



Minutes

MEETING TITLE	Chandag Infant School AGC Meeting 6
DATE OF MEETING	Wednesday 27 th June 2018
MEMBERS PRESENT	Amanda Haskins (Chair) Annie Smart (Head Teacher) Helen Bancroft (Staff Governor) Catherine Phillips, Damian Vicary, Stuart McManus, Trish Nethercott, Andy Muncer, Carol Morris, Steve Lilley Lucy Bees (Clerk)
MEMBERS NOT PRESENT	Simon Butler
DATE OF NEXT MEETING	Wednesday 26 th September 2018 (TBC)

Executive Summary:

- Discussions were centred around budgets for 2018/19
- The Board continue to discuss the possibility of external lettings to generate more income
- The school have produced the highest figures recorded for early years data

		Action
1.	Welcome and Apologies - Quorum	
	AS or AH to reach out to SB as no apologies received	AS / AH
2.	Governance Issues	
	<ul style="list-style-type: none"> - Declaration of Business/Personal Interest - Governor monitoring and school visits since last meeting - Governor training attended and feedback 	
	<p>No new declarations made</p> <p>AH has attended for various meetings DV attended breakfast café CP has attended to interview for new Reception teacher - not appointed so AH attending 28/6 to re-interview.</p> <p>No training scheduled to complete. CP will attend Chairs briefing on behalf of AH. Session delivered by LA. Feedback from CP in note format.</p>	
3.	Minutes from previous Meeting & Matters arising	
	<p>Concern was expressed over the level detail included in the finance update of the previous minutes, Governors didn't feel it accurately reflected the conversation that took place. Clerk to update.</p> <p>Other than this the minutes were agreed as an accurate and true record and signed by the Chair.</p>	Clerk

	<p>TN to send Clerk notes from Link Gov meeting</p> <p>No further updates re fencing and lighting – ceiling in school hall will be decorated during summer holidays. If replacing lighting why decorate? CJS successfully bid for SALIX? Grant, got in just in time. Not opened up yet for this year, if it does re-open then it will be from September. Add agenda point for discussion in September.</p> <p>LB to email ASe for presentation from previous meeting</p> <p>Chase WMAT for clarity re site manager for the school – Governors are concerned about getting value for money. What is our extra contribution paying for?</p> <p>Claire or Mark to update new website with Governor details (term of office etc)</p> <p>AS has met with Laura re lettings. Football school interested in hosting 2-week summer school here. Is breakfast café treated in same way? No, any profit goes directly to us. We will be looking at it this term, if it's profitable then it will continue. Not only organised with profit in mind but for the community as well. CW very proactive at finding out what other schools are doing, one club (street dance) doing classes here now. Activities just for children? Needs to be after school so evenings means it could be anybody. Open to any outside clubs. Birthday parties? Could be an option. AS to speak to Laura. Open/lock up costs - Mon – Fri up until 10pm trust will lock up. Will the WMAT fund an advert in the week? (local newspaper) Relying on social media currently, but no reason why not. AS to follow up.</p> <p>Statutory Educational Psychologist staying with BANES, non-stat work to be carried out by 'Brighter futures' from September.</p>	<p>TN</p> <p>Clerk</p> <p>Clerk</p> <p>AS</p> <p>AH</p> <p>AS</p> <p>AS</p>
4.	Chair of Governors verbal report including Chairs' Forum and Trust Board Meeting Executive Summary	
	<p>AH provides an overview about Chair's Forum; Extra testing – MC gave evidence to say why this needs to be done – it provides more clarity on progress not only from yr to yr but school to school. More for Trustees to have evidence of what's happening in real time although this is just a snapshot of attainment on one day. AS to give further information at next meeting. Professional teacher assessments will still take place but run alongside. Insight being used to track progress This is being built for us over the summer, ready for Sept.</p>	

	<p>Governors agree it is good to compare school to school but there is a danger that teachers will start teaching to tests.</p> <p>Teacher time needed to support children in taking tests, taking valuable time away from teaching.</p> <p>This should be being done for the good of the child, not for the good of reporting to trustees. Willing to try but re-asses after, are they showing you what you need or is insight sufficient? Y2 already completed SATS before extra tests that will happen next year. New tests are presented as games as they are completed online, this is good but the children still need guidance to complete these. We believe online tests will be available from October for KS1.</p> <p>Will the results of these tests be used to set targets for the next set of tests?</p> <p>What is the cost implication of the new tests? Buy tests 3 times per year, buy insight, no facility for online learning diaries so need to buy something else – how to fund all of that? AS to update on this and CPOMS at next meeting.</p> <p>Are other school feeling the same? Yes, apart from one school who are only doing tests currently and not assessments. We will have to try and see what happens.</p> <p>AGC to keep an eye on it, it must benefit the children, not just trustees.</p> <p>Will it be that different in terms of entrance/exit, children are used to having a go at new things? It is important to have facts to back up opinions. Parent survey saying they are not sure where their children are, could benefit in that way. Teacher assessments have to be backed up with work.</p> <p>Staff survey – rating system not clear. WMAT agree and are looking at it, it will be re-formatted. AA agreed with comments so due to be re-released soon.</p> <p>Executive Summary – trust already aware that more info is needed. AH confirms update re change in AGC Chairs not able to be Trustees any longer, Trust board needs to be impartial. Perhaps the summary could be uploaded with papers to the GVO as the Chair is not able to add anything or answer questions as they have no further understanding?</p>	<p>ALL</p>
<p>5.</p>	<p>Head Teacher's Report</p>	
	<p>Attendance good – vulnerable groups at or above non- vulnerable, really positive.</p>	

