

**TWO WATERS PRIMARY SCHOOL GOVERNING BODY  
MEETING ON MONDAY 2 DECEMBER 2014 AT 6.30 pm  
MINUTES**

**Present:**

Valerie Askins  
Tim Gately  
Scott Isaacs  
Nicola O'Connell  
Joanna Conway  
Alban Barnes  
Joy Larkin  
Paul Larkin (Chairman)

**In attendance:** Eileen Heylin, Clerk

No		Action
1	<p><b>Apologies and consent</b> Apologies were received from Mahjabeen Ahmed who is on maternity leave, and Joanne Summers and Kathryn Lloyd. These absences were approved.</p>	
2	<p><b>Confidentiality</b> The Chairman reminded members that items discussed in Governing Body meetings were confidential. He also reminded them that the day to day running of the school was not in the Governors' remit and should be left to the Headteacher.</p>	
3	<p><b>Conflict of Interest:</b> No conflict of interest was declared.</p>	
4	<p><b>Minutes of 8 September 2014</b> The first initials in item 4 were changed from MS to MA. With this amendment agreed the minutes were <b>approved and signed</b>.</p>	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>i. Attendance - As JS was not present she could not report on her findings as to whether attendance affects attainment.</li> <li>ii. Policy Review Dates and Statutory Policies – SI reported that he had done an audit of policies which he would email to members so that they can check those for which they are responsible. He will also email them to MA and Jennie Witter to see whether they have amended the policies for which they were responsible. Once members have checked their policies they should be sent to the school secretary. SI to come into school to go through policies. Once all outstanding polcies are complete the Governing Body can then re-allocate them to members. All safeguarding policies are up to date. AB to attend to check the H &amp; S audit. TG to circulate a list of statutory policies</li> <li>iii. Staffing Update - TG reported that there would be one change to staff after Christmas and that he had held a meeting with the parents concerned.</li> </ul>	<p><b>JS</b></p> <p><b>SI</b></p> <p><b>ALL</b></p> <p><b>AB</b></p> <p><b>TG</b></p>

6	<p><b>Reports of Committees</b></p> <p><u>Curricular Committee</u></p> <p>PL reported that the Committee had had a presentation by Miss Ward on EYFS which had taken place in that area of the school and it was very good to see what the children were doing. Also -</p> <ul style="list-style-type: none"> <li>• An update from NO’C on reading progress.</li> <li>• TG had explained the new curriculum which he had already presented to parents.</li> <li>• Update on pupil premium provision</li> <li>• TG had explained Raise on Line and hoped that Governors would look at it, password from him.</li> </ul> <p><u>Non-Curricular Committee</u></p> <p>SI reported that the committee had considered the following;</p> <ul style="list-style-type: none"> <li>• Period 7 budget figures. Everything on track monitoring will continue</li> <li>• Exceptional needs funding</li> <li>• Pupil Premium presentation and case studies</li> <li>• Looked after children</li> <li>• Model Pay policy which is complex and difficult to see how it can be implemented. There is still work to do at the next meeting.</li> </ul>	
7	<p><b>Headteacher’s Report:</b></p> <p>The Headteacher’s report had been circulated and TG went through the headings. The following questions were asked:</p> <p><b>Q Why did the Girls not do so well?</b></p> <p>A 3 of the Girls in the Reception class were looked after children which has impacted on their physical and emotional development. The new teaching staff, resources, environment and assessment program should result in a rapid improvement and this will be judged in January by the EYFS advisor. We have case studies to show progress in all areas and we are addressing their complex needs.</p> <p><b>Q Are there any new resources to improve the teaching of phonics?</b></p> <p>A No new resources but we are making the classrooms more phonics-friendly. We are also sending staff to have a refresher so they will come back with new ideas.</p> <p><b>Q How well attended was the parent workshop on phonics?</b></p> <p>A It was well attended and an evaluation is being done.</p> <p><b>Q What years does Phonics cover?</b></p> <p>A Not formally in nursery but there is still an approach and this is carried through the whole school. When you next come for your visit please check that the classroom is phonics friendly.</p> <p><b>Q Have we got documented evidence to show that we have improved?</b></p> <p>A Phonic assessment is done every half term. If a child has had intervention it is assessed every six weeks.</p> <p><b>Q What happens to the children who do not pass?</b></p> <p>A Intervention carries on throughout school</p> <p><b>Q How do you get the balance right between bringing on the boys without disadvantaging the girls?</b></p> <p>A We look at topics that are planned for the coming year to see if they will appeal to boys and if necessary we can look at where adult support is placed and if necessary can put adults with the boys.</p> <p><b>Q Did anyone speak to the three girls before they left to find out what the problem was?</b></p> <p>A No but we did go through the papers to try to identify the problems. This is something we could do in future. There is work to be done this year on the middle</p>	

