

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

**STRATEGY AND OVERSIGHT MEETING FINAL MINUTES
TUESDAY 26TH MARCH 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
Also present: Mrs S Rix (Minutes)

Meeting started at 5:25pm

Agenda item	Issues	Agreed Action	Responsible
	<i>Maths Provision Monitoring</i>	Prior to the meeting Governors completed a review of maths books and completed the maths scrutiny feedback forms.	
1. Spiritual Mindfulness		Governors took time to reflect.	
2. Apologies for Absence		Apologies received and accepted from Revd G Atha.	
3. Declarations of Interest		There were no declarations of interest in any item on the agenda.	
4. Minutes from the Previous Local Board Meeting on 18 th December 2018		Minutes were approved and signed as a true record by Mr C Mackman, Chair of Governors.	
5. Matters Arising from pervious minutes and follow up of allocated actions		Q. Is there an update on the parent governor vacancy? (IH) A. A governor with the required skill set is interested but does not have the time to commit. Governors discussed the vacancy and agreed to wait in the short term until there is clarification on the merge of the local boards between Weston St Mary and Whaplode.	
6. Minutes from Committees and Matters Arising	<i>Mrs V Cook arrived 5.30pm</i>	Approved committee minutes for governor information only.	

<p>7. Charter Items - Termly</p>	<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>Pupil Progress Meetings</i></p> <p><i>Outcomes</i></p>	<p>Mrs Adie talked governors through the report and explained that previous comments are being kept in the report for governor reference so that the report is a developing document.</p> <p>Attendance is a concern; an attendance challenge has been set for term 4 with those pupils with attendance above 96% at the end of the term to be rewarded with an Easter egg. There has been a bout of chickenpox affecting the lower years as well as sickness bugs. School has done all it can to encourage attendance with some parents meetings regarding attendance. Monitoring of attendance will continue and be worked upon.</p> <p>There has been some recent changes to safeguarding cases since the issue of the head teacher report with further work on some families.</p> <p>The school development plan is in full swing; subject leaders have completed reviews of the action plans. Smart targets have been set and the action plan reviews are to be looked at in QA4 next week.</p> <p>Pupil progress meetings are complete. The NQT is still supported and will enter the appraisal cycle upon completion of their NQT year and will continue to be supported on the coaching programme.</p> <p>Mrs Adie received the outcomes booklet the evening before the meeting therefore governors received a paper copy. Mrs Adie talked governors through the document.</p> <p>Mrs Adie received the outcomes booklet the evening before the meeting therefore governors received a paper copy. Mrs Adie talked governors through the document.</p> <p>There have been attendance issues in EYFS. Some pupils have not made as much progress as hoped for in reading; this is being worked upon and monitoring is in place. Maths is not showing the progress that is expected - baseline assessments are secure. Mr Kinsey will be spending time in EYFS, year two and year six on his visit next week to quality assure school judgements.</p> <p>There is only one higher achieving child however; other children look like they will be coming up into this grouping.</p> <p>Q. When are the next pupil progress meetings? (VC)</p> <p>A. Appraisals which include reviews of individual teacher targets and pupil progress updates are to be completed at the same time and will not be for governor monitoring.</p>	
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		<p>If data is collected more than three times a year, Ofsted are now questioning why. Lengthy pupil progress meetings were held after the mid-year data was issued following the LAAT tests.</p> <p>Year one – phonics intervention is in place; phonics is looking strong.</p> <p>Q. Is the mid-year data comparing against national mid-year data or national end of year data? (VC)</p> <p>A. End of year national data.</p> <p>Maths is looking strong; targeted input is in place to convert middle ability to greater depth.</p> <p>Year two – writing is mixed but has been moderated internally and externally giving the same judgements as the internal teacher judgements.</p> <p>Mr Kinsey will be looking at year two maths on his next visit.</p> <p>Year three – reading is tracking across. There is no dip in data meaning the year two teacher assessments were secure.</p> <p>Year three is a boy heavy cohort, meaning that the girls are each a higher percentage.</p> <p>Year four is the cohort with previous problems but is now back on track.</p> <p>Mrs Davis commented on the significant progress made.</p> <p>Q. Who is the teacher? (VC)</p> <p>A. Mrs Ruck; she has made a big impact and is working hard.</p> <p>Maths data is good, regarding writing if all the data gets to grey it will be good.</p> <p>Year five is a high performing class.</p> <p>Q. Writing always seems to be an issue, is it because of standards? (VC)</p> <p>A. Historically there have been concerns but the current data throughout school is not flagging up any concerns. Year one, three and five teachers are attending moderation courses to help them see where they are in the bigger picture. As a school, writing progress measures are a little negative but that is to do with how writing progress is measured. Mrs Adie explained measuring progress and PAG groups.</p> <p>It was explained that there are more concerns with maths rather than writing, across school.</p> <p>In relation to year five maths, there is still content to be taught.</p> <p>Mr Kinsey recommended analysis of test data; Mr Clements completed this. Areas identified from the test data were fractions, percentages and elements not yet taught.</p> <p>Mrs Hooper commented that in the pupil progress meetings, additional strategies were discussed for year five.</p>	
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	<i>Vacancies</i>	<p>Year six writing is strong, reading and maths have the same concerns. A seven week plan has been put in place by Mrs Adie and Mrs Porter with Mrs Adie giving weekly, specific intervention. A shift in progress can already be seen from introducing the seven-week plan. Data up until Christmas was positive, support is now being given to maths and reading.</p> <p>Q. Will year five receive the same support? (KD)</p> <p>A. Not now as the focus needs to be on year six, this will change after SATS.</p> <p>The head teacher report stated that there were no staff vacancies; Mrs Flack informed governors that there is now a vacancy for a KS1 NQT.</p> <p>Following the news of Mrs Flack taking on an additional school, Mrs Hooper was concerned on the wellbeing of Mrs Flack. Mrs Hooper has visited Mrs Flack, discussed her concerns, and is now happy with the outcome. Mrs Flack thanked Mrs Hooper for her concerns.</p>	
	S2. LAAT Academy Discussion – Feedback and Notes	The next QA meeting takes place on Monday, 1 st April. The next signature of risk takes place on Thursday, 28 th March.	
	S3. Delegate and Arrange Processes for Staff Selection and Appointment	Staff vacancy discussed within the head teacher report.	
	S4. Link Local Board Member Visits	Safeguarding and health and safety link visits have been completed with reports submitted.	
	S5. Review LB Membership, Roles, Responsibilities and Training	Governor monitoring continues.	
8. Charter Items – Spring Term	S17. Monitor Progress against Local Board Development Plan	Covered within the head teacher report	
	S18. Review & Publish Equality Duty Information and Objectives	Schools own equality duty information, published on the school website.	
	S19. Review Complaints Policy and Procedure	LAAT policy, which is in place and being used.	
	S20. Ensure Implementation of Data	LAAT policy, which is in place and being used.	