Year R GLD - Target of 80% actual 85%. Highest figures for early years so very good. Best data that we've ever had. Strong cohort, 12 SEN last year, only 2 this year. Good teaching and also a different cohort without the complex needs of last year's group
MC and AS agreed to set target to increase % boys reaching the standard in EYFS writing, 67% last year – 80% this year.
Boys GLD 59% last year, 76% now.

1 out of 2 PP children have achieved 7 points progress in maths, expected progress is 3 points. Really successfully engaging with family. Didn't make GLD overall but excellent progress has been made.

Planning in the moment – have you been asked to share within WMAT? Asked to host a Head Teacher & Head of EYFS from Broomhill Infants in Brislington that are considering joining the WMAT. Results speak for themselves, we really should be sharing as best practice.

Cat will attend and speak at 'New voices in education' event in London in October.

Thanks to EYFS team for great progress. Staff vacancy must be filled with the right person.
Yes, that's why we haven't appointed already and have re-advertised.

Y2 retakes, only thought that half would make it but 82% have (9 out of 11) really good work from Y2 team and Helen – thank you from the Board.

Percentages looking strong but national comparisons will pick up those that achieved early learning goal and then not achieved in Y2. Not an accurate measure to get early learning vs Y2. Y2 very hard to achieve, EYFS much easier as this is a 'Best Fit' model versus 'Complete Fit' in Y2. Many schools aren't achieving conversion from EYFS to Y2.

How do we know what progress the child makes whilst in this school? Point to point analysis – entrance level not just exit level from EYFS. Measured a lot on attainment but progress is also really important. We monitor progress and evidence that, this is just as important as some children will not ever meet the expected standard. HB does case studies of children who don't reach.

We must remember that children are not just number, we need to look at the children as a whole – we want them to be well rounded individuals. They need an environment where they can thrive, they need to feel safe, happy and secure – then they will learn. This is very hard to evidence but is definitely happening.

Targets set with MC? Generic?
Set on prior attainment – set aspirational targets with staff agreement. All cohorts different. Targets need re-assessing every year.

6.	Finance Update	
	<p>AH and AA met with AA and TH re recharges. There will be no movement in figures. Governors were given a copy of the email response from TH, along with the draft budget to see.</p> <p>Governors question why the charges for the school (HR, Finance etc) are the same as a school with 68 more pupils for example? Why are these charges not worked out on pupil numbers as income is? Income = per pupil, charges = per school, Governors all agreed that they felt these should be the same.</p> <p>Why have they hit us with this now when we have no time to budget accordingly? Expected to enter 2018/19 with a £6k deficit but it is now clear that this will be more like £7k. This isn't through bad spending; the school will be paying £12k more this year to the trust than the previous year. That's the reason we need to create extra £7k of income.</p> <p>Are the new extra tests included in these costs?</p> <p>It is on the agenda for Friday to discuss – the money just isn't there to give. We will be sticking to a very prudent budget, cutting resources for teachers when purchasing equipment.</p> <p>We were towards the top when it comes to staffing costs but not dissimilar to other schools. When expensive staff move on, we will have to re fill positions with cheaper staff.</p> <p>What happened to Economy of scale?</p> <p>Hopefully we will see this eventually.</p> <p>Budgets are causing a nationwide issue, not just here.</p> <p>It was noted that Governors felt that this hadn't been communicated well – this sort of information shouldn't be emailed without prior warning; we also shouldn't be finding out information before we are supposed to.</p> <p>AS offers to take comments/questions back to TH as Governors are not happy with the content of his email – v ambiguous.</p> <ul style="list-style-type: none"> - What are shared services, service level agreements etc – need more info <p>The feeling was that the WMAT are using SBL as an example of a single school that has seen significant positive impacts as justification for charging other schools more.</p> <p>With funding models being different for each area – Strategically how is the WMAT thinking about who to invite to join in order to protect individual budgets?</p> <p>To keep standards up we need experienced staff, we need supplies and that basically isn't possible based on the current situation.</p> <p>Is the main drive growth of WMAT?</p>	ALL / AS

Do we need to push to trustees that the WMAT are trying to grow too soon? Not being effective and efficient with existing schools?

