



CALDECOTE PRIMARY SCHOOL

Minutes of the Meeting of the Full Governing Body

Tuesday 4th February 2020 at 6.00pm

Present: Kevin Vanterpool (Chair)
Karen Stanton (Head Teacher)
Kate Duncombe
Pippa Smith
Mary-Ann Claridge
Cristina Turner
Suzy Reed
Dom Hordern
Rebecca Snelling
Natalie Martin

Clerk: Vicky Miles

Apologies: Rob Monk, Renu Martingale (ReM)

Reference

Action

1. Welcome to all and apologies for absence

KV as Chair formally opened the meeting, extending a welcome to all present.

2. Declaration of interests relating to items on the agenda

None declared.

3. Approval of the Minutes of the Meeting of the Governing Body held on the 19th November 2019 / 14th January 2020

The minutes were approved by Governors as a true and accurate record of the meeting and signed as such by the Chair.

4. Matters Arising from the Minutes of the Meeting of the Governing Body held on the 19th November 2019 / 14th January 2020

Page 3 - Item 5: KV contacted RM, who said he is happy to step down, KV to write and thank him for his services to the governing body and the school.

Page 4 - Item 7: PS circulated examples of good questions to ask to hold the Headteacher to account from the NGA website.

Page 5 - Item 9: MaC and NM met to discuss SEND and Pupil Premium.

Page 5 - Item 9: KV contacted on-line organisation, not heard anything back yet.

Page 5 - Item 9: KV to draft letter to parents to explore new governor interest.

KV

A discussion around re-constituting under governing body effectiveness took place.

Page 6 - Item 14: KS circulated Contract of Commitment for Governors – no feedback.

KS reported that Anne-Marie Cooper would meet with KS and KV next week.

5. Headteacher's Report

KS circulated report ahead of the meeting; updated members and answered questions accordingly.

RS reported that attendance had fallen just below 98% at 97.5% this is mainly due to a child that was on a reduced timetable along with various different children and families. It also includes one long-term illness, another child who is out one afternoon a week and one family who had regular absence, but this is now improving. Penalty notices have been given for term time holidays. Term dates were advertised differently from actual dates – this was countywide; KS explained that County normally publish the term dates as 190 days and then schools take out their 5 inset days. This year County published 185 days but didn't notify schools about the change so all schools then took out 5 inset days. After a few weeks, the error was noticed and we had to change our term dates. With this in mind, there were a few dates that we authorised due to this error. Overall attendance is still very good and is improving.

To a question, RS explained that the reduced timetable was for an older child.

To a further question, RS explained that the attendance policy had recently been reviewed and is still fit for purpose; a few tweaks were made following a course RS had attended.

To a question, RS explained that this was not the first year that penalty notices had been given, some were given last year. The education welfare officer informs the school that fines had been issued. We do not get to find out as we and do not get the money for this. RS added that the message regarding term-time holiday fines is getting out.

To a question on bullying and racists comments, KS informed the committee that it hasn't increased hugely but it is happening; it's not always the same children involved; many appear to be around skin colour as some children think it's ok to comment on this.

To a further question, KS explained that children say they hear it at home, although parents say they are not exposed to it within the home. The children involved are the ones that often play out with older children; they also talk a lot about YouTube. Within school, a lot is done in assemblies and in PSHE and circle times around this issue.

To a further question, KS explained that parents receive a letter from school regarding the incidents; some try to brush it off as children's trivial behavior.

KS reported that Meghan Turner (Year 6 teacher) is pregnant and she hopes to finish this year; options for maternity cover will be considered over next few weeks. To a question, KS informed the committee that the baby is due on 31st July 2020, it is close! Meghan's maternity entitlement is one year.

KS reported that most teachers have completed their teaching and learning curriculum, SLT are putting altogether.

KS informed the committee that the new website is nearly ready and looking good; it has been slimmed down, quick links for parents and it's Ipad compatible. A photographer is coming in end of March beginning of April to take new images for the site.

To a question, KS explained that Rob Cottell is coming in next week to discuss funding. KS attended a County Resource Panel meeting last Wednesday, the panel decide SEN funding. Marion Cullen, Head of SEND, told the panel that the LA have been told by the DfE that they

have to have a plan to clear the 16 million deficit. The LA have appealed, as this would have a devastating impact on services to schools. This is why they are probably going to have to go with a 1.8% cut to school budgets. Marion Cullen reminded the panel about the need to scrutinize all areas of SEND funding and allocation of funds as we have to make cuts somehow.

