

**Chandag Infant School  
Academy Governance Committee  
Meeting  
Wednesday 23<sup>rd</sup> January 2019  
6-8pm at Chandag Infant School**



## Minutes

<b>MEETING TITLE</b>	<b>Chandag Infant School AGC Meeting 3</b>
<b>DATE OF MEETING</b>	Wednesday 23 <sup>rd</sup> January 2019
<b>MEMBERS PRESENT</b>	Kate Reynolds (KR) – AGC Chair & Chair of Trust Board Catherine Phillips (CP) – Vice Chair Annie Smart (AS) – Headteacher Kerrie Willington (KW) – Deputy Head and Staff Governor Claire Gurnsey (CG) – Staff Governor Damian Vicary (DV) Carol Morris (CM) Trish Nethercott (PN) Andy Muncer (AM) Simon Butler (SB) Lucy Bees (LB) – Clerk
<b>MEMBERS NOT PRESENT</b>	Steve Lilley (SL), Stuart McManus (SM)
<b>IN ATTENDANCE</b>	Cat Hayes (CH) – EYFS and Assessment Leader
<b>DATE OF NEXT MEETING</b>	Wednesday 13 <sup>th</sup> March 2019 (NB: Meeting following Governors' morning in school)

### Executive Summary:

- Governors' training opportunities shared with AGC and need for Chair position to be filled as a matter of urgency was discussed
- Subject link governors confirmed and vacant positions identified
- Discussion and challenge took place following ASP and term 2 data presentation
- Governors asked to consider attendance at Chairs Forum
- Headteacher's report covering KPI, use of sugar tax, spaces in Year 2 explanation and work with 'secret writing' to raise boys' attainment
- RAP update provided and positive feedback shared around member of staff completing Thrive training
- Insight presentation given with discussion and challenge from governors
- Policies presented for discussion and approval. Comments and amendments to be processed by Clerk
- Risk Register shared and discussed - update to show school improvement risks to be made
- School newsletter to be discontinued, to be replaced by use of Twitter and Facebook

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies - Quorum</b>	
	The Chair welcomed everybody to the meeting and members introduced themselves.	
	Apologies were noted and agreed as above. The meeting was quorate.	



	<p>Maths, Early Years and HAP's currently vacant – Clerk to liaise with potential links suggested by the Headteacher.</p>	<p><b>Clerk</b></p>
<p><b>4.</b></p>	<p><b>ASP and T2 Data Presentation</b></p>	
	<p>The Headteacher welcomed CH to the meeting and thanked her for putting the presentation together using 2017/18 data.</p> <p>The presentation is available on the GVO but the following highlights were shared;</p> <p><b>EYFS;</b></p> <ul style="list-style-type: none"> <li>• Highest % GLD to date and higher than National &amp; LA. CH credited the team for fully embracing the 'In the Moment Planning' (ITMP) approach.</li> <li>• Work externally moderated and levels agreed by the Early Years' advisor for B&amp;NES.</li> <li>• More girls than boys achieved GLD, but the gender gap has decreased.</li> <li>• Spring born children achieving higher % GLD, as always – no evidence to suggest why.</li> </ul> <p>Governors enquired how the school had been able to improve the performance of boys, compared to previous years. As above, CH credited the ITMP approach as well as the new EYFS teacher (CG). Staff are providing quality intervention and have embedded all research.</p> <p>PN arrived at 18.24</p> <p>Governors questioned the results for writing and numbers, and were assured that the results from the previous year were exceptionally high - the previous cohort were very able mathematicians. For this reason, the data did not reflect a true comparison. It was noted that there had been an increase in the number of pupils reaching the early learning goals in these areas.</p> <p>Writing is moderated by LA moderators and it seemed increasingly difficult to attain 'exceeding' in EYFS – the DfE are now looking at progress from Reception to end of KS2 meaning that children should be GD in Year 6.</p> <ul style="list-style-type: none"> <li>• School pupil tracker was being used to track progress – expected progress is 3 points, this is classed as 'typical', more than 3 points = 'rapid' progress.</li> <li>• Although lower in attainment, boys made better progress from their starting point.</li> </ul> <p><b>KS1;</b></p> <ul style="list-style-type: none"> <li>• EXS higher than in previous year, Reading stayed the same.</li> <li>• GD higher in all areas.</li> <li>• School achieving above National in all areas, including GD.</li> </ul> <p>Governors requested reassurance in terms of how accurate Teacher assessment was and how these assessments affected tests. The Headteacher explained the ways that work is moderated;</p> <ol style="list-style-type: none"> <li>1. Internally – with other teachers</li> </ol>	

2. Across the WMAT – other schools moderating teachers’ decisions
3. Local Authority

Governors went on to question how the school was working with the Juniors to moderate together. Although they didn’t do this last year, they had worked together in the past. The Headteacher informed the AGC that she was very open to working collaboratively as it is important that the Junior School had confidence in the judgments being made.

