

## MELLERS PRIMARY AND NURSERY SCHOOL GOVERNING BODY

Minutes of the Autumn Term meeting of the Governing Body of Mellers Primary and Nursery School held at the school on 19<sup>th</sup> November 2015 at 5.00pm

### MEMBERSHIP (A denotes absence)

A

Miss J Wood, Chair of the governing body  
Mrs L Lyon, Vice-Chair of the governing body  
Miss L Blake  
Mr M Gilmore  
Mrs C Kelly  
Miss C Mansfield  
Mrs C McCrone  
Cllr A Peach  
Miss R Rashid  
Miss T Reid  
Cllr L Ali, Associate Member  
Miss A Dawson, Headteacher

### IN ATTENDANCE

Mrs C Colmore, Clerk to the governing body  
Mrs Sian Hampton, Principal Bluecoat Academy

The chair welcomed everyone to the meeting and introduced new parent governor Cheryl Kelly and potential co-opted governor Carol McCrone. She also welcomed the principal from Bluecoat Academy Trust, Sian Hampton.

### GB/01/15-16 PRELIMINARIES

#### 1.1 Apologies for Absence

There were no apologies for absence.

**ACTION**

#### 1.2 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

The Headteacher would arrange for the Register of Pecuniary Interests to be updated.

**HT**

#### 1.3 Proposal from Bluecoat

Sian Hampton thanked governors for agreeing for her to attend the meeting. She circulated a paper regarding her proposal on behalf of Bluecoat Academies Trust for the Headteacher from Mellers to be seconded to work as Executive Head of the Bluecoat Primary School for two days each week from January 2016. The role would be to support the acting head at Bluecoat Primary Academy and to develop the strategic direction. In the longer term she would welcome the relationship between the schools being cemented through Mellers Primary joining the Bluecoat Academies Trust; however the request was not predicated upon the governing body agreeing to this. She advised that there were a myriad of opportunities from the proposal, for Bluecoat Academies Trust, for the Mellers' Headteacher and for Mellers Primary School. Bluecoat Academies Trust would pay the salary of the Headteacher for the two days, which would be at a higher rate than her current pay in school.

Governors were invited to ask questions of Sian Hampton:



- *What was the size of the Bluecoat Primary Academy?*  
The school would be newly built, with the building ready for January 2017, with capacity for 420 pupils. In addition the DfE had agreed for a 52 place nursery, but this was not part of the building work agreed. At present there were pupils in Foundation 2, Year 1 and some in Year 2. The building work was scheduled to start January 2016.
- *Would there be fixed days for working at Bluecoat Primary Academy?*  
It was expected that the most effective way of working would be for the arrangement to allow for flexibility.
- *What would be the impact on Mellers primary?*  
The Headteacher advised that there was leadership capacity in school to provide for her to be released two days per week. There would be a financial benefit to the school. The acting head at Bluecoat Primary Academy was a foundation stage advanced skills teacher and therefore her knowledge would be of value to Mellers.  
Sian Hampton stated that there would be an opportunity for Mellers to join the Multi Academy Trust which would provide additional opportunities and flexible working arrangements.
- *An issue for this area of the city was not having a secondary school. Had Bluecoat Academies Trust considered opening a secondary school locally?*  
Sian Hampton advised that the Trust would be pleased to consider this.
- *Would more time be required from the Headteacher?*  
Sian Hampton advised that she did not think so, but this would be new territory. There were some synergies, for example joint recruitment.
- *Would there be any potential conflicts of interest, for example prioritising between the two roles?*  
Sian Hampton advised that Bluecoat Academies Trust had a sound infrastructure to deal with key administrative responsibilities to deal with emergencies, including HR, finance and a site team.
- *Was there an intention to appoint a headteacher at Bluecoat Primary?*  
Sian Hampton said that she wanted an executive head to give advice on leadership structures and personnel. Even if a headteacher was appointed she would still want an executive headteacher for the primary.
- *What was the timeline?*  
Sian Hampton advised that she wanted the executive head in post from January 2016.
- *Was the post temporary?*  
Sian Hampton proposed a review after 12 months.

Governors thanked Sian Hampton for attending the meeting.

### **5.30pm Sian Hampton left the meeting**

Governors agreed that the decision had to be made based on the best for Mellers Primary School. The development and retention of the excellent staff in school contributed to the best for the school. At present a key responsibility for the school was the expansion of the school.

Governors expressed concern that Sian Hampton had an expectation that Mellers would convert to academy status as a member of Bluecoat Academies Trust. The Headteacher said that she had informed Sian Hampton that even should the school decide to convert in the future it would not necessarily be with the Bluecoat Academies Trust.

Governors asked about membership of the Transform Teaching School. The Headteacher assured them that this would continue and that she would seek to have the Bluecoat Primary Academy join the Transform Teaching School.



Governors asked the Headteacher what she felt about the proposal. She said that it would be interesting to be involved. Having seen the primary there were some quick fixes and some longer term development issues.

Governors asked how the balance would work between the schools. The Headteacher said that initially Sian Hampton had proposed a 2.5 day post but she had insisted on only 2 days. She had spoken with the leadership team as this was an opportunity for them as well.

Governors asked whether the Headteacher had taken into account the growth of Mellers and therefore the needs of the school. Also they asked about whether the leadership structure needed to have an acting head of school role in the short term. The Headteacher said that in future there could possibly be the need to have a head of school at Mellers, a post which would be recruited to by external advert. For the time being no changes would be made to the leadership structure in school.

Parent governors were asked their opinion and also what they thought parents would think. They said parents would be concerned about who would stand in for the Headteacher and also that Mellers would suffer through not having the Headteacher in school. Parents would worry. The Headteacher responded that she was already out of school for up to 40% of the time and she was involved in leading on other work. The school had a strong leadership team. Governors asked whether the Headteacher would drop any of the additional roles. She said she would not need to do so; however if there was a negative impact on Mellers, she would not want to continue with the Bluecoat role.

Governors asked what would be the benefits to school. The Headteacher responded:

- The knowledge of the acting head from Bluecoat Primary Academy would be of value to Mellers in further developing the foundation stage
- It would provide development opportunities for the leadership team. Phonics results had been poor at Bluecoat Primary Academy and the expertise in school would be useful to provide support.

Governors asked what would be the impact in school if the teachers were supporting Bluecoat Primary. The Headteacher advised that the support would be short-term, providing training, and would assist the development of leadership skills for staff.

Would senior staff have the necessary support to develop? The Headteacher advised that the maths and English leaders were both specialist leaders with Transform, and so would be undertaking support work externally regardless of this opportunity.

Governors asked whether it would impact on retention and were informed that providing opportunities for staff to develop into new roles was important.

Governors noted the change since Bluecoat Academies Trust had made a presentation to the governing body, inviting them to join the Trust following the previous 'requires improvement' judgement. The school was now in a position of strength.

Governors asked about whether there would be any benefit to pupils regarding admission to Bluecoat Academy and were informed that whilst there would be no formal change, the relationship should favour admissions being supported.

Governors discussed the finances, agreeing that it could not be at any financial detriment to Mellers. It was recognised that there were a number of options, including Bluecoat Academy Trust paying the Headteacher's salary for two days per week, or other contractual options for

CMc



example consultancy charges. Carol McCrone would investigate. She advised that there needed to be firm contractual arrangements, and that the time needed to be defined in hours, with transit time charged to Bluecoat Primary Academy.

The Headteacher advised that she was committed to providing support prior to the end of the term, with other staff also involved.

#### Governors **agreed**:

- More time was needed to make a final decision
- To enable governors to vote confidentially members of the governing body would send their decision to the clerk by email, by 27<sup>th</sup> November 2015, 12 noon, on the following resolution:  
*This governing body approves the secondment of the Headteacher to Bluecoat Academies Trust for two days per week for a period of twelve months. Prior to the end of the 12 months the secondment would be reviewed.*
- If governors had further questions they would raise these with the Headteacher or chair.

#### Should the proposal be agreed:

- The Pupil Progress Committee would have oversight of the standards in school and would ensure the governing body was alerted should there be any issues. The Headteacher would report on the arrangements in her Headteacher's Report to the governing body
- The chair, Lesley Lyon, Mark Gilmore and Carol McCrone would make decisions on behalf of the governing body about the contractual arrangements
- Legal support would be used to draw up the contract.

W/P

### 1.4 Membership

A round of introductions was undertaken.

A document listing the membership of the governing body, copies of which had been circulated previously, was received and noted.

The chair informed governors that Mrs J Wawrzyniak had resigned from the governing body.

#### Attendance Requirements

No issues to address.

#### Vacancy Update

The governing body had vacancies for 2 co-opted governors. It was **agreed** to co-opt Carol McCrone to one of the vacancies, recognising the value of her skills and expertise.

Lesley Lyon would liaise with John Brailsford regarding his role as associate member.

LL

The Headteacher would arrange for new parent governor Cheryl Kelly's details to be passed to governor services.

HT

#### End of Terms of Office

No issues to address.

### 1.5 Election of Chair and Vice-Chair

Both posts had been elected in the autumn term 2014 for a term of two years.

At the previous meeting of the summer term the governing body had agreed to look at



leadership roles in the governing body. The chair had spoken with Mark Gilmore and proposed that he be elected as a second vice-chair for a term of one year. This was approved by governors.

The specific responsibilities of the chair and vice-chairs would need to be defined.

**Chair  
and VCs**

### 1.6 Minutes of the Last Meeting

Minutes of the meeting held on 25<sup>th</sup> June 2015, copies of which had been previously circulated, were taken as read, confirmed and signed by the chair.

### Action Points and Matters Arising from the Minutes 25<sup>th</sup> June 2015

Ref	Action Agreed	Responsible	Action undertaken / required
1.4	Working party to meeting to review induction procedures.	Chair, Mark Gilmore, Cllr Anne Peach and Rukhsana Rashid	Carried forward
1.6	Arrange for the business manager to co-ordinate the collation of the governor information for including on website.	Headteacher	Clerk to create table as appendix to minutes with attendance of governors. Teeny Reid to collate information for uploading to website, including pen portraits
2.1	Check and recommend amendments to Attendance Policy	Mark Gilmore	Actioned
3.1	Discuss models for governance distributed leadership	Chair, vice-chair and chair of the Pupils and Curriculum Committee	Carried forward
3.1	Arrange a joint visioning event for staff and governors and the school council	Headteacher	Carried forward
3.3	Review induction effectiveness	Chair	Carried forward

**W/P**

**HT**

### 1.7 Chair's or Vice Chair's Emergency Action Since Last Meeting

Neither the chair nor the vice-chair reported any actions or decisions undertaken using emergency authority.

### 1.8 Correspondence Items

#### From Chair

The LA's Living Wage would be increased by 20p per hour. The cost to the school would be in the region of £500.

The chair had received a document about Employability in Schools from the LA, focused on careers advice in secondary schools and the importance of employment skills.



## GB/02/15-16 SCHOOL PROGRESS

### 2.1 Attainment and progress report deferred from Pupil Progress Committee meeting

The Headteacher provided governors with the governor pages from the DAISI pack. The detailed data would be reviewed at the next meeting of the Pupil Progress committee. The headline data had been included in the Headteacher's report.

PP  
Comm

### 2.2 Headteacher's Report to the governing body

#### Achievement of pupils

The Headteacher led governors through the data in her report:

- **Foundation stage** – 52% of pupils had achieved a good level of development, which was a substantial increase on the previous year. Whilst it was below the national average, pupils had made good progress. A high percentage of pupils were significantly below expectation for their age on entry to the foundation stage.
- **Phonics** – 75% of pupils had passed the phonics test, which was in line with the national average. Of the 6 pupils in year 2 who had retaken the phonics test, 5 had passed.
- **KS1 SATs** – SATs results at KS1 had improved year on year since 2012, with results broadly in line with national averages, reflecting the very good progress pupils made in KS1.
- **KS2 SATs** – Results at KS2 were broadly in line with national averages, with the floor target substantially exceeded. Writing was the identified area for improvement, included in the Improvement Plan and an appraisal objective for the Headteacher.

