

MINUTES



LOCAL GOVERNING BODY OF RUSHY MEADOW PRIMARY ACADEMY

Thursday 30th November 2017 at 5:30 pm – Rushy Meadow Primary Academy

Present: Mrs Carole Cook (Chair)
Mrs Pauline Cook
Mrs Mary Coggins
Ms Helen Bretherick (Head of School)
Mrs Jess Schalkwyk
Ms Svenja Francis
Mr Leslie Gunaratne

Also Present	Ms Sarah Farncombe (Clerk)
	Ms Karen Saffer (Deputy Head)
	Mr Alex Clark (CEO Cirrus Primary Academy Trust) Mrs Natalie Lindsay-Scott AHT/SENCO Miss Carly Dowding (Maths Lead) Miss Katherine Sims (English Lead)

Absent Isabel Ramsey

Apologies Isabel Ramsey

	ITEM	ENC
1.	Apologies for absence Apologies had been received by the Chair from Isabel Ramsey and consented.	
2.	Confirmation of quorum The meeting was noted to be quorate.	
3.	Declaration of any conflict of interest with items on the agenda	

	<p>None not already disclosed.</p> <p>ACTION POINT: Ms Svenja Francis and Leslie Gunaratne to complete the annual declaration forms and return to the Trust</p>	<p>SF LG MC</p>
4.	<p>Board/Committee membership changes</p> <p>RESOLUTION: Governors voted unanimously to make the following appointments based on their skills and experience:</p> <ul style="list-style-type: none"> • Ms Svenja Francis: Designated Safeguarding lead (to include Looked After Children) • Carole Cook: HR Committee • Pauline Cook: Admissions Committee • Leslie Gunaratne: Finance Committee <p><i>(See Any Other Business for the appointment of deputies)</i></p>	
5.	<p>Minutes of the previous meeting (2nd October 2017)</p> <p>The minutes were agreed to be an accurate record and a copy signed by the Chair for filing.</p>	
6.	<p>Matters arising not discussed elsewhere</p> <p>There were no matters arising not covered elsewhere.</p>	
7.	<p>Committee Reports Verbal feedback was received on Trust committees</p> <p>Admissions The Committee met on the 18th September to confirm the arrangements for 2018 and to look at the arrangements for 2019. There were no changes proposed.</p> <p>The offer of 30 hour nursery provision had been discussed. The current nursery parents in all three schools are being surveyed as to whether they would have taken up the provision it had been available to them. The feedback will be discussed in the Spring Term.</p> <p>Finance The Committee met on the 5th October and agreed:</p>	

	<ul style="list-style-type: none"> • The Best Value Statement • The Cash Management Policy • Scheme of Delegation • The budget for Rushy Meadow <p>The Committee discussed the top slice charges and the recommendations will go to the Trust Board.</p> <p>Human Resources The Committee met on the 11th October.</p> <p>The Pay Policy and Teacher Appraisal Policies were considered and were presented to the Trust Board for ratification.</p> <p>The pay recommendations were agreed. NQTs who completed their year were awarded the full point rise. In the interests of fairness and transparency and in the light of the issues over incorrect target setting last year, it had been agreed to award a one point (Trust Scale) rise across the board for all other eligible teaching staff.</p> <p>There had been a discussion about harmonisation of support staff roles. The new trust roles will be in place for the spring term.</p>	
8.	<p>Head of School's (HOS) report</p> <p>The Head of School's Report was circulated in advance of the meeting with the agenda. Governors agreed it was clearly set out and easy to read.</p> <p>SDP (School Development Plan) The HT explained that as Governors had looked at the plan in a broad sense at the last meeting she felt it would now be helpful to look at specific priorities in more detail. Accordingly, extracts from the SDP relating to priorities 1,7 and 11 were tabled for particular scrutiny and discussion. Other priorities will be considered in more detail in subsequent meetings.</p> <p>Governors were talked through the extracts from the SDP and noted that text highlighted green in the evaluation columns is what has been achieved this term. Another colour will differentiate the progression for each subsequent term so there is a clear picture of the development over time.</p> <p>Points of note and matters raised in discussion included:</p> <p>Priority 1: Leadership</p>	

