

COCKWOOD PRIMARY SCHOOL

Governing Body

Teaching & Learning Meeting – Part I Minutes

Date/Time	24 th November 2016, 6pm	Location	Cockwood Primary School				
Attendees	Initials			Attendees	Initials		
Judith McGrath	JM	Chair, Co-opted Governor		Bob Foale	BF	Co-opted Governor	
Roger Hirst	RH	Vice-Chair, Co-opted Governor		Lorraine Curry	LC	Headteacher	
Nick Tallamy	NT	Co-opted Governor		Lewis Harben	LH	Staff Governor	
Tania Weeks	TW	Co-opted Governor					

Apologies	Initials	Reason (Category of Governor)
Cliff Curd	CC	unavailable

Absent without Apology	Initials

In Attendance	Initials	
Brigitte Hawkins	BH	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	JM
2	Declaration of interest	JM
3	Confidentiality	JM
4	Minutes of previous meeting	JM
5	Matters arising from the previous T&L Meeting	Various
STRATEGIC ITEMS		
10	Review School Performance Data	All
12	Pupil Targets	LC
6	Terms of Reference	JM
7	Prospectus	JM
8	Website	NT
9	HT Update	LC
11	School Improvement Plan (curriculum areas)	All
13	MAT – T&L Non-negotiables	All
MONITORING AND ACCOUNTABILITY		
14	New Parent Survey	JM
15	Community Cohesion/Collaboration & Enrichment	LC/All Governors
GOVERNING BODY MANAGEMENT		

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16	Governor Visit Day	NT/JM
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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<p>Welcome and Apologies</p> <p>JM welcomed everybody present to the meeting. An apology was received from CC, which was sanctioned by the governors present.</p>	Decision		
2	<p>Declaration of Interest</p> <p>JM read out the Declaration of Interest statement on the agenda. No declarations were made.</p>			
3	<p>Confidentiality</p> <p>JM read out the Confidentiality Statement which can also be found on the Attendance Sheet which was signed by all governors present.</p>			
4	<p>Minutes of T&L Meeting 9th June 2016 – for information only</p> <p>No further comments were made regarding these minutes.</p>			
5 Matters arising from the previous T&L Committee Meeting 9th June 2016				
5.1	<p>7. previous minutes – Review School Improvement Data – LC to add Autumn and Spring term data to report and also add % of children making above expected progress.</p> <p>JM said that she found the various data reports a challenge to review and LC suggested that governors use the SEF and the SEF summary which is based on Raiseonline and the Ofsted Dashboard instead. Other governors expressed their disappointment at the format of the Ofsted Dashboard which looks very much like the Raiseonline report and is no longer as easy to read.</p> <p style="background-color: yellow;">Governors agreed that the SEF and particularly the SEF Summary were very useful and that they will use this in conjunction with the data reports to verify the information presented in the SEF.</p> <p>Following a brief discussion, governors agreed that the report produced at the end of the summer term was sufficient and shows the progression through the terms.</p>	Decision	24.11.16	
5.2	<p>7 previous minutes – Review School Performance Data – amend Assessment Policy to show actions being taken if there is a dip in progress and attainment.</p> <p>The revised Assessment Policy was reviewed and signed off by all governors present.</p>	Decision	24.11.16	
10	<p>Review School Performance Data</p> <p>LC presented the Performance data and said that by governors reviewing the SEF and the SEF Summary, they will be able to identify our strengths and weaknesses and be able to ask questions about what we are doing to improve results.</p>			