Governors commended the excellent results and requested that their thanks be passed to all staff.

Governors were invited to ask any questions about the Headteacher's report, which had been circulated in advance of the meeting, or to contact the Headteacher if any clarification was required.

The SIP and SEF had been included with the report. Updated versions were circulated at the meeting.

Governors were invited to make any suggestions for amendments to the format of the report.

In response to a question about assessment without levels and the use of Learning Ladders the Headteacher invited Rukhsana Rashid to liaise with the Deputy Headteacher to see how Learning Ladders were being used in school. Communication with parents about the new systems was important, with parents meetings to be held.

RR

### 2.3 Headteacher's Appraisal

The Headteacher's appraisal had been completed by the chair and Mark Gilmore. The external advisor had been NLE Carol Norman. The areas for the objectives were:

- Writing
- School expansion
- Assessment.

## GB/03/13-14 GOVERNORS REPORTS

### 3.1 Reports from Governors' Committees

Finance and Resources Committee – 7<sup>th</sup> October 2015 Minutes to be received at the next meeting, as the draft minutes had just been received by school.

Pupils and Curriculum Committee – 9<sup>th</sup> October 2015. The minutes, which had been circulated with the calling papers for the meeting, were noted.



### 3.2 Governor Training and Development

Safeguarding training, led by the Headteacher, would be arranged for all members of the governing body in the spring term. Mark Gilmore would attend safeguarding training for safeguarding link governors. The Headteacher and Mark Gilmore would complete safer recruitment training.

### 3.3 Governor Link Roles

The following link roles were agreed:

Health and safety	Chair
Safeguarding	Mark Gilmore
Inclusion, to include SEN and EAL	Carol McCrone
EYFS	Anne Peach
Pupil progress and assessment	Lesley Lyon
Attendance	Rukhsana Rashid
English	Carol Mansfield and Liaquat Ali
Maths	Teeny Reid and Cheryl Kelly

### 3.4 Committee membership and delegations

It was agreed to retain the current committee structure and delegations.

Membership of committees was agreed as:

Finance and Resources	Pupil Progress	Pupils and Curriculum
Headteacher	Headteacher	Headteacher
Judy Wood (Chair)	Lesley Lyon (Chair)	Mark Gilmore (Chair)
Ann Peach	Rukhsana Rashid	Judy Wood
Liaquat Ali	Lorna Blake	Carol Mansfield
Carol McCrone	Teeny Reid	Cheryl Kelly

### 3.4 Reports from Governor Visits

Governors had attended a number of school events.

Mr Gilmore had met with Lorna Dermody and observed a Singapore maths session, which he described as really useful in developing his understanding. He also brought his dog into school for pupils to read with.

The chair and Mark Gilmore had undertaken the Headteacher's appraisal and attended part of an SLT day.

### 3.5 Review Effectiveness of Committee Structure

#### GB/4/15-16 LOCAL AUTHORITY REPORTS

#### 4.1 Proposed Admissions Arrangements 2017-2018

The purpose of this report is to initiate the annual consultation between governors and the Local Authority regarding admission arrangements for the 2017/2018 school year.

There are no changes to the arrangements for the 2016/2017 school year; however, since the Local Authority is the admission authority for community schools it must consult the governing body of each school about its proposal to keep the same admission number for that school. The six week consultation will commence on 1<sup>st</sup> October 2015 and cease on 27 November 2015. Any recommendations **relating to admission numbers only** for consideration by the Local Authority should therefore be made during this period.



**Governors noted the report.**

#### **4.2 Safeguarding Update**

This report provides information about some key recent developments in relation to safeguarding children, specifically;

- Child Sexual Exploitation (CSE);
- Inspection Framework;
- National Statutory Guidance;
- Development of Designated Safeguarding Leads in Nottingham.

The Headteacher would check the Safeguarding Policy was fully compliant.

**HT**

#### **4.3 HR Advisory Update**

The report had been considered at committee.

Governors confirmed that a 1% uplift had been approved to teacher pay scales.

#### **GB/05/15-16 CONCLUDING ITEMS**

##### **5.1 Safeguarding and Child Protection**

No issues reported.

To be included within the Headteacher's report.

##### **5.2 Equality Incidents Reported Since the Last Meeting**

No incidents reported. To be included within the Headteacher's report.

##### **5.3 Arrangements for Chair to Inspect School Records**

The chair regularly checked the school's records.

#### **GB/06/15-16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

It was **agreed** that meetings of the full governing body be held on:

Spring Term 2016: 10<sup>th</sup> March 2016 at 5pm

Summer Term 2016: 23<sup>th</sup> June 2016 at 5pm.

Finance and Resources: 25<sup>th</sup> February 2016 at 1.30pm and 25<sup>th</sup> April 2016 at 9.30am

Pupil Progress: 2<sup>nd</sup> February 2016 at 2.00pm

Pupils and Curriculum: 9<sup>th</sup> February 2016 at 2.00pm.

#### **GB/07/15-16 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

**The meeting closed at 7.05pm**

**Signed by the Chair:**

**Date:**



### ACTION POINTS FROM THE MEETING:-

Ref	Action	Responsible
1.2	Arrange for Register of Pecuniary Interests to be updated	Headteacher
1.3	Investigate options for payment of Exec Headteacher role	Carol McCrone
1.3	Working party to agree Exec Headteacher decisions, if approved by full governing body.	Chair, Lesley Lyon, Mark Gilmore and Carol McCrone
1.4	Liaise with John Brailsford	Lesley Lyon
1.4	Arrange for Cheryl Kelly's details to be passed to governor services	Headteacher
1.5	Clarify roles of chair and vice-chairs	
1.6	Review induction procedures	Newest members of GB / chair and VCs
1.6	Arrange visioning event	Headteacher
2.1	Review DAISI Pack data	PP Committee
2.2	Meet with Deputy Head re Learning Ladders	Rukhsana Rashid
3.2	Arrange safeguarding training for GB	Headteacher
3.2	Complete safer recruitment training	Headteacher and Mark Gilmore
4.2	Check safeguarding policy reference KCSIE July 2015	Headteacher



**MELLERS PRIMARY AND NURSERY SCHOOL  
GOVERNING BODY**

*Spring*  
**Minutes of the ~~Autumn~~ Term meeting of the Governing Body of Mellers Primary and  
Nursery School held at the school on 10<sup>th</sup> March 2016 at 5.00pm**

**MEMBERSHIP**

(A denotes absence)

Miss J Wood, Chair of the governing body  
Mrs L Lyon, Vice-Chair of the governing body  
Mr M Gilmore  
Mrs C Kelly  
A Miss C Mansfield  
Mrs C McCrone  
Cllr A Peach  
Miss R Rashid  
A Miss T Reid  
Cllr L Ali, Associate Member  
Miss A Dawson, Headteacher

**IN ATTENDANCE**

Mrs C Colmore, Clerk to the governing body

**GB/01/15-16 PRELIMINARIES**

**1.1 Apologies for Absence**

Apologies for absence were received and approved from Miss Mansfield and Miss Reid.

**ACTION**

**1.2 Declaration of Interest**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

**1.3 Membership**

A document listing current membership of the governing body, copies of which had been circulated previously, was received and noted.

**Attendance Requirements:-**

With regret the governing body agreed to disqualify Lorna Blake who had not attended a meeting of the full governing body since March 2015. The clerk would write to her to thank her for her contribution to the school and to inform her of the decision.

Governors were informed that John Brailsford had resigned from the governing body.

**Vacancy Update:-**

No issues to address.

**End of Terms of Office:-**

The term of office of staff governor Carole Mansfield had ended. The Headteacher would arrange for a staff governor election to be held.

**HT**

**1.4 Minutes of the Last Meeting**

Minutes of the meeting held on 19<sup>th</sup> November 2015, copies of which had been previously

circulated, were taken as read, confirmed and signed by the chair.

## Matters Arising

Ref	Action	Responsible	Action taken / Further action required	
1.2	Arrange for Register of Pecuniary Interests to be updated	Headteacher	Actioned	
1.3	Investigate options for payment of Exec Headteacher role	Carol McCrone	Actioned. Cost charged for the year £58,000. Jan – March income to be included in current year financial reporting	
1.3	Working party to agree Exec Headteacher decisions, if approved by full governing body.	Chair, Lesley Lyon, Mark Gilmore and Carol McCrone	Actioned	
1.4	Liaise with John Brailsford	Lesley Lyon	Actioned	
1.4	Arrange for Cheryl Kelly's details to be passed to governor services	Headteacher	Actioned. Clerk to follow up to ensure details on membership list	Clerk
1.5	Clarify roles of chair and vice-chairs		Carried forward	Chairs
1.6	Review induction procedures	Newest members of GB / chair and VCs	Carried forward	Chair / govs
1.6	Arrange visioning event	Headteacher	Carried forward to summer term	HT
2.1	Review DAISI Pack data	PP Committee	Actioned	
2.2	Meet with Deputy Head re Learning Ladders	Rukhsana Rashid	Actioned	
3.2	Arrange safeguarding training for GB	Headteacher	Carried forward	HT
3.2	Complete safer recruitment training	Headteacher and Mark Gilmore	Carried forward – to be undertaken with Transform.	HT/MG
4.2	Check safeguarding policy reference KCSIE July 2015	Headteacher	Actioned. Governors assured safeguarding policy referenced correct version	

### 1.5 Chair's or Vice Chair's Emergency Action Since Last Meeting

Neither the chair nor the vice-chair reported any actions or decisions undertaken using emergency authority.

### 1.6 Correspondence Items



### **From Chair**

The chair informed governors that members of all governing body were now required to have DBS checks. The governing body had previously agreed to check all members as a result of its commitment to safeguarding.

## **GB/02/15-16 SCHOOL PROGRESS – THE EDUCATIONAL PERFORMANCE OF PUPILS AND THE SCHOOL**

### **2.1 Headteacher Report to Governors**

The Headteacher reported on the work and progress of the school since the autumn term meeting of the full governing body. Her report had been circulated prior to the meeting.

#### Attendance

Governors placed on record their thanks to all staff who had worked to improve attendance, and in particular Laura Patel and Senga Cannop. Attendance was currently 97%, the best ever for the school, with persistent absence having fallen to 9%. It was noted that persistent absence remained above the national average; however the school was committed to reducing it further, including through the continued use of penalty notices.

Governors asked whether the policy could be too harsh, with children arriving in school when they were too unwell to attend. Parent governors said that whilst some parents might feel it was harsh there was no expectation a child should come to school when ill, just that minor symptoms should not prevent a child attending. The Headteacher added that improving attendance had required a cultural change.

#### Quality of teaching and learning / achievement of pupils

Governors commended the focus on poetry.

The outstanding impact of the use of The Power of Reading in improving writing was discussed, with governors recognising the importance of developing an equally high standard of writing in cross-curricular writing lessons.

Red Ted reading reward scheme was reported to be working very well. Governors questioned why there were substantial differences between classes in the percentage of children reading three times a week at home and were informed that staff played a key role in encouraging reading at home. Staff in all classes were expected to push for more home reading.

Writing was a focus for the school. The Headteacher was pleased to inform governors that moderation with outstanding primary Welbeck had shown the high standard of the writing in school.

#### Special needs and disability

Governors expressed shock at the 84 hours minimum per week needed for 1:1 support for 6 pupils with higher level needs. An additional part-time temporary appointment had been made to increase the support available. Staff worked with various children rather than being dedicated to one child, although specific children had an allocated key member of staff.

