



**Meeting of the Full Governing Body
Tuesday 11th December 2018 at 6pm
Trumpington Meadows Primary School
Minutes**

Governors present:

Catherine Jones (CJ) (Co-Chair); Liz Woodham (LW) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Marc Neesam (MN); Ollie Monro (OM); Ian Jones (IJ)

Also Present: Jen Hefti (JH) (Clerk); Shameem Khan (SK) (Assistant Headteacher)

The meeting was quorate. Catherine Jones chaired the meeting.

1. Welcome and apologies for Absence

Apologies were received and accepted from Vered Frechter (VF), Emily Black (EB) and Mark Johnston (MJ).

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 9th October 2018

The minutes were accepted as a true record and signed by the Chair subject to the correction of minor spelling errors.

Shameem Khan - NPQSL presentation

Governors gave consent for the presentation to be recorded as part of the requirement of the NPQSL assessment.

The following points were noted:

- The course is focussed on the effectiveness of leadership, strategies and the implementation of the Head Teacher standards.

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- The change project relates to teaching and learning - a report will be submitted detailing the work undertaken and the impact thereof.
- There will be a focus on Maths and stabilising the results to bring them in line with national and county.
- Work will be done to ensure secure subject knowledge and coverage of the curriculum.
- Consistency in teaching will be developed.
- Maths SATS results over the past three years were reviewed as well as the progress data for various year groups.

Foci for development

- Subject knowledge.
- Next step marking and feedback.
- Consistency in the number of lessons taught.
- Differentiation.
- Opportunities for reasoning.
- Fluency.

Each foci will last for half a term and vulnerable groups will be targeted.

Governors discussed the data and the underlying narratives.

Governors discussed the ideal outcomes for this project. Governors noted that a baseline would first be established and the curriculum embedded. Progress measures are important.

The target is for 80% of pupils to make six points of progress. This will be achieved, in part, by targeted teaching and fluid application of interventions. Teaching Assistants (TAs) to be deployed more effectively.

6.50pm - SK left the meeting.

5. Head Teacher's Report

The report had been circulated in advance of the meeting.

Governors noted the increased PPA time and the CPD and collaborative opportunities offered to staff.

DfE funding for Early Careers Teachers had been secured.

Parent questionnaire

- 91% of respondents felt that Trumpington Meadows (TMe) and Fawcett are good schools.
- There is some work to do around the lingering reputation of TMe.
- Fawcett parents are less confident of the improvements made although their baseline may be different to those at TMe.
- Bullying - many responses were 'don't know' showing that this is not an issue for the majority of families.
- There were comments around communications which are being looked into.
- There were a number of comments regarding the environment at Fawcett - this is being addressed.

Self Evaluation Framework (SEF)

The SEF had been circulated in advance of the meeting.

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This was completed at the beginning of term. It is a working document which is reviewed throughout the year. It forms a basis for dialogue with Ofsted.

Federation Improvement Plan (FIP)

The FIP had been circulated in advance of the meeting. Governors noted that it had been RAG rated and comments on progress towards targets added.

Governors agreed that a statement will be published in the next newsletter regarding the Federation's support of Dry Drayton and Oakington to allay parental concerns that focus is being pulled from the Federation.

The following points were noted:

- The Federation may become a national support school and perform more work of this nature.
- This will provide development opportunities for the Senior Leadership Team (SLT) and other staff.
- The Governing Body supports this work.
- The agreement with Dry Drayton and Oakington will finish on 1.5.19 when they academise.

6. Report from the Teaching and Learning Committee

The minutes had not been circulated. MN gave a summary:

- Working groups were discussed.
- An agenda schedule for the year was presented - when to discuss data etc.
- Committee looked at data and the narrative behind it, and what is being done to address any deficiencies.
- Progress remains good.

Phonics

- Results at both schools had improved and are getting closer to the national standard. The new approach to phonics is yielding results but has not yet been in place for a full academic year.
- Governors noted the number of children with English as an Additional Language (EAL), with up to 50% in any given cohort. These children tend to display restricted progress in Reception and Year 1.
- Internal targets have been set as well as benchmarking with similar schools.
- LW will meet the Assistant Head Teacher for Key Stage 1 (KS1) after the pupil progress meetings.