AS

AS to speak to AA/TH as governors not happy

Being that the WMAT are taking on schools in special measures and will be receiving significant funding to do so – what is happening with this separate pot of money? No reference to it anywhere in discussions. GAG number is low in other schools and it appears that this is being used as justification for billing all schools more.

Governors were very pleased and proud that the school has never entered into a deficit before, well done from the Board! Unfortunately, it is now out of AS's hands so we have far less control when increased charges are imposed. We need the support of the person looking for new funding streams to top up the deficit through lettings if possible. AS is in discussions about this.

It was noted that our deficit is small compared to other WMAT schools. What does that mean? Will we have to re-pay the deficit or make redundancies?

No concern from the trust. AS has been told that the Finance Controller is coming to meet with all schools to discuss implications.

Schools with money left can't spend without applying to spend. Not able to keep and carry forward.

What's the incentive to manage budget well in that case? It's almost better to spend everything and have nothing left.

Leftovers are ring-fenced and you can apply to spend in following year.

All Governors reject letter received from TH, poor content with no explanation or clarity – more information required. Advise how to make savings and explain more about re-charging.

Positives since joining the WMAT – flat roof is going to be replaced and some internal and external decoration, Owls hut being given a face lift over the summer. Fascias being replaced, new floors in reception classes have been laid and carpets are being replaced in entrance lobby. A huge amount of electrical wiring needed doing asap. All works to be completed over the summer. This has been funded by a Capital funding –pot, different streams of funding and allocated based on needs. It was noted that these works would have taken a very long time for the school to complete as they would have had to save for a very long time. Our server is also on its way out – this would have cost £3-5k to replace. Instead we are paying £6k to connect to server at Wellsway, this will offer much more support and longevity. A big cost initially but we will see reductions in years to come.

So although we are losing in some areas, we are gaining in others? Yes, definitely positive – staff and children need well maintained buildings. So these works were gratefully received.

7.	Staffing and Succession Planning for new COG	
	<p>2 staff moving on plus 1 more at the end of the year. Interviewing from 9th July for Y1 posts - 2 part time and 1 full time. The panel will be mindful of budget when recruiting but our priority is selecting the best candidate, even if they are the most expensive.</p> <p>Risk of 1.5 teachers down for Y1 and .5 for reception, is this a concern? Not currently – we have really strong candidates with more to interview. Feeling very positive.</p> <p>AS reassures that some people can give notice and come at short notice. All applicants either on contracts that are ending or returning from Maternity leave – all able to start 1st September 2018.</p> <p>Succession planning for COG – nobody steps forward. AH offers to talk privately if need be. AH reiterates that it is not as big a commitment as it used to be with no committee meetings although it may be difficult if working full time to manage the position.</p> <p>TN & SM (Vice Chair) happy to support new Chair and focused as Governors but unable to commit any further at this time.</p> <p>AS to be involved in all decision making please – Clerk to feedback to WMAT.</p>	Clerk
8.	Extra Tests for Children – update from Chair’s Meeting	
	As above	
9.	2018/19 Meeting Calendar	
	<p>It was noted that our meeting start time is 6pm, not 6.15pm as stated.</p> <p>No conflicts although advised its TBC. Clerk to confirm once dates are agreed by WMAT.</p>	Clerk
10.	SIP Review	
	<p>Prepared before new data available – reading, writing & maths in Y1 has highest amount of children below average so this will be a focus for those pupils next year.</p> <p>TN pointed out that there is more to children’s progress than just data.</p> <p>Any questions?</p> <p>Impact of lesson study? Continue next year? Yes, keen to carry on and it has shown to have a good impact - start sooner in the year for Reception going in to Y1.</p>	