Governors gave consideration to the 4 fixed term exclusions for 2 pupils. The Headteacher advised that it was unusual for the school to use exclusions; however the behaviours had warranted exclusions, in line with the Behaviour Policy, and they had provided the opportunity to ensure effective support was in place for their reintegration. In addition they alerted the LA to the needs of the pupils. The work of the SENCo was commended.



### Achievement for All

Sarah Elliott, SENCo, joined the meeting and informed governors that school had been successful in achieving the Quality Mark in Achievement for All following a self-evaluation carried out by the steering group and an external assessment against the standard. They had been advised to apply for the Quality Lead Mark due to the work being done not only in school, but also providing outreach support. Governors placed on record their thanks to Sarah Elliott for all her work as SENCo, ensuring that the needs of children were being met.

The Headteachers report was received with thanks.

### **2.2 Approval, or delegation of approval, of Budget 2016/2017, including purchases of services**

It was agreed to delegate the approval of the 2016/2017 Budget to the Finance and Resources committee.

### **2.3 Schools Financial Value Standard (SFVS)**

The SFVS had been received and approved by the Finance and Resources committee.

### **2.4 Report from Performance Management Governors**

Received by the Finance and Resources committee.

### **2.5 Review of Staff Code of Conduct**

The Headteacher advised that appropriate clothing was important for all staff in school. Governors discussed nail length and agreed that the Headteacher investigate what was policy in other organisations. Governors were minded to set the policy as nails to be no longer than the finger to ensure the health and safety of pupils. The Headteacher would report back to the next meeting of the governing body.

HT

### **2.6 School Building Update**

Governors had been provided with copies of the plans for the building, which were still subject to final approval and could therefore change. The Headteacher led governors through the details in the plans. The school would have a MUGA, for use by the school, which would ensure that sports space was not lost as a result of the build.

The Headteacher advised that it had been agreed that the school would expand from September 2016, with an additional 30 F2 pupils. In the current year F1 places were full time, which had been of great benefit in helping pupils to be school ready. No additional resources were being put in place from September, so that there was money available to make building adjustments for the longer term needs of the school; however as a result there was insufficient space in school for full time F1. Options to consider were:

- Looking to locate F1 offsite, locally
- Revert to part-time F1, using limited space in school.

The Headteacher asked governors to come up with creative solutions to the problem.

Parent governors would ask informally for feedback from other parent about whether they valued full time F1 places; however for the time being the possible changes were deemed confidential.

### **2.7 Headteacher's Secondment**

The Headteacher informed governors that she had been impressed by the senior leadership team's response to her secondment. They had willingly taken on additional responsibilities and were clear on roles in the absence of the Headteacher. Parent governors said that to parents and children the secondment was invisible.



The Headteacher advised that she was at Bluecoat 1 day per week. The work was challenging, but she was well supported by the teams at Bluecoat Academy. It was the intention to recruit a head of school for Bluecoat primary from September 2016.

### **GB/03/15-16 GOVERNOR REPORTS**

#### **3.1 Reports from committees**

All committees to receive and act on previous minutes.

The following minutes had been circulated to all members of the governing body:

- Finance and Resources – 7<sup>th</sup> October 2015, 25<sup>th</sup> February 2016
- Pupil Progress – 2<sup>nd</sup> February 2016
- Pupils and Curriculum – 9<sup>th</sup> February 2016.

#### **3.2 Governor training and development**

The chair and Mark Gilmore had attended the Governor Conference. The keynote speaker, Paul Roberts, had commended Mellers Primary for its excellence in music.

Governors gave consideration to the possible lack of continuity for pupils when moving to a secondary school which did not have excellent musical provision. Transition to secondary was to be a subject for a conference for secondary heads, so that the learning begun in primary could be more seamlessly continued into secondary.

#### **3.3 Reports from Governor Visits**

Roxy Rashid reported on two visits:

She had met with the deputy head to look at the use of Learning Ladders. An anonymised example was circulated and governors were informed about the method of using three ticks for each skill, to evidence having fully achieved the skill. She informed governors that they would be excellent in communication with parents as they help to identify where parents could support a child's learning. She advised that an area for development was for TAs to also annotate the Learning Ladders where pupils had achieved a skill.

Roxy had also visited and attended a work scrutiny session focused on writing. She commended the fantastic writing she had seen, but informed governors that there was some variability in the feedback given to pupils. This was being addressed through staff development. She suggested that incentives be introduced for writing, similar to Red Ted for reading. The Headteacher advised that writing was developing as a key focus for pupils.

Anne Peach informed governors that she had visited the foundation unit and would visit again at a different time of day to see other activities. She advised that the development of the unit over time was very evident.

A number of governors had attended World Book Day which they described as inspiring. Parents, carers and staff had read to children in their first languages, which had been wonderful. Mark Gilmore had brought in his dog for children to read with.

The Chair had attended an award assembly which she said had been lovely.

### **GB/04/15-16 GOVERNOR REPORTS**

#### **4.1 Ofsted, School Food Standards and Whole School Food Policy**

The School Food Plan carried out a wide ranging review of School Food on behalf of the Government resulting in a new set of mandatory standards for school food across the whole day which came into force in January 2015. A supportive checklist for Head teachers is available

offering guidance for school leaders to help them ensure that a good food culture is established in their school.

The Headteacher would report back to the governing body on development of policy and practice around food.

#### **4.2 Updated Secondary Fair Access Protocol**

The purpose of this report is to inform and seek agreement from governors of the updated Fair Access Protocol that will apply to all secondary phase schools and academies.

Action for Governors;

- Note the information and the key points of the protocol.
- Note Primary Fair Access Protocol will be made available in the Summer term 2016.

#### **GB/05/15-16 CONCLUDING ITEMS**

##### **5.1 Safeguarding and Child Protection**

The Chair and Mark Gilmore had attended a workshop on safeguarding at the conference.

The Headteacher had met with Mark Gilmore to develop his knowledge of safeguarding practice as part of his induction to the role as safeguarding link governor. Mark Gilmore would be attending a future safeguarding meeting in school.

##### **5.2 Health and Safety**

The chair would liaise with the business manager to undertake a health and safety visit. The clerk advised that training on health and safety delivered by Nelson's Solicitors had recommended termly health and safety visits.

##### **5.3 Equality Incidents Reported Since the Last Meeting**

The Headteacher reported that there had been 1 racist incident which had been dealt with.

##### **5.4 Arrangements for Chair to Inspect School Records**

Records available at the meeting.

#### **GB/06/15-16 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

It was **agreed** that meetings of the full governing body be held on:

Summer Term 2016: 23<sup>rd</sup> June 2016 at 5pm

Finance and Resources – 25<sup>th</sup> April 2016 at 9.30am

Pupil Progress – 14<sup>th</sup> June 2016 at 2pm

Pupils and Curriculum – 23<sup>rd</sup> May 2016 at 2pm.

#### **GB/07/15-16 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes,

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

**The meeting closed at 6.45pm**

**Signed by the Chair:**



Date:

**ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsible
1.3	Arrange staff governor election	Headteacher
1.4	Check Cheryl Kelly's details on membership list	Clerk
1.4	Clarify roles of chair / vice-chairs	Chairs
1.4	Review induction	Chair / new governors
1.4	Arrange visioning event	Headteacher
1.4	Provide governor safeguarding training	Headteacher
1.4	Safer recruitment training	Headteacher and Mark Gilmore
2.5	Investigate nail length standards	Headteacher

## MELLERS PRIMARY AND NURSERY SCHOOL GOVERNING BODY

### Minutes of the Summer Term meeting of the Governing Body of Mellers Primary and Nursery School held at the school on 25<sup>th</sup> June 2015 at 5.00pm

#### MEMBERSHIP

(A denotes absence)

	Miss J Wood, Chair of the governing body
	Mrs L Lyon, Vice-Chair of the governing body
A	Miss L Blake
	Mr M Gilmore
	Miss C Mansfield
	Cllr A Peach
A	Miss R Rashid
A	Miss T Reid
A	Mrs J Wawrzyniak
	Cllr L Ali, Associate Member
	Miss A Dawson

#### IN ATTENDANCE

Mrs C Colmore, Clerk to the governing body  
Mr J Brailsford, associate member  
Mr M Wilson, observer

#### GB/01/14-15 PRELIMINARIES

##### 1.1 Apologies for Absence

Apologies for absence were received and approved from Miss Reid and Miss Rashid.

**ACTION**

##### 1.2 Declaration of Interest

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

##### 1.3 Membership

A document listing the membership of the governing body, copies of which had been circulated previously, was received and noted. The reconstitution of the governing body had come into effect, and so the terms of office for all co-optees had started afresh.

#### Attendance Requirements

Whilst the governing body had no formal attendance issues, governors were concerned at the intermittent attendance of some members without sending apologies. The importance of attendance or sending apologies was emphasised.

#### Vacancy Update

The governing body had vacancies for 2 co-opted governors.

The vice-chair informed governors that John Brailsford, chartered surveyor, had offered to join the governing body to provide support to the school during the building works. Governors were pleased to appoint him as an associate member, and recognised that although he was very welcome to attend meetings, his expertise might be best used by direct contact with the Headteacher.

#### End of Terms of Office

No issues to address.



#### 1.4 Minutes of the Last Meeting

Minutes of the meeting held on 19<sup>th</sup> March 2015, copies of which had been previously circulated, were taken as read, confirmed and signed by the chair.

#### Action Points and Matters Arising from the Minutes

Ref	Action	Action Taken
1.5	Review in school induction for new members of the governing body.	Carried forward
1.5	Login to GovernorHub	Governors reminded that access to all minutes was available
1.5	Chairs to meet Maths and literacy visits Attendance visit	Met and to meet again Agenda item Carried out by vice-chair
2.1	Circulate governor pages from RAISEONLINE	Completed
2.1	Circulate third FS audit report	Completed
2.2	Budget approval	Completed
2.3	Sign SFVS for return to the LA	Completed

W/P

#### 1.5 Chair's or Vice Chair's Emergency Action Since Last Meeting

Neither the chair nor the vice-chair reported any actions or decisions undertaken using emergency authority.

#### 1.6 Correspondence Items

##### From Chair

The Headteacher had informed the chair about three fixed term exclusions.

##### From Clerk: Publication of Governor's Details and the Register of Interests

The Clerk informed the governing body that from 1<sup>st</sup> September 2015, governing bodies will be under a duty to publish on their website their register of interests. The register should set out the relevant business interests of governors and details of any other educational establishments they govern. The register should also set out any relationships between governors and members of the school staff including spouses, partners and relatives. As governors hold an important public office their identity should be known to their school and wider communities. Governing bodies should therefore publish on their website information about their members. The information, as a minimum, to include for each governor and associate member:

- Name;
- Category of governor;
- Appointing body, for example in a faith school;
- Term of office;
- The names of any committees the governor serves on;
- Positions of responsibility such as chair or vice-chair of the governing body or a committee of the governing body.

Governors agreed that there would be value in having photos of members of the governing body together with brief pen portraits. The Headteacher would arrange for the business manager to co-ordinate the collation of the information.

HT

## **GB/02/14-15 SCHOOL PROGRESS**

### **2.1 Headteacher Report to Governors**

The Headteacher reported to the governing body on the work and progress of the school since the spring term meeting. Her report had been circulated in advance of the meeting and referenced the report from the Ofsted inspection May 2015. She invited questions about any aspect of the report.

#### Attendance Policy

The Headteacher had circulated a proposed Attendance Policy, produced in response to the Ofsted report, with approval of absence in exceptional circumstances limited to a maximum of 5 days. Governors **approved** the Attendance Policy subject to minor amendments, including adding reference to visits to countries of origin. Mr Gilmore would provide the Headteacher with suggested wording and would also check the version of the policy on the website.

MG

Governors discussed the importance of communication with parents, including through newsletters and a meeting with parents to make the school's attendance requirements explicitly clear.

The target for attendance was 97%.