	Protection Policy and Procedures (inc FOI)		
	S21. Confirm Appropriate Policy & Procedures for Educational Visits are in Place and Review Implementation	LAAT policy, which is in place and being used.	
	S22. LSCB Audit, Action Plan Link Governor Checklist and Record Keeping	Mrs Hooper has completed a safeguarding spot check and provided a report. LAAT have recently completed a safeguarding audit, two minor issues were found and have been resolved.	
9. Parent Survey Results		Governors agreed that the parent survey was very positive. Q. Is one parent 2%? A. Yes. Governors discussed the survey and thought the comments were very interesting. Mrs Flack stated that any areas of concern are addressed where possible.	
10. Safeguarding		Governors covered this within the head teacher report.	
11. Christian Distinctiveness		Mrs Flack has attended a church school conference. Mrs Flack and Mrs Walker are part of the rural schools working together team. Rev Atha is a regular presence in school.	
12. AOB		Mrs Cook commented that the supporting information received was very useful and clear. Mr Mackman commented that school is in a good position, is good at identifying problems and putting measures in place. All governors agreed and thanked staff - commenting that there is a good staff team, all working well together.	
13. Date & Time of Next Meeting		Future meetings as follows: 26 th June – Finance, Buildings and Personnel 3 rd July – Pupils and Provision 10 th July – Strategy & Oversight Mr Mackman thanked all staff on behalf of the governing body for their continuous hard work.	

The meeting closed at 6.20pm

Signed: _____ Chair of Committee

Date: _____