

## Wateringbury Primary School

### Minutes of the Governing Body meeting held on Tuesday 2<sup>nd</sup> July 2013 3.45pm at the school.

**Present:** Mrs Hanley (Chair), Rev. J. Brown, Mrs V. Collett, Mrs E. Humphrey, Mr Smith, Mrs Crawford-Usher, Mrs Vinall (Headteacher)

Clerk: Mrs S Wallis

#### **1. Opening Prayer.**

The meeting commenced after prayer.

#### **2. Apologies for Absence.**

Apologies were received and accepted from Dr. Bowie, Mr Clark and Mrs Evans

#### **3. Declaration of business interests.**

None.

#### **4. Minutes of the previous meeting.**

The Minutes of the meeting of 11<sup>th</sup> June 2013 were agreed as an accurate record of the meeting and signed by the Chair.

#### **Matters Arising.**

Action 1: The feedback from the teachers show that there are now good homework routines. A Governor asked if homework was compulsory. The answer was no but it is in the Ofsted framework. The homework set needs to be relevant. It was agreed that there was no need to monitor homework response in the future. Good homework routines feed into good classroom teaching, so each teacher is to monitor their own class and escalate any issues.

Action 3: Governor Induction training is not available at the moment on CPD.

**ACTION 1: Induction training for Mrs Collett to be booked when available.**

Action 4: Staff absence policy update is in process.

Action 5: Interventions have only been in place for a month so the impact is to be assessed at the next Monitoring Committee meeting on 17<sup>th</sup> July along with an overview of the SATs results.

In September the Governors will be able to analyse the Making Figures Speak, and the Ofsted dashboard.

**ACTION 2: Clerk to arrange FGB meeting for September.**

Action 6: SEN data to be reviewed in October.

Action 7 & 8: to be addressed at the Monitoring Committee meeting.

Action 10: Home School Agreement to be reviewed and sent out again in September.

#### **6. Headteachers report.**

The Headteachers report was distributed prior to the meeting, a copy of which is held with these minutes.

Post Ofsted Action Plan (POAP):

Governors were pleased with progress with the quality of teaching. A Governor asked if 12% of KS1 pupils at level 3 in reading, writing and maths combined is a good result. The response was that it depends on the cohort. The important thing is that they are secure. A Governor commented that it was good to see internal and external moderation.

Governors noted that two pupils have achieved level 6's in writing at KS2 (externally moderated) which are the school's first ever level 6's.

Premises:

Class care cover has been used to patch the leaks on the roof following stolen lead. There needs to be a full roof repair. Class care will provide 3 quotes.

Governors advised the school to see if Class Care would repair the windows in the infant's classroom. The 2<sup>nd</sup> option would be to speak to the Diocese who have a LCVAP fund budget.

**Action 3: Mrs Humphrey to contact Class care re. infant windows.**

Finance:

See Confidential Minutes

The school will be developing a new POAP for September.

The latest Triangulation Summary was distributed to Governors showing latest levels of teaching, books and marking. This will be analysed in the Monitoring Committee.

Looking at the cumulative APS it was noted that Y2 writing needs to improve. Y5 cumulative APS needs to be between 9-12 points. Writing is at 9.3 and Maths at 9.6. Interventions are already in place.

### **8. Data and Monitoring.**

The minutes of the last meeting and Terms of Reference (TOR) were distributed to the Governors prior to the meeting.

The TOR were approved by the Governors.

### **9. Finance.**

The financial summary for the Swattenden visit is to be emailed to the Governors.

**ACTION 4: Mrs Evans to email Governors the details.**

See confidential minutes.

### **10. Personnel.**

Have met, minutes are to be circulated.

**ACTION 5: Mr Clark to distribute minutes**

### **9. Communications.**

The minutes of the meeting were distributed prior to the meeting. Mr Smith summarised the meeting concluding that there needs to be a more robust communications plan. This will be presented in September

School Website:

Mrs Crawford-Usher has met with 2 web designers; KLZ and the Brown Studio. The Communication Committee want the website to fulfil their needs. Mrs Crawford-Usher suggested there will be 2 separate parts to the website; one static and one that is regularly updated with latest news (by Mr Evans).

**ACTION 6: Mr Evans and Mrs Crawford-Usher to attend the next Communication Committee meeting.**

**12. Chairs actions/correspondence.**

None.

**13. Any Other business.**

A Governor asked if the School had any plans to set their own term times in light of the recent changes. The response was there were no plans to change.

The School Fete was a success – many thanks to the FOWPS.

A new LA officer is to replace David Adams. Mrs Vinall has met and been given predications for the next 5 years for admission numbers.

**ACTION 7: Admissions on agenda for September.**

**14. Confidential matters.**

See attached.

Date of next meeting: tbc

The meeting closed at 6.00pm.

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_