Ofsted had identified persistent absentees as an issue, with 6 pupils having attendance below 85%, twice the national average. These were being addressed with support from the Family Support Worker and through the use of fines. The LA were now supporting a more rigorous approach to addressing absence. The change to persistent absentee percentage being raised to 90% was noted.

Governors commended the swift and effective response by the school

#### Attainment

Governors gave consideration to the F1 baseline data, showing that attainment on entry was exceptionally low, with the vast majority of pupils being below age related expectations for all EYFS aspects and the majority being significantly below age related expectations for nearly all areas. The progress made by pupils throughout their time in school was evident with 80% of pupils leaving at the end of year 6 at or exceeding age related expectations.

Governors asked whether there was anything further the school could do to address the issues. The Headteacher responded that speech and language support was being developed, with consideration being given to accessing speech and language therapist. F1 full time places were to be offered from September and consideration was being given to places for 2 year olds with the new build; however the school was not in a priority area for funding for 2 year olds. Governors queried how this could be, recognising the deprivation locally, and were informed that the statistics for the ward and the super output area were distorted by the inclusion of the Park in the boundary.

Governors asked about leadership of the foundation stage and were informed that the year 1 teacher would have the responsibility for the autumn term, as she had expertise in the area and had recently undertaken middle leader training through Transform Teaching School Alliance.



Governors placed on record their thanks to both David Shuttleworth and Jo Johnson who were leaving at the end of the term.

#### Reading Recovery

Governors thanked the Headteacher for the case studies on Reading Recovery and commended the progress made by pupils on the programme. The Headteacher informed governors that it had huge impact on reading attainment. With the employment of a second RR teacher more pupils were benefiting from the programme. In response to a question about whether Switch On was also used the Headteacher responded that it had been used for four years delivered by teaching assistants who were trained by the RR teachers.

The Headteacher advised that it an important part of the success of the RR programme was the engagement of parents, so that they felt able to read with their child at home.

#### Ofsted

Governors spoke about the effusive feedback from the Ofsted inspector, and his praise for the school. The current framework had defined the judgements which could be given; however he had recognised the excellent work of the school and its impact on all children. The areas for further improvement were in line with the school's own judgements.

The Headteacher's report was received with thanks.

### **2.2 Pupil Premium: How Funding is Spent and its Impact on the Achievement of Targeted Children**

It was agreed that Pupil premium be delegated to the committees, including the analysis of the Raiseonline PP information. The report was on the school's website.

### **2.3 Achievement for All**

Following a presentation on Achievement for All at the Pupil Progress Committee the approval of purchase of an Achievement for All package from November 2015 was discussed. Taking into account the current redevelopment of the steering group and that responsibility for Achievement for All had recently been taken over by a different member of staff, it was agreed to buy the package which included 12 visits at a cost of £3950.

### **2.4 Policy Approval**

The following policies, which had all be circulated prior to the meeting, were **APPROVED**:

- Science Policy
- Child Safeguarding Policy
- Finance and Administration Control policy.

Governors recognised the importance of science being a practical rather than theoretical subject.

Governors asked how the policies would be communicated to parents and were informed they were on the school's website,

The chair, as safeguarding link governor, would focus on recruitment and checks for her next visit.

## **GB/03/13-14 GOVERNORS REPORTS**

### **3.1 Reports from Governors' Committees**

It was noted that the recent committee minutes had not been available for this meeting. It was

**agreed** in future to have a sufficient gap between the committee meetings and the full governing body meeting for the minutes to be approved and distributed.

Finance and Resources Committee – 19<sup>th</sup> May 2015 The committee had approved the services purchased by the school and the budget for 2015-16. The school had since received an audit.

Pupil Progress Committee – 9<sup>th</sup> June 2015 The committee had received presentations on Achievement for All and on Assessment Without Levels. In addition the committee had considered strategic planning and priorities following the Ofsted inspection. Governors discussed future priorities and the vision for the school and the governing body. Devolved leadership was important in the journey to outstanding, and therefore it was agreed that the chair, vice-chair and chair of the pupils and curriculum committee meet to discuss models of governance and opportunities for increasing involvement.

Chairs

It was agreed that a joint event with staff and governors, plus the school council, be arranged for the autumn term, focused on the vision within the context of the school's expansion.

HT

Pupils and Curriculum Committee – meeting cancelled.

### **3.2 Governor Training and Development**

The chair would be attending finance training on the following day.

The vice-chair had attended the governors' conference and had completed the National College's training for chairs programme.

### **3.3 Governor Induction Review**

The chair would speak with the three most recent members of the governing body.

Chair

### **3.4 Reports from Governor Visits**

Governors had attended a number of school events, including the In Harmony concert and the election day in school.

Mr Gilmore had met with Lorna Dermody and observed a Singapore maths session, which he described as really useful in developing his understanding.

The chair had visited and been part of the reading survey which had looked at children's views of reading and their reading habits. She had met with children from across school, looked at the Reading Recovery programme and the use of reading diaries and reading at home, which was an acknowledged area of development.

The vice-chair had led a session with staff reviewing the School Improvement Plan, which had generated useful discussion, identified all that had been achieved and considered the next priorities.

### **3.5 Review Effectiveness of Committee Structure**

Governors agreed that the current structure for delegation and committees was effective. Membership would be reviewed in the autumn term.

### **3.6 Monitoring and Evaluation**

Governors discussed the effectiveness of the link roles and the rationale, and agreed to retain a system based on improvement priorities. The link roles agreed were:

Progress and attainment of the most able – vice-chair and Cllr Ali

Maths – Mr Gilbert

Early years – Cllr Peach

Health and safety – chair

Safeguarding – chair



Attendance – Miss Mansfield and Miss Rashid  
Looked After Children – chair  
Attendance - vacancy

Roles to be confirmed against the School Improvement Plan.

#### **GB/4/14-15 LOCAL AUTHORITY REPORTS**

##### **4.1 Determined Admissions Arrangements for Nottingham City Community and Controlled Schools 2016/2017**

Governors noted the report.

##### **4.2 Safeguarding Update**

Governors noted the changes to the Schools and Education Safeguarding team.

##### **4.3 HR Policy Update: Summer 2015**

The Governing Body agreed to adopt the three following policies;

- School Safer Recruitment Policy;
- Recruitment and Selection Guidance for Schools;
- Keeping Children Safe in Education – Childcare Disqualification Requirements.

The governing body noted the other guidance and policies within the report.

#### **GB/05/14-15 CONCLUDING ITEMS**

##### **5.1 Safeguarding and Child Protection**

No issues reported.

##### **5.2 Equality Incidents Reported Since the Last Meeting**

The Headteacher informed governors about an incident in school involving 3 year 6 pupils and a new to school year 4 pupil, following which she had excluded the year 6 pupils for two days. She had also delivered an assembly to all pupils emphasising the expectations for behaviour and that such behaviour would not be tolerated.

Governors expressed their full support for her decision.

##### **5.3 Arrangements for Chair to Inspect School Records**

The chair regularly checked the school's records. She signed the School Fund audit 2014-15.

#### **GB/06/14-15 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

It was **agreed** that meetings of the full governing body be held on:

Autumn Term 2015: 19<sup>th</sup> Nov 2015 at 5pm  
Spring Term 2016: 10<sup>th</sup> March 2016 at 5pm  
Summer Term 2016: 16<sup>th</sup> June 2016 at 5pm.

Committee meeting dates for the autumn term, finally confirmed post meeting:

Finance and Resources: 6<sup>th</sup> October 2015 at 1.30pm  
Pupil Progress: 5<sup>th</sup> November 2015 at 1.30pm  
Pupils and Curriculum: 13<sup>th</sup> October 2015 at 1.30pm

#### **GB/07/14-15 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 7.05pm

Signed by the Chair:

Date:

**ACTION POINTS FROM THE MEETING:-**

Ref	Action	Responsible
1.4	Working party to meeting to review induction procedures.	chair, Mark Gilmore, Cllr Anne Peach and Rukhsana Rashid
1.6	Arrange for the business manager to co-ordinate the collation of the governor information for including on website.	Headteacher
2.1	Check and recommend amendments to Attendance Policy	Mark Gilmore
3.1	Discuss models for governance distributed leadership	Chair, vice-chair and chair of the Pupils and Curriculum Committee
3.1	Arrange a joint visioning event for staff and governors and the school council	Headteacher
3.3	Review induction effectiveness	Chair



## MELLERS PRIMARY SCHOOL GOVERNING BODY

### PUPIL PROGRESS COMMITTEE

*Spring*  
Minutes of the ~~Autumn~~ Term meeting of the Pupil Progress Committee of the Governing Body of Mellers Primary School held at the school on 2<sup>nd</sup> February 2016 at 2.00 pm

#### MEMBERSHIP

(A denotes absence)

A

Lesley Lyon. Chair of the Committee

Lorna Blake

Rukhsana Rashid

Teeny Reid

Amanda Dawson, Headteacher

#### IN ATTENDANCE

Clare Colmore, Clerk to the governing body

Laura Patel, Deputy Head

#### PPC/01/15-16 APOLOGIES FOR ABSENCE

There were no apologies for absence.

**ACTION**

#### PPC/02/15-16 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

#### PPC/03/15-16 MINUTES FROM THE MEETING 9<sup>th</sup> JUNE 2015

The minutes from the meeting of the committee held on 9<sup>th</sup> June 2015 were approved as a true record, subject to it being noted that the date in the heading was wrong. The minutes had been received by the full governing body.

The meeting scheduled for the autumn term had been cancelled as the Chair had been in hospital.

#### Matters Arising from the Minutes

Ref	Action	Responsible	Action taken / further action
1.3	Teeny Reid would talk with pupils about the visibility of the new school vision and report back to the next meeting.	Teeny Reid	Teeny Reid to speak with pupils again regarding the vision and report back to the next meeting
	Rukhsana Rashid would attend the end of year work scrutiny meetings.	Rukhsana Rashid	Rukhsana Rashid had attended a pupil progress meeting and would attend a work scrutiny meeting if available
05	Consider purchase of Achievement for All	Full governing body	Completed

**TR**

**RR**

05	Attend Steering Group meeting for Achievement for All	Lesley Lyon	To attend a future meeting
06	Strategic planning session	Full governing body meeting	Strategy considered at full GB meeting

LL

#### **PPC/04/15-16 REVIEW OF RESULTS 2015 AND HOW IDENTIFIED AREAS OF IMPROVEMENT ARE REFLECTED IN THE SCHOOL DEVELOPMENT PLAN 2015-16**

Governors had been provided with details of the attainment and progress of pupils from the KS2 SATs, including a breakdown by key groups. In addition they had a copy of the School Development Plan, highlighted to show the areas addressing identified weakness from the data. Laura Patel led governors through the data.

Governors asked a number of questions:

Disparity in attainment between boys and girls. Had there been specific interventions for the girls? Laura Patel responded that there had been girl specific interventions in lower years, particularly focused on self-esteem. The boys in the class had been high attaining in key stage one, and progress of girls had been similar to boys. The class had been 11 girls and 16 boys.

Attainment in writing. Governors asked how the school moderated its judgements, as the writing results were significantly below reading. Laura Patel responded that moderation was carried out internally, and externally with the CLP schools and Welbeck, and that the LA had moderated the results as part of their four yearly cycle. Pupils had achieved well in the spelling and grammar test; however it was the technical aspects in writing in which the pupils had performed least well in the assessed writing. The teaching of phonics was showing impact throughout school, with improved spelling.

Pupil mobility. Governors asked whether any analysis was undertaken looking at the attainment and progress of those pupils in school since KS1 and were informed it had been done. Of the cohort of 27, approximately 10 had joined the school.

High attainers. Governors questioned the work being done to extend pupils, noting that combined at L5 was significantly below national. Laura Patel responded that this was a key focus for the school and reflected the improvement priorities identified by Ofsted.