6. Health and Safety

KS reported that all teachers have carried out a risk assessment for their classrooms; any actions are to be followed up.

Anti-slip flooring has been ordered for the bridge into school.

To a question, KS explained that the puddle that forms around the entrance from the village hall is not a health and safety concern, it is more of an inconvenience. There is drainage but the water table is so high it has little effect.

7. Safeguarding

KV has carried out a review. KS explained that there are still safeguarding concerns; there is a lack of communication from MASH and the way they have dealt with a recent domestic violence case is unacceptable. The service is under a lot of pressure and the thresholds to access any support are far too high.

To a question, KS explained that other agencies do not access My Concern. Agencies are involved with our families but we get no feedback or sharing of actions which makes it difficult to track what is happening.

To a further question, KS explained when you make a referral it goes into the MASH where it gets triaged by a social care navigator. School often do not get any feedback about actions taken and it is only when we attend meetings such as Team Around the Family meetings that we find out what actions (if any) have been taken following the referral.

To a question, KS explained that we carry out risk assessments and risk reductions to try and ensure there are no risks to staff safety.

To a further question, KS explained that as a school we are proactive in seeking support for any of our families. We seek support for any issues within school eg education, behaviour, mental health and then either signpost or directly contact the specialist agencies to support with home issues eg family worker, social worker, etc.

To a question on record keeping, KS confirmed that all requests, actions and meetings are recorded.

8. School Self-Evaluation

KS circulated the recently reviewed School Self-Evaluation ahead of the meeting; updated members and answered questions accordingly. PS suggested having a governing body lead for areas within the SSE, KS agreed that it would be good to have on-going governor input. It was agreed that the following areas should be allocated to;

- Quality of Education; MaC and KD
- Early Years; KD and SR
- Personal Development, Behaviour and Attitudes; PS and CT
- Leadership and Management; KV and RM

To a question, KS explained that the '11 by 11' passport is part of the curriculum that develops character education. Staff reviewed the curriculum and agreed a range of experiences that children at Caldecote should have by the time they leave. It is a progressive range that starts with 5 experiences by the age of 5, 6 by 6 etc. An example of an experience by the age of 5 is posting a letter.

To a further question, KS explained that it is shared with parents as part of our curriculum.

KS added that by the time the children leave us they would have been given a whole range of different experiences to help with character building. The plan is to incorporate the '11 by 11' passport into the new curriculum. Most of the experiences are happening year on year and this is one of the criteria that makes Caldecote School special.

To a question, KS explained that the term disadvantaged is interchangeable with Pupil Premium.

To a further question, KS explained that the Wider Opportunities Register is tracked year on year so by Year 6 we can see all the opportunities that a child has had.

To a question, KS explained that 99% of parents supported the curriculum model; this evidence was gathered from questionnaires, curriculum evenings and open mornings with parents.

To a question on where do we want the school to be in three years, KS explained that our 'vision statement' is in our Aims for our children. Having 3 or 5 year plans with specific criteria are often meaningless as things change so quickly. As a maintained school, we are also

dependent on funding or government or external changes that have an impact on our direction of travel.

A further conversation around vision statements and what to include took place.

KV added that the SSE document is good but there is potential to strengthen it and how it is framed. This is what we are doing now and this is where we would like to be.

All governors to look at the SSE document and suggest additions to reflect our vision and aspiration. Send to KS but bear in mind this document should be concise and anchored in evidence and facts.

PS, MaC,
CT, ReM,
KD, SR

Governors recognise the extraordinary pressures that are being placed on the school due to lack of external support.

9. SEND/PP Report

NM and MaC met to discuss SEND and Pupil Premium. A discussion took place around the meaning of names and the language used in all reports. A summary of the SEND report was given to all governors. NM talked governors through the report and answered questions accordingly. The key information;

- 17 currently on SEND register
- 8 on Medical register
- Other children on watch by class teachers
- 2 children with an Education, Health and Care Plan (EHCP)

NM added that progress is being monitored constantly, as well as constant tracking for any pupils falling behind. A termly review is carried out by class teachers with support from TAs then overseen by NM. This is then shared with the parents. Target Tracker is used to look at the breakdown of progress.