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	<p>JM asked governors to raise questions about KS1 first. BF asked why KS1 attainment in working at Greater Depth was lower against national. LC explained that this is due to us internally taking a conservative approach and that, with hindsight, the scores of some children were well above 100 which would be working at Greater Depth. Both LC and LH explained that there was also very little guidance as to what 'working at Greater Depth' meant. JM asked if there was any guidance coming out regarding assessment, but LC confirmed that there isn't anything at the moment. Both LC and LH have been looking at the reports in detail to try and establish what constitutes a higher level score or working at Greater Depth, but they are unable to come to a clear conclusion. LC has also emailed the Raiseonline team with questions about our data, but has not received any reply as they appear to be inundated with queries.</p> <p>Governors agreed that the weaknesses shown on the front page of the Data Dashboard are due to the conservative assessments which resulted in no child working at Greater Depth. Governors also recognise that 86% of children in Reading, Writing and Math achieved the Expected Standard which is above the national results. LC also explained that the 2 children who did not achieve the Expected Standard were given a lot of support and were very close to achieving 'expected'.</p> <p>JM asked if another reason why we don't have children working at Greater Depths was because they did not make expected or accelerated progress. LC explained that we did have some pupils who made accelerated progress to get to the Expected Standard. The 2 pupils who didn't make expected progress from their baseline in EYFS were a low achieving child who has made real jumps, but not quite enough and a child who joined us in Year 1 with high EYFS scores.</p> <p>BF also said that it was great to see that what the achievements of our SEN pupils is showing as a strength, however he is concerned that this is to the detriment of our gifted and talented pupils not working at 'Greater Depths'. LC said that now that we know the scores for working at 'Greater Depth', 36% of our pupils would have fallen within that category because they actually achieved those scores, but unfortunately due to the lack of information available at the time, were reported as 'Expected Standard'.</p> <p>Going forward LC and the governors agreed that we need to be more confident about the ability of our children when we make our internal assessment, but also realised that this was very difficult last year with the lack of information available.</p> <p>JM then asked governors to have a look at the SEF and focus on the areas of improvement for each key stage, starting with KS1 and identifying what we are doing in order for more pupils to be working at Greater Depth. NT suggested that this is part of what is in the School Improvement Plan and LC said that governors can use the SEF as a tool during their subject leader meetings prior to completing the Leadership Report to find out what we are doing to improve on our weaknesses.</p>			
12	<p>Pupil Targets</p> <p>LC explained that she is concerned about what our current year 6 pupils will be able to achieve at the end of the year. This cohort's ability is split into 1/3 low attaining, 1/3 expected standard and 1/3 high attaining. This means that 67% are expected to achieve Expected Standard based on their Year 5 achievements. The main concern is that a number of children, based on their KS1 results, should achieve Expected Standard; however this includes children who have developed needs since Year 2 which make it more difficult. NT asked how their progress was looking through Year 3, 4</p>			

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	<p>and 5. LC said that they have identified gaps, particularly with the introduction of the new and much more challenging curriculum. And it has become much more important to achieve the highest possible score with the new way of assessing children. We also have a pupil in this year group who only joined us last year with significant gaps and working at a much lower level. NT asked if we will be able to show the progress this pupil has made since joining our school. LC said yes, mainly based on our own assessment as we have found it very hard to get hold of historical data for this pupil. And she confirmed that this pupil will make progress and we will be able to explain why this pupil is not working at the appropriate level. LH also explained that we have been trying to engage the parents' support which is proving a challenge.</p> <p>LC reassured governors that we will do our utmost to support these children and give them the best chance at achieving the highest levels possible.</p> <p>BF asked about the Year 2s and what we are expecting them to achieve by the end of this year.</p> <p>LC has put together the following targets based on their historical achievements in Foundation and the progress these children have made since then:</p> <p>Writing: 83% to achieve at least expected 25% to work at greater depth</p> <p>Reading: 83% to achieve at least expected 17% to work at greater depth</p> <p>Maths 83% at achieve at least expected Maths 33% to work at greater depth</p> <p>Governors understand that we are being cautious with these predictions because the curriculum changes may affect the pupils achievements, as the Early Years Curriculum has not changed, but the Year 2 has.</p>			
6	<p>Terms of Reference Governors confirmed that they are all familiar with the terms of reference and no further comments were made.</p>			
7	<p>Prospectus JM has sent details of the format of the new school prospectus to BH and updated governors on the meetings she has attended with the school council. The new prospectus will be based on the current one, but will be in a new format with new additions of pictures and drawings. JM asked governors for feedback once they've reviewed the initial draft. LC asked for a paragraph to be added regarding the parking and NT would like some information about E-Safety included. We will also include parent comments based on the surveys we have recently completed.</p> <p>BF asked if all the expected items required by the DfE are in our new</p>			