Comparison with local schools. Governors were informed that the data was in line with local schools.

Pupil progress. Governors asked whether the analysis of progress data identified any specific cohorts where progress had been lower. Laura Patel advised that progress for pupils with English as a first language, and the white British pupils had been lowest.

#### **School Development Plan**

The School Development Plan had been highlighted to identify the key areas from the data which were areas of relative weakness, specifically:

- Higher attainers, where differentiation and challenge supported their learning
- Writing, being addressed through coaching, Power of Reading and monitoring the impact of interventions



- Maths – CPD, coaching, Singapore maths which was now taught in all years except 4 and 5, and was to be introduced there shortly, and monitoring the impact of interventions
- Progress, accelerating progress and monitoring and focusing on those pupils at risk of underachievement. This was now a key feature of Pupil Progress meetings.

Governors sought more information about the progress of higher attainers, and were informed that key to them achieving their potential was access to open ended learning, for example in maths through problem solving and investigation.

Governors asked about the higher attainers in the current year 6 and were informed that as a result of the new National Curriculum it was more difficult to show progress. The data had been included in the report circulated, showing that 14% in maths, 11% in writing and 39% in reading were expected to achieve above age related in the new framework. Although no additional interventions were in place for the higher attainers, the team teaching strategy provided for the pupils to be stretched.

Governors questioned the 5 pupils in year 6 not expected to make expected progress from their KS1 SATs and were informed that the school had put in place a variety of interventions for these pupils.

Governors questioned whether writing should have a raised profile across school as an area for improvement. Laura Patel would liaise with the English lead about this. The child friendly version of the SDP was shared with the pupils, but the value in raising the profile of writing needed to be considered. Teeny Reid would ask pupils about writing when investigating their understanding of the school's vision, and additionally look at the Power of Reading.

TR

Laura Patel advised that from the work scrutiny exercises it was evident that there was fantastic writing in English books, but that this did not cross over to the topic books where there was less focus on writing. The value of hearing the voice of pupils when designing the topics was recognised by school.

Laura Patel informed governors that the system for observations had been changed, with teachers working in small teams, and carrying out peer observations, which provided for the sharing of best practice, effective professional development, empowered staff and reduced stress. It was proving effective for all staff, including the NQT.

#### Governors monitoring visits.

Rukhsana Rashid to visit and look at writing across school, including in English and topic books, with the English lead and Laura Patel, and report back to the next meeting

RR

#### **PPC/05/15-16 INTERIM ASSESSMENT FOR LEARNING POLICY**

To be taken to the full governing body for approval.

Full GB

#### **PPC/06/15-16 ASSESSMENT WITHOUT LEVELS**

Governors asked about what the changes had meant for staff, pupils and parents. Laura Patel responded that:

- For staff it was working well, with one terms set of data collected. Staff liked the system and the tools it provided for analysis of where there were gaps
- Pupils understood their learning ladders
- For parents the system generated a report card, which would be a useful tool for discussing with parents during structure conversations where they could support their child's learning. Parents were being gradually informed about the new systems.

Laura Patel informed governors that the DfE had produced moderation materials for maths, with them waited for reading and maths. The period of transition from the old national curriculum to the current one would cover many years.

Governors asked about the impact of teacher workload and were informed that feedback from staff was that it was manageable, but did require organisation. Staff were being recommended to complete the data entry whilst teaching and assessing groups of pupils. TAs had yet to be involved, but this was scheduled for the summer term.

Governors asked how pupils would know about the progress they were making and were informed that it was verbally and through marking.

Governor Rukhsana Rashid had visited and looked at the learning ladders. She said that as yet parents were not aware of the full changes.

Laura Patel informed governors that the system was being refined to reflect the school's needs, so that analysis of progress over the year by child, groups or classes, reflected the needs of the school, so that it informed planning and quality assurance.

Lesley Lyon to visit to see the use of learning ladders.

LL

#### **PPC/07/14-14 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

Date for next committee meeting agreed as 14<sup>th</sup> June 2016 at 2pm.

Agenda items:

Feedback from governor visits.

Data, including statutory tests where available.

#### **PPC/08/15-16 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

**The meeting closed at 3.30pm**

**Signed by the Chair:**

**Date:**

#### **ACTION POINTS FROM THE MEETING:-**

Person	Action
Lesley Lyon	Attend Steering Group meeting for Achievement for All Visit to see learning ladders in practice
Teeny Reid	Carry out visit linked to vision and pupils' knowledge of school priorities eg. writing Look at power of reading
Rukhsana Rashid	Attend work scrutiny meeting if available Visit and look at writing across school, including in English and topic books, with the English lead and Laura Patel



## MELLERS PRIMARY SCHOOL GOVERNING BODY

### PUPIL PROGRESS COMMITTEE

Minutes of the Summer Term meeting of the Pupil Progress Committee of the Governing Body of Mellers Primary School held at the school on 14<sup>th</sup> June 2016 at 2.00 pm

#### MEMBERSHIP (A denotes absence)

Lesley Lyon, chair of the committee  
Rukhsana Rashid  
Teeny Reid  
Amanda Dawson, Headteacher

#### IN ATTENDANCE

Judy Wood, chair of the governing body  
Clare Colmore, clerk to the governing body  
Laura Patel, Deputy Head

#### PPC/01/15-16 APOLOGIES FOR ABSENCE

#### ACTION

Prior to the start of the meeting governors had received safeguarding training which they described as very useful.

There were no apologies for absence.

Governors remembered Lorna Blake, former member of the governing body, who had passed away since the last meeting of the governing body. Her contribution had been greatly valued. At the full governing body meeting it would be necessary to seek a replacement member of the committee.

#### PPC/02/15-16 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

#### PPC/03/15-16 MINUTES FROM THE MEETING 2<sup>ND</sup> FEBRUARY 2016

The minutes from the meeting of the committee held on 2<sup>nd</sup> February 2016 were approved as a true record, subject to the amendment below:

Replace:

Pupil progress. Governors asked whether the analysis of progress data identified any specific cohorts where progress had been lower. Laura Patel advised that progress for pupils with English as a first language, and the white British pupils had been lowest.

With:

Pupil progress. Governors asked whether the analysis of progress data identified any specific cohorts where progress had been lower. Laura Patel advised that progress for pupils with English as a first language, and the white British pupils had been lowest for some cohorts.

#### Matters Arising from the Minutes

Person	Action	Action taken / further action
Lesley Lyon	Attend Steering Group meeting for Achievement for All	Lesley Lyon to attend steering group on 29 <sup>th</sup> June
Lesley Lyon	Visit to see learning ladders in practice	To be reported under agenda item on visits
Teeny Reid	Carry out visit linked to vision and pupils' knowledge of school priorities eg. writing Look at power of reading	Carried forward
Rukhsana Rashid	Attend work scrutiny meeting if available Visit and look at writing across school, including in English and topic books, with the English lead and Laura Patel	Actioned and reported to the full governing body meeting.  Laura Patel advised that items identified during the visit were being addressed.  Rukhsana Rashid to visit again to see progress.

LL

TR

RR

#### PPC/04/15-16 UPDATE ON PUPIL PROGRESS ( LIKELY OUTCOMES, PROGRESS OF COHORTS INCLUDING THE MOST ABLE)

Laura Patel, deputy head, circulated a report showing current and predicted progress for all years. She informed governors that, as a result of the change to the new National Curriculum which had considerably higher expectations, and the removal of levels, assessing pupil attainment presented a number of challenges. Under the system of levels a best fit approach was used, whereas with the new system a pupil had to achieve all requirements to be at the expected level. At present the year's curriculum was still being delivered, as a result of which for all years, except years 2 and 6, the predicted level was expected to be considerably higher than the current judgements. Year 2 and 6 assessments were based on their SATs.

Foundation results were excellent, reflecting the full time places that had been offered to N2 pupils in the F1 cohort. For the next year there was no-where to accommodate F1 which was of considerable concern. We are currently working with the LA to negotiate the community room being remodelled so that we can continue to offer full time places to the N2 children.

Moderation and the use of levels ensured that the data collected was accurate. From pupil progress meetings it was clear all year groups were on track. The deputy head was a moderator for KS1 which provided the school with valuable insight and knowledge. She also steered the group of assessment coordinators for the CLP, and had considerable knowledge about assessment procedures which benefited the school. KS1 judgements were to be moderated.

Governors discussed the lack of clarity about how the results would be published, and the general lack of information from the DfE. The scaled scores for KS1 had been published; however it remained unclear what progress measures would be used for KS2. Governors placed on record sincere thanks to Laura Patel for her research and knowledge which enabled the school to have a strong strategic position during this period of uncertainty and change.

Year 4 were noted to be the cohort of greatest concern, with plans in place to provide continuity of staffing into year 5 and to ensure that effective interventions were delivered, including using



the senior leadership to deliver focused support.

Changes to the deployment of TAs were underway, with TAs to be in class in the mornings, and delivering specific interventions across school, including for the more able, in the afternoon. In future, as a result of smaller budgets, it would be necessary to review the use of TAs and to move away from the principle of one TA per class.

Laura Patel advised that the learning ladders had been very effective in tracking and measuring the delivery of the curriculum and in ensuring that it was fully covered. In response to a question about what parents thought about the new systems Rukhsana Rashid advised that it was unclear how children were progressing, although she hoped the end of year report would be useful.

Governors thanked Laura Patel for her informative report. They discussed the data to be reported to the full governing body and to the committee and agreed:

- All members of the governing body needed to have an oversight of educational performance
- The committee would receive Raiseonline in the autumn term, from which it would identify the key focus cohort, alongside pupil premium, which would be reported termly
- Spring and summer term – committee to receive attainment and progress for all year groups, for pupil premium and for the focus cohort.

#### **PPC/05/15-16 FEEDBACK FROM ASSESSMENT MONITORING VISIT**

Lesley Lyon informed the committee about her visit into school, focused on assessment, during which she had observed a year 3 reading session, met with pupils who had shared their books with her and also she had met with the year 6 and year 1 teachers.

Guided reading session Lesley Lyon described the session and informed governors that the member of staff had not been able to update the learning ladders during the session as she was busy supporting children's learning. The learning objectives achieved were therefore updated following the session.

Lesley had asked about the impact on workload and been informed that initially it had been very hard; however once the system had evolved and staff had worked out their own methods it was recognised as valuable. Initially staff had needed to back fill the learning ladders. The information in place was now very useful for planning and to ensure that each pupil made progress.

Meeting with pupils The pupils had spoken about how they liked the traffic light system used for marking which helped them know what they needed to do to improve. They were less sure about how they were doing since the removal of levels, and also about how they could tell their parents that they had made progress. The pupils were very keen to have access to being able to log onto the learning ladder system to see their own progress.

Governors recommended that the school investigate providing learning ladder access to pupils and parents, which was available as an additional package. It would enable pupils to increase their responsibility for their own learning and for parents to provide effective support.

Meeting with year 1 and year 6 teachers The teachers had spoken about the benefits of the learning ladders, now that they were up to date, in informing planning and interventions. They built up a picture of each child's progress over time.

Lesley Lyon asked that her thanks be passed on to staff for their welcoming support in enabling her to develop a greater understanding of the assessment procedures.

**PPC/06/15-16 ASSESSMENT ACTION PLAN AND GOVERNOR MONITORING**

The assessment of the data in the autumn term would inform the future plans for monitoring. The committee would continue to explore the use of learning ladders by children and parents. Rukhsana Rashid to liaise with Laura Patel regarding learning ladders and the involvement of parents.

**RR**

It was recognised that there would be value in each committee developing its own monitoring plan as part of a governing body development plan.

Membership of the governing body was discussed. The Headteacher would seek interest in membership of the governing body from the builders

**PPC/07/14-14 CONFIRM DATES AND TIMES OF FUTURE MEETINGS**

The Chairs group would develop of schedule for meetings for 2016-17.