To a question, NM explained that the particular needs of children is more literacy based.

NM added that children with an EHCP have a formal annual review meeting including other agencies. Funding for children with an EHCP allows an additional adult to be placed in the classroom, this is to support the needs/targets and other things like social interaction.

The school is fortunate to have TAs across the school, based on the needs of the class. Catch-Up sessions are still happening, but as there are fewer TA hours, it can be difficult.

Mental Health training for staff is coming up. A conversation around mental health took place.

To a question relating to the watch list, NM explained that teachers are confident in identifying these children; it is about making sure the children get the support they need, and this is reviewed regularly. Children are placed on watch, in order for us to wait, watch and identify the needs; the teacher and TA do this.

KS added that it is a triangulation of performance in the classroom, attainment and progress and social interactions / mental or emotional needs.

To a question, NM explained that as SendCo she would check if teachers are raising the concerns at parents' consultations. Alternatively, suggest a meeting between class teacher and parents if there are any concerns.

NM shared the Pupil Premium Plan for 2019-2022.

Key Points;

- 15 children currently FSM (2 forces) and 1 child is post LAC = 16 (9% of school)
- A lot of funding goes on support with reading, writing and maths
- Various areas to extend greater depth
- Specialist speech and language support
- Support for social interactions and behaviour (social skills groups, nurture groups and counselling)
- Progress: Pupil Premium children are making good progress.

MAC added that after a brief review, it's having the effect you'd hope.

KS added that funding is used for different reasons dependent on the needs of the child and family. Many families are very appreciative of support with residentials, trips, uniform etc.

To a question, KS explained that Pupil Premium Funding is being protected.

To a question on the impact of funding, KS explained that some of the Pupil Premium children are also our SEND children; EHCP funding is protected. The vast majority of funding received goes to supporting the specific groups of children. The area that is going to be negatively impacted in funding reductions is pastoral support.

A discussion around the constitution of the governing body took place. The outcome: KV suggested the constitution remain at 12, an election

KS

of parent governor to be held, KS to organise and the letter should say what skills we are looking for.

10. Governing Body Effectiveness

KS explained that the SEND/Pupil Premium report had been really useful and suggested asking a leader of a subject to give an overview to present at meetings.

KS reported that RS had asked colleagues about long term School development plans during a recent course. All responded by saying none of their heads had a long term plan. KS felt we were the same as local schools.

Following a lengthy discussion around vision and aims it was agreed that governors would look at their own areas of the RAP and suggest an appropriate governing body objective.

11. Skills Audit

PS asked if there was a job description for governors, DH read out to committee.

PS suggested all governors do a personal audit, to see where training is needed.

MAC suggested the contract of committee be reviewed.

A further discussion took place around the skills of the governing body.

A suggestion that the BMR go on the governors area of the website, to be discussed at the next PPF meeting.

Focus questions all governors need to consider are: 1,4,5,9,10,11,12,13,14,15,16,17,18,19 and 20. This is to be rag rated at the FGB July meeting every year.

12. Subject Leadership

KS reported that the majority of subject leaders have finished writing the whole school curriculum for their subject. It has been a lot of work, but the outcomes are good. It will be a really supportive document for Ofsted Deep Dives as it gives them a deep knowledge of what should be taught in each year group and the progression of skills and knowledge from YR to Y6. Subject leaders are feeling optimistic. The plan is to collate all the subject plans and address any weak areas

such as repetition. KS added that all documents are presented in very different formats – this was a deliberate choice so leaders could work in a way they felt suited them. The challenge now is to get them into one cohesive document that is the Caldecote Curriculum. It is very exciting!

13. Other Matters Appropriate to School and Governing Body

CT reported that the potential zig zag lines outside the school will not go ahead as the County Council have made it very clear that they would not support this; they have put it in writing.

KV thanked DH on behalf of all the governors for all his wonderful advice, guidance and support he has given to the governors and the school during his term.

14. Dates for Committee Meetings

PCS 4th March at 8am
PPF meeting – 18th March at 6:15pm
PPF budget setting meeting Tuesday 5th May followed by FGB at 6pm to ratify.

15. Dates for Future Meetings of the FGB

Tuesday 23rd June at 6:00pm

All meetings to be booked in advance until July 2021, governors to email Clerk with date.

There being no further business the meeting was formally closed at 8:55pm.

Signed as a true record.....Date.....
Chair