




Monks Orchard Primary School – Local Governing Body
The Glade, Croydon, CR0 7UF

Minutes of the LGB Meeting
Thursday 25 April 2019 at 7.00pm

Governor	Position	Attendance
Bhavik Davda (BD)	Appointed Governor	Present
Guy Fairbairn (Head)	Head Teacher	Present
Karen Hart (KH)	Staff Governor	Apologies
Sony Nair (CofG)	Appointed Governor, Chair	Present
Jan Payne (JP)	Appointed Governor	Present
Debi Roberts (DR)	Appointed Governor, Vice Chair	Present from 7.30pm
Kenan Sonar (KS)	Staff Governor	Present until 8.40pm
Tanya Williams (TW)	Parent Governor	Apologies
Rosita Wilson (RW)	Parent Governor	Present
Also attending		
Amanda Bennett (AB)	Teacher (Year 5)	Present until 8.40pm
Lynn Bruce (Clerk)	Governance Clerk	Present
Ellen Crowfoot (EC)	Assistant Head Teacher, EYFS & KS1	Present until 8.40pm
Rebecca Green (RG)	Teacher (Year 6)	Present until 8.40pm
Ros Sandell (RS)	Executive Head Teacher	Present

Item	Topic	Action
1.	Welcome The Chair opened the meeting and welcomed everyone.	
2.	Apologies and Quorum Governors received and accepted apologies for absence from Karen Hart (unwell) and Tanya Williams (work commitment). The quorum for this meeting is one third of membership therefore the Chair confirmed the meeting to be quorate.	
3.	Declaration of Pecuniary, Business or Personal Interests Governors were asked to declare any pecuniary, business or personal interests they may have regarding this agenda. None were declared.	
4.	Minutes of 31 January 2019 Governors agreed and approved the minutes of the meeting held on 31 January 2019 to be a correct record of the meeting. The CofG signed the minutes and gave them to the Head for the school file. Action Points All outstanding action points had been completed and there was a DBS in place for all Governors.	
5.	Other Reports	

	There were no other reports for consideration at this point.	
6.	<p>Local Governing Body Business There were no changes to LGB's membership.</p> <p>Governors confirmed any changes to their profile had been completed on TTG.</p> <p>Website The CofG completed a website audit and confirmed it is compliant.</p> <p>Governor Visits Governors noted the Inclusion monitoring visit completed by JP on 13 February 2019.</p> <p>Coffee Mornings Coffee mornings set up for parents of SEND children have proved popular. Going forward there will be two each term. The ELSA TA will visit parents during the next session and the second morning will focus on transition.</p> <p>INSET Day Some Governors attended along with PTA, staff someone for the LA. The day was useful with an interesting group activity. Everyone noted that parents are invited to attend school to speak to the children about their careers. It was suggested for ex-pupils to come back and give their story.</p> <p>Training Governors noted that the 2018/19 Octavo annual training programme can be viewed and booked at http://sla.octavopartnership.org/Courses</p> <p>RW attended the ASP/IDSR training with understanding statistics course in January 2019 and found the course really useful.</p> <p>DR and RW attended PPG course in March 2019 which gave good examples of the way the grant is spent and the impact it can have.</p> <p>Governors enjoyed the bespoke training hosted by Rowdown Primary School on 13 March 2019.</p>	
7.	<p>Head Teacher's report.</p> <p>Staffing The Head informed Governors of the staff joining/leaving, and sick leave. The new Child and Family Support Worker post is working well.</p> <p>Thanks go to the two Early Years Educators (EYEs) for making sure the Reception class continued when the Agency staff left in January.</p> <p>Behaviour</p>	



EC circulated a document on Green Time for the Spring Term. The number of children missing green time due to their attitude to learning has reduced slightly due to interventions and speaking with parents. Next steps will be to reinforce school values, monitor the children and escalate the consequences.

Q: When there is a spike in children missing their green time, is there a reason behind it?

A: There was the 'science book week' but this doesn't seem to play any part. This too will be monitored.

Q: At what point is the parent aware that their child has missed green time?

A: At this stage, it is not reported to the parents by the school however consideration will be given to this.

DR joined the meeting at this point.

Exclusions

There have not been any permanent exclusions since the last meeting.

Data

AB and RG took Governors through the data provided and highlighted:

- Year 6

Writing is a particular concern, as is the gap between PPG and non-PPG children. There is a large group of children, 22/85 or 26%, mainly PPG, working 1 point below age-expectation. There will be: targeted small group support/interventions during English lessons, after school booster groups and additional support from SLT members. Y6 teacher from Fairchildes and JTA (both LA moderators) meeting with Y6 team (29/04/19) to analyse writing and agree plan for targeted support.

Q: Have parents allowed their children to attend the groups?

A: There were a few parents that rejected the offer.

- Year 6 SATS

As in previous years, Governors accepted the invite to attend the Year 6 SATs tests, to ensure that they are administered correctly.

- Year 2


The main concern in this cohort is the gap between PPG and non-PPG children. As in Y6, there is a large group of, mainly PPG, children working 1 point below age-expectation. One class also has a significantly larger number of children in this group, which needs to be analysed further. There is a Year 2 strategy meeting scheduled to agree plan for targeted support.

- Year 2 SATS

To reduce the fear and anxiety of SATs, children will undergo 'Special Agent Training' to take their SATs. The DfE requested that this group pilot a reading test which will take place next week.

Q: What can the school be doing earlier in the year to improve results?

A: Accuracy in writing is the main area of concern, which is why the Fairchildes programme was introduced.



- Phonics
Year 1: Spring 1 prediction, 82%
Year 2: Spring 1 prediction (cumulative), 95%

Q: Do you have a GLD prediction?