**Chairs**

**PPC/08/15-16 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

**The meeting closed at 3.30pm**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Person	Action
Lesley Lyon	Attend Achievement for All steering group meeting
Teeny Reid	Carry out visit linked to vision and pupils' knowledge of school priorities eg. writing Look at power of reading
Rukhsana Rashid	Carry out visit focused on outcomes from previous visit Liaise with Laura Patel regarding learning ladders
Chairs group	Develop proposed schedule for 2016-17
Headteacher	Seek interest in membership of the governing body from the builders



## MELLERS PRIMARY SCHOOL GOVERNING BODY

Minutes of the Autumn Term Finance Committee meeting of the Governing Body of Mellers Primary School held at the school on Wednesday 7<sup>th</sup> October 2015 at 1.30pm

<b>MEMBERSHIP</b>		Miss J Wood, Chair
<b>(A denoted absence)</b>		Mr L Ali
		Cllr A Peach
	<b>A</b>	Mrs J Wawrzyniak
		Miss A Dawson, Headteacher
<b>IN ATTENDANCE</b>		Ms M Heston, School Business Manager
		Ms C McCrone, HR Consultant
		Mrs K Shead, Clerk to the Governing Body

<b>1. Apologies for Absence</b>	<b>ACTION</b>
Apologies for absence were received and approved from Mrs Wawrzyniak.	
<b>2. Declaration of Interest</b>	
Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.	
<b>3. Brief Budget Update from the School Business Manager</b>	
<p>A financial report prepared by the Bursar and a budget monitoring statement was distributed to governors, which shows the school's financial position as at 30<sup>th</sup> August 2015.</p> <p>The Headteacher reminded governors that the school had a deficit budget in the last financial year and a lot of hard work and careful budget management had been undertaken to resolve this.</p> <p>There was a small carry forward in the budget at the start of this financial year.</p> <p><u>Expenditure</u></p> <p>E01 Teaching staff - 48% of the school budget covers teachers salaries. From September the employer's pension contribution will increase, which is why there is a difference in this budget line.</p> <p>E02 Contracted teachers extra hours is showing an overspend. This is due to payment of additional hours for contracted teachers who aren't full time to attend school activities on their non contracted days, for example residential trips, inset days 1:1 provision. The school operates an over staffed teacher model. The Chair commented that there seemed to be a lot of additional hours that had been paid.</p> <p>E09 Staff training and development – although the majority of this budget has been spent, many of the training and development opportunities for the year have been paid for or are ongoing.</p> <p><b>The Chair asked if training and development was cascaded and followed up for all staff through staff meetings.</b> The Headteacher confirmed this did happen.</p> <p>E10 Staff absence insurance premiums – these have been paid for the year with the premium being less than last year as the school is now only insuring against Teaching Assistant absences.</p> <p>E12 Buildings Maintenance and Major Building Maintenance – The fascia boards have been replaced over the summer with UPVC ones. £7,960 is to be reimbursed from the local authority</p>	



for this work.

Repairs are required to the Foundation Stage Unit boiler. A part has been replaced at a cost of £800 and another new part is required as the part is corroded and needs replacing at a further cost of £994. The local authority is to be approached for additional funding for this work.

The Chair commented that the boiler had been problematic ever since it had been installed and perhaps consideration should be given to a new one being installed.

The Headteacher advised that there had been only been a limited guarantee with this boiler when it was originally installed. For it to be replaced would be too costly and there would be implications on the school budget.

It was suggested that a new boiler could be requested as part of the new build.

It was confirmed that there will be solar panels fitted on the new build.

E18 Other Occupational Costs – this budget line covers refuse collection, health and safety items, fire protection equipment etc. Additional funds are required in this budget as the budget has all been spent.

E20 ICT Learning Resources – a whiteboard and two computers need to be replaced at a cost of approximately £3,500, with the budget allocated already being committed to from this budget this year.

It was **agreed** that funds would be diverted from budget code E19 learning resources to meet this cost.

E25 Local Authority Catering – the catering invoice for the year has been paid.

All children were accessing a free school meal prior to the government's offer of free schools meals for all children up until the end of key stage 1.

No children have a packed lunch with only 1 or 2 children going home for lunch.

All children in year 3 are continuing to have a school meal which governors said was very positive.

Children in the Foundation 1 Unit who attend all day also access a school meal with the cost for this being absorbed through the Early Years Pupil Premium funding. Concern was raised about the impact if pupil premium funding were to be withdrawn at any point.

Application forms for pupil premium funding are completed on admission in to school.

E26 Supply and Agency Teachers – this budget is set at zero as supply and agency staff are no longer used, with appropriate cover for absences being available within the school.

E29 Loan Repayments are for the LED lighting within the school and will be invoiced for later and are repayable over the next 5 years.

#### Income

All income relating to budget codes I06 – I12 is being received.

I12 and I13 – Income for trips, activities and breakfast club are initially banked in the School Fund and then transferred to the school budget as income each term.

The Headteacher commented that trips and activities are match funded by the school and are seen as enrichment activity. By match funding this then allows for a more realistic contribution by donation from parents to be made.

The Chair commented that this was a positive reflection as to how parents value the school and that no child is excluded from any activity.

#### Budget Summary

it is predicted that there may be a budget under spend of £10,000.

Governors thanked Ms Heston for the clear and robust budget update.



#### 4. Teacher Performance Management

The Headteacher informed governors that the teachers' performance management runs from September – July, with targets being set in September which are then reviewed in July.

All of the leadership team have responsibility for the appraisal process.

The Headteacher confirmed that all reviews were completed in July in accordance with the performance management policy. Each target was reviewed and graded with points as to whether it was exceeded, met or not met. A report has been compiled for each individual teacher and each was presented as a recommendation to the Finance Committee as a Pay Committee. An overview of the performance management grid compiled by the Headteacher was distributed to governors.

The performance management information is recorded as a confidential appendix.

The Chair and other governors thanked the Headteacher for the rigorous process that had been undertaken which was very open, transparent and clear in terms of proposals and recommendations.

#### 5. Local Authority HR

##### 5.1 Pay Policy

The Headteacher thanked Ms McCrone for attending the Finance Committee.

The schools Pay Policy for teachers had been distributed to governors prior to the meeting.

Ms McCrone informed governors of the 1% award for all teaching staff which is payable from the 1<sup>st</sup> September which is in line with the local authorities recommendation. In addition to this a further 1% can be awarded if governors agree to this and the criteria are in place for this to be awarded. See 12.2 of the policy.

Ms McCrone further informed governor of the specific changes within the policy, with the following points being discussed.

18.5 – it is suggested if governors were to award enhanced pay the enhancement is set at an equivalent to an additional increment having been awarded.

19.4 – Applications for upper pay spines to be made by 30<sup>th</sup> September each year.

21.2 - It was advised for the Leading Practitioners range to be set at LP4 - LP6.

The leadership ranges are transferable to the Assistant Head Teachers position.

##### 5.2 Leadership Ranges

This item was recorded within the confidential appendix of the meeting minutes.

**ACTION:** Meeting to be arranged to discuss leadership pay range.

Chair,  
HR &  
Cllr  
Peach

#### 6. Any Other Business

Governors agreed for the Code of Conduct Policy to be referred to the Curriculum and Pupils Committee for consideration.

#### 7. CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that the teachers performance management and leadership pay ranges of the meeting agenda be deemed confidential for the purpose of the minutes.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 3.45pm

Signed by the Chair:

Date:

**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible
FC/05/15-16	Discussion re leadership pay ranges	Chair, Cllr Peach and Ms McCrone



## MELLERS PRIMARY SCHOOL GOVERNING BODY

### FINANCE AND RESOURCES COMMITTEE

Minutes of the Spring Term meeting of the Finance and Resources Committee of the Governing Body of Mellers Primary School held at the school on 25<sup>th</sup> February 2016 at 1.30pm

#### MEMBERSHIP (A denotes absence)

Miss J Wood, Chair of the Committee  
Cllr A Peach  
Cllr L Ali  
Mrs C McCrone  
Miss A Dawson, Headteacher

#### IN ATTENDANCE

Mrs C Colmore, Clerk to the governing body  
Ms M Holton, Business Manager  
Mr R Dejewski, Bursar

#### F&PC/22/15-16 APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### ACTION

For all future meetings of the committee it was agreed that the minutes from the previous meeting be considered.

#### Agenda

#### F&PC/23/15-16 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

#### F&PC/24/15-16 REVIEW OF THE BUDGET 2015-16

The Governors Financial Report, based on the period 10 outturn, was circulated.

Governors discussed the best way to process the report, recognising that notes had been provided for any areas of variance from the budget set, and agreed that they would ask questions about key variances. In response to the questions the Bursar and Business Manager informed governors that:

- The teaching staff additional hours were the only supply costs for the school, as the school used an over staffing model so that there was no need to use agency supply. This ensured that pupils received high quality teaching.
- The overspend on staff training was a result of setting a tight budget; however no further expenditure before the end of term was expected.
- Building maintenance costs were hard to predict. The eco boiler required specialist maintenance.
- The additional expenditure on IT resources was on a smartboard for year 3 following the previous one having broken. It was more modern and more effective. The IT budget set had been small, based on the previous year's expenditure, which had been the year of having to clawback the deficit.
- The loan repayment was for the Salix loan for new lights, which was offset by the energy cost reduction from the LED lighting. The benchmarking exercise undertaken in the previous year had shown energy expenditure was lower than average. Governors



discussed the value of having lights on sensors, so that they automatically switched off when not needed.

- Curriculum bought in services. The reason for the over expenditure of £16,630 was not available. Governors therefore requested that for all future meetings expenditure within the budget code be detailed, so that the reasons for under and over expenditure could be identified, to both inform future budget setting and to ensure value for money was achieved – **Business Manager / Bursar to action.**
- Catering income was unclear as a result of the funding cycle for universal infant free school meals.
- Maintenance work was undertaken to ensure that's the school building remained in excellent condition.
- The projected carry forward from the current year was £7,000.

Governors discussed the need to have a reserve fund for unexpected additional costs, recognising that future education income was not secure. It was **agreed:**

- To use £5,000 from the carry forward for the current year towards a reserve fund
- To work on the principle that £5,000 from the income for each year be set aside to increase the reserve fund
- That the total for the reserve fund should be reviewed when it reached £20,000, with the potential to increase it or decide on a percentage of the budget which should be considered the appropriate reserve for the school.

The Headteacher advised that at present each class had a teacher and a TA. In future she was considering moving to sharing a TA between two classes. Governors asked whether that would result in additional supply costs, as some flexibility would be lost. It was agreed that consideration would need to be given to insurance for absence.

#### **F&PC/25/15-16 HEADTEACHER SECONDMENT**

The Headteacher advised that she was working in the role with Nottingham Bluecoat, as agreed by the full governing body. She was working at Bluecoat every Tuesday, with Lorna Dermody at Bluecoat on Monday mornings. Ensuring that her role was strategic was key to success, with defined organisational responsibilities for the acting head. Recruiting a substantive headteacher for Bluecoat from September was underway, with the Executive Headteacher fully involved in the recruitment process.

The Headteacher informed governors that the role was enjoyable, but there remained complex issues to resolve. The leadership team at Mellers had been taking on additional responsibilities.

The contract for the work, drawn up with support from LA legal services, was nearing completion, with costs fully agreed. Bluecoat was paying approximately £5,500 per month for the service.

#### **F&PC/26/15-16 HEADTEACHER / DEPUTY HEAD SALARY** **2.40pm The Bursar left the meeting**

Confidential item – see appendix.

#### **F&PC/27/15-16 SCHOOLS FINANCIAL VALUE STANDARD**

Governors thanked the Business manager for her work in completing the SFVS. They reviewed the document and requested minor amendments. SFVS approved and signed by the Chair.

