p>Year 2 results Reading: 76.7% achieved expected standard (EXS), 30% achieved greater depth (GDS) Writing: 76.7% EXS and 23.3% GDS Maths: 83.3% EXS and 30% GDS RWM combined: 73.3% EXS and 10% GDS Year 6 results</p>	

	<p><i>Curriculum</i></p>	<p>School was successful in securing special consideration for four pupils; results will be adjusted early next year. Governors results include the additional marks granted:</p> <p>Reading: 81% EXS, 26% GDS Writing: 89% EXS, 22% GDS Maths: 85% EXS, 19% GDS GPS: 74% EXS, 30% GDS RWM combined: 70% EXS, 11% GDS</p> <p>Mrs Adie commented that she is aware more work is required for maths. The GPS results are disappointing and do not track through; the tests have been analysed and it is the grammar rather than the spelling. Governors discussed the data.</p> <p>Provisional progress data for KS2: Reading: -1.54 Writing: +0.06 Maths: -0.31</p> <p>Throughout school, progress is very positive. Disadvantaged pupils are making progress in line with national; gaps between disadvantaged and advantaged within school need to be closed. Year four data is really positive, progress has accelerated and they are back on track at year four expectation.</p> <p>A curriculum leadership team has developed across the three schools. The curriculum is looking strong, school development meetings have focused on the framework, the intent and implementation of the curriculum. The new curriculum has been promoted to support staff through school development meetings. Support staff need to be a part of the journey and have to be confident with it.</p> <p>Q. It all seems enthusiastic but in terms of staff wellbeing, are staff happy they have the time for it? (VC)</p> <p>A. No extra meetings have been required as it has been part of school development meetings. One of the September training days is allocated for curriculum implementation. The staff survey showed that Whaplode and Weston were second and third for staff wellbeing across LAAT. We are aware of staff wellbeing and have made sure that topic planning has been covered during the school day to reduce pressure in the</p>	
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	<p><i>Pupil Premium & Sports Premium</i></p> <p><i>Mr Clements left at 7.10pm</i></p> <p><i>Weston St Mary Data</i></p>	<p>holidays. The curriculum leadership team have added support to teachers allowing more time for resourcing.</p> <p>Q. What about your wellbeing? (VC) A. The leadership team are good.</p> <p>Q. Are staff finding the cross-working more supportive? (JWD) A. Whaplode have always had buddy schools but it is helpful for Weston and Edenham. Helping and working with strong staff builds all staff. Relationships are definitely developing and staff are starting to organise things themselves such as PPA time together.</p> <p>Mrs Hooper commented that when she was a teacher in a small school she would have loved the opportunity to work with and across other schools.</p> <p>Mrs Adie is to review the pupil premium strategy and sports premium over the summer.</p> <p>Mrs Walker talked governors through the Weston St Mary data.</p> <p>Year 6 Reading: 1/3 at EXS and 1/3 at GDS Writing: 1/3 at EXS Maths: 100% at EXS and 1/3 at GDS GPS: 1/3 EXS For Weston the grammar was okay but the spelling was low.</p> <p>Progress Maths: +4.23 (last academic year -8) Reading: -1.31 (last academic year -5) Writing: -4.47</p> <p>Year 2 Reading: 4/7 EXS and 2/7 GDS Writing: 4/7 EXS Maths: 4/7 EXS and 1/7 GDS</p> <p>Phonics Year 1 – 1 /2 Year 2 – 2/3</p>	
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		EYFS: 1/3 GLD – all pupils in EYFS made phenomenal progress.	
	S2. LAAT Academy Discussion – Feedback and Notes	The signature of risk/LAAT academy discussion was cancelled due to an Ofsted inspection but is rearranged for the beginning of September.	
	S3. Delegate and Arrange Processes for Staff Selection and Appointment	Staffing was discussed within the head teacher report and at the finance, buildings and resources meeting immediately before the strategy and oversight meeting.	
	S4. Link Local Board Member Visits	Safeguarding and health and safety link visits have been completed recently.	
	S5. Review LB Membership, Roles, Responsibilities and Training	Governor roles will be reviewed in September when the two boards merge.	
7. Charter Items – Summer Term	S23. Review/Monitor Staffing levels against agreed Structure & Financial Resources	Staffing levels meet LAAT requirements and financial needs.	
	S24. 2019/20 Budget – Recommendation to Directors	Mr Lunn has submitted the budget to LAAT directors.	
	S25. Local Board Self-Audit and Development Plan	A local board development plan and self-audit set following the merge of the two local boards in September.	
	S26. Agree School Session Times and Term Dates for 2019/20	Term dates have been set.	
	S28. Confirm Headteacher Performance Management arrangements for 2019/20	Mrs Shaw has reviewed Mrs Flack's targets. Mr Mackman and Mrs Hooper have also reviewed with Mrs Shaw and new targets set, spanning across the three schools. In October a governor from Edenham will be invited to join the headteacher performance management process. Mrs Cook will remain as reviewing officer.	
	S29. Review School Website to Ensure Full Compliance	The website has recently been reviewed.	
	S30. Ensure Provision of Free School Meals to Pupils Meeting Criteria	The free school meal provision in school meets the criteria.	

	S31. Data Protection and Compliance with GDPR	School is GDPR compliant.	
8. Review School Development Plan & SEF		Governors have received the school development plan and SEF.	
9. Data		Governors discussed data within the headteacher report.	
10. Safeguarding		Governors discussed safeguarding within the headteacher report.	
11. Christian Distinctiveness		Governors discussed Christian distinctiveness as part of the finance, buildings and personnel meeting held immediately before the strategy and oversight meeting.	
12. Deferred Start		Governors were asked to consider a deferred start request from Lincolnshire County Council. Governor views and comments were collated by email and sent to Lincolnshire County Council.	
13. Female Toilets (Staff)		This agenda items was discussed at the beginning of the meeting.	
14. AOB	<i>Governor Newsletter</i> <i>Office Correspondence</i>	Governors discussed a governor newsletter. Mrs Hooper agreed to write an article for an end of year newsletter. Mr Mackman commented that correspondence from the school office needs to be better, ensuring attachments are added and wording correct.	
15. Agree Meeting Dates for 2019-20		2019-20 meeting dates have been sent to governors.	
		Mrs Cook thanked all staff for doing a good job during the academic year. The Clerk was thanked for her hard work during her time as Clerk.	
		Ms Waters-Dewhurst signed off the minutes from the last Weston St Mary ILB meeting on 11 th June 2019. Ms Waters-Dewhurst signed the 2018/19 safeguarding audit review document. Ms Waters-Dewhurst was thanked for her support and hard work as Chair of the Interim Local Board of Weston St Mary.	

The meeting closed at 7.30pm

Signed: _____ Chair of Committee Date: _____