The AGC agreed that re-testing children on entry to the Junior School was not in the interest of the children as it puts them under unnecessary pressure and stress. The Headteacher informed the AGC that the DfE have released lots of exemplar materials for the end of year standards which will be really useful for teachers to assist them when making their judgements. AS to liaise with TD re collaborative moderation.

AS

When looking at ‘more able’ pupils in Reception, Governors asked what % of those students went on to achieve greater depths in Year 2. The answer is all of them in reading and writing, maths = 71% of the 12% who were GDS in reception.

The Chair suggested providing actual numbers as opposed to percentages in future as the percentages are sometimes too small to sample.

**Phonics check;**

- Slightly below national but not statistically significant. Two children who did not pass achieved a higher score than previously – both have identified SEND needs.
- Year 2 retake pass rate = 82% (9/11 children) again the two that didn’t pass had identified SEND needs.

CH explained that the children are only tested on decoding, not comprehension. Many of the words within the test don’t actually exist.

**Vulnerable groups;**

**EYFS;**

- SEND pupils beyond expected progress in Maths.
- No gaps SEND versus non-SEND or BAME versus non-BAME or EAL versus non-EAL pupils’ attainment or progress in any area.
- PP, disadvantaged pupils and BAME cohort made beyond expected progress in all areas, diminishing the difference with peers.
- The services premium pupil made beyond expected progress in R and W.
- EAL cohort made beyond expected progress in R and Maths.

**KS1;**

- Year 1 EAL performed better than non-EAL including R and M where 100% on track for ARE
- Year 1 non-WBRI (white British) more children on track for ARE than WBRI. No significant gaps in Year 2
- More EAL high attainers in W and M than non-EAL
- Gaps in all areas for disadvantaged versus non-disadvantaged

	<p>Governor's requested to see data in the same format for 'most able' students moving forward.</p> <p><b>Whole School focus for 2018-19;</b></p> <ul style="list-style-type: none"> <li>• Closing the gap for disadvantaged pupils across the school.</li> <li>• Closing gap between boys and girls attainment of GLD in EYFS.</li> <li>• Boys' writing in Year 2.</li> <li>• Achievement of ARE for all children in Year1.</li> </ul> <p>The AGC thanked CH and she left the meeting at 18.56.</p>	
<b>5.</b>	<b>HT's Report inc KPIs</b>	
	<p>The report was circulated in advance of the meeting and comments or questions were invited.</p> <p>KW explained about the 'secret writing' work that the school was doing with boys. The aim is to build confidence and increase the level of engagement.</p> <p>The Headteacher assured Governors that the necessary steps had been taken to secure the school after the break-in to the Reception garden that happened last year.</p> <p>Governors questioned why there were spaces in Year 2 and were advised that two pupils left to move house/area and the other moved to another school outside of the Trust.</p> <p>The Headteacher advised Governors that the sugar tax budget would be spent on purchasing a defibrillator and new tables for lunchtime – it would not cover all of the cost of the tables, but it would be a start and the breakfast café would fund the outstanding amount in time.</p> <p>SEF to be brought to the next meeting – agenda point for Clerk.</p>	<b>Clerk</b>
<b>6.</b>	<b>Child Protection update</b>	
	<p>The AGC agreed that this update was not necessary. All Governors had completed the relevant training online in the last three years and any changes or updates would be brought to the AGC by the Headteacher. Clerk to inform when governors' training due to expire.</p> <p>DV is scheduled to attend safeguarding training 6 February 2019 as Safeguarding Governor.</p>	<b>Clerk</b>
<b>7.</b>	<b>RAPS – update from T1&amp;2 and new for T3&amp;4</b>	
	<p>Last and this term's RAP was circulated prior to the meeting and comments or questions were invited.</p> <p>The Headteacher advised that maths actions are outstanding as the staff member had been off sick. If the absence continues the actions will be reassigned. Parents' evening for maths is scheduled for the 31<sup>st</sup> January.</p>	