It was agreed that for the next SFVS cycle it would be completed by Cllr Peach together with the



Business Manager.

**F&PC/28/15-16      CONFIDENTIALITY AND COMMUNICATION**

It was agreed that no items be deemed confidential for the purpose of the minutes, with the exception of F&PC/26/15-16, see confidential appendix.

**The meeting closed at 3.15pm**

**Signed by the Chair:**

**Date:**

**MELLERS PRIMARY SCHOOL GOVERNING BODY****FINANCE AND RESOURCES COMMITTEE**

**Minutes of the Spring Term meeting of the Finance and Resources Committee of the Governing Body of Mellers Primary School held at the school on 25<sup>th</sup> April 2016 at 9.30am**

**MEMBERSHIP  
(A denotes absence)**

Miss J Wood, Chair of the Committee  
Cllr A Peach  
Cllr L Ali  
Mrs C McCrone  
Miss A Dawson, Headteacher

**IN ATTENDANCE**

Mrs C Colmore, Clerk to the governing body  
Ms M Holton, Business Manager  
Mr R Dejewski, Bursar

The Chair regretted to inform governors that Lorna Blake, who had been a valued member of the governing body, had passed away. It was greatly regretted that governors had been unaware of her recent ill health which had prevented her from attending meetings, resulting in her disqualification from membership. Carol McCrone would seek a next of kin address for her so that the Chair could write and express the sincere thanks of the whole school for her dedication to the school.

**F&PC/31/15-16      APOLOGIES FOR ABSENCE****ACTION**

There were no apologies for absence.

**F&PC/32/15-16      DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

**F&PC/33/15-16      MINUTES OF THE MEETING HELD 25<sup>TH</sup> FEBRUARY 2016**

Governors approved the minutes of the meeting held on 25<sup>th</sup> February 2016 as an accurate record.

**F&PC/34/15-16      REVIEW OF THE BUDGET 2015-16**

Governors had been circulated with the following meeting papers by email prior to the meeting, with hard copies available at the meeting:

Income report 2016-17

Expenditure details 2016-17

School Service Order Form for LA Sold Services

SAAF Budget Forecast overview report 2016-17, including graphical presentation by CFR category

Pupil Premium Tracker 2016-17.

Mr Dejewski, bursar, was not available to attend the meeting, and therefore the business manager was presenting all the reports with the Headteacher.

Governors noted that the carry forward from 2015-16 was £7,813, in line with the projections previously made to the committee. Governors commended the financial management which had



been needed to achieve this and also the rigorous prudent control of expenditure.

The SAAF report format was commended for being clear and easy to understand.

#### **F&PC/35/15-16      TRADED SERVICES 2016-17**

Governors gave consideration to the proposed services to be purchased from Nottingham City for the year 2016-17, noting that expenditure had reduced from £46,000 two years previously to £34,725.

In response to a question about whether issues related to the payments made to the LA had been addressed the business manager confirmed that this had improved; although swimming was still paid retrospectively. The business manager advised that having a single system for the purchase ledger management for services from the LA would enable budget management to be simplified.

Governors asked about the purchase of staff absence insurance and were informed that in the previous year the cheapest option had been purchased, at a cost of £3,800. This year the cost had risen to £10,000 reflecting 2 staff taking maternity leave. The income from the maternity leave cover would be £8,000, and therefore the insurance was considered to provide good value. No teaching assistant insurance had been taken out. Teacher cover was from the fourth day.

Governors questioned whether the service from the educational psychologist was good and were informed that it was.

Governors **approved** the services to be purchased from the LA.

#### **F&PC/36/15-16      BUDGET 2016-17**

Governors gave consideration to the proposed budget for 2016-17, which produced a projected carry forward of £30,119 at the end of the year, reflecting the committee's previous decision to build a contingency reserve. This was considered to be particularly important recognising the potential for unforeseen expenditure due to the growth of the school.

It was noted that in real terms school budgets were reducing; however the additional income through the work with Bluecoat, and the school's growth mitigated against the financial reductions.

The staffing costs in the budgeted were 74% of total expenditure, which was in line with best practice. The business manager advised that staffing costs over 80% would be likely to result in financial difficulties for a school.

Governors questioned specific aspects of the proposed budget:

1. Why was the full devolved formula capital budget, including the carry forward from the previous year, fully allocated? The Headteacher advised that the money was ring-fenced and would be likely to be spent supporting the building work.
2. Were all extra staff costs, including NI and pension costs, included? The business manager assured governors that they were included.
3. Budget for staff training of £20,000. How would this be used? The Headteacher advised that this was a reduction on the previous year. All training was now charged, including safeguarding training. The training was managed by the Deputy Head, who ensured that all training was value for money and in line with school development priorities. Governors recognised the importance of investment in staff.

Through the delivery of training, for example in Singapore Maths, the school received



additional income.

4. What did the catering staff budget cover? The office manager advised that this was for the cost of the cook for the breakfast club. Other catering staff costs were part of the catering package.

Governors discussed the swimming budget, which had been reduced from previous years. The Headteacher advised that foundation 2 and KS1 attended swimming lessons at Lenton Baths as the training system, Quackers, supported pupils quickly acquiring swimming skills. KS2 went to John Carroll. Using Lenton Baths incurred additional transport costs. The Headteacher was therefore seeking to have the staff from Lenton provide the Quackers method for KS1 / FS2 at John Carroll. Cllrs Peach and Ali would speak with the manager at John Carroll on behalf of the Headteacher.

Cllrs

Governors **approved** the budget for 2016-17.

#### **F&PC/36/15-16 CHILD CARE**

The Headteacher informed governors that a parent had indicated that they would need to move their child to a different school to access after school child care. A member of the TA staff had been willing to undertake additional roles in school and therefore the Headteacher had been able to set up after school child care, running from 3.15 to 5.15pm at a cost of £20 per week. At present around 5 children were attending, which would result in a cost to the school for the service of in the region of £3,000 - £5,000 per annum.

Governors discussed the service and agreed that:

- Child care was a valuable service for children and parents
- The service needed to be run at no cost to the school budget
- It would be trialled for one term
- The TA running the child care be asked to provide a report to the full governing body meeting to include income, expenditure and usage, and she would be asked to investigate funding streams.

HT/TA

#### **F&PC/37/15-16 FOUNDATION STAGE UNIT FROM SEPTEMBER**

The Headteacher informed governors that she had visited Nottingham Nursery with a view to working with the Nursery to use their training room to accommodate foundation 1 for the next year. This would enable foundation 2 to have full time places. She advised that she expected that the LA should fund it, as it was needed to resolve issues resulting from the expansion. Southwold Primary, Mellers and Nottingham Nursery would be auditing waiting lists as there appeared to be duplications through parents applying for places at more than one provision.

Governors checked that there would not be a need for pupils to cross Radford Road, and were assured that they would not be travelling from Nottingham Nursery to the school site. Cllrs Ali and Peach would investigate options for further traffic control on Norton Street.

Cllrs

Governors commended the solution to the issue of location for FS1 and looked to develop strong long term links with Nottingham Nursery.

#### **F&PC/37/15-16 PUPIL PREMIUM REPORT**

Governors gave consideration to the report, recognising the value of the variety of the expenditure on pupils.

Governors agreed that the residual Pupil Premium of £14,153 be used for In Harmony.



Additional income from the Ward Budget of £3000 was noted and thanks placed on record to the local councillors.

**F&PC/38/15-16 CONFIDENTIALITY AND COMMUNICATION**

It was agreed that no items be deemed confidential for the purpose of the minutes.

**F&PC/38/15-16 DATE OF FULL GOVERNING BODY MEETING**

It was agreed to move the full governing body meeting to 30<sup>th</sup> June 2016 from 23<sup>rd</sup> June 2016.

**The meeting closed at 11am**

**Signed by the Chair:**

**Date:**

ACTIONS FROM THE MEETING		
REF	ACTION	PERSON(S) RESPONSIBLE
35	Speak with the manager at John Carroll.	Cllrs Ali and Peach
36	Headteacher to arrange for TA running after school child care to produce report for full governing body meeting	Headteacher
37	Investigate options for further traffic control on Norton Street	Cllrs Ali and Peach

**MELLERS PRIMARY SCHOOL GOVERNING BODY-****PUPILS AND CURRICULUM COMMITTEE**

**Minutes of the Autumn Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 9<sup>th</sup> October 2015 at 11am**

**MEMBERSHIP  
(A denotes absence)**

Mr Mark Gilmore, Chair of the Committee  
Miss Judy Wood  
A Mrs Carole Mansfield  
Miss Amanda Dawson, Headteacher

**IN ATTENDANCE**

Mrs Clare Colmore, Clerk to the governing body  
Ms Laura Patel, Deputy Head  
Ms Lorna Dermody, Assistant Head

**P&C/01/15-16 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Carole Mansfield. The apology was approved.

**ACTION****P&C/02/15-16 DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

**P&C/03/15-16 MINUTES OF MEETING 3<sup>rd</sup> March 2015**

The minutes of the meeting held on 3<sup>rd</sup> March 2015 were approved as a true record of the meeting. There were no matters arising from the minutes.

**P&C/04/15-16 SINGAPORE MATHS**

The committee Chair had visited to view maths in the summer term, and would be visiting again later in this term.

Lorna Dermody, Assistant Headteacher with responsibility for maths, informed governors about the introduction of Singapore maths in school. She explained that four years previously she had completed the maths specialist course, from which she had understood how critical it was to have an approach to the teaching of maths which provided for an understanding of number rather than a set of methods for calculating mathematic functions. An audit had been undertaken of staff confidence in the teaching of maths and also of pupil understanding; the responses to both had been low.

She advised governors that with Singapore maths it was necessary to implement the full programme. So far it had been implemented in years 1 and 2, 3 and 6, with the resources provided free of charge for years 1 and 2, and purchased for 3 and 6. It needed to be introduced systematically, with staff provided with training, support and resources to make it effective. Lorna Dermody had produced a medium term plan for the year.

Governors asked whether pupils used different methods for solving mathematical problems and were informed that as their practice was based in a secure understanding of number, from concrete apparatus, the method used would be their choice.



Year 2 who had been taught Singapore maths in year 1 were now ready for the new year 2 National Curriculum and to meet the age related expectations.

Governors requested details of the cost and were informed it was in the region of £2,000 per year group; however as the school grew the resources and planning would be shared across the year.

Lorna Dermody had been accepted onto a mastery qualification course, for which there were only 60 places nationally.

The Headteacher thanked Lorna Dermody, on behalf of the governing body, for the excellent and transformational work she was doing as leader for maths. Her expertise was acknowledged both locally and nationally.

### **P&C/05/15-16 ATTENDANCE**

Laura Patel, Deputy Headteacher, was attending the meeting to inform governors about the actions being taken to address attendance, which had been identified in the Ofsted inspection as a priority for improvement.

The revised Attendance Policy had been approved at the summer term meeting of the governing body. Governors **approved** an amendment to the policy, so that late arrival, ~~resulting in being marked as an unauthorised absence,~~ would from now on start be from at 9.00am. Previously unauthorised late had been after 9.30am, in line with the LA's policy. It had been moved to 9.10am; however governors agreed that the disruption to education by late arrival should not be tolerated, and as the register closed at 8.50am, leeway of 10 minutes was sufficient.

All parents and carers had been provided with a copy of the policy by post. The policy was applied to all pupils, not just those of statutory school age, as it was important to have consistent standards and expectations from entry into school.

Attendance was reported to be high profile in school, with the Deputy Headteacher working closely with the Family Support Worker and the administration staff. They were committed to addressing attendance issues, recognising that there were often underlying issues for which the Family Support Worker could provide assistance.