- Due to the sensitive nature of some information there are separate support files for individual members of staff
- In terms of leadership the leaders are doing a really good job and are working hard
- At phase level the Leaders have a good understanding of the direction needed and there is good dissemination of information. *Governors acknowledged the challenge faced by leaders in the face of a number of staff issues.*
- Support from the Avenue and the Trust is helping to plug the gaps in staffing
- Kate Sims (Literacy Lead) will be in class for two days a week from the spring term
- Middle leaders will be leading by example
- The feedback on the management of the staffing issues in Year 3 had been positive.

Priority 7: Quality of Teaching Learning and Assessment

- There is a lot of green in the evaluation section already

Carly Dowding talked to governors about her role as Maths lead. Points of note included:

- The delivery of maths had been an area of focus and that having evaluated the situation fully the new systems in place were reaping rewards
- Lesson planning is now clearer and more structured with daily reviews
- Learning walks have been used to identify strengths and weaknesses and where necessary support is being given
- The resources have audited and those which are out of date or no longer required have been cleared out. Each member of the team has been given a budget of £100 to update their class room resources.
- An audit of staff knowledge had been useful in identifying areas for development and training on differentiation has been arranged as a result.
- Moderation across the trust at Inset had been helpful
- Year Three now has the Maths Club which is proving popular. The impact will be assessed in due course
- There is still work to do on interventions and staff absence has been an issue

- Maths workshops for parents across the school (which will be accompanied by support leaflets) will build confidence in the parents to support their children
- World Maths Day is the 2nd February 2018
- A scheme used by the Avenue to support learning the times tables is being rolled out in year 5

Kate Sims talked to governors about her role as the English Lead and the delivery of the curriculum and school development. Points of note included:

- A review is in hand looking at what is working well and what needs to improve (using book scans as a starting point), checking delivery of the curriculum and pitching levels of expectations.
- The inconsistency of the approach to differentiation and challenge in teaching is being addressed and staff are being supported with training
- There has been a staff meeting on reading, national curriculum assessments maps

Governors asked about access to a library. They were advised there is a library on site but it needs updating and bringing up to standard. The library is on the action plan and in time will be a valuable resource.

Governors noted feedback suggested that the children were responding to the emphasis on reading every day.

- The school subscribes to the Bug Club and staff are being trained
- SPAG (Spelling Punctuation and Grammar) is key area for development in the medium term. A spelling grid has been developed for children to take home
- The English Leads across the Trust are working together for consistency
- Reading at home is being encouraged and a system of rewards is in place to promote reading

- Kate has been invited to be a moderator for Sutton Schools this year which will open up opportunities to see other schools in action

The HOS concluded by acknowledging that the impact of the consideration number of changes in practice is beginning to show but will take time. Getting the foundations right at this stage is important. When asked about the parental perception of the changes Governors were told it had been positive.

Priority 11: Improving relationships with staff and parents and engagement

- The evaluation shown in green is what has happened in Autumn 2
- Parents are pleased to be working with us
- Transparency and being clear (particularly with difficult messages) has been key
- Feedback on the presence of SLT at the school gates has been very positive
- In time it is hoped to invite volunteers into school
- Two new midday supervisors have been appointed
- Feedback on the blog has been positive
- The meeting regarding year 3 went well
- Establishing the PTA is a very positive achievement

Assessment

The Deputy Head explained that the data tabled had been validated since the last meeting. It is in the format used by all the schools in the trust.

Governors attention was drawn to the progress scores for disadvantaged pupils and noted it was an area of focus.

The Pupil Premium Lead has put together a document for class teachers to consider their perception of the barriers to learning for disadvantaged children.

The Governors were pleased to hear about the appointment of the SEND Co Ordinator and the support being given to teachers to ensure the curriculum is appropriate. They were advised that SEN review meetings have been introduced. There will be meetings to look individually at specific children and review the interventions in place. IEP (Individual Education Plans) will be reintroduced and they will be monitored termly. Parents will be involved in the process.