A governor challenged that it seemed late in the academic year to set targets. The Governing Body was advised that it is preferable to do this once children have settled in to their new class and are more familiar with the curriculum.

2017/18

Key Stage 2 (KS2) results were very good due, in part, to shared practice, collaboration and consistency of teaching. Governors noted that good results can be cohort driven.

TMe did not meet the local or national standard for Greater Depth.

Governors noted that Target Tracker does not hold prior attainment data for children who join school in-year, hence progress data may not be accurate. There is a significant proportion of children at TMe who have not been educated there for their entire school career.

Information on internal expectations/ targets will be provided after February.

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Governors noted that the focus should not be too directed towards SATS. Time should be allocated to scrutinising work in books and ensuring a broad and balanced curriculum.

The Governing Body should be mindful not to make judgements on the quality of teaching based solely on data.

7. Report from Resources Committee.

The minutes were circulated in advance of the meeting. IJ summarised:

- The Pay Policy was reviewed for recommendation to the Full Governing Body.

Extension of nursery offer

- The committee discussed extending the hours at TMe.
- This would be a significant financial commitment.
- TMe is currently not full leading to questions over demand for additional hours.
- Parents are likely to send their child to school where they went to nursery so children are being lost to Trumpington Park.
- A third party provider is not a consideration.
- This project will stay on the Resources committee agenda.

Part of this item is subject to a confidential minute.

8. Governing Body Membership

An enquiry was received today via the School Governance Team.

MN has spoken to colleagues at the Faculty and will update at the next meeting.

The local vicar is to be appointed later this month and will be approached regarding becoming a governor at the Federation.

9. Skills Audit and training needs

Governors were reminded to submit their completed skills audit to JH.

Training

CJ to attend the termly briefing and training for new chairs.

10. Link Governor Roles

The roles were allocated as follows:

- EYFS - EB and MJ
- KS1 - LW
- KS2 - VF and MN
- Health and Safety - IJ
- Safeguarding – CJ
- Pupil Premium - EB

Governors noted that a governor for SEND and Equalities is still required.

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11. Safeguarding update

Nothing to report.

12. SENCo report

The Provision Map had been circulated in advance of the meeting. This acts as a 'menu' of available classroom level support.

Staff will perform the 'Assess, Plan, Do, Review' cycle then use the provision map to select the appropriate strategies to support a child.

A number of the interventions listed have been found to have little impact and will be replaced.

Inclusion overview

Governors noted the high number of children with SEND, CAFs and EHCPs. These are significantly higher than most Cambridge schools.

Staff have seen a significant increase in the number of children joining school on Child Protection Plans. Ten children were taken into care over the last academic year.

Family workers and an active Inclusion Team are in post in both schools overseen by a dedicated Assistant Head for Inclusion.

The first £6K of any support package must be funded by the school. This is not sustainable given the numbers of children in need of support.

There is a threshold of the number of children with EHCPs which, if exceeded, leads to additional funding.

The Federation is proud of its inclusivity.

A lot of work is done arounds identifying issues, putting support in place and, if needed, obtaining places at specialist settings for our children.

13. Complaint and Exclusion

Governors noted the recent complaint made to the Chair of Governors. This was not upheld.

Governors noted the permanent exclusion made on 11th December and the requirement to set up a review committee. The committee must meet before 16th January 2019. The clerk will make the arrangements.

14. Code of Conduct

The Governors adopted the Code of Conduct.

15. Park and Ride consultation

It was noted that the School Councils are not in support of the proposal and are submitting a response.

It was agreed that a Governing Body response would be submitted.

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16. Policies

Pay Policy

The policy had been recommended by the Resources Committee and circulated in advance of the meeting. ***The Policy was approved for use by the Federation.***

Persistent Complaints and Harassment Policy

The policy had been circulated in advance of the meeting. ***The policy was approved for use by the Federation.***

17. Any other business

The Governing Body agreed that the clerk could have full access to the Chair's email address.

With no further business the meeting closed at 8.35pm.

Post meeting note:

Actions F0910-02, F0910-03, F0910-04 and F0910-05 are complete.

ACTION LOG

Action ref	Item	Action	Owner	Status
F0910-01	IDACI coding	LW to contact Andrew Baxter re outcome of second letter to the Director of Education	LW	Open

Initial: _____

Date: _____