	It was noted that HB had almost completed the training to become a 'Thrive' practitioner. The AGC acknowledged that she was already doing great work with the children, but the qualification would enable her to support pupils who would have previously been referred to the Behaviour Panel.	
<b>8.</b>	<b>Chairs update</b>	
	The Clerk highlighted that the school didn't have any representation at the last Chairs' Forum meeting - Clerk to send dates for future meetings and Governors to tentatively diarise them.	<b>Clerk</b>
<b>9.</b>	<b>Insight Presentation</b>	
	<p>KW and CG delivered a presentation which explained that 'Insight' was replacing School Pupil Tracker. It is an assessment tool which will be used for teacher assessments, but will also include PIRA and PUMA scores to look for any gaps in progress.</p> <p>Governors questioned how often teachers made assessments and whether Insight would affect their workload.</p> <p>Governors were assured that Insight is GDPR compliant as a log-in and password are required to gain access. There is also a 'safe' mode which enables staff to share information without showing names etc.</p>	
<b>10.</b>	<b>Policies - EYFS, Collective Worship, Anti- Bullying, Most Able</b>	
	<p>The policies were shared in advance of the meeting to allow Governors time to read them in full.</p> <p><b>EYFS</b> – originally approved 2017, reviewed and ratified by the AGC today, next review due 2022.</p> <p><b>Collective worship</b> – originally approved 2015, reviewed and ratified (on the basis that the agreed typos would be amended) by the AGC today, next review due 2022. *withdrawal* it was agreed that the policy needed to state that a parent could request to withdraw a child from assemblies or from religious ceremonies if they wished.</p> <p><b>Anti-bullying</b> – recently updated to include cyber bullying. Further updates required to include bullying from parents at home and racist incidents. Approved by staff, review due 2020.</p> <p><b>Most able</b> – when looking at this policy, Governors requested clarification on what 'most able' meant. It was agreed that the policy needed to make this clear. The Headteacher agreed to bring the revised policy to the next AGC meeting for approval – agenda point for Clerk.</p> <p>The AGC agreed that most able pupils needed to be identified as a group so that they could be reported as other vulnerable groups. It was also agreed that assigning a link Governor for this group might be useful.</p>	<b>Clerk</b>

<b>11. Risk Register</b>	
<p>A copy was shared prior to the meeting and Governors agreed that it needed to be updated to show school improvement risks, rather than financial risks as mitigation could be controlled by the school.</p> <p>Number 1 – The Headteacher explained that the WMAT had a new Finance Director who would regularly meet to discuss budgets. Although mitigation sits less with the school, Governors agreed that they still wanted to be aware of it as ultimately finance impacted on the curriculum.</p> <p>Number 2 – DV confirmed that he had sent an email to parents, encouraging them to disclose. He agreed to attend new parents’ evenings in future to discuss if necessary. Risk owner AS.</p> <p>Number 3 – mitigation text and numbers needed amendment. The AGC agreed that any money raised by the PTA should be kept separate to school finances.</p> <p>Number 4 – a spelling error was highlighted for ‘numbers on roll’. Governors questioned whether this was a school or a WMAT risk.</p>	
<b>12. Any Other Business</b>	
<p>Link Governor meetings had been scheduled for 4pm on 31<sup>st</sup> January. A pro forma which could be used during the meeting is available on the GVO.</p> <p>Clerk to inform non-attending Governors of the date and time of the meetings.</p> <p>The Headteacher informed Governors that PN had resigned as a Governor so this would be her last meeting. The AGC thanked PN for her valued contribution and presented her with some flowers and a card.</p> <p>The AGC went on to thank the Clerk as she had also resigned due to personal circumstances.</p>	<b>Clerk</b>
<b>13. Date of next meeting</b>	
<p>Wednesday 13<sup>th</sup> March 2019 – Governor day;</p> <ul style="list-style-type: none"> <li>- Arrive 8.45 am</li> <li>- Lesson visits until 12 pm</li> <li>- Lunch</li> <li>- AGC Meeting 1.30 – 3.30pm (Staff Governors will be made available for the meeting)</li> </ul> <p>DV confirmed that he was unable attend. Clerk to check with Governors not in attendance and also contact the Chairs’ PA.</p> <p>The Headteacher advised Governors that the school newsletter would be discontinued as they would be using Facebook and Twitter more instead.</p>	<b>Clerk</b>

The meeting closed at 8pm.

#### Action Record

Action	By Whom	Meeting Date	Due Date
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1.	Compete GDPR training	SM	23 Jan	ASAP
2.	Chair of AGC information to CP	Clerk	23 Jan	ASAP
3.	Safer recruitment training for DV via finance	Clerk	23 Jan	ASAP
4.	Safeguarding briefing to next agenda	Clerk	23 Jan	13 Mar
5.	Chairs Forum Meeting dates to AGC	Clerk	23 Jan	ASAP
6.	Vision & Values statement update	Chair	23 Jan	13 Mar
7.	School day consultation docs to share with AGC	AS	23 Jan	ASAP
8.	Clerk to liaise with potential Link governors suggested by AS	Clerk/AS	23 Jan	ASAP
9.	Liaise with Tim Dunning re collaborative moderation	AS	23 Jan	ASAP
10.	SEF to next agenda	Clerk	23 Jan	13 Mar
11.	Clerk to inform when governors' safeguarding training due to expire	Clerk	23 Jan	ASAP
12.	Chairs Forum dates to AGC	Clerk	23 Jan	ASAP
13.	Most Able policy to next agenda	Clerk	23 Jan	13 Mar
14.	Link governor meeting date/time to non-attending governors	Clerk	23 Jan	ASAP
15.	Governor day date to be checked with non-attending governors and Chair's PA	Clerk	23 Jan	ASAP

**Signature (Chair of Governors) :**

**Date :**