	<p>Newly qualified teacher was part of study so she will feedback impact next week at her presentation.</p> <p>Any evidence to see success? Too soon to see in writing, met goal of improving oracy. Children are more readily telling stories, next year continue and take in to writing. Continue to monitor and feedback. Reception children saying they want to write rather than tell – inspiring them to write. Need to share as best practice with new infant school.</p> <p>Questions on spelling – as a parent, how much is that being done at home? Parents may need reminding that it needs to be done at home? Parents need encouragement - How to make it interesting? Ideas of how to make it fun would be appreciated. Communicate via parent mail?</p> <p>An example of how another school are doing this is shared – parents are given a sheet with all spellings for the whole term, not relying on children to bring home weekly.</p> <p>Bigger picture of learning with an end date – best practice from other parents or schools and examples of how to make spelling more fun. Parents need reminders, maybe beginning of each term?</p> <p>Perhaps it could be discussed at ‘meet the teacher’ next year – what should parents be doing at home and when?</p> <p>Maths and English Audit less info re maths compared to English as Writing has been the major focus this year. Staff fully understand and that’s what’s important. Leaders leaving, will need to put new people in those roles. Embed in maths and data kept up. Left strong and embed what we’ve done before. Focus was reading and writing.</p> <p>Handover in absence? Will happen after 9th July hopefully. People might already be in school, depends who is appointed, strong new deputy coming in, plenty of time to hand over. Not necessarily new staff, could be existing staff taking on lead roles.</p> <p>Senior leadership team to meet 10th July 2018 to flesh out and put detail in to new SIP. This will go to the WMAT Director of Primary and then to governors for all to agree.</p>	
11.	Initial data indicators	
	As above	
12.	Parent Survey	
	Governors were given the survey with responses. This information has already gone out to staff, now governors and then back to parents.	

	<p>Anything to add in responses?</p> <p>What level of response is this compared to previous years? Higher, previously about 40%</p> <p>It was felt that the language used in the survey may invite a positive response – all statements are very positive. Depending on what outcomes you want, you could survey more neutral. Could be more open to answers, not being steered in to answers. Responses v strong but are people being led to those responses? In response, it was discussed that people have been honest, the survey didn't prevent people saying what they wanted to say. Format follows 'Parent View' , the Ofsted method of collecting data.</p> <p>Need to push more people to complete it. Online better than paper.</p> <p>Perhaps we could have sent more reminders, include a link.</p> <p>Can we see progress rates? Can't see if abandoned but we can see if any questions have not been answered.</p> <p>Parents don't understand about Academisation or the role of Governors – need more clarity to attract potential new governors. Is it talked about? Perhaps we could direct parents to WMAT newsletter when we feature? Post WMAT items in school newsletter – works being carried out etc? Communicate benefits of WMAT membership to raise profile and create awareness.</p> <p>How can we make people aware of what Governors do? Need to look at how, discuss any new ways. Perhaps Governors could attend and speak at new parents evening?</p> <p>In terms of encouraging a better response rate from surveys, we could try to make it fun by competing between classes? Kids like competition, they may encourage parents. Provide data using bar charts as visual for children.</p> <p>Very positive feedback though, thanks to AS and team for continued good work.</p> <p>A request has been made for the Parent survey not done in same format again, very time consuming to collate answers manually.</p>	
<p>13.</p>	<p>Any Other Business</p>	
	<p>A matter was discussed that was private and confidential.</p> <p>TN leaves the meeting at 8.05pm – Thanks Mandy for all she has done for the school, incredibly lucky to have her.</p>	

	<p>Director of Public Health award celebration – we need a Governor to attend with ASe please. Thursday 20th September. DV to confirm if he can make it, clerk to coordinate. Respond needed by 7th September.</p> <p>Disciplinary panel – 1 governor needed to support Clerk to find out timings, SM happy to attend if timings work. SL possibly Wednesday 3rd or 17th July. Clerk to confirm asap. AH as last resort</p> <p>The board present AH with flowers and a card and thank for her contribution to the school.</p> <p>Thanks from AS to all Governors for support this year.</p> <p>The meeting closed at 8.15pm</p>	<p>DV / Clerk</p> <p>Clerk</p>
14.	Date of next meeting	
	26 th September 2018 (TBC)	

Action Record – Exclusions Basis

	Action	By Whom	Meeting Date	Due Date
1.	Reach out to SB as no apologies received	AS / AH		ASAP
2.	Update previous minutes	Clerk		ASAP
3.	Send Clerk notes from Link Gov meeting	TN		ASAP
4.	Add agenda point for discussion in September – update re fencing and lighting	Clerk	26/9/18	26/9/18
5.	Email ASe for presentation from previous meeting	Clerk		ASAP
6.	Chase WMAT for clarity re site manager for the school	AS		26/9/18
7.	Claire or Mark to update new website with Governor details (term of office etc) AH to check and provide info	AH		ASAP
8.	Birthday parties as an option for lettings? Check with Laura	AS		26/9/18
9.	WMAT to fund an advert in local press re lettings?	AS		26/9/18
10.	Continue to monitor effectiveness of extra tests	ALL		Ongoing
11.	Speak to AA & TH re budget and email response	AS		ASAP
12.	Confirm 2018/19 meeting calendar once agreed by WMAT	Clerk		ASAP
13.	Governor required to attend Director of Public Health award celebration	Clerk	20/9/118	ASAP
14.	Coordinate disciplinary panel	Clerk		ASAP

Signature (Chair of Governors) :

Date :