Consistent application of the policy, with fairness ensured through forensic analysis of attendance data and rigorous investigation underpinned classifying attendance as unauthorised, led to the use of penalty notices. A database of evidence was maintained.

The Deputy Headteacher had taken advice from The LA Senior Education Welfare officer, who had identified areas for strengthening systems and data collation.

It was noted that Eid had affected attendance at the start of the term. For 100% attendance awards, absence for religious observations was not counted.

The government had raised the threshold for identification of persistent absence from 85% to 90%, which would increase the numbers of pupils classified as persistent absentees. Addressing this group was a key issue for the school.

Governors asked about the analysis of data and were informed that very detailed analysis was undertaken weekly and monthly, looking for trends and to identify falsification of absence, for



example for holidays.

Governors discussed the setting of targets, including in the use of appraisal objectives, and recognised that the initial impact of having a more rigorous system would lead to an increase in unauthorised absence; however overall the target was to have attendance close to national average within two years.

Governors commended the excellent work being undertaken to address absence.

Governors asked about who undertook home visits and were informed it was the Deputy Headteacher and Family Support Worker together. Governors checked with the Deputy Head that she felt supported in undertaking these visits and the difficult conversations which she had with families. She responded that she felt very supported and part of a team addressing the issue. Where necessary CAFs were initiated to support families where attendance had identified underlying concerns.

#### **P&C/06/15-16 REVIEW OF POLICIES**

##### Behaviour Management Policy

The Headteacher advised that the policy had been reviewed and the use of Marvellous Me had been added. It was used consistently throughout school and was having a very positive impact. It was recognised there was value in praise and recognition for all associated with the school.

The Behaviour Management Policy was **approved**.

##### Code of Conduct

The Headteacher advised that the policy was based on the LA policy, amended to reflect the needs of the school. It had value in setting standards expected in school, and potentially if there were allegations of misconduct. It included guidance on clothing standards.

Governors asked about references to the use of Facebook and social media and were informed that staff had training on privacy settings.

The Code of Conduct was **approved**, subject to minor amendments to be passed to the Headteacher.

#### **P&C/07/15-16 PERFORMANCE RELATED PAY**

Referred from the Finance and Resources committee.

Confidential item – see appendix.

#### **P&C/08/13-14 NEW BUILD**

The Headteacher advised governors that at present there was contention over the location for the building, which was affecting the approval of planning permission. The LA did not want it adjacent to Norton Street as it spoiled the view.

Governors agreed that having it adjoining the current building, was a non-negotiable requirement for the new build, to ensure the effective functioning of the school to best meet the needs of the pupils.

Governors noted that some trees might need to be removed and expressed a commitment to replanting trees if that be necessary. They would email to the Headteacher details of their objections to the LA's proposed location for the building, together with the educational rationale





for it adjoining the existing buildings.

**P&C/09/15-16      CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

**The meeting closed at 12.50pm**

**Signed by the chair:**

**Date:**

**MELLERS PRIMARY SCHOOL GOVERNING BODY-****PUPILS AND CURRICULUM COMMITTEE**

*Spring*  
Minutes of the ~~Autumn~~ Term meeting of the Pupils and Curriculum Committee of the Governing Body of Mellers Primary School held at the school on 9<sup>th</sup> February 2016 at 2pm

**MEMBERSHIP**

(A denotes absence)

Mr Mark Gilmore, Chair of the Committee

Miss Judy Wood

Mrs Cheryl Kelly

A Cllr Liaquat Ali

A Mrs Carole Mansfield

Miss Amanda Dawson, Headteacher

**IN ATTENDANCE**

Mrs Clare Colmore, Clerk to the governing body

Ms Laura Patel, Deputy Head

Ms Lorna Dermody, Assistant Head

**P&C/11/15-16 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Carole Mansfield. The apology was approved.

**ACTION****P&C/12/15-16 DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

**P&C/13/15-16 MINUTES OF MEETING 9<sup>TH</sup> FEBRUARY 2016**

The minutes of the meeting held on 9<sup>th</sup> February 2015 were approved as a true record of the meeting. There were no matters arising from the minutes.

**P&C/14/15-16 POLICIES**

The policies for consideration had been circulated in advance of the meeting.

**Fundraising policy**

The Headteacher informed governors that this was a new policy setting out the principles and practice for raising money in school, including through parental voluntary contributions. It supplemented the Charging Policy. The school was committed to providing an enriched engaging curriculum. The school sought voluntary contributions towards the costs and parents were extremely supportive. The school used a variety of methods for parents to pay, including payment plans, and recognised where parents were unable to pay. The policy included ethical principles for fundraising / activities.

Governors discussed healthy schools principles alongside fundraising, recognising that a common sense approach was needed, with cake sales being a valued method for classes to add to their class budget.

Policy approved.

**Offsite Visits policy**

The Headteacher informed governors that this was a new policy developed for local visits. More



distant visits were managed through the LA's Evolve system. The school had an offsite visits co-ordinator who was fully trained. LA Officer Martin Smith had delivered training to all staff on off site visits, which the chair of the governing body had also attended. All staff had been involved in the policy review and were fully aware of the content of the policy.

Governors asked about risk assessments and were informed that there were a set of generic risk assessments which were used to underpin visits. For specific activities, for example swimming, there was a specific risk assessment.

The policy contained details of adult to pupil ratios and included appendices with recording forms and checklists. All classes had a set of high visibility jackets which were required for any visit where pupils were alongside a main road. The safety of pupils was considered paramount.

Policy approved.

#### Policy Review Cycle

It was **agreed** that the chairs' group develop a policy review cycle, taking into account the last review date, frequency of review, and current improvement priorities and national / local initiatives. The chair of the committee would liaise with the business manager to have access to a full list of policies, date of last review and scheduled date for review and arrange for it to be emailed to all chairs.

Chairs

#### **P&C/15/15-16 DISCUSSION WITH PUPILS ABOUT ATTENDANCE AND PUNCTUALITY**

Attendance was currently 97%; however, despite the increase in attendance, it was recognised as important to retain a strong focus on pupils with poor attendance.

The chair welcomed three year 3 and three year 6 pupils to the meeting. Following introductions governors asked a number of questions of the pupils about attendance and lateness and learned that:

- Breakfast club started at 8am and the register was taken at 8.50am
- Lateness had improved, but some pupils were still late. The pupils did not like being late as it meant they felt they had missed out on some important learning. Some felt angry at being late. One pupil had been affected by having to move house when his home had been close to the fire in Radford
- Pupils took time off school when they were ill or had appointments they had to attend. Pupils knew of children who hadn't been in school, even when they seemed to be ok
- Pupils thought that fewer pupils were off school now
- Pupils were aware that parents could be fined for their children not being in school
- The class with the best attendance received a half termly prize. The chart of class attendance was in the hall
- Each term those with 100% attendance were entered into a draw for a bicycle
- Missing school meant that they felt they let their class down and they wouldn't be ready for their SATs.

#### **P&C/16/15-16 DISCUSSION WITH PUPILS ABOUT SINGAPORE MATHS**

Governors asked the pupils about Singapore maths and were informed that:

- The text books were very useful and explained things really well. The workbooks were fun. One pupil loved doing the tasks in the workbooks at home. (Text books shown to governors)
- Pupils liked maths much more now, with algebra being one year 6 pupil's favourite part of maths. All the pupils present really liked maths



- Pupils did maths 4 times per week
- Singapore maths had made understanding maths much easier. One pupil said that she had thought previously that maths was 'much too hard for me' but she now understood it and enjoyed it
- The books cost lots and pupils had to take care of them
- They had all got 'really better' at maths and 'really, really enjoyed it more'.

The pupils were thanked for their openness and for letting governors better understand two important aspects of school.

**P&C/17/15-16 CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes.

**The meeting closed at 3pm**

**Signed by the chair:**

**Date:**

**Action points:**

15 – Chairs to develop policy review cycle



**MELLERS PRIMARY SCHOOL GOVERNING BODY-****PUPILS AND CURRICULUM COMMITTEE**

**Minutes of the meeting of the Pupils and Curriculum Committee of the Governing Body of  
Mellers Primary School held at the school on 23<sup>rd</sup> May 2016 at 2pm**

**MEMBERSHIP  
(A denoted absence)**

Mr Mark Gilmore, Chair of the Committee  
Miss Judy Wood  
Mrs Cheryl Kelly  
A Cllr Liaqat Ali

**IN ATTENDANCE**

Miss Amanda Dawson, Headteacher  
Mr A Sheldon, Clerk to the governing body  
Mrs J Buttress, English Lead

**PC/01/15-16 APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllr Liaqat Ali.

**ACTION****PC/02/15-16 DECLARATION OF INTEREST**

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

**PC/03/15-16 MINUTES OF THE LAST MEETING**

Minutes of the meeting held on 9<sup>th</sup> February 2016, copies of which had been previously circulated, were taken as read, confirmed and signed by the chair.

**PC/04/15-16 SATS FEEDBACK**

Several pupils joined the meeting to give Governors feedback on the recent SATs.

The Headteacher asked if any of the pupils had met Governors before and the children confirmed that this was not the case.

The Headteacher led a general discussion on the role of Governors and explained the purpose of the Pupil and Curriculum Committee.

**The Chair asked the pupils for their thoughts on the recent Year 6 SAT tests.**

Pupils said that they felt that there was not enough time to complete the maths test and all of the children agreed that the tests had been very difficult.

The children also said that the reading test was difficult and that some of the questions were hard to understand.

In addition, the pupils felt that some of the questions in the test appeared to be 'trick' questions.

A Governor said that it was sad to hear that the pupils felt that the tests were trying to trick them

and Governors discussed the fact that children throughout the County could be experiencing the same difficulty.

**The Headteacher asked if the children had felt stressed by the tests** and some of the pupils said that they had felt stress whilst others said that they were stress free.

**The Chair asked if the tests had been an enjoyable experience** and the children said that the 'treats' they had been given at the time were the most enjoyable part of the process.

**A Governor asked if the free breakfast and lunch had helped to make the day enjoyable** and the children unanimously agreed that this had been the case.

**The Chair then asked children for their feedback on the year 2 SATs** and the pupils said that the difficulty of the questions varied between easy and hard and that they did not feel particularly pressured.

**The Chair asked if the tests were taken in small groups** and the pupils said that this aspect had been quite exciting.

**The Chair asked the children if there was anything that the school could do in the future to help others when taking SATs** and the pupils said that they were happy with the way the school had organised the tests.

#### **PC/05/15-16 WRITING IN THE SCHOOL**

**The Chair began by asking the children how they actually learn to write** and several children described copying from the board and writing stories. In addition the pupils described the help that the teaching staff gave and the feedback they had from the marking process.

**A Governor asked where the idea for writing stories came from.** The children described getting ideas from parts of other stories, getting notions from teachers and the 'taught for writing' system.

There was a general discussion on the effects of practising drama and its stimulation of the imagination with regard to obtaining ideas for story writing.

**The Chair asked the children to describe, in 1 word, how they felt about writing stories.**

The children gave several answers including exciting, joyful, imaginative and unique. 2 pupils said that story writing was ok and the Headteacher asked why it was only 'ok'.

The children said that telling stories was better than writing because it was faster and less boring.

The Governors heard that the children had been entered in to a BBC competition of children's writing and that they had shown great enthusiasm.

**The Chair asked what the world would be like without writing** and the children discussed the outcomes and decided that it would be a worse place without writing.

At this stage the Governors mixed and talked with the pupils and examined various examples of writing exercise books.



The Governors thanked the children for their contribution and the pupils left the meeting.

# **CONFIDENTIALITY AND COMMUNICATION**

It was **agreed** that no items be deemed confidential for the purpose of the minutes

**The meeting closed at 3.15pm**

**Signed by the Chair:**

**Date:**

## **ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible

**-CONFIDENTIAL APPENDIX-**

CONFIDENTIAL ITEMS	ACTION