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	<p>prospectus. JM confirmed that this is the case.</p> <p>The school council will also put together a smaller version of the prospectus that the children who are coming to look at our school can take away.</p>			
8	<p>Website</p> <p>NT confirmed that all the statutory information is on our website, but we have to continue to update the photos and other areas of the website.</p> <p>The twitter feed is also up and running again and is being run by the digital leaders together with LH.</p>			
9	<p>HT Update (Leadership Update)</p> <p>We currently have 95 pupils in total, with 12 new foundation children in Class 3.</p> <p>Governors had a discussion about how many foundation children we may be able to take in September 2017. From a budget perspective, we need to take as many as we can, but we have to predict future years, depending on the intakes we have had per year, and look at class sizes going forward. Ideally we don't want to have more than 35 children in each Class 1 and 2, with 30 children maximum in Class 3.</p> <p>LC will put various scenarios together based on taking 14, 15 or 16 new foundation children in September 2017 which governors will review at the next FGB meeting.</p> <p>Attendance is 98.1%, of which over half of absences are unauthorised, where parents have asked for holiday, and LC has had to refuse it, following the guidelines, however parents have still gone ahead and taken their children out of school.</p> <p>Alison Murtha (AM) will be starting back in January. She has already attended some training which was made available for our English lead, and she was able to attend. There will be some transition. Debbie Russell (DR) has done a great job in Class 2 this term.</p> <p>TW asked about staffing when we lose 2 SEN children at the end of July. LC said that this is something we need to look at and discuss, as this particular TA contributes an invaluable amount of work in addition to working with the SEN children.</p> <p>LC also confirmed that we have managed to secure some funding for the child with additional needs in Class 3, and will continue to try and get funding for the child to give as much support as we can.</p> <p>The parent consultations were well attended. BF asked if we have a policy to contact parents we want to see. LH said that we will contact parents if they don't make an appointment to make sure we meet with them.</p> <p>Parents also attend SEN meetings now with Holly Hilliard (HH) and the class teachers. There is a lot of interaction going on and we can demonstrate that every parent has been in contact with the school.</p>	Action LC	24.11.16	19.01.17
11	<p>School Improvement Plan</p> <p>Governors decided to discuss this plan at the next meeting following their meetings with the subject leaders this term to write the Leadership Report Autumn 2016.</p>	Decision		
13	<p>MAT – T&L Non-Negotiables</p> <p>No further new non-negotiables were brought forward, other than what we discussed during the meeting on 31st October 2016.</p>			

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	NT said that we will discuss this at the next FGB meeting, following the resources meeting and their non-negotiables.	Action All Governors	24.11.16	19.01.17
14	<p>New Parent Survey</p> <p>Only 5 out of 12 parents responded, possibly due to the fact that most of the children are siblings. However, on all the surveys 'strongly agree' was ticked in all areas.</p> <p>BH to set up a survey folder on google drive and collate all survey information to date.</p> <p>JM will provide survey outcomes showing actions we have taken following the various surveys which can be published online.</p>	Action BH Action JM	24.11.16 24.11.16	Autumn Term Spring Term
15	<p>Community Cohesion/Collaboration & Enrichment</p> <p>LC listed the following activities that have taken place during last term:</p> <ul style="list-style-type: none"> • 2 Gifted and Talented Science workshops at Exeter University and History day at Trinity School. • The School Council Trip to the Fairtrade Schools Conference at Eden Project • The Fairtrade Café is booked for Friday 2nd December • Class 3 drama workshop and trip to Pennywell Farm • History Days at school: Vikings in Class 2 and WW2 in Class 1 • Class 1 trip to Exeter Christmas Market and Cathedral • Class 2 Residential at Bellever • Theatre Alibi performance • Red, White & Blue Day to celebrate Armed Forces Day • Rotary Club has been in to hand the dictionaries to Year 6s • Swimming Gala • Basketball tournament • Tennis Coaching • Bikeability • Exeter Football Club have done an assembly and will to football coaching next term. • Parent meal • Met with local villagers regarding the local flood plan • Harvest in Church • Phonics parent workshop • E-Safety Workshop for parents • School Christmas Fayre and whole school Christmas production • Carol Service at the church • Choir singing at Sainsburys • Training and meetings with staff from other schools and Somerset Literacy <p>Governors thanked staff for supporting all the events to make these opportunities possible for our children.</p> <p>NT added that governors will be serving Mulled Wine and Mince Pies and support Santa's Grotto at the forthcoming Christmas Fayre.</p>			
16	<p>Governor Visit Day</p> <p>JM has recently attended a Governor Update and said that the Ofsted focus is very much on pupil premium children.</p>			

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<p>Another area we need to ensure we are consistent across the board is for our year 4s which are split into two classes. LC has said that this is happening and LH and DR are working closely together to ensure there are no gaps.</p> <p>JM also added that the view in the room which involved about 30 governors from various schools was that now we don't have to academies, why not federate.</p> <p>There were also changes to Safeguarding and Early Years inspection changes.</p> <p>JM will email the pack to BH for distribution to all governors, together with a key facts sheet that JM has produced.</p> <p>JM said that the Maths training she recently attended was very valuable and that she would like to base a governor visit on how the training is being applied within the school. She will arrange this for either the end of this term or the beginning of next term.</p>	<p>Action JM/BH</p> <p>Action JM</p>	<p>24.11.16</p> <p>24.11.16</p>	<p>Autumn Term</p> <p>31.01.17</p>
<p>The meeting closed at 19:40</p>			

Details of next meetings			
Date/Time	Thursday 8 th December 2016, 6pm, Resources Committee Meeting	Location	Cockwood School
Date/Time	Thursday 19 th January 2016, 6pm, Full Governing Body Meeting	Location	Cockwood School
Date/Time	Thursday 9 th February 2016, 6pm, Teaching & Learning Committee Meeting	Location	Cockwood School