

Rowdown Primary School Governing Board
Calleydown Crescent, New Addington, Croydon, CR0 0EG

Minutes of the Governing Board meeting
Thursday 8 December 2016 at 6.00pm

Stuart Bailey (Chair)	Appointed Governor	Present
Vikki Coffey (VC)	Parent Governor	Apologies
Jonathan Easton-Crouch (JE)	Appointed Governor – Vice Chair	Present
Julie Gooding (JG)	Staff Governor	Present
Diane Pumphrey (DP)	Appointed Governor	Apologies
Behjat Reza (BR)	Appointed Governor	Present
Linda Shute (Head)	Head Teacher	Present
Rebecca Wise (RW)	Staff Governor	Present
Lynn Bruce	Governance Clerk	Present
RoseAnne Ellis (RE)	Observer – Chair of the Board	Present
Ros Sandell (RS)	Executive Head Teacher, FACT	Present

Item	Minute	Action
1	<p>Welcome The Chair opened the meeting and welcomed everyone.</p> <p>Apologies Governors received and accepted apologies from Vikki Coffey (work commitment) and Diane Pumphrey (work commitment).</p> <p>Quorum (50%) The Clerk confirmed the meeting to be quorate.</p> <p>Declaration of Pecuniary, Business or Personal Interests Governors were asked to update any declaration of pecuniary, business or personal interests and declare any interests in any of the agenda items. None were declared.</p> <p>Outstanding pecuniary interest forms are required from VC, JE, JG and DP. Action: Clerk to chase.</p>	1
2	<p>Minutes of the last meeting - 22 September 2016 Governors agreed to make changes to the minutes of 22 September 2016.</p> <p>Item 9 - Heads Report to now read <i>'The Head previously circulated her report to Governors and highlighted the changes to the leadership team - Jenny Holmes - SENCO, Rebecca Wise lower KS2 and Ann Byrne relinquished lead in Modern Foreign Languages curriculum area and will be supporting teachers in Teaching and Learning'.</i> Action: Clerk to amend minutes and bring back to the next meeting for approval.</p> <p>Matters arising from the last meeting At the last meeting, it was suggested that there was a lack of music and drama provision since the previous post holder left the school.</p>	2

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	<p>The Head reported that Jenny Alves provides some music but mainly covers art in KS1. Jenny did also work alongside the previous post holder for school performances which has been covered by other staff. The music teaching has not taken place however class teachers were given outlines around what was expected of them to cover this area of the curriculum but the staff member to model this was then absent. Some teachers arranged singing but this clearly does not compare to a music specialist.</p> <p>RE emphasized that music should not be seen as a specialist subject taught by specialists - it should be viewed that class teachers are to teach this area with support where required.</p> <p>Governors will look at the curricular provision in the New Year.</p> <p>Governor Links JE agreed to be the HR link and JG agreed to be the link to Website, Health and Safety and Safeguarding along with VC.</p> <p>Action Points from the last meeting Skills Audit forms to be completed by VC, JE, JG, DP & RW. Action: Clerk to chase.</p> <p>Code of Practice Governors to sign Code of Practice, scan and return. Action: Clerk to chase.</p> <p>All other action points were completed.</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">4</p>
3	<p>Governing Board vacancy The Clerk sought a Governor from SGOSS with an ICT background. His details will be given to Fairchildes GB. Action: Clerk</p> <p>The Chair had been in contact with the website 'Inspiring the Future' and has had a conversation with Anitha Dhanapal and Amy Price two prospective governors wanting to join us. They have been to the school and the Head had shown them around.</p> <p>Governors agreed and approved both Anitha and Amy to become Governors of this school. Action: Chair to give Clerk details to set up as new governors.</p> <p>Governors noted Sarah Nias resigned shortly after the last meeting.</p> <p>The Head is to actively source a parent governor until a suitable replacement is found Action: Head</p>	<p style="text-align: center;">5</p> <p style="text-align: center;">6</p> <p style="text-align: center;">7</p>

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4	<p>Data</p> <p>The Head had previously circulated the full RAISE online document, data dashboard, school's data and proceeded to take Governors through the information.</p> <p>RAISE online is produced for the DfE on national data of every school in the country. The RAISE contract is ending in March and this will be put out for tender. RAISE training has been postponed until more is known about the next steps.</p> <p>Q: If Ofsted were to visit, is the RAISE document the one they will use? A: Yes, and that is why the RAISE document is referred to as the Inspection dashboard.</p> <p>RAISE looks at progress and attainment and presents in lots of different pictorial formats. Governors are asked to identify the key messages and what the GB will do about it.</p> <p>The strengths and weaknesses have been given on the front page then RS explained to Governors how to read the data.</p> <p>End of Early Years, KS1 and KS2 –</p> <ul style="list-style-type: none">• During the time at Nursery the children make good progress however they are still behind by the time they reach Reception particularly within language development;• There was a Good Level of Development (GLD) which was at 62%;• Baseline Assessments have been completed for all children and all reception children are screened using Oracy project;• Girls performed better than boys but is not always the case e.g. KS2 boys did better than girls;• KS1 phonics - 64% of children passed compared to 81% nationally. However, 89% children passed (who were re-screened in year 2) as compared with 91% of children passing nationally. Those that did not pass when they were re-screened in year 2 were all SEN children. <p>Q: Do you use Average Points Scores for EYs children? A: This will be done using the new progress measures.</p> <p>Q: Phonics – EAL children reach the national average but other children were behind? A: EAL children tend to do well in phonics screening tests, but their understanding may not always be there.</p> <p>Q: SEN appears to be 32% behind the national? A: The SEN group are compared with all other children. The key to measuring the performance of SEN children is to consider their starting points and then measure progress.</p>	
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KS1 teacher assessment