A: This will be available for the next meeting.

Attendance

Attendance is on track at 95.7% and above the target of 95%. Persistent Absences are still high. There are fewer children signing in as Late comers. Attendance monitoring may be transferred to WPS when the current contract with Team EWO expires, to be confirmed at a later date.

Safeguarding

There are changes within Social Services – at the last meeting there were 41 children monitored and now there are 25.

Children have left the school; mainly they were in emergency or temporary accommodation and have now been housed more permanently.

Q: Are there many families travelling some distance to attend school?

A: There are five families with 13 children involved.


Last term SLT started to use CPOMS, which is a secure online system for managing child protection, safeguarding and other issues relating to pupil welfare in the school. In the summer term, the system will be introduced to the rest of the staff however the rest of the staff won't have the access to CPOMS which JTA, GFA, ECR and DBE have. CPOMS is proving to be an excellent tool and once all other staff start to use it, the school is confident that it will be beneficial for them as well.

The school nurse has been made aware of the children who are on a Child Protection plan and can check in case they need to do anything as part of their Child Protection plan.

Collapsing of Year 4 and Year 3 Cohorts

Year 4 collapsed from 3 to 2 classes at the start of the spring term. There are currently 66 children in the cohort: 32 in Goldsworthy and 34 in Hepworth. Though teachers reported some difficulties managing the behaviour of a small number of pupils and an increase in workload, things appear to have settled quickly. Lesson observations, book looks and 'drop ins,' show children are making good progress. There have not received any parental complaints since collapsing the cohort.

Year 3 collapsed from 3 to 2 classes at the start of the second half of the spring term. There are currently 58 children in the cohort: 28 in Rivera and 30 in Kahlo.




	<p>As in Year 4, there were some initial difficulties with behaviour but again these seem to have settled quickly. Lesson observations, book looks and 'drop ins,' show children are making progress. Parents have been generally positive about the change; particularly those whose children were in O'Keeffe, who are now making better progress than before the changes.</p> <p>There was a significant decrease in pupil numbers over the last couple of years. This is the same with many other schools in the area. MOPS has now, effectively, returned to a two-form entry school. The school know that a number of schools who, like MOPS, had expanded are now also returning to their former size. The increased number of spaces has also led to increased mobility: children who were unable to secure a space in their closest school are now able to do so.</p> <p>School Roll</p> <p>Reception: 13 children have left since the start of the year: 8 moved home (or moved to a school closer to home), 1 due to SEND, 4 were siblings of children in Y3 or Y4</p> <p>Y1: This was a small cohort during Reception; Cooke Class was the mixed Y1/Y2 class, these numbers will be equalised this term.</p> <p>Y3: 22 children have left this cohort since the start of the academic year. 10 moved home (or moved to a school closer to their home); 1 to a faith school, 1 due to SEND, 8 were in O'Keeffe Class and cite the teacher absence as the reason for leaving; 2 left due to the cohort collapsing to 2 classes.</p> <p>Y4: 12 children have left this cohort since the start of the academic year. 8 moved home (or moved to a school closer to their home); 2 left because the school would not move the child to another class, 1 left because their sibling was in the mixed Y1/Y2 class and parents disagreed with this arrangement, 1 left because the parent was not happy with the way the school was dealing with their child's disruptive behaviour.</p> <p>Y5: This has been a small cohort for a number of years. 4 children left this academic year. 2 moved home, 1 had a sibling in Y3, 1 left because the parent was not happy with the way the school was dealing with their child's behaviour.</p> <p>Reception allocation for 2019 was released during the Easter Holiday. The first-round allocation for MOPS is 32 children. This would require opening 2 classes, which would be financially unsustainable. Either need to open just 1 class (max 30 children) or have significantly more children to open 2 classes. The school know that a number of other schools in the local area also have low numbers this year and are facing similar difficulties.</p> <p>There are 30 children expected for Reception in September 2019.</p>	
8.	Report from the Chair	

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	The Chair had no correspondence to share and had not taken any action on behalf of the LGB since the last meeting.													
9.	Health and Safety and Premises Management There were no areas for discussion.													
10.	Policy Documentation There were no policies for approval.													
11.	Future meetings Governors noted future LGB meeting dates <table border="1"><tr><td>Fairchildes 6.15pm</td><td>Monks Orchard 7pm</td><td>Rowdown 6pm</td><td>FPA/Board 5.30pm & 6.30pm</td></tr><tr><td>30 Apr 2019</td><td>25 Apr 2019</td><td>29 Apr 2019</td><td>15 May 2019</td></tr><tr><td>09 Jul 2019</td><td>18 Jul 2019</td><td>15 Jul 2019</td><td>17 Jul 2019</td></tr></table> Governors noted the Octavo bespoke training for MOPS will take place on 26 June 2019 on the New Ofsted Framework. Confirmed dates for FPS (04/06/19 or 12/06/19) will follow.	Fairchildes 6.15pm	Monks Orchard 7pm	Rowdown 6pm	FPA/Board 5.30pm & 6.30pm	30 Apr 2019	25 Apr 2019	29 Apr 2019	15 May 2019	09 Jul 2019	18 Jul 2019	15 Jul 2019	17 Jul 2019	
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12.	Publication of Minutes Governors agreed Item 13 will be recorded in the Confidential Part B minutes.													
13.	Confidential Items <i>Staff members left the meeting at this point.</i> This area has been reported in the Confidential Part B minutes.													
14.	Closure There being no further business to discuss, the Chair closed the meeting at 9.00pm.													

Item	Action Point	Lead
1.	There were no action points from this meeting.	

To confirm that these minutes are a true and accurate record of the meeting.	
Chair's signature	
Chair's name	Sonya Nair
Date	18/07/2019