The latest data drop was today. Initial analysis had shown that there was some evidence the data had not consistently been entered correctly. It was not therefore possible to present the data to Governors this evening.

Governors noted that there had been a considerable amount of rapid change and acknowledged there would be some difficulties in applying new processes along the way.

ACTION POINT: The Chair to meet with the SEND Lead and will review SEND data

Safeguarding

Karen Saffer talked Governors through her report contained in the HOS report. Points arising from the discussion included:

- The action plan will make systems more robust
- Jenny Rowley (Cognus) is coming back in January to monitor progress against the audit
- Sharing practice with the Trust schools has been very useful

Attendance

Governors were talked through the attendance section of the report. Points of note included:

- The slight rise in attendance which is in part down to some of the rigour in place in challenging parents (including sending strongly worded letters)
- The DSLs have met to look at consistency of approach to absence and so called medical absence
- The initiatives to reward good attendance
- The more robust tracking procedures which are being introduced
- KS is working with the BWO (Borough Welfare Officer)
- A second family support worker is being engaged at trust level

Staffing

Governors ran through the staffing section of the report. They noted in particular the situation in Year 3 had been managed well and the Chair and another governor had attended the meetings with parents.

Support for teaching and learning

The support in place had been discussed above.

The Pupil Progress Meetings will be an opportunity for the staff to demonstrate their ownership of their data and to identify gaps.

	<p>Significant Achievements</p> <p>The HOS was very pleased to report on the establishment of the PTA. It has a robust constitution and all the posts have been filled.</p> <p>The uniform sale had been a success. The new uniform has been well received and the children are very proud to wear it.</p> <p>The wearing of so called Jo Jo Bows (ie very large hair bows) to school is being challenged appropriately.</p> <p>Governors agreed the new signage around the school was looking good.</p>	
9.	<p>Consider School Development Plan – priorities 1, 7, 11</p> <p>See the HOS report above</p>	
10.	<p>Behaviour policy</p> <p>Update on review of behaviour and next steps regarding policy</p> <p>KS has met with Kath Hodges who is an independent SLE (Specialist Leader in Education) to simplify the policy and procedures across the school.</p> <p>Points of note mentioned included:</p> <ul style="list-style-type: none"> • The incentives and rewards will be streamlined • Parents will be informed where red or yellow cards are given • All behaviour incidents will be logged on SIMS • Phase Leads will be consulted • There will be ‘behaviour ladders’ around the school • The new initiatives should be launched in January • Communicating the message to parents will be key 	
11.	<p>Policies to review:</p> <p>1. PSED (Public Sector Equality Duty)</p> <p>The policy was circulated in advance of the meeting and discussed.</p> <p>Governors noted:</p> <ul style="list-style-type: none"> • The PSED replaces the Accessibility plan and Equality & Diversity Policies. 	

	<ul style="list-style-type: none"> • In the stats quoted a group of 20 or less is marked with an asterisk to avoid the risk of individuals being identifiable • The school offers accessibility in terms of the sound system and the accommodation being on one level • <p>RESOLUTION: Governors agreed the PSED (Public Sector Equality Duty)</p> <p>2. SEND (Special Educational Needs and Disability) – postponed due to staff change</p>	
12.	<p>Head of School performance management</p> <p>Governors were advised the process had been completed and targets have been set for next year.</p>	
13.	<p>Update on building work – main entrance</p> <p>It had been hoped the work would have been completed during the October half term but has now been put back to February half term. The HOS reported she was pleased a project manager with the appropriate skills has taken over from her in managing the project.</p>	
14.	<p>Correspondence to the Chair</p> <p>None</p>	
15.	<p>Confidential items</p> <p>None</p>	
16.	<p>Any other business</p> <p>Governors agreed that it would be prudent to appoint substitutes to cover absences at committees.</p> <p>RESOLUTION: Carole Cook will substitute on the Finance Committee Svenia Francis will substitute on the HR Committee as necessary</p>	
17.	<p>Date of next meeting: 7th March 2018 at 6pm.</p>	

Closing Time of Meeting 7 pm

Chair's Signature

Date 7th March 2018