- For Reading and Writing children were above national and just below in Maths however the children were below in all areas when working at greater depth (GD);
- Some children did work at GD;
- Progress for children meeting Expected Standards (ES) in Reading and Writing was good however those children 'emerging' made much poorer progress nationally;
- The weaknesses on the dashboard were addressed by breaking down the figures;
- Disadvantaged groups were at ES, below in Reading, Writing and Maths and at GD.
- No boys reached ES or GD in the emerging group for Reading and Writing but in Maths 25% reached ES but not GD (in this cohort girls are doing better than boys but this is not always the case);
- End of KS2 – 43% achieved ES in all areas compared to 53% nationally;
- Reading will have a high focus for the next year.

Significant groups –

- The school is boy heavy;
- High percentage of disadvantaged (PPG) children;
- Performance of PPG children is better at KS1;
- There is no clear pattern through the school and
- EAL children are doing better when compared nationally at KS1 than at KS2.

Main actions identified in the School Improvement Plan (SIP) –

- Governors received the SIP which included all areas above and what will be done;
- Phonics – the step to make from the end of EY to end of KS1 is massive – early writing has started in Reception after observations at another local school;
- It has been observed that children in Reception currently have an improved pencil grip when compared with children at the same time last year;
- Reading at the end of KS2 was down compared to National levels and it was a very challenging paper;
- Two staff meetings with leaders in English, modelling and focusing on closer looking at comprehension skills – word a day;
- Across the Trust there have been joint meetings, bought more books, sharing, introducing discrete reading sessions of 30 minutes per week;
- Maths reasoning will continue this year;
- Class teachers will identify six children who are currently vulnerable in all three areas to have specific work through interventions;

Q: Are the new techniques being based on the observations from the other schools or are there any expertise being brought in to assist staff?

A: It has all been based on the observations and the impact from that.

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	<p>Q: How will this be measured? A: Progress data from two terms should give a clear picture.</p> <p>More detail about phonics –</p> <ul style="list-style-type: none"> • More aspirations targets; • Met with reception parents to explain what happens; • Teachers will help all parents to move children on; • Moving to Year one is a massive step therefore the first term will address the gap and • EAL group added with specific teacher and Teaching Assistants. <p>During teacher observations, there appear to be improving lessons however the triangulation process has not yet taken place as the autumn term data has not been analysed.</p>	
5	<p>Premises Governors discussed and agreed to have a maintenance walk with the site manager to enable a five-year maintenance plan to be drawn up. Before this takes place, an understanding of the financial implications will take place at the next meeting. Action: Clerk to add to the next agenda.</p>	8
6	<p>Correspondence to the Chair The Chair wanted everyone to recognise the impact that the tram crash has had on the school staff, teachers, our clerk and our local Vicar and to recognise what a fantastic job they have done in such horrid circumstances.</p>	
7	<p>Governor Duty/Visits The Chair and BR did a joint visit to the school covering their curriculum area and link area. VC made two visits and JE visited once. Action: All to complete their Governor visit report and send to the Clerk to be able to input on the governor log.</p> <p>Governors agreed future visits Jan – Stuart Bailey; Feb – Vikki Coffey and Mar – Jonathan Easton-Crouch</p>	9
8	<p>Governor training The Chair attended the Safeguarding training at Fairchildes 09/11/16 and RAISEonline training.</p> <p>RS gave out the PowerPoint presentation to all Governors for their folders.</p> <p>Governors noted the training programme from Octavo.</p> <p>Octavo bespoke training is scheduled for 16 March 2017. The Chair spoke with Octavo and they are willing to cover the role of challenge from governors and linking into specifics e.g. PP spend. Action: Chair to organise.</p>	10

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	Governors confirmed they have received and read the Keeping Children Safe in Education Policy.	
9	Confidential Items Governors agreed there were no items declared confidential.	
10	Future Meetings of the Governing Body Spring Term <ul style="list-style-type: none"> • Thursday 9 February 2017 – (HT report with Review of Autumn term/finance focus); • Thursday 16 March 2017 – (Governor training session); Summer Term <ul style="list-style-type: none"> • Thursday 27 April 2017 - (HT report with review of Spring Term & focus to be agreed); • Thursday 13 July 2017- (End of year KS2 results and SIP evaluation). 	
There being no further business, the Chair closed the meeting at 8pm.		

Item	Action Point	By	Status
1	Chase outstanding pecuniary interest forms from VC, JE, JG and DP.	Clerk	Open
2	Amend minutes of 22 September 2016.	Clerk	Open
3	Chase Skills Audit forms from VC, JE, JG, DP, BR, LS & RW.	Clerk	Open
4	Chase outstanding code of practice signatures.	Clerk	Open
5	Prospective Governor from SGOSS with ICT background to be passed to Fairchildes.	Clerk	Open
6	To process new governors.	Clerk	Open
7	The Head is to actively source a parent governor until a suitable replacement is found.	Head	Open
8	Maintenance Walk/five-year plan to be discussed after finances are discussed.	Clerk	Open
9	Governor visit report to be completed and sent to the Clerk - Governor log.	SB/VC JE/BR	Open
10	Plan bespoke Octavo training	Chair	Open

Signed as a true and accurate record of the meeting.	
Chair's signature	
Chair's name	
Date	