	<p>ability children.</p> <p><b>Q In the case of dyslexic children do they have someone to read the questions?</b>  A We do not have any children with a diagnosis of dyslexia. NO'C has been working on a new comprehension intervention and the feed-back is that it is having a really beneficial effect so we opened it up to other children as well. In lesson observations we found that lots of the children fell down on the area of being able to justify their answers. This is improving. There is a big change in the way that we are teaching comprehension. We are looking at spelling and have bought a new intervention programme for that.</p> <p><b>Q Do we start spelling homework early enough?</b>  A We have re-looked at spelling and discussed introducing more formal spelling homework lower down the school.</p> <p><b>Q Is there re-capping of spellings which have been learnt?</b>  A Yes, but we could do a revision test at the end of every half term in addition to the weekly spelling tests that are already in place. We could have a spelling prize and are already planning a spelling competition between the houses. We are making sure that the children are putting their spellings into context.</p> <p><b>Q Are you confident that your assessment of lessons is what OFSTED would give them?</b>  A It is not just the Head but also the HIP who assesses with the Head on an annual basis and these judgments have always been consistent. We also look at books etc to judge progress over time.</p> <p><b>Q Is the dissertation being done by the student of use to the school?</b>  A We could ask her to check the correlation between attendance and achievement</p>	
8	<p><b>Policies:</b></p> <ul style="list-style-type: none"> <li>• The Staff Pay Policy, the Appraisals and Capability policy and e-safety will be checked by SI and AB and presented to the next Governing Body meeting.</li> <li>• <b>Off Site Visit Policy</b> had been circulated and with, the change of 'CRB' to 'DBS', was <b>ratified</b>. To be reviewed annually</li> <li>• <b>Special Educational needs Policy</b> NO'C explained that it has been updated to conform with the latest changes. With the change of the word 'sex' to 'gender' and a change to the correct date, the policy was <b>ratified</b>.</li> </ul> <p><b>Q How is information shared with parents?</b>  A Every parent whose child is on a Pupil Passport receives a letter from the school advising them of this. In addition they are invited to a meeting with the Sendco to discuss the provision for their child.</p> <p><b>Q Are we monitoring correctly?</b>  A Yes the Special needs Governor came in November and is also coming in next week.  Governors made some feedback comments to NO'C for changes to the DSEN Information Report which she will action.</p>	<p><b>Agenda</b>  <b>SI/AB</b></p> <p><b>NO'C</b></p>
9	<p><b>Governor Visits</b>  PL thanked those who had done their visits and encouraged those who had not to do so by the end of term. TG thanked Governors for the feedback which has been very useful and is being co-ordinated by JS.</p>	
10	<p><b>Governor Training</b>  PL reported on the training that had been done and also recommended courses where there are gaps. PL to circulate training record and options and encourages Governors to look at what they could do.</p>	<p><b>PL</b>  <b>ALL</b></p>

<b>11</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>i. PL spoke about the new Governor Declaration forms which everyone present had completed. Clerk to email forms to those not at the meeting.</li> <li>ii. TG showed Governors how another school had prepared for OFSTED and it was agreed that it was a good idea and should be shared with all Governors. SI to work on a similar presentation with TG which will be presented to the Governors in February.</li> <li>iii. PL to do the end of term letter to parents, members to email him any ideas or comments they may have.</li> <li>iv. The results of the staff survey to be put on the next agenda.</li> </ul>	<p><b>Clerk</b></p> <p><b>SI/TG</b></p> <p><b>PL/ALL</b></p> <p><b>Agenda</b></p>
<b>12</b>	<p><b>Date of the Next Meeting:</b> Monday 2 February</p>	

The meeting closed at 9.10

Signed..... Date.....